

MONROE CITY COUNCIL
Regular Business Meeting
February 11, 2020, 7:00 P.M.

Council Chambers, City Hall
806 W Main Street, Monroe, WA 98272

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

Special Orders Of The Day

1. Proclamation: Black History Month (Mayor Thomas)

Documents:

[Proclamation - Black History Month.pdf](#)

Announcements And Presentations

1. AB20-022: Appointment to the Planning Commission (Mayor Thomas)

Documents:

[AB20-022 Confirmation fo Planning Commission Appointment.pdf](#)

Public Comments

[This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. **Please sign in prior to the meeting; three minutes will be allowed per speaker.**]

Executive Session

1. To Discuss Potential Litigation Pursuant to RCW 42.30.110(1)(i) – 10 minutes

Action may or may not be taken.

Consent Agenda

1. Approval of the Minutes: January 21, 2020 Regular Business Meeting

Documents:

[Draft MCC Minutes 01212020.pdf](#)

2. Approval of AP Checks and ACH Payments

Documents:

[Approval of AP Checks and ACH Payments.pdf](#)

3. Approval of Payroll Warrants and ACH Payments

Documents:

[AAA FORM PAYROLL WARR APPROVAL.pdf](#)

4. AB20-023: Authorize Mayor and City Attorney to initiate civil litigation against the land owners at 415 E Fremont Street (B. Swanson)

Documents:

[AB20-023 Initiate Civil Litigation.pdf](#)

5. AB20-024: Approve Purchase and Authorize the Mayor to Sign Right-of-Way Deed, Easements, and Associated Documentation of Parcel 13, for Chain Lake Road Phase 2a (S. Peterson)

Documents:

[AB20-024 CLR ROW Parcel 13 Phase 2a.pdf](#)

6. AB20-025: Accept Project/Begin Lien Period for Air Field Waterline Replacement Project (S. Peterson)

Documents:

[AB20-025 Air Field Waterline Replacement Project.pdf](#)

New Business

1. AB20-026: Authorize the Mayor to Sign an Interlocal Agency Agreement with the Cities of Lake Stevens and Sultan for a Court Assessment Study (D. Knight)

Documents:

[AB20-026 Municipal Court Assessment ILA.pdf](#)

2. AB20-027: 2020 Park Capital Bond Election Ordinance – First and Final Reading (B. Hasart)

Documents:

[AB20-027 Park Capital Bond Election Ordinance.pdf](#)

3. AB20-028: Authorize Mayor to Sign Professional Services Agreement with Strategies360 for Park Bond Services (B. Hasart)

Documents:

[AB20-028 Agreement with Strategies360 for Park Bond Services.pdf](#)

4. AB20-029: Revise Position Classification of Building Inspector (B.

Warthan)

Documents:

[AB20-029 Revise Classification for Building Inspector.pdf](#)

Councilmember Reports

1. Finance/Human Resources Committee Update

Documents:

[FHR Agenda Packet 1-21-20.pdf](#)

2. Public Safety Committee Update

Documents:

[PS Agenda Packet 2-4-20.pdf](#)

Staff/ Department Reports

1. Parks & Recreation (M. Farrell)

Documents:

[Report - Parks and Recreation.pdf](#)

2. Police Department (J. Jolley)

Documents:

[Report - Police Department.pdf](#)

3. Finance (B. Hasart)

Documents:

[Report - Finance.pdf](#)

4. Public Works (B. Feilberg)

Documents:

[Report - Public Works.pdf](#)

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight)

2. Mayor's Update/Monroe This Week (Volume 6, Edition 5)(Mayor Thomas)

Documents:

[MTW Volume 6 Edition 5.pdf](#)

Executive Session

1. To Discuss Property Acquisition Pursuant to RCW 42.30.110(1)(b) – 10

minutes

Action may or may not be taken.

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 City Hall at
360-794-7400. Please allow advance notice.



Proclamation

WHEREAS, In 1926, Black historian, author, journalist and founder of the Association for the Study of African American Life and History, Carter G. Woodson launched “Negro History Week” with the purpose of bringing attention to the need for acknowledging and accurately representing Black and African American history in schools; and

WHEREAS, the theme of this year’s Black History Month "African Americans and the Vote." 2020 is a landmark year for voting rights. 2020 marks the 150th anniversary of the Fifteenth Amendment (1870) which gave the right of black men to vote following the Civil War.

WHEREAS, Woodson once remarked, “Those who have no record of what their forebears have accomplished lose the inspiration which comes from the teaching of biography and history”; and

WHEREAS, Black United Students and Black educators at Kent State University used the foundation laid by Woodson to found Black History Month, on February 1, 1970 and six years later the month was officially recognized by the federal government during the nation’s bicentennial; and

WHEREAS, Black History Month is a time to recognize and honor the many people, events, and significant contributions of Black and African Americans to our community, nation, and world despite living under the most disparate, unjust, and inequitable conditions; and

WHEREAS, Black and African Americans continue to experience inequity as a result of societal and institutional biases and racism; and

WHEREAS, Black and African Americans live, work, and play in our community and make significant contributions to our economy, arts and culture, science, education, and more.

NOW THEREFORE, I, Geoffrey Thomas, do hereby recognize February 2020 as

National Black History Month

and encourage Monroe’s residents to observe this month and honor the history, culture, and experiences and celebrate Black Americans and their contributions to our community.

Geoffrey Thomas, Mayor



MONROE CITY COUNCIL

Agenda Bill No. 20-022

SUBJECT:	Confirmation of Planning Commission Appointment
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	City Clerk	Deborah Knight	Mayor Thomas	Announcements and Presentations #1

Discussion:: 2/11/2020
Attachments: 1. MMC 2.32, Planning Commission
2. E. Nugent

REQUESTED ACTION:
Move to confirm the Mayor’s appointment of Ms. Elizabeth Nugent to the Planning Commission.

POLICY CONSIDERATIONS

Pursuant to Monroe Municipal Code Section [2.32, Planning Commission](#); the Mayor shall appoint persons to fill vacancies on the City of Monroe Board and Commissions subject to confirmation by the City Council.

DESCRIPTION/BACKGROUND

One mid-term vacancy exists on the Planning Commission due to the resignation of Ms. Delma Silva. Ms. Elizabeth Nugent has been selected through the application and interview process to fill the vacancy and unexpired term. Ms. Nugent’s term of appointment shall be February 11, 2020, through December 31, 2020.

The Mayor is seeking Council’s confirmation of the appointment to the Planning Commission, as detailed above.

IMPACT – BUDGET

N/A

TIME CONSTRAINTS

Confirmation of this appointment ensures continuity of the City of Monroe Planning Commission in a timely manner.

ALTERNATIVES TO REQUESTED ACTION

Choose not to confirm the appointment; and provide direction to the Mayor and Staff to continue to collect applications to fill these vacancies.

Chapter 2.32 PLANNING COMMISSION

Sections:

- [2.32.010](#) Created – Membership – Compensation.
- [2.32.020](#) Terms of office.
- [2.32.030](#) Vacancies.
- [2.32.040](#) Powers and duties.
- [2.32.050](#) Selection of secretary.
- [2.32.060](#) Quorum.
- [2.32.070](#) Matters referred to commission by city council.
- [2.32.080](#) Report of transactions and expenditures.

2.32.010 Created – Membership – Compensation.

- A. Pursuant to the authority conferred by Chapter [35A.63](#) RCW, as amended, there is created a city planning commission consisting of seven members who shall be appointed by the mayor and confirmed by the city council. All members of the planning commission shall reside within the city limits of the city of Monroe, except the mayor may appoint and the city council confirm one commissioner from the city of Monroe's urban growth area to fill a vacant position.
- B. The members shall be selected without respect to political affiliations. They may be reimbursed for expenses necessarily incurred in performing their official duties.
- C. Salaries of Commissioners. Each city planning commissioner may be paid for attending commission meetings and workshops an amount not exceeding seventy-five dollars per meeting for not more than one meeting each week. (Ord. 013/2015 § 1; Ord. 004/2011 § 3; Ord. 031/2007 § 1; Ord. 022/2004; Ord. 1044, 1994; Ord. 875, 1988; Ord. 666, 1978)

2.32.020 Terms of office.

The term of office for each appointed commission member shall be four years, and expiration of terms of office shall be set forth so that each position shall expire in rotation on December 31st in each succeeding year, so that the fewest possible terms will expire in any one year. No planning commission member shall serve on the commission for a period exceeding twelve consecutive years, except as provided in this section.

- A. A person may serve on the planning commission for a total of thirteen years if the person was previously appointed to fill a vacancy on the planning commission and the period of appointment was less than one year.
- B. A person who has previously served twelve years on the planning commission shall be eligible for appointment to fill a vacancy on the planning commission if the period of appointment is less than one year.
- C. The limitations set forth in this section shall not prevent a person from being appointed to serve on the planning commission where two consecutive years have lapsed since the date the person last served on the planning commission. (Ord. 021/2014 § 2; Ord. 004/2011 § 4; Ord. 666, 1978)

2.32.030 Vacancies.

Vacancies occurring otherwise than through the expiration of terms shall be filled for the un-expired terms. Members may be removed after public hearing by the mayor, with the approval of the city council, for inefficiency, neglect of duty or malfeasance in office. Notice of the charge and pendency of the hearing with respect to the

removal of a member of the planning commission shall be given by mail, addressed to the residence of the accused member, at least five days before the date of said hearing. (Ord. 666, 1978)

2.32.040 Powers and duties.

The planning commission shall have all the powers and perform each and all of the duties specified in this code. (Ord. 975, 1991; Ord. 666, 1978)

2.32.050 Selection of secretary.

The planning commission may designate one of its members to act as secretary, without salary, or, if requested by the commission, the mayor shall designate a member of the paid staff of the city to serve as such secretary. (Ord. 666, 1978)

2.32.060 Quorum.

A majority of the membership of the planning commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the planning commission shall be deemed and taken as the action of the commission. (Ord. 666, 1978)

2.32.070 Matters referred to commission by city council.

The city council may refer to the planning commission for its recommendation and report any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in Chapter [35A.63](#) RCW, as amended, and the commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper. (Ord. 022/2004; Ord. 666, 1978)

2.32.080 Report of transactions and expenditures.

The planning commission, at or before its first regular meeting in September of each year, shall make a full report in writing to the city council of its transactions and expenditures, if any, for the calendar year preceding, with such general recommendations as to matters covered by its prescribed duties and authority as may seem proper to it. (Ord. 666, 1978)

The Monroe Municipal Code is current through Ordinance 023/2018, passed October 23, 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.



CITY OF MONROE

BOARDS AND COMMISSIONS APPLICATION – PAGE 2

ARE YOU AWARE OF THE MEETING SCHEDULE FOR THIS BOARD/COMMISSION? Yes
AND ARE YOU AVAILABLE TO ATTEND REGULARLY SCHEDULED MEETINGS? Yes

SIGNATURE: *Liz Nugent* DATE: 10-5-2019

CALL TO ORDER, ROLL CALL, AND PLEDGE

The January 21, 2020 Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:00 p.m.; Monroe City Hall, Council Chambers.

Councilmembers present: Scarboro, Hanford, Rasmussen, Davis, Rousey, and Gamble.

Staff members present: Barr, Hasart, Swanson, Jolley, Warthan, Restall, Johns, and Feilberg

Mayor Thomas noted, without objection, the excused absence of Councilmember Cudaback. No objections were noted.

The Pledge of Allegiance was led by Mayor Thomas.

FINAL ACTION

1. Oath of Office – Councilmember Jason Gamble

Mayor Thomas noted that Councilmember Gamble was not available on December 10, 2019, when other Councilmembers were sworn-in.

Mayor Thomas administered the Oath of Office for Councilmember Gamble.

2. AB20-001: Waive Council Rules of Procedure – Business Meeting Format

Mayor Thomas noted that due to inclement weather, the January 14 business meeting was cancelled.

Councilmember Rasmussen moved to waive Council Rules of Procedure to allow final action to be taken at a study session; and to hold a business meeting instead of a study session on Tuesday, January 21, 2020. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

3. AB20-002: Municipal Court Judge Contract

Mr. Warthan provided background information on AB20-002 and reviewed the recruitment process.

Mayor Thomas commented on the interview and selection process; and introduced Municipal Court Judge Jessica Ness. Judge Ness thanked Council for their consideration.

Councilmember Hanford moved to authorize the Mayor to sign the Municipal Judge agreement with Jessica Ness; and expressly authorize further minor revisions deemed necessary or appropriate. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0)

SPECIAL ORDERS OF THE DAY

1. AB20-003: Confirmation of Appointment for Municipal Court Judge Jessica Ness

Mayor Thomas noted his confidence in the abilities of Judge Ness serving as Municipal Court Judge.

Councilmember Rousey moved to confirm the Mayor's appointment of Jessica Ness as Monroe Municipal Court Judge. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0)

The Honorable Judge Steven Clough officiated the swearing-in ceremony of Judge Ness.

2. AB20-004: Swearing-In Ceremony for New Police Officer

Police Chief Jolley thanked the audience for attending the night's swearing in ceremonies; and thanked former Monroe Municipal Judge Mara Rozzano for officiating the police department's swearing-in ceremonies. Chief Jolley introduced Officer Alex Nelson and provided history of Officer Nelson's accomplishments.

The Honorable Judge Mara Rozzano conducted the Oath of Office for new Police Officer Alex Nelson.

3. AB20-005: Swearing-In Ceremony for Deputy Police Chief

Chief Jolley provided background on Deputy Chief Ryan Irving's career and accomplishments.

The Honorable Judge Mara Rozzano commented on her prior working relationship with Deputy Chief Irving; and conducted the Oath of Office for Deputy Police Chief Ryan Irving.

ANNOUNCEMENTS/PRESENTATIONS

1. AB20-006: Snohomish County Prosecuting Attorney Adam Cornell – Support of Felony Drug Charges

Mayor Thomas introduced Prosecuting Attorney Adam Cornell.

Mr. Cornell acknowledged his colleagues in the audience; and provided Council with a brief background of his career.

Mr. Cornell thanked Council for their support with efforts to reverse the 2 gram threshold for felony drug prosecutions; and reviewed the Innovative Justice Initiative.

PUBLIC COMMENTS

There were comments from the audience.

CONSENT AGENDA

1. Approval of the Minutes: November 19, 2019, Study Session; December 3, 2019, Study Session; December 10, 2019, Business Meeting
2. Approval of AP Checks and ACH Payments
3. Approval of Payroll Warrants and ACH Payments
4. AB20-007: Municipal Court Assessment Contract Award (*D. Knight*)
5. AB20-008: Accept Project/Begin Lien Period for Cascade View Drive Water Main Project (*S. Peterson*)
6. AB20-009: Accept Project/Begin Lien Period for 132nd Street Water Main Project (*S. Peterson*)
7. AB20-010: Accept Project/Begin Lien Period for 182nd Avenue Water Main Project (*S. Peterson*)
8. AB20-011: Authorize Mayor to Sign Supplement Agreement No. 5 with WH Pacific for Chain Lake Road Phase 2a, Civil and Structural Design Services (*S. Peterson*)
9. AB20-012: Interagency Agreement with Washington State Parks and Recreation Commission for the River Interpretive and Wayfinding Signage Project (*M. Farrell*)
10. AB20-013: 2020 Skyhawks Sports Camps Agreement (*M. Farrell*)
11. AB20-014: Authorize Preparation of Plans and Specifications/Solicitation of Bids for Construction (2020 Capital Improvement Projects) (*S. Peterson*)
12. AB20-015: Accept E2SHB 1923 Grant Funding to Address Housing Affordability and Authorize the Mayor to Sign Department of Commerce Agreement to Adopt a Housing Action Plan (*B. Swanson*)
13. AB20-016: Interagency Agreement with the Arlington Municipal Airport (*J. Jolley*)

Councilmember Rasmussen moved to approve the consent agenda. The motion was seconded by Councilmember Scarboro. On vote,
Motion carried (6-0)

UNFINISHED BUSINESS

1. AB20-017: 2018-2019 Comprehensive Plan Amendment (*B. Swanson*)

Mr. Swanson provided background information on AB20-017, reviewed the proposal descriptions; and reviewed the Planning Commission recommendations.

Council engaged in discussion.

Councilmember Hanford moved to deny the Planning Commission's recommendations included in the Findings of Fact and Conclusions of Law, as contained in Attachment 10 of AB20-014. The motion was seconded by Councilmember Davis. On vote,

Motion failed (2-4)

Councilmember Gamble moved to adopt the Planning Commission's recommendation, included in the Findings of Fact and Conclusions of Law, as contained in Attachment 10 of AB20-014. The motion was seconded by Councilmember Rousey. On vote,

Motion carried (4-1-1)

Councilmember Gamble moved to adopt Ordinance No. 026-2019, relating to the 2018-2019 Annual Comprehensive Plan Amendment Docket Cycle, approving proposed amendments CPA2018-A, CPA2018-B; and deny CPA2018-01 to the 2015-2035 Comprehensive Plan; providing for severability, and establishing an effective date. The motion was seconded by Councilmember Rousey. On vote,

Motion failed (1-5)

Councilmember Gamble moved to rescind the motion to adopt the Planning Commission's recommendation included in the Findings of Fact and Conclusions of Law, as contained in Attachment 10 of AB20-014. The motion was seconded by Councilmember Hanford¹. On vote,

Motion failed (0-6)

Councilmember Gamble moved to reconsider the motion to adopt the Planning Commission's recommendation included in the Findings of Fact and Conclusions of Law, as contained in Attachment 10 of AB20-014. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

Council engaged in discussion. Would like to vote again to adopt the Planning Commission's recommendation.

Councilmember Gamble moved to adopt the Planning Commission's recommendation, included in the Findings of Fact and Conclusions of Law, as contained in Attachment 10 of AB20-014. The motion was seconded by Councilmember Rousey. On vote,

Motion failed (1-5)

¹ Discussion ensued related to Robert's Rules of Order and whether to rescind or reconsider the motion.

Discussion ensued regarding additional consideration and direction by the Planning Commission.

Councilmember Gamble moved to adopt Ordinance 026/2019, AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, RELATING TO THE 2018-2019 ANNUAL COMPREHENSIVE PLAN AMENDMENT CYCLE; AMENDING THE 2015-2035 COMPREHENSIVE PLAN FUTURE LAND USE MAP; ADOPTING THE MONROE AND SNOHOMISH SCHOOL DISTRICTS' 2018-2023 CAPITAL FACILITIES PLANS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE; and remand the rezone back to the Planning Commission. The motion was seconded by Councilmember Rousey. On vote,
Motion carried (6-0)

NEW BUSINESS

1. AB20-018: City of Monroe Prosecution Contract

Chief Jolley provided background information on AB20-018; reviewed the Request for Proposal (RFP) process; highlighted the services provided; and introduced Attorney Chad W. Krepps with Zachor & Thomas, Inc., P.S. Mr. Krepps commented on the firm's relationship with the city.

Councilmember Rasmussen moved to authorize the Mayor to sign the contract for prosecution services with Zachor and Thomas, Inc., in substantially the form presented; and expressly authorize further minor revisions as deemed necessary or appropriate. The motion was seconded by Councilmember Hanford. On vote,
Motion carried (6-0)

2. AB20-019: Selection of 2020 Mayor Pro Tem; Council Committees; and Various Council Appointments

Mayor Thomas provided background information on AB20-019.

Councilmember Hanford moved to appoint Councilmember Davis as Mayor Pro Tempore for 2020. The motion was seconded by Councilmember Scarboro. On vote,
Motion carried (6-0)

Discussion ensued related to the French Creek Flood Control District Joint Board. Consensus of the Council was not to appoint a Councilmember at this time.

Councilmember Gamble moved to appoint Councilmember Rousey as the Council representative to the Snohomish County Tomorrow Steering

Committee. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

Councilmember Hanford moved to support the appointment of Snohomish Councilmember Linda Redmon to continue serving as the Snohomish County Board of Health District 5 Representative. The motion was seconded by Councilmember Davis. On vote,

Motion carried (6-0)

Councilmember Gamble moved to appoint Councilmembers Rousey and Gamble to review and sign bills for 2020. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

Councilmember Hanford moved to assign Councilmembers Davis, Cudaback, and Hanford to the 2020 Public Safety Committee. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0)

Councilmember Gamble moved to assign Councilmembers Gamble, Cudaback, and Scarboro to the 2020 Finance and Human Resources Committee. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

Councilmember Scarboro moved to Councilmembers Scarboro, Hanford, and Davis to the 2020 Legislative Affairs Committee. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0)

Councilmember Rousey moved to assign Councilmembers Rousey, Davis, and Rasmussen to the 2020 Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0)

3. AB20-020: 2020-2021 Council Seating Arrangements

Mayor Thomas provided background information on AB20-020.

Council engaged in discussion. Councilmember Hanford moved to the seat to the left of Councilmember Gamble. Councilmember Rousey moved to Councilmember Hanford's previous seat.

4. AB20-021: 2020 Council Meetings Schedule

Mayor Thomas provided background information on AB20-021. Council discussed the proposed schedule.

Councilmember Rasmussen moved to approve the 2020 council meeting schedule, as proposed; and determining all regular business/study session meetings presented as 'cancelled' to be officially cancelled and noticed accordingly. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0)

COUNCILMEMBER REPORTS

1. Finance/Human Resources Committee Update

Councilmember Gamble provided a Finance/Human Resources Committee update.

2. Legislative Affairs Committee Update

Councilmember Davis provided a Legislative Affairs Committee update.

3. Public Safety Committee Update

Councilmember Davis provided a Public Safety Committee update.

STAFF/DEPARTMENT REPORTS

1. Finance

Ms. Hasart noted the materials provided in the agenda packet.

2. Human Resources

Mr. Warthan noted the materials provided in the agenda packet; and commented on the current open positions.

3. Police

Chief Jolley commented on the materials provided in the agenda packet.

4. Parks & Recreation

Ms. Johns noted the materials provided in the agenda packet; and commented on the Jayme Biendl Memorial 5K Fun Run.

5. Public Works

Mr. Feilberg noted the materials provided in the agenda packet; and commented on rain related activity at the City's wastewater treatment plant.

MAYOR/ADMINISTRATIVE REPORTS

Mayor Thomas reported on the following topics:

- Meeting with legislators on Thursday to advocate for city priorities
- Attending AWC City Action Days next week

Mr. Swanson provided an update on the Puget Sound Regional Council (PSRC) Growth Management Planning Board's recommendation regarding growth strategy and presented Council with a draft letter in support of the Board's recommendation.

Councilmember Hanford moved to approve Mayor Pro Tem Davis to sign the letter summarized by the Community Development Director. The motion was seconded by Councilmember Rousey. On vote,

Motion carried (6-0)

EXECUTIVE SESSION

1. To discuss two items related to property acquisition pursuant to RCW 42.30.110(1)(b)

Mayor Thomas noted the need for an executive session for approximately five minutes total to discuss items related to property acquisition [RCW 42.30.110(1)(b)] and read the appropriate citation into the record.

The meeting recessed into executive session at 9:36 p.m.; was extended for an additional fifteen minutes; and reconvened at 9:57 p.m. No action was taken.

ADJOURNMENT

The meeting reconvened to regular session at 9:57 p.m. There being no further business, the motion was made by Councilmember Rousey and seconded by Councilmember Gamble to adjourn the meeting. On vote,

Motion carried (6-0)

MEETING ADJOURNED: 9:58 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Clerical Specialist

ROUTING SLIP - CHECK APPROVAL

Council Date: 2/11/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>	
Date:	<u>12/13/19</u>	\$ 89,936.03	90768-90812	Period 13
Date:	<u>1/16/20</u>	\$ 141,311.01	90813-90827	Period 13
Date:	<u>1/16/20</u>	\$ 475.00	90828-90829	
Date:	<u>12/31/19</u>	\$ 38,556.03	90830-90838	Period 13
Date:	<u>12/31/19</u>	\$ 28,647.84	90839-90844	Period 13
Date:	<u>12/31/19</u>	\$ 17,776.10	90845-90846	Period 13
Date:	<u>1/28/20</u>	\$ 57.93	90847	Period 13
Date:	<u>1/28/20</u>	\$ 94,521.42	90848-90852	
Date:	<u>1/28/20</u>	\$ 32,648.61	90853-90854	
Date:	<u>1/28/20</u>	\$ 28,402.70	90855	Period 13
Date:	<u>1/28/20</u>	\$ 128.66	90856	
Date:	<u>1/31/20</u>	\$ 64,888.31	90857-90886	Period 13
Date:	<u>2/11/20</u>	\$ 46,692.17	90887-90898	
Date:	<u>2/11/20</u>	\$ 6,509.80	90899-90900	

Check Total: 590,551.61

Date:	<u>12/11/19</u>	\$ 114,038.60	P-Cards
Date:	<u>12/18/19</u>	\$ 9,069.51	EFT PUD
Date:	<u>1/9/20</u>	\$ 138,347.98	P-Cards
Date:	<u>1/10/20</u>	\$ 1,937.41	ACH Period 13
Date:	<u>1/10/20</u>	\$ 31,089.49	ACH Period 13
Date:	<u>1/16/20</u>	\$ 610,610.11	ACH
Date:	<u>1/17/20</u>	\$ 47,795.33	EFT B&O
Date:	<u>1/17/20</u>	\$ 5,415.00	ACH
Date:	<u>1/21/20</u>	\$ 46,465.67	ACH
Date:	<u>1/23/20</u>	\$ 206,154.09	ACH
Date:	<u>1/28/20</u>	\$ 33,256.05	ACH Period 13
Date:	<u>1/29/20</u>	\$ 243,224.62	ACH
Date:	<u>1/31/20</u>	\$ 195.00	ACH Period 13
Date:	<u>1/31/20</u>	\$ 1,250.00	ACH
Date:	<u>2/6/20</u>	\$ 219,175.85	ACH

Electronic Total: 1,708,024.71

Total Claims This Period: 2,298,576.32

Committed Checks Voided

90794 \$11,186.10
90840 \$636.98
90852 \$128.66

rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against (city/county/district), and that I am authorized to authenticate and certify to said claim.

Signed _____ Date: _____
Finance Director

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 02/06/2020 - 2:57PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
90768	12/31/2019	AAA Monroe Rock Corp.	AP		404.84
90769	12/31/2019	Jesse Acosta	AP		719.90
90770	12/31/2019	AmTest Inc.	AP		133.00
90771	12/31/2019	Joshua & Mariel Avery	AP		581.17
90772	12/31/2019	Jeremy Bartels	AP		800.00
90773	12/31/2019	Dana Brienne Bittinger	AP		250.00
90774	12/31/2019	Ryan Bottjer	AP		47.18
90775	12/31/2019	Cadman Inc	AP		250.85
90776	12/31/2019	Cadman Inc.	AP		942.17
90777	12/31/2019	Iratxe O Cardwell	AP		100.00
90778	12/31/2019	City of Monroe	AP		39.24
90779	12/31/2019	Costco Membership	AP		120.00
90780	12/31/2019	DataQuest LLC	AP		336.00
90781	12/31/2019	Department of Corrections	AP		278.72
90782	12/31/2019	Department of Enterprise Services Printin	AP		61.99
90783	12/31/2019	State of Washington Department of Licen	AP		318.00
90784	12/31/2019	Department of Revenue	AP		25.68
90785	12/31/2019	ESA Adolfson	AP		1,776.25
90786	12/31/2019	EZ Way Plumbing	AP		1.00
90787	12/31/2019	Maria Farmer	AP		350.00
90788	12/31/2019	Galls LLC	AP		148.11
90789	12/31/2019	Good To Go!	AP		12.00
90790	12/31/2019	The Daily Herald Company	AP		186.00
90791	12/31/2019	Hill Street Cleaners Inc	AP		246.15
90792	12/31/2019	Les Schwab Warehouse Ctr Inc.	AP		13.08
90793	12/31/2019	Silvia Mejia	AP		30.38
90795	12/31/2019	Jessica Ness	AP		750.00
90796	12/31/2019	Roman Pullen	AP		64.81
90797	12/31/2019	Pulte Homes of Washington Inc	AP		24.23
90798	12/31/2019	Salvation Army	AP		182.78
90799	12/31/2019	Snohomish County Fire District #7	AP		1,161.81
90800	12/31/2019	Snohomish County Sheriff Corrections Bt	AP		24,315.68
90801	12/31/2019	Snohomish County Treasurer	AP		200.25
90802	12/31/2019	SNOPAC911	AP		26,528.87
90803	12/31/2019	Sprague Pest Solutions Inc	AP		586.09
90804	12/31/2019	State Treasurer's Office	AP		15,365.56
90805	12/31/2019	Priscilla Tietje	AP		167.26
90806	12/31/2019	TransUnion Risk and Alternative	AP		54.65
90807	12/31/2019	US Bank NA-Custody Treasury Div-Mon	AP		128.00
90808	12/31/2019	Verizon Wireless	AP		1,816.76
90809	12/31/2019	WH Pacific Inc	AP		3,589.46
90810	12/31/2019	YMCA of Snohomish County	AP		6,542.00
90811	12/31/2019	Chris Young	AP		166.67
90812	12/31/2019	Zumar Industries Inc	AP		119.44
90830	12/31/2019	Airstar America, Inc	AP		6,210.00
90831	12/31/2019	Larry Crosby	AP		135.50

90832	12/31/2019	Department of Corrections	AP	18.58
90833	12/31/2019	Department of Labor & Industries	AP	49.03
90834	12/31/2019	Employment Security Department	AP	14,917.00
90835	12/31/2019	Iron Mountain Inc	AP	276.46
90836	12/31/2019	Pacific Power Batteries	AP	131.94
90837	12/31/2019	Snohomish County Sheriffs Office	AP	154.95
90838	12/31/2019	Tenelco Inc.	AP	16,662.57
90839	12/31/2019	Cedar Hollow Homes LLC	AP	33.77
90841	12/31/2019	Lois Freese	AP	1,600.00
90842	12/31/2019	Christopher Leif Griffen	AP	3,000.00
90843	12/31/2019	Murraysmith, Inc	AP	23,999.53
90844	12/31/2019	Pacific Ridge - DRH LLC	AP	14.54
90845	12/31/2019	Snohomish County Fire District #7	AP	11,186.10
90846	12/31/2019	George Lim	AP	6,590.00
90813	1/16/2020	Jesse Acosta	AP	209.95
90814	1/16/2020	APSCO, LLC	AP	13,199.06
90815	1/16/2020	Association of WA Cities	AP	15,315.00
90816	1/16/2020	CDW Government	AP	16,730.55
90817	1/16/2020	City of Monroe	AP	7.00
90818	1/16/2020	Government Finance Officers Associator	AP	190.00
90819	1/16/2020	Hanson Homes	AP	87,000.00
90820	1/16/2020	HealthEquity Employer Services	AP	20.65
90821	1/16/2020	Pacific Air Control Inc	AP	3,413.70
90822	1/16/2020	Puget Sound Energy Inc	AP	3,424.54
90823	1/16/2020	Rotary Club of Monroe	AP	225.00
90824	1/16/2020	Shawn Ritchey Safety Training	AP	480.00
90825	1/16/2020	Snohomish County Cities	AP	45.00
90826	1/16/2020	Snohomish County Clerks & Finance Offi	AP	60.00
90827	1/16/2020	Snohomish County Fire District #7	AP	990.56
90828	1/16/2020	Judicial Conference Registrar	AP	375.00
90829	1/16/2020	Snohomish County Clerks & Finance Offi	AP	100.00
90847	1/28/2020	Snohomish County Public Works	AP	57.93
90848	1/28/2020	Columbia Ford Inc	AP	81,515.72
90849	1/28/2020	Justin & Jaime Kopta	AP	18.74
90850	1/28/2020	Puget Sound Clean Air Agency	AP	12,830.00
90851	1/28/2020	Snohomish County Treasurer	AP	156.96
90853	1/28/2020	Columbia Ford Inc	AP	32,614.31
90854	1/28/2020	Snohomish County Treasurer	AP	34.30
90855	1/28/2020	Snohomish County Sheriff Corrections Bt	AP	28,402.70
90856	1/29/2020	Jason Southard	AP	128.66
90857	1/31/2020	Mateo Barajas	AP	36.51
90858	1/31/2020	CDW Government	AP	9,249.90
90859	1/31/2020	City of Edmonds	AP	2,029.79
90860	1/31/2020	Department of Enterprise Services Financ	AP	600.00
90861	1/31/2020	Department of Health	AP	9,451.40
90862	1/31/2020	Department of Transportation	AP	231.76
90863	1/31/2020	Stacey Goodwin	AP	196.92
90864	1/31/2020	Kool Change Printing Inc	AP	22.30
90865	1/31/2020	Lakeside Industries Inc	AP	907.45
90866	1/31/2020	Lawson Products Inc	AP	17.27
90867	1/31/2020	Mister T's Trophies	AP	134.38
90868	1/31/2020	Monroe School District	AP	13,745.00
90869	1/31/2020	Jessica Ness	AP	2,266.71
90870	1/31/2020	Joshua Pardee	AP	32.00
90871	1/31/2020	Platt Electric Supply	AP	465.72
90872	1/31/2020	769 Village Way #Facility Puget Sound E	AP	2,381.03

90873	1/31/2020	Puget Sound Energy Inc	AP	2,061.80
90874	1/31/2020	Pulte Homes of Washington Inc	AP	12.95
90875	1/31/2020	Pulte Homes of Washington Inc	AP	13.28
90876	1/31/2020	Pulte Homes of Washington Inc	AP	6.60
90877	1/31/2020	Pulte Homes of Washington Inc	AP	7.41
90878	1/31/2020	Pulte Homes of Washington Inc	AP	32.38
90879	1/31/2020	RM Homes	AP	13.73
90880	1/31/2020	RM Homes	AP	10.50
90881	1/31/2020	Scott's Electric Service, LLC	AP	3,863.75
90882	1/31/2020	Seahurst Electric Inc.	AP	11,806.46
90883	1/31/2020	Snohomish County Planning & Developpr	AP	3,904.20
90884	1/31/2020	Snohomish County Sheriffs Office	AP	492.90
90885	1/31/2020	Top Notch Towing	AP	53.41
90886	1/31/2020	Zumar Industries Inc	AP	840.80
90887	2/11/2020	AAA Monroe Rock Corp.	AP	3,324.05
90888	2/11/2020	DataQuest LLC	AP	125.00
90889	2/11/2020	FCS Financial Consulting Solutions Grou	AP	4,206.25
90890	2/11/2020	Harmsen & Associates Inc	AP	11,344.50
90891	2/11/2020	Kool Change Printing Inc	AP	39.13
90892	2/11/2020	Lexipol LLC	AP	4,140.00
90893	2/11/2020	Platt Electric Supply	AP	177.59
90894	2/11/2020	Praetorian Digital	AP	3,073.00
90895	2/11/2020	Megan Root	AP	69.95
90896	2/11/2020	Snohomish County Human Services Dept	AP	17,437.29
90897	2/11/2020	Snohomish County PUD	AP	27.98
90898	2/11/2020	Zumar Industries Inc	AP	2,727.43
90899	2/11/2020	Daily Journal of Commerce Inc	AP	121.80
90900	2/11/2020	Jessica Ness	AP	6,388.00

Total Check Count: 130

Total Check Amount: 590,551.61

Bank Reconciliation

Checks by Date

User: Cheri
 Printed: 02/06/2020 - 4:01PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	12/2/2019	AFTS	AP	1/10/2020	418.70
0	12/2/2019	Aaron Amberson	AP	1/10/2020	100.00
0	12/2/2019	Associated Petroleum Products Inc	AP	1/10/2020	1,826.19
0	12/2/2019	BHC Consultants LLC	AP	1/10/2020	4,099.37
0	12/2/2019	Central Welding Supply Co Inc.	AP	1/10/2020	17.98
0	12/2/2019	City of Everett	AP	1/10/2020	390.00
0	12/2/2019	Fisher Scientific Company LLC	AP	1/10/2020	208.32
0	12/2/2019	KPG Interdisciplinary Design	AP	1/10/2020	2,858.25
0	12/2/2019	Monroe Law Group	AP	1/10/2020	13,000.00
0	12/2/2019	SHI International Corp	AP	1/10/2020	1,871.22
0	12/2/2019	Springbrook Software LLC	AP	1/10/2020	5,210.90
0	12/2/2019	Utilities Underground Location Center	AP	1/10/2020	211.56
0	12/2/2019	WA St Criminal Justice Training Commis	AP	1/10/2020	750.00
0	12/2/2019	Washington State Patrol	AP	1/10/2020	127.00
0	12/11/2019	US Bank National Associatio ND	AP	12/11/2019	114,038.60
0	12/18/2019	PUD	AP	12/18/2019	9,069.51
0	12/30/2019	Lowe's Home Centers Inc	AP	1/10/2020	1,937.41
0	12/31/2019	Enviroissues Inc	AP	1/23/2020	620.31
0	12/31/2019	ET Environmental Acquisition Corp	AP	1/23/2020	204,371.36
0	12/31/2019	Lowe's Home Centers Inc	AP	1/23/2020	1,162.42
0	12/31/2019	Washington State Department of Revenue	AP	1/17/2020	47,795.33
0	12/31/2019	Bill Abell	AP	1/21/2020	135.50
0	12/31/2019	Dept. 400 Contract Land Staff LLC	AP	1/21/2020	718.00
0	12/31/2019	Domestic Violence Services of Snohomis	AP	1/21/2020	3,862.50
0	12/31/2019	Enviroissues Inc	AP	1/21/2020	5,708.63
0	12/31/2019	ET Environmental Acquisition Corp	AP	1/21/2020	1,321.78
0	12/31/2019	GameTime Inc	AP	1/21/2020	5,652.50
0	12/31/2019	Inland Environmental Resources Inc	AP	1/21/2020	8,879.53
0	12/31/2019	Monroe Chamber of Commerce	AP	1/21/2020	17,438.09
0	12/31/2019	NI Government Services Inc	AP	1/21/2020	73.73
0	12/31/2019	Ricoh USA Inc	AP	1/21/2020	2,539.91
0	12/31/2019	Mark Wakefield	AP	1/21/2020	135.50
0	1/9/2020	US Bank National Associatio ND	AP	1/9/2020	123,609.01
0	1/9/2020	US Bank National Associatio ND	AP	1/9/2020	14,738.97
0	1/16/2020	Allstream Business US Inc	AP	1/16/2020	1,882.00
0	1/16/2020	CivicPlus Inc	AP	1/16/2020	13,018.77
0	1/16/2020	Comcate Software Inc	AP	1/16/2020	461.19
0	1/16/2020	Department of Ecology	AP	1/16/2020	39,374.68
0	1/16/2020	Dude Solutions	AP	1/16/2020	17,368.39
0	1/16/2020	NorthStar Chemical Inc.	AP	1/16/2020	1,001.74
0	1/16/2020	SoftwareOne	AP	1/16/2020	9,560.82
0	1/16/2020	Springbrook Software LLC	AP	1/16/2020	29,211.52
0	1/16/2020	WA Cities Insurance Authority	AP	1/16/2020	498,731.00
0	1/17/2020	Golden Rule LLC	AP	1/17/2020	5,415.00
0	1/28/2020	Ogden Murphy Wallace PLLC	AP	1/28/2020	33,256.05
0	1/29/2020	Action Cleaning Services Inc	AP	1/29/2020	4,567.52
0	1/29/2020	Associated Petroleum Products Inc	AP	1/29/2020	6,936.72
0	1/29/2020	B&B Utilities and Excavating, LLC	AP	1/29/2020	29,663.81
0	1/29/2020	BHC Consultants LLC	AP	1/29/2020	12,600.82
0	1/29/2020	City of Everett- Everett Utilities	AP	1/29/2020	110,989.37
0	1/29/2020	Department of Ecology	AP	1/29/2020	11,107.53

0	1/29/2020	Desks Incorporated	AP	1/29/2020	1,100.00
0	1/29/2020	Ferguson Enterprises Inc	AP	1/29/2020	13,581.77
0	1/29/2020	H.B. Jaeger Company LLC	AP	1/29/2020	4,248.51
0	1/29/2020	Inland Environmental Resources Inc	AP	1/29/2020	10,748.48
0	1/29/2020	ISOsource	AP	1/29/2020	6,859.69
0	1/29/2020	NorthStar Chemical Inc.	AP	1/29/2020	729.58
0	1/29/2020	SHI International Corp	AP	1/29/2020	21,843.01
0	1/29/2020	Universal Field Services Inc	AP	1/29/2020	8,247.81
0	1/31/2020	City of Everett	AP	1/31/2020	195.00
0	1/31/2020	Monroe Community Senior Center	AP	1/31/2020	1,250.00
0	2/6/2020	AFTS	AP	2/6/2020	328.44
0	2/6/2020	Allstream Business US Inc	AP	2/6/2020	53.29
0	2/6/2020	Associated Petroleum Products Inc	AP	2/6/2020	5,119.25
0	2/6/2020	Central Welding Supply Co Inc.	AP	2/6/2020	318.26
0	2/6/2020	CivicPlus Inc	AP	2/6/2020	1,250.00
0	2/6/2020	Dept. 400 Contract Land Staff LLC	AP	2/6/2020	20.50
0	2/6/2020	Department of Ecology	AP	2/6/2020	185,974.73
0	2/6/2020	Downtown Monroe Association	AP	2/6/2020	2,083.37
0	2/6/2020	Michael Farrell	AP	2/6/2020	121.21
0	2/6/2020	Golden Rule LLC	AP	2/6/2020	5,415.00
0	2/6/2020	MailFinance Inc	AP	2/6/2020	736.80
0	2/6/2020	Springbrook Software LLC	AP	2/6/2020	3,522.00
0	2/6/2020	Washington State Patrol	AP	2/6/2020	233.00
0	2/6/2020	Zachor & Thomas Inc. P.S.	AP	2/6/2020	14,000.00

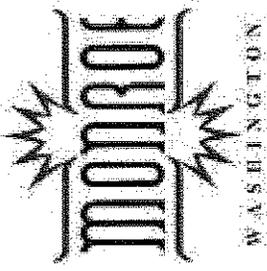
Total Check Count: 75

Total Check Amount: 1,708,024.71

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 02/06/2020 - 4:19PM
 Date Range: 12/02/2019 - 12/31/2019
 Systems: (All)



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	12/30/2019	Low's Home Centers Inc	Lowe's November 2019	190.84
0	12/31/2019	Low's Home Centers Inc	Lowe's December 2019 invoices	266.61
0	12/02/2019	City of Everett	Animal Contorl	390.00
0	12/31/2019	Domestic Violence Services of Snohomish	legal Advocacy Services 10/1/19 - 12/31/19	3,862.50
0	12/31/2019	Enviroissues Inc	Progress Repot for Annexation Pliers 10/28 - 11/30/19	6,328.94
0	12/02/2019	Monroe Law Group	Services for December 2019	13,000.00
0	12/31/2019	NI Government Services Inc	satellite phone	18.43
0	12/11/2019	US Bank National Associatio ND	AMAZON - ribbon for cutting kf	18,901.64
0	12/02/2019	WA St Criminal Justice Training Commi	Firearms - Handgun Instructor - Van Eaton	750.00
0	12/31/2019	Bill Abell	W Abell supplemental insurance	271.00
0	12/31/2019	Mark Wakefield	M Wakefield supplemental insur	271.00
0	12/31/2019	Washington State Department of Revenue	December 2019 - B & O	183.95
0	01/31/2020	City of Everett	Animal Control Services - December 2019	195.00
0	02/06/2020	Department of Ecology	Navigating SEPA Amy Bright #04979	315.00
0	02/06/2020	Downtown Monroe Association	Pro Services Agreement	2,083.37
0	01/17/2020	Golden Rule LLC	Services rendered for January 2020	5,415.00
0	02/06/2020	Golden Rule LLC	Economic Development Services Feb 2020	5,415.00
0	01/31/2020	Monroe Community Senior Center	Senior Transportation Plan	1,250.00
0	01/28/2020	Ogden Murphy Wallace PLLC	December 2019	33,256.05
0	01/09/2020	US Bank National Associatio ND	PD Tablets	40,464.53
0	01/16/2020	WA Cities Insurance Authority	Liability Assessment for 2020	110,576.00
0	02/06/2020	Zachor & Thomas Inc. P. S.	Services Rendered January 2020	14,000.00
0	02/06/2020	Michael Farrell	Hotel Olympia - Mike Farrell	121.21
90769	12/31/2019	Jesse Acosta	Interpreting Services - 11/19/19 Acosta	719.90
90772	12/31/2019	Jeremy Bartels	P/pro Tem Judge Services - December 2019 Bartels	800.00
90773	12/31/2019	Dana Brienne Bittinger	Dana Bittinger 12/30/19 - Pro Tem Judge Services	250.00
90777	12/31/2019	Iratxe O Cardwell	Interpreting Services	100.00
90778	12/31/2019	City of Monroe	Replenish PD Petty Cash - Police	39.24
90779	12/31/2019	Costco Membership	Membership dues 2020	120.00
90780	12/31/2019	DataQuest LLC	Background checks	336.00
90781	12/31/2019	Department of Corrections	Business cards -Becky Hasart	18.58
90782	12/31/2019	Department of Enterprise Services Printi	Envelopes - Court	61.99
90784	12/31/2019	Department of Revenue	Leaselold Excise tax Account #600-200-010. Oct -Nov-Dec 2	25.68
90785	12/31/2019	ESA Adolfsen	Professional Services from November 23 - December 27, 2015	1,776.25

Check#	Check Date	Payable To	Purpose	Amount
90786	12/31/2019	EZ Way Plumbing	Refund for EZ Way Plumbing overpayment of permit.	1.00
90787	12/31/2019	Maria Farmer	Interpreting services 10/094/19 - Farmer	350.00
90788	12/31/2019	Galls LLC	PD Clothing	148.11
90789	12/31/2019	Good To Go!	Toll fees AMC9595/WA	12.00
90790	12/31/2019	The Daily Herald Company	Annual Newspaper Subscription	186.00
90791	12/31/2019	Hill Street Cleaners Inc	Dry cleaning services	246.15
90792	12/31/2019	Les Schwab Warehouse Ctr Inc.	Mower Tire Repair	13.08
90795	12/31/2019	Jessica Ness	ProTem Judge Services - December 2019 Jessica Ness	750.00
90800	12/31/2019	Snohomish County Sheriff Corrections E Jail fees Nov 2019		24,315.68
90802	12/31/2019	SNOPAC911	Dipatch services	26,528.87
90803	12/31/2019	Sprague Pest Solutions Inc	528 Blakey St. - pest control	278.73
90806	12/31/2019	TransUnion Risk and Alternative	Transunion Searches - December 2019	54.65
90807	12/31/2019	US Bank NA-Custody Treasury Div-Mo	Custody Charges December 2019	128.00
90808	12/31/2019	Verizon Wireless	Cell phones - PD	1,816.76
90810	12/31/2019	YMCA of Snohomish County	City Pool Memberships November - December, 2019	6,542.00
90812	12/31/2019	Zumar Industries Inc	Restroom Labels	119.44
90813	12/31/2020	Jesse Acosta	Interpreting Services 1/3/19 - Acosta	209.95
90815	01/16/2020	Association of WA Cities	2020 AWC City Membership	15,315.00
90817	01/16/2020	City of Monroe	Parking fee - Brad Feilberg	1.75
90818	01/16/2020	Government Finance Officers Association	Membership renewal for 3/1/2020 - 2/28/2021	190.00
90820	01/16/2020	HealthEquity Employer Services	HSA monthly payment	20.65
90823	01/16/2020	Rotary Club of Monroe	1st QTR Dues - Deborah Knight	225.00
90824	01/16/2020	Shawn Ritchey Safety Training	Bloodborne Pathogens Trainings	96.00
90825	01/16/2020	Snohomish County Cities	SCC Meeting - Rousey	45.00
90826	01/16/2020	Snohomish County Clerks & Finance Of January SCCFOA Meeting	- Becky Hasart, Cheri Hurst and K.	60.00
90828	01/16/2020	Judicial Conference Registrar	Registration Fee - Jessica Ness	375.00
90829	01/16/2020	Snohomish County Clerks & Finance Of SCCFOA Membership fees	- Adkisson	100.00
90831	12/31/2019	Lairy Crosby	December 2019	135.50
90832	12/31/2019	Department of Corrections	Business Cards, Jim Sherwood	18.58
90833	12/31/2019	Department of Labor & Industries	Volunteer 2019 4th QTR	49.03
90834	12/31/2019	Employment Security Department	UI Tax 4th QTR 2019	14,917.00
90837	12/31/2019	Snohomish County Sheriffs Office	Inmate Medical	154.95
90841	12/31/2019	Lois Freese	Services for November 2019	1,600.00
90842	12/31/2019	Christopher Leif Griffen	Professional services 11/27/19 - 12/31/19	3,000.00
90850	01/28/2020	Puget Sound Clean Air Agency	Clean Air Assessment 2020	12,830.00
90855	01/28/2020	Snohomish County Sheriff Corrections E Jail fees Decembe r2019		28,402.70
90859	01/31/2020	City of Edmonds	SWAT Agreement	2,029.79
90860	01/31/2020	Department of Enterprise Services Finan	LESO Program Annual Fee	600.00
90864	01/31/2020	Kool Change Printing Inc	Councilmember nameplate - Rousey	22.30
90867	01/31/2020	Mister T's Trophies	Name tags for lobby Council Members Pictures	134.38
90869	01/31/2020	Jessica Ness	Pro rated Jan 22 - Jan.31st	2,266.71
90870	01/31/2020	Joshua Pardee	Refund outside city limits	14.00
90871	01/31/2020	Platt Electric Supply	Supplies	196.87
90883	01/31/2020	Snohomish County Planning & Developm	2020 SCT Dues	3,657.00
90884	01/31/2020	Snohomish County Sheriffs Office	4th QTR Warrant Entries	492.90
90885	01/31/2020	Top Notch Towing	Tow Services (stolen vehicle)	53.41
90888	02/11/2020	DataQuest LLC	Pre-Employment Background	125.00

Check#	Check Date	Payable To	Purpose	Amount
90889	02/11/2020	FCS Financial Consulting Solutions	Grot.Fee Study - Services to 1/17/20	4,206.25
90891	02/11/2020	Kool Change Printing Inc	Planning Committee name plates	39.13
90892	02/11/2020	Lexipol LLC	Subscription to Lexipol 3/1/20 - 2/28/21	4,140.00
90894	02/11/2020	Praetorian Digital	Police Academy	3,073.00
90895	02/11/2020	Megan Root	Refund gazebo rental - Megan Root	62.00
90896	02/11/2020	Snohomish County Human Services Dep	Embedded Social Worker	17,437.29
90899	02/11/2020	Daily Journal of Commerce Inc	Hearing Examiner post.	121.80
90900	02/11/2020	Jessica Ness	Judge's Salary - Jessica Ness	6,388.00

446,070.12

Total for Fund:001 General Fund

Fund: 105 Streets	Check Date	Payable To	Purpose	Amount
0	12/30/2019	Lowe's Home Centers Inc	Lowes November 2019	79.13
0	12/11/2019	US Bank National Associatio ND	CADMAN - 5/8 rock 60.51 tons kf	4,751.63
0	01/09/2020	US Bank National Associatio ND	VERIZON WIRELESS - PW cell & M2M Acct	1,324.89
0	01/16/2020	WA Cities Insurance Authority	Liabfitly Assessment for 2020	10,434.00
90768	12/31/2019	AAA Monroe Rock Corp.	Area and LED Lights	404.84
90830	12/31/2019	Airstar America, Inc	Signal Maintenance November 2019	1,552.50
90862	01/31/2020	Department of Transportation	EZ Street Pallet	231.76
90865	01/31/2020	Lakeside Industries Inc	LED lights	907.45
90871	01/31/2020	Platt Electric Supply	Paint	268.85
90893	02/11/2020	Platt Electric Supply	Rivets, bolts and tubing	22.59
90898	02/11/2020	Zumar Industries Inc		2,727.43

22,705.07

Total for Fund:105 Streets

Fund: 109 Tourism	Check Date	Payable To	Purpose	Amount
0	12/31/2019	Monroe Chamber of Commerce	Website - Oct 2019	17,438.09

17,438.09

Total for Fund:109 Tourism

Fund: 307 Capital Improvements CIP	Check Date	Payable To	Purpose	Amount
0	12/31/2019	ET Environmental Acquisition Corp	Public Works Shop	1,321.78

1,321.78

Total for Fund:307 Capital Improvements CIP

Fund: 317 Parks CIP Fund	Check Date	Payable To	Purpose	Amount
0	12/31/2019	GameTime Inc	Lewis St ParkPlay Equipment	5,652.50
90846	12/31/2019	George Lim	Design Services Gateway and Wayfinding Plan and Design	6,590.00

12,242.50

Total for Fund:317 Parks CIP Fund

Check#	Check Date	Payable To	Purpose	Amount
Fund: 318 Streets CIP Fund				
	0 12/02/2019	KPG Interdisciplinary Design	Powell St. - Kelsey to Sams	2,286.60
	0 12/11/2019	US Bank National Associatio ND	FEDEX -postage cathy hawkins kf	12.16
	0 12/31/2019	Dept. 400 Contract Land Staff LLC	Oak St Improvements - Tjerne Phase 3	718.00
	0 01/29/2020	Universal Field Services Inc	Chain Lk Rd ROW	8,247.81
	0 01/09/2020	US Bank National Associatio ND	mt NW BARRICADE- BB & Kelsey intersection	1,459.16
	0 02/06/2020	Dept. 400 Contract Land Staff LLC	Tjerne PL Phase 3 - Paks St ROW	20.50
	90809 12/31/2019	WH Pacific Inc	21317W(-14) Chain Lk Rd Phase 2A(7/29/19 - 12/31/19)	3,589.46
	90851 01/28/2020	Snohomish County Treasurer	Grant	156.96
	90854 01/28/2020	Snohomish County Treasurer	Grant	34.30
	90890 02/11/2020	Harnsen & Associates Inc	Madison Combined Sewer Separation	3,743.69

20,268.64

Total for Fund:318 Streets CIP Fund

Check#	Check Date	Payable To	Purpose	Amount
Fund: 411 Water Maintenance & Operations				
	0 12/30/2019	Lowe's Home Centers Inc	Lowe's November 2019	34.87
	0 12/31/2019	Lowe's Home Centers Inc	Lowe's December 2019 invoices	30.70
	0 12/02/2019	AFTS	Lockbox Charges	139.55
	0 12/31/2019	NI Government Services Inc	satellite phone	18.43
	0 12/02/2019	Springbrook Software LLC	Springbrook Transactions Tees	1,594.74
	0 12/11/2019	US Bank National Associatio ND	jt WAECO TOPSOIL- topsoil for 172nd Main Break	8,245.53
	0 12/02/2019	Utilities Underground Location Center	locates	211.56
	0 12/02/2019	Aaron Amberson	CDL Medical fee reimbursement	100.00
	0 12/31/2019	Washington State Department of Revenue	December 2019 - B& O	22,626.35
	0 02/06/2020	AFTS	Printing Services - Delinquency Notices	109.47
	0 01/29/2020	Ferguson Enterprises Inc	Meters	13,581.77
	0 01/29/2020	H.B. Jaeger Company LLC	Supplies	3,868.51
	0 02/06/2020	Springbrook Software LLC	Springbrook Transactions	1,162.26
	0 01/09/2020	US Bank National Associatio ND	STAPLES - supplies	10,664.04
	0 01/16/2020	WA Cities Insurance Authority	Liability Assessment for 2020	95,299.00
	0 01/29/2020	City of Everett- Everett Utilities	water purchased for resale	110,989.37
	90771 12/31/2019	Joshua & Mariel Avery	Refund Check	266.54
	90774 12/31/2019	Ryan Bottjer	Refund Check	8.89
	90775 12/31/2019	Cadman Inc	Refund Check	250.85
	90776 12/31/2019	Cadman Inc.	Pro Flow	942.17
	90781 12/31/2019	Department of Corrections	Business cards	229.17
	90793 12/31/2019	Silvia Mejia	Refund Check	30.38
	90796 12/31/2019	Roman Pullen	Refund Check	64.81
	90797 12/31/2019	Pulte Homes of Washington Inc	Refund Check	24.23
	90805 12/31/2019	Priscilla Tietje	Refund Check	31.50
	90811 12/31/2019	Chris Young	Refund Check	166.67
	90817 01/16/2020	City of Monroe	Parking fee - Brad Feilberg	1.75
	90822 01/16/2020	Puger Sound Energy Inc	Springbrook Transactions Tees	689.24
	90830 12/31/2019	Airstar America, Inc	Area and LED Lights	1,552.50
	90839 12/31/2019	Cedar Hollow Homes LLC	Refund Check	33.77
	90844 12/31/2019	Pacific Ridge - DRH LLC	Refund Check	14.54
	90849 01/28/2020	Justin & Jaime Kopta	Refund Check	18.74

Check#	Check Date	Payable To	Purpose	Amount
90857	01/31/2020	Mateo Barajas	Refund Check	23.50
90861	01/31/2020	Department of Health	2020 Operating Permit Fee	9,451.40
90863	01/31/2020	Stacey Goodwin	Refund Check	36.86
90872	01/31/2020	769 Village Way #Facility	Village Way #Facility	785.74
90874	01/31/2020	Pulte Homes of Washington Inc	Refund Check	12.95
90875	01/31/2020	Pulte Homes of Washington Inc	Refund Check	13.28
90876	01/31/2020	Pulte Homes of Washington Inc	Refund Check	6.60
90877	01/31/2020	Pulte Homes of Washington Inc	Refund Check	7.41
90878	01/31/2020	Pulte Homes of Washington Inc	Refund Check	32.38
90879	01/31/2020	RM Homes	Refund Check	13.73
90880	01/31/2020	RM Homes	Refund Check	10.50
90883	01/31/2020	Snohomish County Planning & Development	4th QTR tech fee - Blanket	247.20
90897	02/11/2020	Snohomish County PUD	Contract 40001192	27.98

283,671.43

Total for Fund:411 Water Maintenance & Operations

Fund: 412 Water Capital Projects

0	12/02/2019	KPG Interdisciplinary Design	Powell St. - Kelsey to Sams	571.65
90843	12/31/2019	Murraysmith, Inc	DOC Reservoir #2	23,999.53
90890	02/11/2020	Harmsen & Associates Inc	Madison Combined Sewer Separation	3,743.69

28,314.87

Total for Fund:412 Water Capital Projects

Fund: 421 Sewer Maintenance & Operations

0	12/30/2019	Lowe's Home Centers Inc	Lowe's November 2019	455.37
0	12/31/2019	Lowe's Home Centers Inc	Lowe's December 2019 invoices	15.56
0	12/02/2019	AFTS	Lockbox Charges	139.56
0	12/02/2019	Fisher Scientific Company LLC	Supplies	208.32
0	12/31/2019	Inland Environmental Resources Inc	Mag. Hydroxide .020 pounds	8,879.50
0	12/31/2019	NI Government Services Inc	satellite phone	18.44
0	12/02/2019	Springbrook Software LLC	Springbrook Transaction Fees	1,594.74
0	12/11/2019	US Bank National Associatio ND	supplies/homedepot	9,484.98
0	12/31/2019	Washington State Department of Revenue	December 2019 - B& O	22,514.99
0	02/06/2020	AFTS	Printing Services - Delinquency Notices	109.47
0	01/16/2020	Department of Ecology	Loan #L0300021	39,374.68
0	02/06/2020	Department of Ecology	Interest #L0200009 2020	185,659.73
0	01/29/2020	Inland Environmental Resources Inc	Polymer	10,748.48
0	01/16/2020	NorthStar Chemical Inc.	Sodium Hypochlorite 350.00g	1,001.74
0	01/29/2020	NorthStar Chemical Inc.	Process Chlorine	729.58
0	02/06/2020	Springbrook Software LLC	Springbrook Transactions	1,162.26
0	01/09/2020	US Bank National Associatio ND	VERIZON WIRELESS - WWTP cell	11,507.68
0	01/16/2020	WA Cities Insurance Authority	Liability Assessment for 2020	264,675.00

Check#	Check Date	Payable To	Purpose	Amount
90770	12/31/2019	AmTest Inc.	Testing	133.00
90771	12/31/2019	Joshua & Mariel Avery	Refund Check	277.63
90774	12/31/2019	Ryan Bottjer	Refund Check	33.79
90781	12/31/2019	Department of Corrections	Business cards - Lande	30.97
90805	12/31/2019	Priscilla Tietje	Refund Check	119.81
90817	01/16/2020	City of Monroe	Parking fee - Brad Feilberg	1.75
90822	01/16/2020	Puget Sound Energy Inc	Springbrook Transaction Fees	689.24
90824	01/16/2020	Shawn Ritchey Safety Training	Bloodborne Pathogens Trainings	384.00
90830	12/31/2019	Airstar America, Inc	Area and LED Lights	1,552.50
90838	12/31/2019	Tenelco Inc.	Biosolids	16,662.57
90863	01/31/2020	Stacey Goodwin	Refund Check	142.23
90872	01/31/2020	769 Village Way #Facility Puget Sound	769 Village Way #Facility	785.74

Total for Fund:421 Sewer Maintenance & Operations 579,093.31

Check#	Check Date	Payable To	Purpose	Amount
Fund: 431 Stormwater Maint & Operations				
0	12/30/2019	Lowe's Home Centers Inc	Lowes November 2019	517.04
0	12/02/2019	AFTS	Lockbox Charges	139.59
0	12/31/2019	NI Government Services Inc	satellite phone	18.43
0	12/02/2019	Springbrook Software LLC	Springbrook Transaction Fees	1,599.52
0	12/11/2019	US Bank National Associatio ND	te COAST WENATCHEE HOTEL- Pesticide training	1,506.80
0	12/31/2019	Washington State Department of Revenue	December 2019 - B& O	2,090.59
0	02/06/2020	AFTS	Printing Services - Delinquency Notices	109.50
0	01/29/2020	Department of Ecology	WQ Program Muni SW Phase 2 2020-WAR045530	11,107.53
0	01/29/2020	H.B. Jaeger Company LLC	Water Supplies	380.00
0	02/06/2020	Springbrook Software LLC	Springbrook Transactions	1,197.48
0	01/09/2020	US Bank National Associatio ND	VERIZON WIRELESS - PW cell & M2M Acct	3,606.37
0	01/16/2020	WA Cities Insurance Authority	Liability Assessment for 2020	15,247.00
90771	12/31/2019	Joshua & Mariel Avery	Refund Check	37.00
90774	12/31/2019	Ryan Bottjer	Refund Check	4.50
90805	12/31/2019	Priscilla Tietje	Refund Check	15.95
90817	01/16/2020	City of Monroe	Parking fee - Brad Feilberg	1.75
90822	01/16/2020	Puget Sound Energy Inc	Springbrook Transaction Fees	691.32
90830	12/31/2019	Airstar America, Inc	Area and LED Lights	1,552.50
90847	01/28/2020	Snohomish County Public Works	Road Bond Debt	57.93
90856	01/29/2020	Jason Southard	Refund owner Jason Southard 019479-000 13376 Proectors 1	128.66
90857	01/31/2020	Mateo Barajas	Refund Check	13.01
90863	01/31/2020	Stacey Goodwin	Refund Check	17.83
90872	01/31/2020	769 Village Way #Facility Puget Sound	769 Village Way #Facility	809.55
90887	02/11/2020	AAA Monroe Rock Corp.	Supplies - AA Wet - 207.47 yards	3,324.05
90893	02/11/2020	Platt Electric Supply	USB flashlight batteries	155.00

Total for Fund:431 Stormwater Maint & Operations 44,328.90

Check#	Check Date	Payable To	Purpose	Amount
Fund: 432 Stormwater Capital Projects				
	0 12/02/2019	BHC Consultants LLC	Blueberry In Stormwater	4,099.37
	0 01/29/2020	BHC Consultants LLC	Blueberry Storm Infiltration - 19-10641.00	12,600.82
	90890 02/11/2020	Harmsen & Associates Inc	Madison Combined Sewer Separation	3,857.12
			Total for Fund:432 Stormwater Capital Projects	20,557.31
Fund: 510 Information & Tech Services				
	0 12/31/2019	Ricoh USA Inc	CH Ricoh copier lease (Fax)	2,539.91
	0 12/02/2019	SHI International Corp	Payroll annual cost 5/24/19 - 12/31/19	#####
	0 12/02/2019	Springbrook Software LLC	VERIZON WIRELESS - Tech Srv	421.90
	0 12/11/2019	US Bank National Associatio ND	Long Distance Charges	5,960.30
	0 01/16/2020	Allstream Business US Inc	Long Distance Charges	1,882.00
	0 02/06/2020	Allstream Business US Inc	Long Distance Charges	53.29
	0 01/16/2020	CivicPlus Inc	CivicMobile Annual Fee	13,018.77
	0 02/06/2020	CivicPlus Inc	System Training	1,250.00
	0 01/16/2020	Comcate Software Inc	Monthly Installment - Feb 2020	461.19
	0 01/16/2020	Dude Solutions	Module fees	17,368.39
	0 01/29/2020	ISOsource	Billable Services plus \$2075.70 credit	6,859.69
	0 02/06/2020	MailFinance Inc	Postage meter lease	736.80
	0 01/29/2020	SHI International Corp	Think Pads	21,843.01
	0 01/16/2020	SoftwareOne	Windows Server Standard Core 2019	9,560.82
	0 01/16/2020	Springbrook Software LLC	Renewal term 12/9/19-12/31/2020	29,211.52
	0 01/09/2020	US Bank National Associatio ND	VERIZON WIRELESS - Tech Srv	3,387.11
	90816 01/16/2020	CDW Government	HP SB 600 (20)	16,730.55
	90827 01/16/2020	Snohomish County Fire District #7	Fiber Optics - 1st QTR	990.56
	90835 12/31/2019	Iron Mountain Inc	IRON MOUNTAIN-Off Site Storage	276.46
	90858 01/31/2020	CDW Government	HP SB 600's	9,249.90
			Total for Fund:510 Information & Tech Services	143,673.39
Fund: 520 Equipment & Fleet Management				
	0 12/30/2019	Lowe's Home Centers Inc	Lowe's November 2019	103.46
	0 12/31/2019	Lowe's Home Centers Inc	Lowe's December 2019 invoices	220.61
	0 12/02/2019	Associated Petroleum Products Inc	Police vehicle fuel - Bldg H	1,826.19
	0 12/02/2019	Central Welding Supply Co Inc.	Helium	17.98
	0 12/11/2019	US Bank National Associatio ND	Fred Meyer - Fuel	15,622.14
	0 12/31/2019	Washington State Department of Revenue	December 2019 - B & O	275.53
	0 01/29/2020	Associated Petroleum Products Inc	PW vehicle fuel	6,936.72
	0 02/06/2020	Associated Petroleum Products Inc	Police vehicle fuel - Bldg H	5,119.25
	0 02/06/2020	Central Welding Supply Co Inc.	Helium	318.26
	0 01/09/2020	US Bank National Associatio ND	do - WESTERN EQUIP - o-rings	41,369.40
	90783 12/31/2019	State of Washington Department of Licen	4th QTR 2019	318.00
	90799 12/31/2019	Snohomish County Fire District #7	Vehicle maintenance	1,161.81
	90836 12/31/2019	Pacific Power Batteries	Batteries	131.94
	90848 01/28/2020	Columbia Ford Inc	2020 Ford Policy Utility P95	81,515.72
	90853 01/28/2020	Columbia Ford Inc	2019 Ford X1E SC	32,614.31
	90866 01/31/2020	Lawson Products Inc	Gray Primer	17.27
			Total for Fund:520 Equipment & Fleet Management	187,568.59

Check#	Check Date	Payable To	Purpose	Amount
Fund: 530 Facilities Management				
	0 12/30/2019	Lowe's Home Centers Inc	Lowe's November 2019	556.70
	0 12/31/2019	Lowe's Home Centers Inc	Lowe's December 2019 invoices	628.94
	0 12/18/2019	PUD	PUD - Street Lighting	9,069.51
	0 12/11/2019	US Bank National Associatio ND	PUD 17102 Beaton Rd	49,553.42
	0 12/02/2019	Washington State Patrol	Janitorial Fingerprinting	34.25
	0 01/29/2020	Action Cleaning Services Inc	ACTION CLEANING SERVICES - cus	4,567.52
	0 01/29/2020	Desks Incorporated	Panels and shelving CH	1,100.00
	0 01/09/2020	US Bank National Associatio ND	PUD 13226 134th Dr SE - Sky Meado Pump Station	24,664.80
	90803 12/31/2019	Sprague Pest Solutions Inc	769 Village Way. - pest control	307.36
	90814 01/16/2020	APSCO, LLC	AB Mixer	13,199.06
	90821 01/16/2020	Pacific Air Control Inc	First QTR Billing	3,413.70
	90822 01/16/2020	Puget Sound Energy Inc	PSE- 806 W Main St Bldg A -Mai	1,354.74
	90873 01/31/2020	Puget Sound Energy Inc	PSE - 769 Village Way - PW Bui	2,061.80
	90881 01/31/2020	Scott's Electric Service, LLC	PD Parking Lot Lighting	3,863.75
	90882 01/31/2020	Seahurst Electric Inc.	UV Valve Repair	11,806.46
	90886 01/31/2020	Zumar Industries Inc	3X36 White Delineators	840.80
			Total for Fund:530 Facilities Management	127,022.81
Fund: 623 Transportation Benefit Dist				
	0 01/16/2020	WA Cities Insurance Authority	Liablity Assessment for 2020	2,500.00
			Total for Fund:623 Transportation Benefit Dist	2,500.00
Fund: 631 Agency Fund				
	0 12/31/2019	ET Environmental Acquisition Corp	Public Works Shop - Et Environmental	204,371.36
	0 01/29/2020	B&B Utilities & Excavating	Release retainage - Graden WM Repl;acement	29,663.81
	0 12/02/2019	Washington State Patrol	Fingerprinting	92.75
	0 12/31/2019	Washington State Department of Revenue	December 2019 - B& O	103.92
	90801 12/31/2019	Snohomish County Treasurer	Crime Victims Compensation Revenue - December 2019	200.25
	90804 12/31/2019	State Treasurer's Office	Jurisdiction billing - December 2019	15,365.56
	90819 01/16/2020	Hanson Homes	Release Security Performance Bond - Hanson Homes @SkyVi	87,000.00
	90845 12/31/2019	Snohomish County Fire District #7	Plan review, permits 10/1/19 - 12/31/19	11,186.10
	90870 01/31/2020	Joshua Pardee	Refund outside city limits	18.00
	90895 02/11/2020	Megan Root	Refund gazebo rental - Megan Root	7.95
			Total for Fund:631 Agency Fund	348,009.70
Fund: 635 Salvation Army				
	90798 12/31/2019	Salvation Army	Community Utility Program	182.78
			Total for Fund:635 Salvation Army	182.78

Check# **Check Date** **Payable To** **Purpose** **Amount**
 Fund: 636 School Mitigation Fees
 90868 01/31/2020 Monroe School District Mitigation fees 1/15 - 1/28/2020 13,745.00

Total for Fund:636 School Mitigation Fees 13,745.00

Grand Total 2,298,576.32

PAYROLL WARRANT APPROVAL

MONTH OF PAYROLL: **January-20**

The following checks are approved for payment:

Date of Issue:	<u>2/7/2020</u>
Voided	36167
Check #'s	From: <u>36164 - 36168</u> To: <u>36190 - 36214</u>
Direct Deposit	<u>\$568,516.08</u>
ACH AP Payments	<u>\$188,959.12</u>
Total Monthly Payroll	<u>\$1,358,332.90</u>
H S A Funding:	\$79,110.00

WARRANT APPROVAL:

I, the undersigned, do hereby certify under the penalty of perjury, that the Payroll Checks are just, due and unpaid obligations against the City of Monroe, and that I am authorized to certify said claims in the amount of \$1,358,332.90 on 2/7/2020

Signed: _____
Mayor or Designee

Dated: _____



MONROE CITY COUNCIL

Agenda Bill No. 20-023

SUBJECT:	<i>Authorize Mayor and City Attorney to initiate civil litigation against the land owners at 415 E Fremont Street</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	Community Development	Ben Swanson Amy Bright	Ben Swanson	Consent Agenda #4

Discussion: 2/11/2020
Attachments: N/A

REQUESTED ACTION: Move to authorize the Mayor and city attorney to initiate civil litigation against the land owners of 415 E Fremont Street and further authorize the Mayor to manage such litigation and to periodically report to the City Council with updates regarding the same.

POLICY CONSIDERATIONS

Because the Mayor is authorized by state law to enforce City contracts and to ensure compliance with applicable City regulations, the alternatives to litigation enumerated above do not require City Council approval. Council action is necessary in this context only where formal legal proceedings (i.e., civil litigation) will be initiated in the City's name.

DESCRIPTION/BACKGROUND

The Mayor is requesting City Council approval to initiate civil litigation against the land owner of 415 E Fremont St for breach of contract, abatement of public nuisance, collection of City enforcement costs, and/or other applicable causes of action.

The property located at 415 E Fremont Street has a lengthy history of code violations. As a final alternative to additional code enforcement action, the City executed a Voluntary Correction Agreement (VCA) with the owner of the subject property, Seth Fisher and DBA Fisher Towing, on March 26, 2018. Under the VCA, the land owner was required to satisfy certain compliance mandates by the deadlines set forth in the agreement. The City was also authorized by the VCA to enter the site and perform inspections to verify the land owners' compliance. Compliance inspections were performed on July 24, 2018, October 24, 2018, December 30, 2018, March 6, 2019, and November 20, 2019. Based upon those inspections, and Staff's observations of the subject property from off-site vantage points, it has been repeatedly confirmed that the compliance mandates set forth in the VCA have not been satisfied. At this point, the land owner is over one year past the date by which full compliance was required under the agreement.

FISCAL IMPACTS

The fiscal impacts are variable and will depend upon whether and to what extent the approved litigation is resolved by stipulation or motion prior to trial. City expenses will include city attorney and staff time in preparation and arguing the City's case. Under the VCA, these expenses are recoverable against the landowner if the City substantially prevails in the litigation.

TIME CONSTRAINTS

The final compliance deadline for the VCA was December 15, 2018. At this point, the landowner is over one year past the compliance deadline. The VCA expires on March 26, 2021.

ALTERNATIVES TO REQUESTED ACTION

Civil litigation is one of several enforcement options available to the City under the VCA. Other potential remedies outlined in the VCA include the City's ability to:

1. Impose and assess against the Owners civil penalties in the amount of \$250.00/day for each day that a breach of the VCA exists;
2. Initiate criminal proceedings against the owner for the violation of any applicable MMC provision;
3. Enter the property to abate the unlawful conditions identified in the VCA, and then charge the owner for the City's abatement expenses.

These remedies are cumulative rather than exclusive—i.e., the City's use of one option does not preclude the City from simultaneously or subsequently using one or more of the others.



MONROE CITY COUNCIL

Agenda Bill No. 20-024

SUBJECT:	Approve Purchase and Authorize the Mayor to Sign Right-of-Way Deed, Easements, and Associated Documentation of Parcel 13, for Chain Lake Road Phase 2a (Non-Motorized Pedestrian Path)
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
2/11/2020	Design & Construction	Jim Gardner	Scott Peterson	Consent Agenda Item #5

Discussion: 12/11/2012; 02/18/2014; 07/18/2017; 01/16/2018; 05/14/2019; 8/13/19; 10/8/19; 10/22/19; 11/12/19; 12/10/19; 2/11/20

- Attachments:**
1. Parcel 13, Becker/Bunge, Six (6) documents as follows: Right-of-Way Dedication Deed, Slope Easement, Temporary Construction Easement, Two (2) Real Estate Excise Tax Affidavit and Real Property Voucher.
 2. Vicinity Map

REQUESTED ACTION: Move to approve the purchase of Parcel 13; authorize the Mayor to sign the right-of-way deed, easements, and associated documentation for the Chain Lake Road Phase 2a (Non-Motorized Pedestrian Path) Project; and expressly authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATIONS

The City of Monroe ROW Procedures Policy must comply with applicable Federal regulations (49 CFR Part 24), State law (Ch. 8.26 RCW) and State regulations (Ch. 468-100 WAC). The City of Monroe, ROW Procedures and Policy, 'Administrative Settlement Policy' section requires that 'all final settlements involving City funds must first be approved by the City Council.'

DESCRIPTION/BACKGROUND

The Chain Lake Road Phase 2a project proposes to provide a ten foot wide concrete pedestrian and bicycle trail on the west side of Chain Lake Road, from the existing trail terminus north of Rainier View Road to the proposed Gilmartin Plat near Brown Road. The project would include preparation of design documents, purchase of necessary right-of-way (ROW) from several adjacent parcels, and eventual construction of the trail. Once complete, this project will significantly improve pedestrian and bicyclist access and safety along this stretch of the road.

On January 16, 2018, Universal Field Services (UFS) was selected to negotiate and process ROW offers and obtain WSDOT ROW Certification for the City. The City is required to complete the purchase as expediently as possible, 49 CFR 24.102a. There are a total of nineteen parcels. This acquisition is for Parcels 8 and 9.

Fourteen other properties (Parcels 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16 and 17) were previously authorized for purchase. The remaining 4 parcels are still being negotiated.

ROW Status:

<u>Parcel</u>	<u>Status</u>
Parcel 1	Pending Plat will dedicate right-of-way
Parcel 2	Purchase Completed.
Parcel 3	Purchase Completed.

Parcel 4	Purchase Completed.
Parcel 5	Purchase Completed.
Parcel 6	Authorization 12-10-19
Parcel 7	Purchase Completed.
Parcel 8	Purchase Completed.
Parcel 9	Purchase Completed.
Parcel 10	Purchase Completed.
Parcel 11	Authorization 12-10-19
Parcel 12	Under negotiation
Parcel 13	Authorization this Bill
Parcel 14	Authorization 12-10-19
Parcel 15	Authorization 12-10-19
Parcel 16	Authorization 12-10-19
Parcel 17	Authorization 12-10-19
Parcel 18	Under negotiation
Parcel 19	Under negotiation
Parcel 20	Under negotiation

FISCAL IMPACTS

Parcel 13 partial acquisition is for \$21,200. It was expected that all right-of-way acquisitions would have been completed in 2019. However, due to the nature of property acquisitions (e.g., negotiations, clearing title) several purchases have been delayed into 2020. The table below represents 2020 anticipated right-of-way costs remaining, as well as anticipated construction costs:

STREET 318 FUND	
FY 2020 BUDGET (CONSTRUCTION)	\$ 3,241,350
ANTICIPATED 2020 CONSTRUCTION COSTS	\$ 2,150,000
ANTICIPATED 2020 CONSTRUCTION GRANT REIMBURSEMENTS	\$ 1,845,692
FY 2020 BUDGET (ROW)	\$ -0-
ANTICIPATED 2020 ROW PAYMENTS	\$ 466,258
ANTICIPATED 2020 GRANT REIMBURSEMENTS	\$ 413,625

Regarding grant sources, The Puget Sound Regional Council (PSRC) awarded two grants to the City. The first grant helps fund design (PE) and the purchase of right-of-way (RW) for the project. The PE/RW grant amount is \$583,527. PSRC also awarded to the City a \$1,515,692 grant and a \$330,000 supplement to partially fund the construction (CN) phase of the pedestrian/bicycle path. Both grants and supplement were previously accepted through Council action.

TIME CONSTRAINTS

49 CFR 24.102a requires that ROW acquisition occur as expediently as possible.

ALTERNATIVES TO REQUESTED ACTION

Do not approve acquisition, recognizing that without right-of-way the project cannot proceed to construction and risk loss of PSRC construction grant monies.

After recording return to:
City Clerk
City of Monroe
806 W. Main Street
Monroe, WA 98272

Document Title

Right-of-Way Dedication Deed

Reference Number of Related Documents

Grantors (Last, First and Middle Initial)

Geraldine L. and Richard W. Becker Family Trust
John L. and Carol Y. Bunge Family Trust
Becker, Geraldine Louise
Bunge Joint Revocable Trust

Grantee (Last, First and Middle Initial)

City of Monroe

Legal Description (abbreviated form; i.e., lot, plat or section, township, range, quarter/quarter)

PTN EAST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER
OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M. IN SNOHOMISH
COUNTY, WASHINGTON.

Assessor's Property Tax Parcel/Account Number at the Time of Recording

280731-002-015-00

RIGHT-OF-WAY DEDICATION DEED

The Grantors, Geraldine L. Becker, as Trustee of the Geraldine L. and Richard W. Becker Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees; John L. Bunge and Carol Y. Bunge, as Trustees of the John L. and Carol Y. Bunge Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees; Geraldine Louise Becker, as her sole and separate property and John L. Bunge and Carol Y. Bunge, Trustees of the Bunge Joint Revocable Trust u/a/d April 18, 2016, all as their interest may appear of record, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), and other valuable consideration, hereby conveys, grants and dedicates to the CITY OF MONROE, a municipal corporation of the State of Washington, and its assigns, a public right-of-way easement, to the same extent and purposes as if the rights granted had been acquired under the Eminent Domain Statute of the State of Washington, to be used for all lawful right-of-way purposes, surface and subsurface, including without limitation the construction, installation, operation, maintenance and repair of streets, sidewalks, plantings, right-of-way beautification improvements, utilities, stormwater conveyance, retention and/or treatment facilities, signalization, signage, and such other appropriate municipal right-of-way uses from time to time, now or in the future, for the use and benefit of the public, over, under, upon and across the hereinafter described lands:

See Exhibit A for right-of-way legal description and Exhibit B for right-of-way depiction, said exhibits attached hereto and incorporated herein by reference as if set forth in full.

The Grantor warrants that it has all right, title and authority to make such conveyance, grant and dedication.

This Deed may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same Deed.

DATED this 16th day of December, 2019.

GRANTORS:

The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees

Geraldine L. Becker, Trustee
Geraldine L. Becker, Trustee

Date: 12/16/19

Geraldine Becker
Geraldine Louise Becker
Geraldine Louise Becker

Date: 12/16/19

The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlor, and John L. Bunge and Carol Y. Bunge, as Trustees

John L. Bunge, Trustee Carol Y. Bunge, Trustee
John L. Bunge, Trustee Carol Y. Bunge, Trustee
Date: 12-27-19 Date: 12-27-19

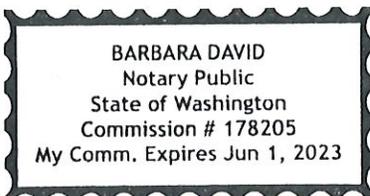
The Bunge Joint Revocable Trust u/a/d April 18, 2016

John L. Bunge, Trustee Carol Y. Bunge, Trustee
John L. Bunge, Trustee Carol Y. Bunge, Trustee
Date: 12-27-19 Date: 12-27-19

STATE OF WASHINGTON)
) ss.
COUNTY of King)

On this 16 day of December 2019, before me personally appeared Geraldine L. Becker, as the TRUSTEE of The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

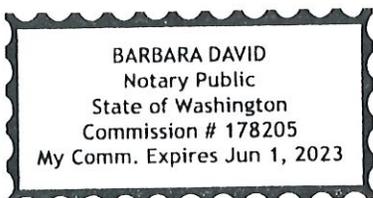


Barbara David
Printed Name: Barbara David
Notary Public in and for the State of Washington,
residing at King County
My commission expires June 1, 2023

STATE OF WASHINGTON)
 : ss
County of King)

On this 16 day of December before me personally appeared Geraldine Louise Becker, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

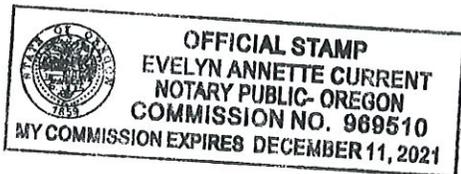


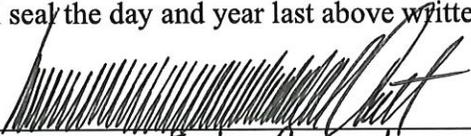
Barbara David
Notary Public in and for the State of Washington,
residing at King County
My commission expires June 1, 2023

STATE OF OREGON)
COUNTY of Deschutes) ss.

On this 27th day of December 2019, before me personally appeared John L. Bunge and Carol Y. Bunge, as the TRUSTEES of The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

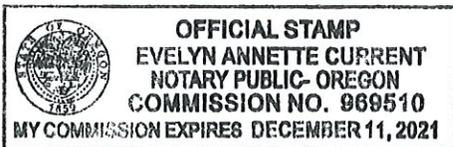


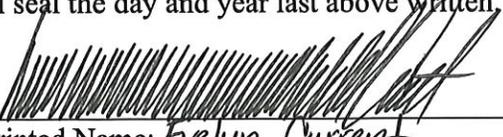

Printed Name: Evelyn Current
Notary Public in and for the State of Oregon,
residing at Redmond Or
My commission expires 12/11/2021

STATE OF OREGON)
COUNTY of Deschutes) ss.

On this 27th day of December 2019, before me personally appeared John L. Bunge and Carol Y. Bunge, as the TRUSTEES of The Bunge Joint Revocable Trust u/a/d April 18, 2016, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.




Printed Name: Evelyn Current
Notary Public in and for the State of Oregon,
residing at Redmond Or
My commission expires 12/11/2021

ACCEPTED this _____ day of _____, 20____.

CITY OF MONROE

By: _____

ATTEST/AUTHENTICATED:

Elizabeth Smoot, City Clerk

APPROVED AS TO FORM:

J. Zachary Lell, City Attorney

EXHIBIT A

Parcel 13

Tax Account No.: 28073100201500

THE EAST HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M.

EXPECT THEREFROM THAT PORTION LYING WITHIN CHAIN LAKE ROAD.

SITUATE IN COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

RIGHT OF WAY – PARCEL

A PORTION OF THE ABOVE PARCEL DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID PARCEL ALONG THE EXISTING RIGHT OF WAY OF THE ABOVE DESCRIBED PROPERTY;

THENCE SOUTH 22° 14' 58" WEST ALONG THE OLD RIGHT OF WAY OF CHAIN LAKE ROAD, A DISTANCE OF 183.27 FEET MORE OR LESS TO THE SOUTHWEST CORNER OF SAID PARCEL; THENCE NORTH 01° 16' 45" EAST ALONG THE WESTERLY LINE OF SAID PARCEL, A DISTANCE OF 92.88 FEET; THENCE NORTH 20° 43' 32" EAST, A DISTANCE OF 82.26 FEET MORE OF LESS TO THE NORTHERLY LINE OF SAID PARCEL; THENCE SOUTH 89° 44' 53" EAST ALONG SAID NORTHERLY LINE, A DISTANCE OF 38.21 FEET TO THE POINT OF BEGINNING.

CONTAINING 4,518 SQUARE FEET +/-

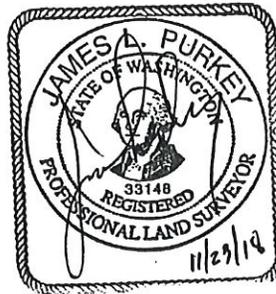


EXHIBIT B

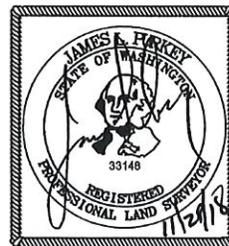
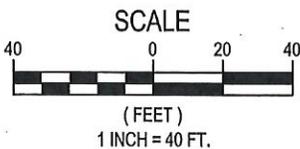
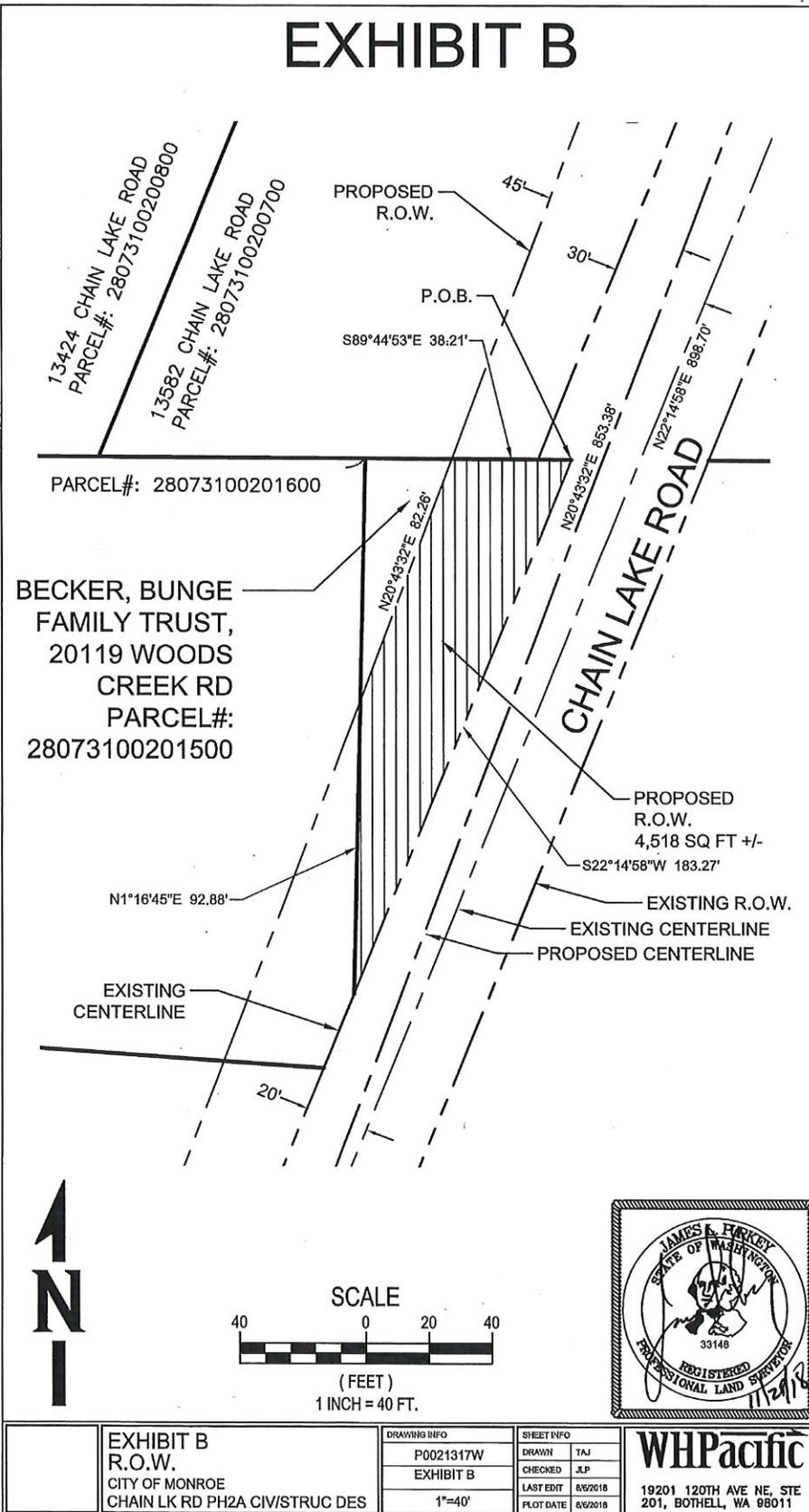


EXHIBIT B R.O.W. CITY OF MONROE CHAIN LK RD PH2A CIV/STRUC DES	DRAWING INFO P0021317W EXHIBIT B 1"=40'	SHEET INFO DRAWN TAJ CHECKED JLP LAST EDIT 8/6/2018 PLOT DATE 8/6/2018	WHPacific 19201 120TH AVE NE, STE 201, BOTHELL, WA 98011
	PROPOSED R.O.W. 4,518 SQ FT +/- EXISTING R.O.W. EXISTING CENTERLINE PROPOSED CENTERLINE		



REAL ESTATE EXCISE TAX AFFIDAVIT
CHAPTER 82.45 RCW - CHAPTER 458-61A WAC

This form is your receipt when stamped by cashier.

PLEASE TYPE OR PRINT

THIS AFFIDAVIT WILL NOT BE ACCEPTED UNLESS ALL AREAS ON ALL PAGES ARE FULLY COMPLETED

(See back of last page for instructions)

Check box if partial sale, indicate % sold. List percentage of ownership acquired next to each name.

1 SELLER GRANTOR Name: Geraldine L. and Richard W. Becker Family Trust et al
Mailing Address: 9505 NE 13th Street
City/State/Zip: Bellevue, WA 98004
Phone No. (including area code):
2 BUYER GRANTEE Name: City of Monroe, a Washington municipal corporation
Mailing Address: 806 West Main Street
City/State/Zip: Monroe, WA 98272
Phone No. (including area code): (360) 794-7400
3 Send all property tax correspondence to: [X] Same as Buyer/Grantee
List all real and personal property tax parcel account numbers - check box if personal property
List assessed value(s)
PTN of 28073100201500 [] \$32,300

4 Street address of property: 20119 Woods Creek Road
This property is located in Monroe
[] Check box if any of the listed parcels are being segregated from another parcel, are part of a boundary line adjustment or parcels being merged.
Legal description of property (if more space is needed, you may attach a separate sheet to each page of the affidavit)
see Exhibit "A"

5 Select Land Use Code(s):
45 - Highway and street right of way
enter any additional codes:
(See back of last page for instructions)
Was the seller receiving a property tax exemption or deferral under chapters 84.36, 84.37, or 84.38 RCW (nonprofit organization, senior citizen, or disabled person, homeowner with limited income)? [] YES [X] NO

6 Is this property designated as forest land per chapter 84.33 RCW? [] YES [X] NO
Is this property classified as current use (open space, farm and agricultural, or timber) land per chapter 84.34 RCW? [] YES [X] NO
Is this property receiving special valuation as historical property per chapter 84.26 RCW? [] YES [X] NO

If any answers are yes, complete as instructed below.
(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)
NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, you must sign on (3) below.
This land [] does [] does not qualify for continuance.

DEPUTY ASSESSOR DATE
(2) NOTICE OF COMPLIANCE (HISTORIC PROPERTY)
NEW OWNER(S): To continue special valuation as historic property, sign (3) below.
(3) OWNER(S) SIGNATURE
PRINT NAME

7 List all personal property (tangible and intangible) included in selling price.
None
If claiming an exemption, list WAC number and reason for exemption:
WAC No. (Section/Subsection)
Reason for exemption
Type of Document: ROW Dedication Deed
Date of Document
Gross Selling Price \$ 20,300
*Personal Property (deduct) \$
Exemption Claimed (deduct) \$
Taxable Selling Price \$ 20,300
Excise Tax: State \$ 259.84
0.0050 Local \$ 101.50
*Delinquent Interest: State \$
Local \$
*Delinquent Penalty \$
Subtotal \$ 361.34
*State Technology Fee \$ 5.00
*Affidavit Processing Fee \$ 5.00
Total Due \$ 371.34
A MINIMUM OF \$10.00 IS DUE IN FEE(S) AND/OR TAX
*SEE INSTRUCTIONS

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.
Signature of Grantor or Grantor's Agent: Geraldine L. Becker
Name (print): Geraldine L. Becker
Date & city of signing: 12/16/19 Mercer Island
Signature of Grantee or Grantee's Agent:
Name (print):
Date & city of signing:

Perjury: Perjury is a class C felony which is punishable by imprisonment in the state correctional institution for a maximum term of not more than five years, or by a fine in an amount fixed by the court of not more than five thousand dollars (\$5,000.00), or by both imprisonment and fine (RCW 9A.20.020 (1C)).

EXHIBIT A

Parcel 13

Tax Account No.: 28073100201500

THE EAST HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M.

EXPECT THEREFROM THAT PORTION LYING WITHIN CHAIN LAKE ROAD.

SITUATE IN COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

SLOPE EASEMENT – PARCEL

A PORTION OF THE ABOVE PARCEL DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID PARCEL ALONG THE EXISTING RIGHT OF WAY OF THE ABOVE DESCRIBED PROPERTY; THENCE NORTH 89° 44' 53" WEST ALONG THE NORTH LINE OF SAID PARCEL, A DISTANCE OF 38.21 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 20° 43' 32" WEST, A DISTANCE OF 82.26 FEET MORE OR LESS TO THE WESTERLY LINE OF SAID PARCEL; THENCE NORTH 01° 16' 45" EAST ALONG THE WESTERLY LINE OF SAID PARCEL, A DISTANCE OF 30.06 FEET; THENCE NORTH 20° 43' 32" EAST, A DISTANCE OF 50.18 FEET MORE OF LESS TO THE NORTHERLY LINE OF SAID PARCEL; THENCE SOUTH 89° 44' 53" EAST ALONG SAID NORTHERLY LINE, A DISTANCE OF 10.68 FEET TO THE POINT OF BEGINNING.

CONTAINING 663 SQUARE FEET +/-



EXHIBIT A

PARCEL 13

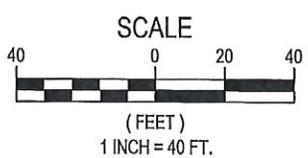
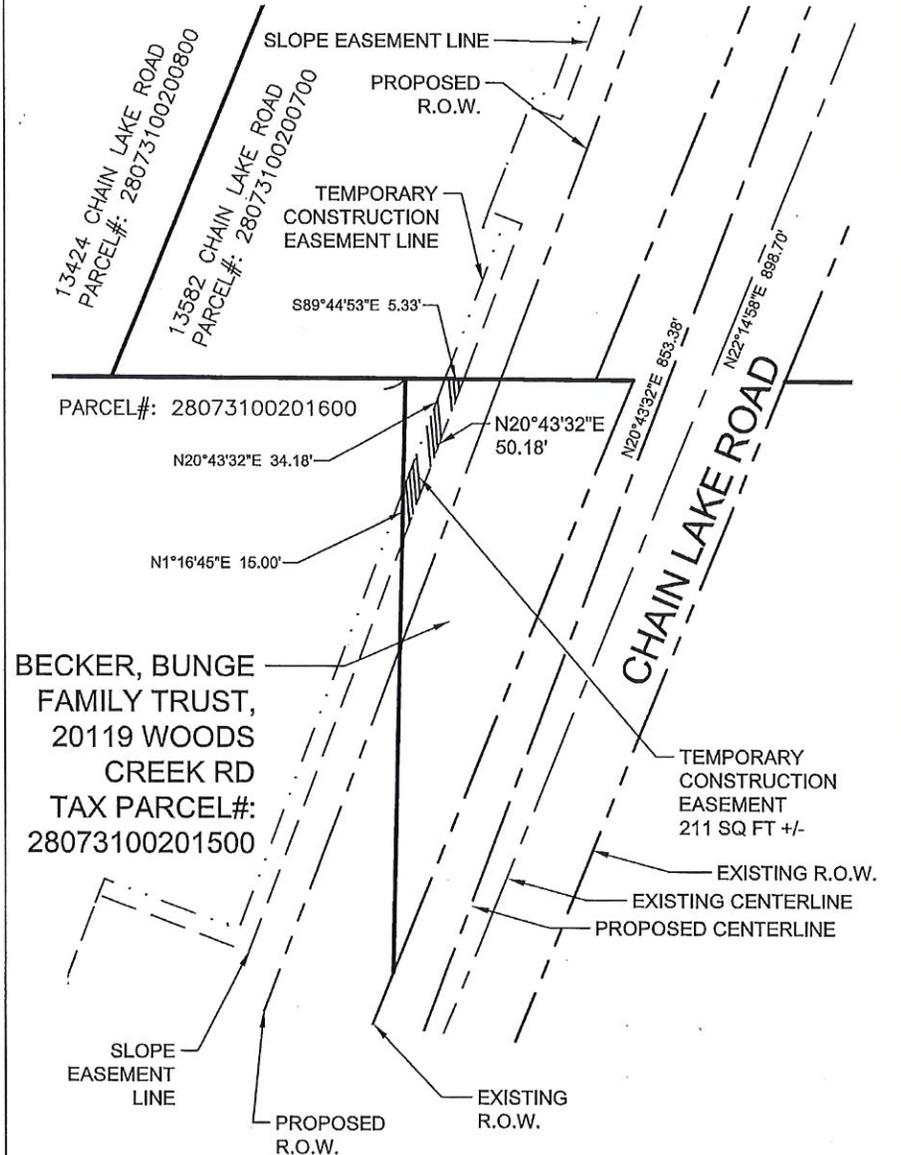


EXHIBIT A TEMP. CONST. EASEMENT CITY OF MONROE CHAIN LK RD PH2A CIV/STRUC DES	DRAWING INFO P0021317W EXHIBIT A	SHEET INFO DRAWN TAJ CHECKED JLP LAST EDIT 12/10/2018 PLOT DATE 12/10/2018	WHPacific 19201 120TH AVE NE, STE 201, BOTHELL, WA 98011
	1"=40'	12/11/18	

AFTER RECORDING MAIL TO:

City of Monroe
806 West Main Street
Monroe, WA 98272

SLOPE EASEMENT

Grantor: Geraldine L. and Richard W. Becker Family Trust, et al

Grantee: City of Monroe

*Abbreviated Legal: PTN EAST HALF OF THE SOUTHWEST QUARTER OF THE
NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST,
W.M. IN SNOHOMISH COUNTY, WASHINGTON*

Tax Parcel No.: 28073100201500

City of Monroe / Chain Lake Road Phase 2a Project

Project Parcel #13

THE GRANTORS, Geraldine L. Becker, as Trustees of the Geraldine L. and Richard W. Becker Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees; John L. Bunge and Carol Y. Bunge, as Trustees of the John L. and Carol Y. Bunge Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees; Geraldine Louise Becker, as her sole and separate property, and John L. Bunge and Carol Y. Bunge, Trustees of the Bunge Joint Revocable Trust u/a/d April 18, 2016, all as their interest may appear of record, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby grant and convey to the City of Monroe, a Washington municipal corporation, for the use of the public, an easement and privilege to construct and maintain cuts and/or fills for slopes occasioned by the original grading and reestablishment of grades for street purposes along, across, and upon the following described real property situated in Snohomish County, Washington, to the same extent and purposes as if the rights granted had been acquired under the Eminent Domain Statute of the State of Washington, together with the right to enter upon said premises at any time with all necessary men, material, and equipment for the purposes of constructing, inspecting, repairing, and maintaining the same, to wit:

PER EXHIBIT A AND AS DEPICTED IN EXHIBIT B ATTACHED HERETO AND INCORPORATED BY REFERENCE

It is understood and agreed that, in the event the Grantors, or assigns, shall excavate and/or place an embankment upon the area covered by this slope easement to the level of the grade abutting thereon, all rights of the grantee herein shall cease and terminate.

SLOPE EASEMENT

The lands herein described contain an area of 663 square feet, more or less, the specific details concerning all of which are to be found in that certain map of definite location now of record and on file in the Office of the City Engineer in Monroe, Washington, and entitled the Chain Lake Road Phase 2a Project.

This Easement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same Easement.

GRANTORS:

The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees

Geraldine L. Becker, Trustee
Geraldine L. Becker, Trustee

Date: 12/16/19

Geraldine Becker

Geraldine Louise Becker
Geraldine Louise Becker

Date: 12/16/19

SLOPE EASEMENT

The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlor, and John L. Bunge and Carol Y. Bunge, as Trustees

John L. Bunge, Trustee Carol Y. Bunge, Trustee
John L. Bunge, Trustee Carol Y. Bunge, Trustee

Date: 12/27/19

Date: 12/27/19

The Bunge Joint Revocable Trust u/a/d April 18, 2016

John L. Bunge, Trustee Carol Y. Bunge, Trustee
John L. Bunge, Trustee Carol Y. Bunge, Trustee

Date: 12/27/19

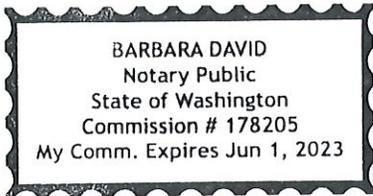
Date: 12/27/19

SLOPE EASEMENT

STATE OF WASHINGTON)
) ss.
COUNTY of King)

On this 16 day of December, 2019, before me personally appeared Geraldine L. Becker, as the TRUSTEE of The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

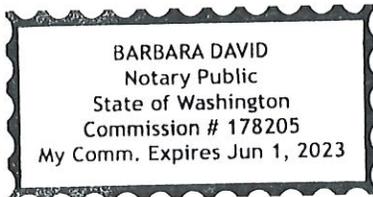


Barbara David
Printed Name: Barbara David
Notary Public in and for the State of Washington,
residing at King County
My commission expires June 1, 2023

STATE OF WASHINGTON)
) ss
County of King)

On this 16 day of December, 2019 before me personally appeared Geraldine Louise Becker, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



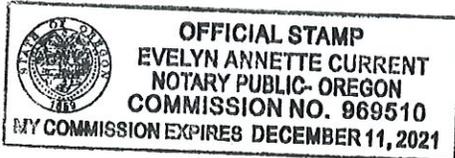
Barbara David
Notary Public in and for the State of Washington,
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My commission expires June 1, 2019

SLOPE EASEMENT

STATE OF OREGON)
COUNTY of Deschutes) ss.

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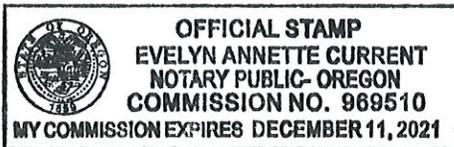


[Signature]
Printed Name: Evelyn Current
Notary Public in and for the State of Oregon,
residing at Redmond Or
My commission expires 12/11/2021

STATE OF OREGON)
COUNTY of Deschutes) ss.

On this 27th day of December 2019, before me personally appeared John L. Bunge and Carol Y. Bunge, as the TRUSTEES of The Bunge Joint Revocable Trust u/a/d April 18, 2016, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



[Signature]
Printed Name: Evelyn Current
Notary Public in and for the State of Oregon,
residing at Redmond Or
My commission expires 12/11/21

SLOPE EASEMENT

Accepted by the City of Monroe

By: _____
Printed Name: _____
Title: _____
Date: _____

Approved as to form:

By: _____
Printed Name: _____
Title: City Attorney
Date: _____

EXHIBIT A

Parcel 13

Tax Account No.: 28073100201500

THE EAST HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M.

EXPECT THEREFROM THAT PORTION LYING WITHIN CHAIN LAKE ROAD.

SITUATE IN COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

SLOPE EASEMENT – PARCEL

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CONTAINING 663 SQUARE FEET +/-



EXHIBIT B

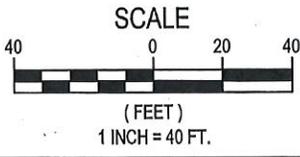
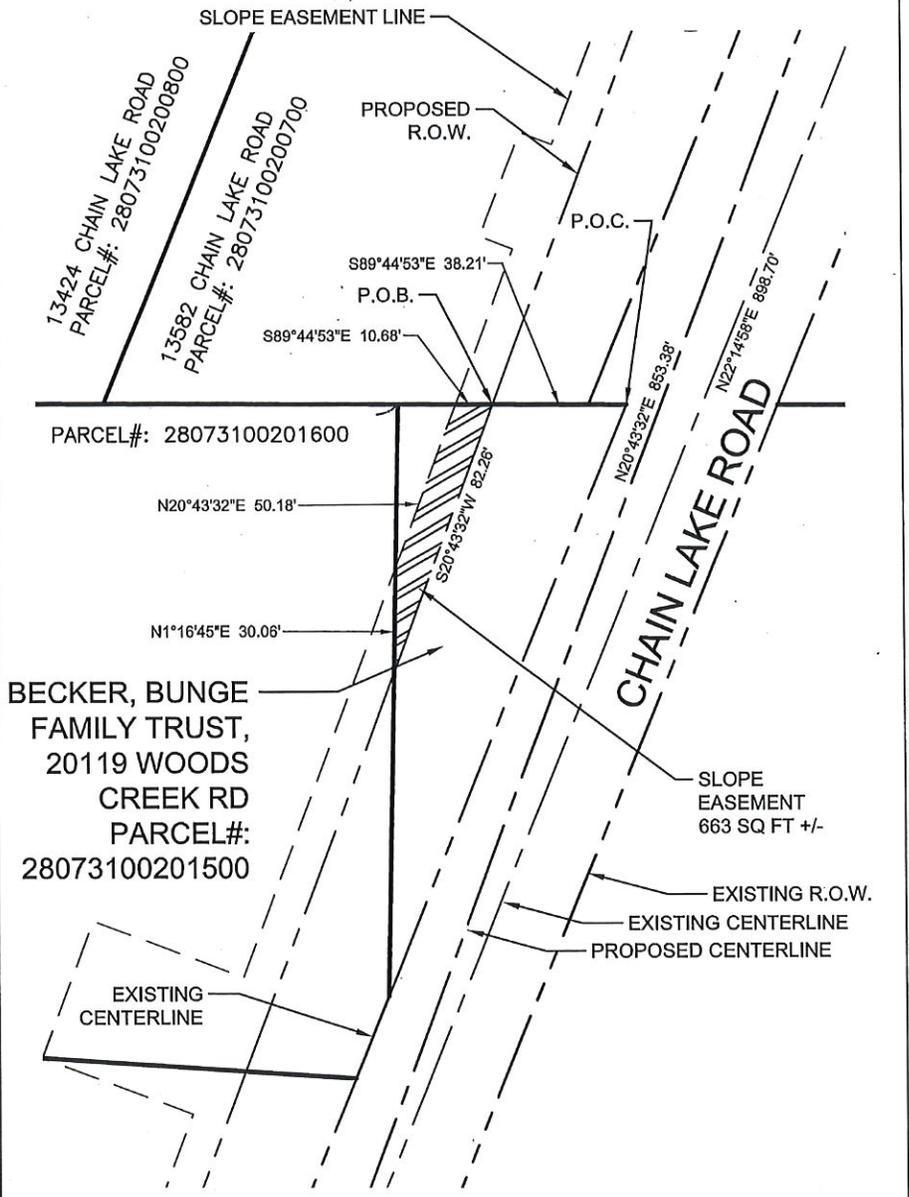


EXHIBIT B SLOPE EASEMENT CITY OF MONROE CHAIN LK RD PH2A CIV/STRUC DES	DRAWING INFO P0021317W EXHIBIT B 1"=40'	SHEET INFO DRAWN TAJ CHECKED JLP LAST EDIT 11/15/2018 PLOT DATE 11/15/2018	 19201 120TH AVE NE, STE 201, BOTHELL, WA 98011



REAL ESTATE EXCISE TAX AFFIDAVIT

This form is your receipt when stamped by cashier.

PLEASE TYPE OR PRINT

CHAPTER 82.45 RCW - CHAPTER 458-61A WAC

THIS AFFIDAVIT WILL NOT BE ACCEPTED UNLESS ALL AREAS ON ALL PAGES ARE FULLY COMPLETED

(See back of last page for instructions)

Check box if partial sale, indicate % sold. List percentage of ownership acquired next to each name.

1 SELLER GRANTOR Name Geraldine L. and Richard W. Becker Family Trust, et al
2 BUYER GRANTEE Name City of Monroe, a Washington municipal corporation
3 Send all property tax correspondence to: [X] Same as Buyer/Grantee
List all real and personal property tax parcel account numbers - check box if personal property
List assessed value(s)

4 Street address of property: 20119 Woods Creek Road
This property is located in Monroe
Check box if any of the listed parcels are being segregated from another parcel, are part of a boundary line adjustment or parcels being merged.
Legal description of property (if more space is needed, you may attach a separate sheet to each page of the affidavit)
see Exhibit "A"

5 Select Land Use Code(s):
45 - Highway and street right of way
enter any additional codes:
(See back of last page for instructions)
Was the seller receiving a property tax exemption or deferral under chapters 84.36, 84.37, or 84.38 RCW (nonprofit organization, senior citizen, or disabled person, homeowner with limited income)?

6 Is this property designated as forest land per chapter 84.33 RCW?
Is this property classified as current use (open space, farm and agricultural, or timber) land per chapter 84.34 RCW?
Is this property receiving special valuation as historical property per chapter 84.26 RCW?
If any answers are yes, complete as instructed below.

(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)
NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, you must sign on (3) below. The county assessor must then determine if the land transferred continues to qualify and will indicate by signing below. If the land no longer qualifies or you do not wish to continue the designation or classification, it will be removed and the compensating or additional taxes will be due and payable by the seller or transferor at the time of sale. (RCW 84.33.140 or RCW 84.34.108). Prior to signing (3) below, you may contact your local county assessor for more information.
This land [] does [] does not qualify for continuance.

DEPUTY ASSESSOR DATE

(2) NOTICE OF COMPLIANCE (HISTORIC PROPERTY)
NEW OWNER(S): To continue special valuation as historic property, sign (3) below. If the new owner(s) does not wish to continue, all additional tax calculated pursuant to chapter 84.26 RCW, shall be due and payable by the seller or transferor at the time of sale.

(3) OWNER(S) SIGNATURE
PRINT NAME

7 List all personal property (tangible and intangible) included in selling price.
None

If claiming an exemption, list WAC number and reason for exemption:
WAC No. (Section/Subsection)
Reason for exemption

Type of Document Slope Easement
Date of Document

Table with columns for tax items and amounts: Gross Selling Price \$740.00, *Personal Property (deduct) \$, Exemption Claimed (deduct) \$, Taxable Selling Price \$740.00, Excise Tax: State \$9.55, Local \$3.73, *Delinquent Interest: State \$, Local \$, *Delinquent Penalty \$, Subtotal \$13.28, *State Technology Fee \$5.00, *Affidavit Processing Fee \$5.00, Total Due \$23.28

A MINIMUM OF \$10.00 IS DUE IN FEE(S) AND/OR TAX
*SEE INSTRUCTIONS

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Signature of Grantor or Grantor's Agent Geraldine L. Becker
Signature of Grantee or Grantee's Agent
Name (print) Geraldine L. Becker
Name (print)
Date & city of signing: 12/16/19 Mercer Island
Date & city of signing:

Perjury: Perjury is a class C felony which is punishable by imprisonment in the state correctional institution for a maximum term of not more than five years, or by a fine in an amount fixed by the court of not more than five thousand dollars (\$5,000.00), or by both imprisonment and fine (RCW 9A.20.020 (1C)).

EXHIBIT A

Parcel 13

Tax Account No.: 28073100201500

THE EAST HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M.

EXPECT THEREFROM THAT PORTION LYING WITHIN CHAIN LAKE ROAD.

SITUATE IN COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

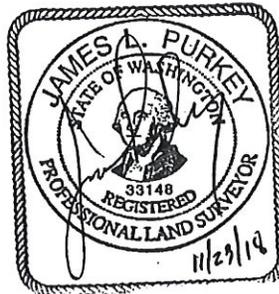
RIGHT OF WAY – PARCEL

A PORTION OF THE ABOVE PARCEL DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID PARCEL ALONG THE EXISTING RIGHT OF WAY OF THE ABOVE DESCRIBED PROPERTY;

THENCE SOUTH 22° 14' 58" WEST ALONG THE OLD RIGHT OF WAY OF CHAIN LAKE ROAD, A DISTANCE OF 183.27 FEET MORE OR LESS TO THE SOUTHWEST CORNER OF SAID PARCEL; THENCE NORTH 01° 16' 45" EAST ALONG THE WESTERLY LINE OF SAID PARCEL, A DISTANCE OF 92.88 FEET; THENCE NORTH 20° 43' 32" EAST, A DISTANCE OF 82.26 FEET MORE OF LESS TO THE NORTHERLY LINE OF SAID PARCEL; THENCE SOUTH 89° 44' 53" EAST ALONG SAID NORTHERLY LINE, A DISTANCE OF 38.21 FEET TO THE POINT OF BEGINNING.

CONTAINING 4,518 SQUARE FEET +/-



TEMPORARY CONSTRUCTION EASEMENT

Grantor: Geraldine L. and Richard W. Becker Family Trust, et al

Grantee: City of Monroe

Abbreviated Legal: PTN EAST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 7 EAST, W.M. IN SNOHOMISH COUNTY, WASHINGTON

Tax Parcel No.: 28073100201500

City of Monroe / Chain Lake Road Phase 2a Project

Project Parcel #13

THIS INSTRUMENT is made this 16 day of December, 2019, by and between Geraldine L. Becker, as Trustee of the Geraldine L. and Richard W. Becker Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlor, and Geraldine L. Becker and Richard W. Becker, as Trustees; John L. Bunge and Carol Y. Bunge, as Trustees of the John L. and Carol Y. Bunge Family Trust under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlor, and John L. Bunge and Carol Y. Bunge, as Trustees; Geraldine Louise Becker, as her sole and separate property, and John L. Bunge and Carol Y. Bunge, Trustees of the Bunge Joint Revocable Trust u/a/d April 18, 2016, all as their interest may appear of record, hereinafter called the "Grantors", and the City of Monroe, a Washington municipal corporation, hereinafter called the "Grantee".

WITNESSETH:

1) Grant of Easement. The Grantors, for and in consideration of the public good and other valuable consideration, do by these presents, convey and warrant unto the Grantee a temporary construction easement (the "Easement") to the same extent and purposes as if the rights granted had been acquired under the Eminent Domain Statute of the State of Washington, for access over, through, across and upon the following described real estate (the "Easement Area") situated in the County of Snohomish, State of Washington, for the placement of personnel and equipment for construction of public street improvements with necessary appurtenances, including placement of public and private utilities, within the adjoining public right of way:

PER EXHIBIT A ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE

2) Purpose of Easement. The Grantee, its contractors, agents, and permittees, shall have the right at such times as may be necessary, to enter upon the Easement Area, including entry into private improvements located in the Easement Area for the purpose of constructing, maintaining, repairing, altering or reconstructing said street improvements, or making any connections therewith, including utility connections. Grantee shall have the right to re-grade slopes and/or make cuts and fills to match street grade. Grantee's rights to use the Easement

TEMPORARY CONSTRUCTION EASEMENT

Area shall be exclusive at such times and for such duration as Grantee's construction requires, in Grantee's discretion.

The rights herein granted shall include all incidental rights, including but not limited to, right of ingress and egress necessary to properly perform the work indicated for construction of the project. Grantee and those entitled to exercise the rights granted herein shall exercise all due diligence in their activities upon the property, and Grantee does hereby agree to indemnify and hold harmless the Grantors against and from any and all liability for losses, damages and expenses on account of damage to property or injury to persons resulting from or arising out of the rights herein granted to Grantee and/or its contractors, employees, agents, successors or assigns.

3) Improvements. All street improvements shall be constructed entirely within the public right of way. In the event private improvements in the Easement Area are disturbed or damaged by Grantee's use of the Easement, on or before the end of the Term, they shall be restored or replaced in as good a condition as they were immediately before Grantee entered the Easement Area. During the Term, Grantee may on an interim basis, restore the Easement Area to a reasonably safe and convenient condition.

4) Grantor's Right to Use Easement Area. Except for those times when Grantee is making exclusive use of the Easement Area, the Grantors shall retain the right to use and enjoy the Easement Area, including the right to use existing private improvements located in the Easement Area so long as such use does not interfere with Grantee's construction of the public improvements described in this Easement.

5) Term of Easement. The term of this Easement is 12 months (the "Term"). The Term shall remain in force until **no later September 30, 2020**, or until completion of construction and restoration of the property, whichever occurs first. Grantee shall provide fourteen (14) days written notice to the Grantors prior to commencement of construction. This Easement may be extended by mutual written consent of the Grantors and Grantee.

6) Binding Effect. The Easement granted hereby is solely for the benefit of Grantee, and is personal to Grantee, its successors in interest and assigns. Grantee shall have the right to permit third parties to enter upon the Easement Area to accomplish the purposes described herein, provided that all such parties abide by the terms of this Easement. The Easement granted hereby, and the duties, restrictions, limitations and obligations herein created, shall run with the land, shall burden the Easement Area and shall be binding upon and the Grantors and its respective successors, assigns, mortgagees and sublessees and each and every person who shall at any time have a fee, leasehold, mortgage or other interest in any part of the Easement Area.

7) Notification. Should the undersigned owner (Grantors), sell the property described herein, Grantors shall promptly disclose and notify the buyer of this agreement.

TEMPORARY CONSTRUCTION EASEMENT

8) This Easement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same Easement.

Grantors:

The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees

Geraldine L. Becker, Trustee
Geraldine L. Becker, Trustee
Date: 12/16/19

GERALDINE LOUISE BECKER

Geraldine Louise Becker
Geraldine Louise Becker
Date: 12/16/19

The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees

John L. Bunge, Trustee
Date: _____

Carol Y. Bunge, Trustee
Date: _____

The BUNGE JOINT REVOCABLE TRUST u/a/d April 18, 2016

John L. Bunge, Trustee
Date: _____

Carol Y. Bunge, Trustee
Date: _____

TEMPORARY CONSTRUCTION EASEMENT

8) This Easement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same Easement.

Grantors:

The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees

Geraldine L. Becker, Trustee

Date: _____

GERALDINE LOUISE BECKER

Geraldine Louise Becker

Date: _____

The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees

John L. Bunge, Trustee
John L. Bunge, Trustee

Date: 12/27/19

Carol Y. Bunge, Trustee
Carol Y. Bunge, Trustee

Date: 12/27/19

The BUNGE JOINT REVOCABLE TRUST u/a/d April 18, 2016

John L. Bunge, Trustee
John L. Bunge, Trustee

Date: 12/27/19

Carol Y. Bunge, Trustee
Carol Y. Bunge, Trustee

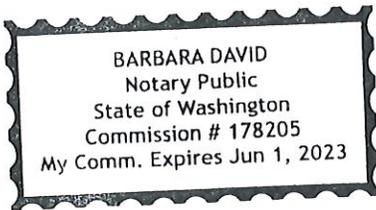
Date: 12/27/19

TEMPORARY CONSTRUCTION EASEMENT

STATE OF WASHINGTON)
) ss.
COUNTY of King)

On this 16 day of December 2019, before me personally appeared Geraldine L. Becker, as the TRUSTEE of The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

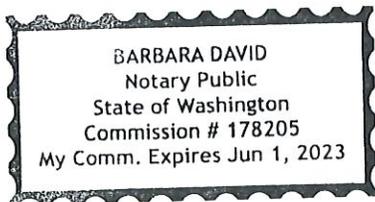


Barbara David
Printed Name: Barbara David
Notary Public in and for the State of
Washington, residing at King County
My commission expires June 1, 2023

STATE OF WASHINGTON)
 : ss.
County of King)

On this 16 day of December before me personally appeared Geraldine Louise Becker, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that she signed and sealed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



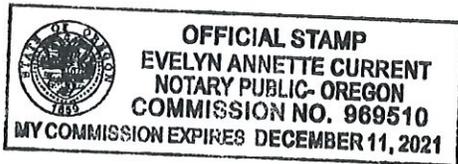
Barbara David
Notary Public in and for the State of
Washington, residing at King County
My commission expires June 1, 2023

TEMPORARY CONSTRUCTION EASEMENT

STATE OF WASHINGTON)
COUNTY of Deschutes) ss.

On this 27th day of December 2019, before me personally appeared John L. Bunge and Carol Y. Bunge, as the TRUSTEES of The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlor, and John L. Bunge and Carol Y. Bunge, as Trustees, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

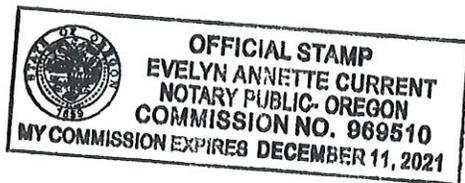


[Signature]
Printed Name: Evelyn Current
Notary Public in and for the State of
Washington, residing at Redmond Or
My commission expires 12/11/2021

STATE OF WASHINGTON)
COUNTY of Deschutes) ss.

On this 27th day of December 2019, before me personally appeared John L. Bunge and Carol Y. Bunge, as the TRUSTEES of The Bunge Joint Revocable Trust u/a/d April 18, 2016, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



[Signature]
Printed Name: Evelyn Current
Notary Public in and for the State of
Washington, residing at Redmond Or
My commission expires 12/11/2021

TEMPORARY CONSTRUCTION EASEMENT

Accepted By the City of Monroe

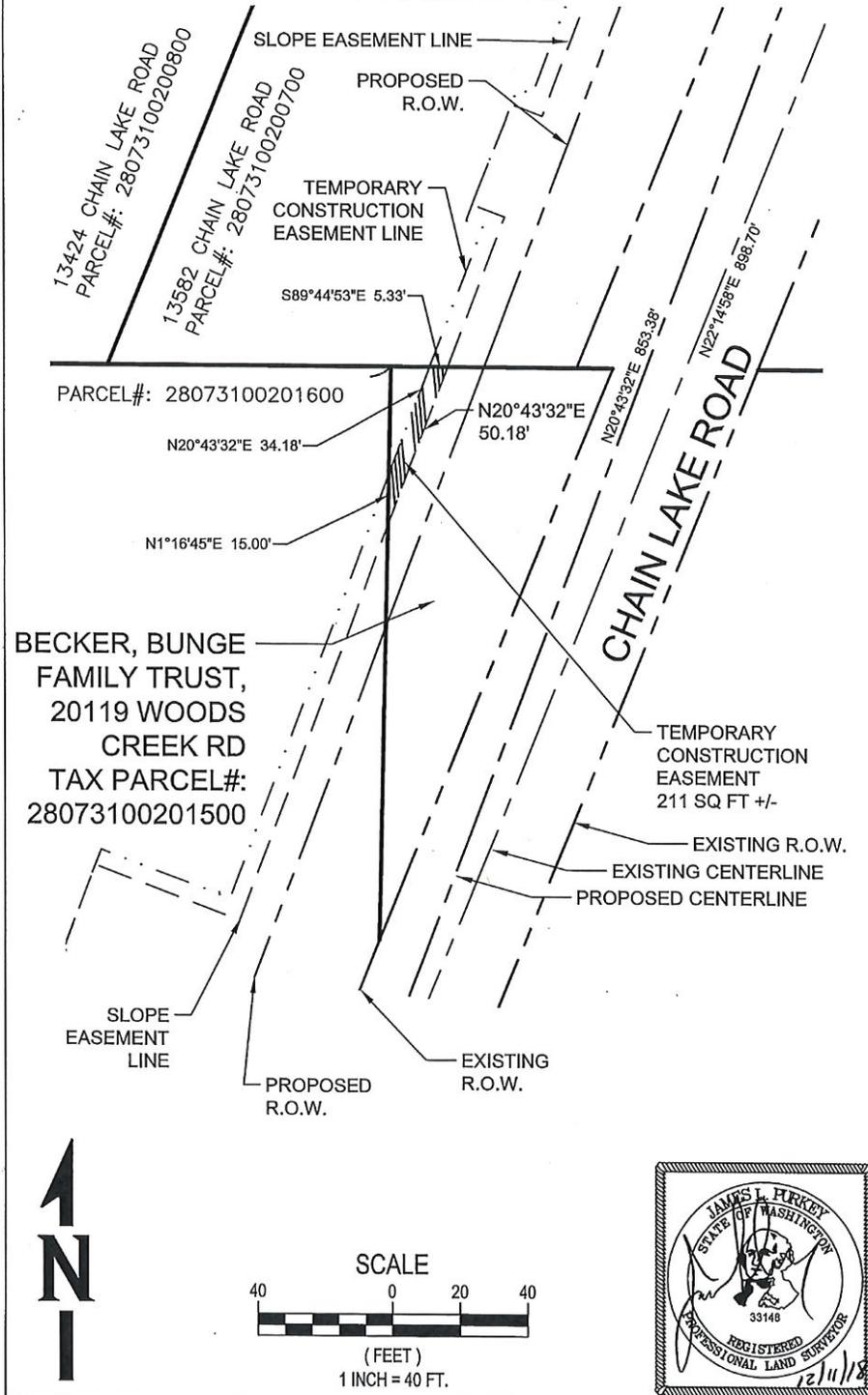
Approved as to form:

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: City Attorney
Date: _____

EXHIBIT A

PARCEL 13



BECKER, BUNGE
FAMILY TRUST,
20119 WOODS
CREEK RD
TAX PARCEL#:
28073100201500

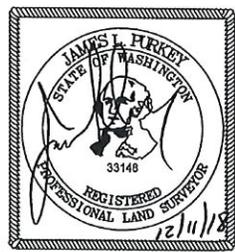
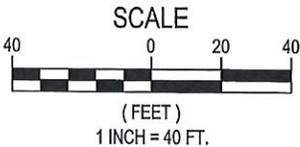


EXHIBIT A TEMP. CONST. EASEMENT CITY OF MONROE CHAIN LK RD PH2A CIV/STRUC DES	DRAWING INFO	SHEET INFO	19201 120TH AVE NE, STE 201, BOTHELL, WA 98011
	P0021317W	DRAWN TAJ	
	EXHIBIT A	CHECKED JLP	
	1"=40'	LAST EDIT 12/10/2018 PLOT DATE 12/10/2018	

**City of Monroe
806 West Main Street
Monroe, WA 98272**

Claimants

The Geraldine L. and Richard W. Becker Family Trust
The John L. and Carol Y. Bunge Family Trust
Geraldine Louise Becker
The Bunge Joint Revocable Trust
9505 NE 13th Street
Bellevue, WA 98004

Site Address: 20119 Woods Creek Road, Monroe, WA

City of Monroe – Chain Lake Road Phase 2a Project
Project Parcel No. 13

A full, complete, and final payment for settlement for the title or interest conveyed or released as fully set forth in the ROW Dedication Deed, Slope Easement, and Temporary Construction Easement, dated 12/27/19.

ROW Dedication: 4,518 SF (m/l)	\$20,331.00
Lands Conveyed Easement: Slope 663 SF (m/l)	\$746.00
Temporary Construction Easement: 211 SF (m/l)	\$95.00
Total (Rounded)	\$21,200.00

We hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the City of Monroe, that the same or any part thereof has not been paid, and that we are authorized to sign for the claimant.

The GERALDINE L. AND RICHARD W. BECKER FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and Geraldine L. Becker and Richard W. Becker, as Trustees

Geraldine L. Becker, Trustee
Geraldine L. Becker, Trustee

Date: 12/16/2019

Geraldine Louise Becker
Geraldine Louise Becker

Date: 12/16/2019

The JOHN L. AND CAROL Y. BUNGE FAMILY TRUST under Trust Agreement dated January 7, 1994 between Clarence L. Bunge and Louise Bunge, as Settlers, and John L. Bunge and Carol Y. Bunge, as Trustees

John L. Bunge
John L. Bunge, Trustee

Carol Y. Bunge, trustee
Carol Y. Bunge, Trustee

Date: 12/27/19

Date: 12/27/19

The Bunge Joint Revocable Trust u/a/d April 18, 2016

John L. Bunge
John L. Bunge, Trustee

Carol Y. Bunge, trustee
Carol Y. Bunge, Trustee

Date: 12/27/19

Date: 12/27/19

City of Monroe

Cyndi Whelpley
Cyndi Whelpley, Right-of-Way Consultant

Printed Name: _____

Date: 01/21/20

Its: _____

Place Signed: Edmonds, WA

Date: _____

Place Signed: _____



VICINITY MAP



MONROE CITY COUNCIL

Agenda Bill No. 20-025

SUBJECT:	Accept Project/Begin Lien Period for Air Field Waterline Replacement Project
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	Public Works Design & Construction	Jim Gardner	Scott Peterson	Consent Agenda #6

Discussion: 01/16/2018; 07/10/2018; 08/28/2018: 2/11/2020

Attachment: 1. Vicinity Map

REQUESTED ACTION: Move to accept the Air Field Waterline Replacement Project, M2018-011, and begin the 45-Day Lien Period; and authorize release of retainage upon filing of Notice of Completion and receipt of State of Washington releases.

POLICY CONSIDERATIONS

A project must be accepted by the governing body after all contract work has been completed and required documentation has been received. Once accepted, the Forty-Five-Day Lien Period begins. Within sixty days after project acceptance, and upon receipts of certification from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department, the governing body shall release any retainage withheld from the contractor.

DESCRIPTION/BACKGROUND

This project installed approximately nine hundred feet of twelve-inch water main along the north portion of Snohomish County’s Fairgrounds parking lot. There is an existing water main that runs east-west along the First Air Field property. This existing water main is undersized and prevented the City from meeting fire flow requirements as identified in the Utility Systems Plan within the City’s Comprehensive Plan Update.

The initial concept was to replace the existing twelve-inch ductile iron water main with a sixteen-inch ductile iron water main. A topographic survey was completed, in addition to a wetland and stream delineation study. The survey identified underground power, gas, and communication lines parallel to the existing water main. The wetland and stream delineation study identified a Class I wetland and a Type-F stream, both with one hundred and fifty foot critical area buffers.

The terrain and utility discovery led to a value-engineering analysis to determine the most cost effective and low impact solution. Several alternatives were considered. The selected design would install a new water main within the Snohomish County Fairground’s parking lot, thereby requiring a utility easement. However, this location would avoid sensitive wetland and stream areas, and the existing utilities. The City obtained a 20 foot wide utility easement from the County and completed the design documents. The new water main, together with the existing water main, provides sufficient fire flow capacity for this area of Monroe.

The project was advertised for contractor bids in the Daily Journal of Commerce on August 2, and August 9, 2018. Bids were opened August 17, 2018 and the City received 10 bids from contractors with bids ranging from \$257,245.17 to 422,601.82, inclusive of sales taxes. After review, state licensing verification, and reference calls, the lowest responsive bidder (McCann Construction) was awarded the construction contract for \$257,245.17.

McCann Construction received a "Notice to Proceed" on October 1st, 2018. All of the proposed work was completed in 2018, but the City was required to monitor the reseeded areas for a one-year period as part of the Snohomish County permit requirements. The monitoring period ended on October 10, 2019. Change orders totaling \$21,840 brought the final construction contract value to \$279,085.17. Additional project expenses are described below.

FISCAL IMPACTS

The Air Field Waterline Replacement Project was included in the approved 2018 budget for the Water CIP 412 Fund. The required monitoring pushed the contract in to 2019. A summary of the construction contract with McCann Construction is listed below:

Original Construction Contract:	\$ 257,245.17
Change Orders:	\$ 21,840.00
Final Construction Contract:	\$ 279,085.17
Final Amount Due to Contractor:	\$ 263,190.96*
Contractor Payments to Date:	\$ 251,140.13
Retainage Withheld:	\$ 12,050.83

*Based on actual work and cost incurred to complete this project. Actual material quantities were less than the estimated quantities, and provisions for unforeseen underground conflicts did not need to be utilized. As a result, the final amount due to contractor is less than the construction contract.

The following table summarizes the final project finance position:

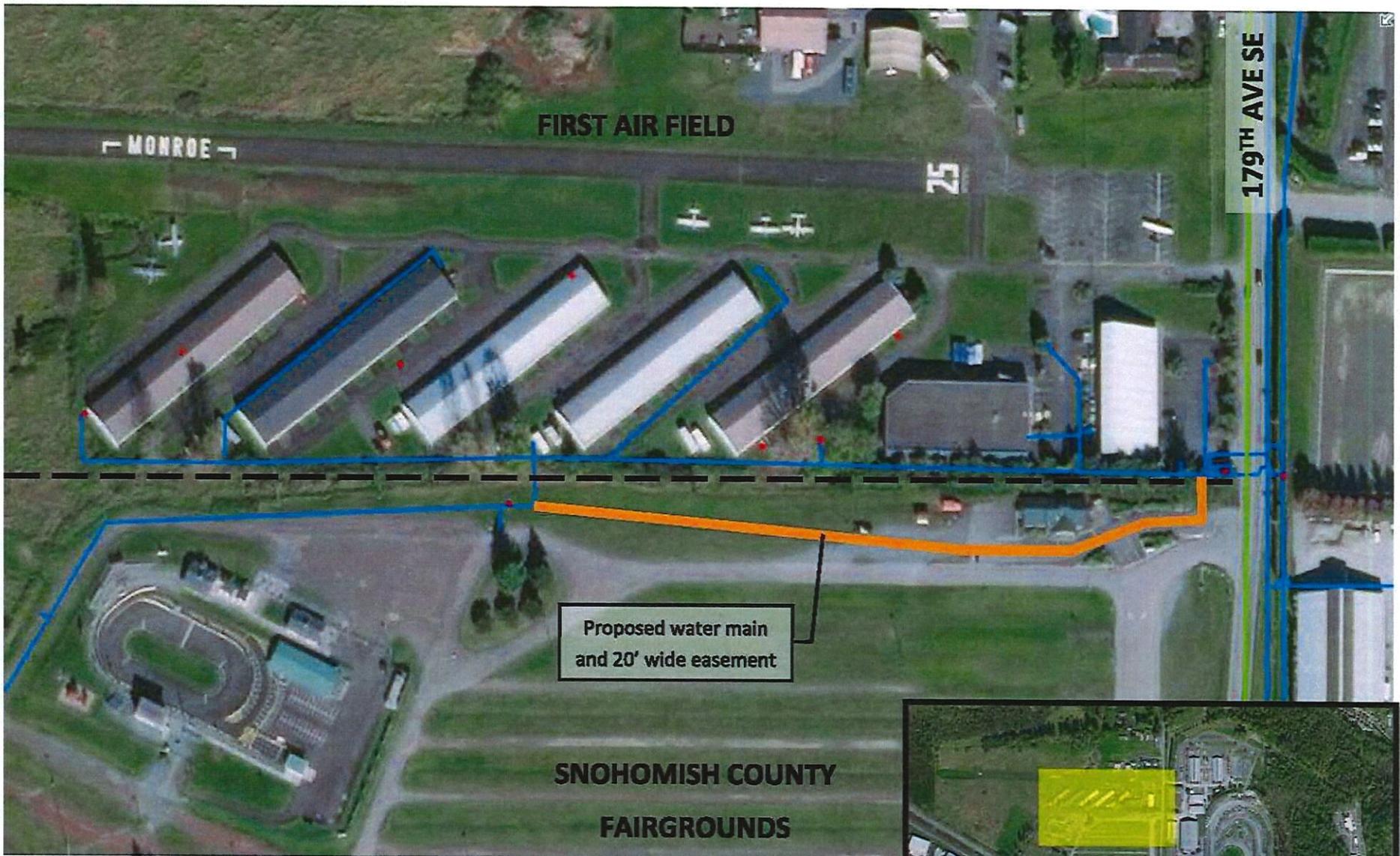
	Anticipated Expenses	Actual Expenses
Design efforts	\$ 19,000.00	\$ 10,789.40
Snohomish County Permits/Easements	\$ 15,000.00	\$ 37,862.42
Advertisement / public notice	\$ 500.00	\$ 484.00
Construction contract	\$ 445,000.00	\$ 263,190.96
Special Inspections/Environmental	\$ 19,500.00	\$ 19,272.87
Administrative costs	\$ 1,000.00	\$ 161.46
TOTAL	\$ 500,000.00	\$ 331,761.11

TIME CONSTRAINTS

Per RCW 60.28 once the project is accepted by Council, the City has sixty days to release the retainage.

ALTERNATIVES

None.



Air Field Water Line Replacement Project

Vicinity Map
June 2018

- Fire hydrant
- Existing water main
- Proposed water main
- - - City limits





MONROE CITY COUNCIL

Agenda Bill No. 20-026

SUBJECT:	<i>Authorize the Mayor to Sign an Interlocal Agency Agreement with the Cities of Lake Stevens and Sultan for a Court Assessment Study.</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	Executive	Deborah Knight	Deborah Knight	New Business #1

Discussion: 01/14/2020; 12/03/2019 and 10/01/2019 (Public Safety Committee)
Attachments: 1. *Draft Interlocal Agency Agreement (ILA)*

REQUESTED ACTION:
<i>Authorize the Mayor to Sign an Interlocal Agency Agreement with the Cities of Lake Stevens and Sultan for a Court Assessment Study.</i>

POLICY CONSIDERATION

This Agreement is based upon the authority of RCW 39.34.030, which allows public agencies to cooperate and jointly exercise their powers in ways that provide the most efficient use of resources.

The policy question for the city council is whether to enter into an Interlocal Agency Agreement (Attachment 1) to proportionately share the cost of hiring independent professional consultants to assess expanding the Monroe Municipal Court to provide contract services to the cities of Lake Stevens and Sultan.

Under the terms of the ILA the City of Monroe will pay 67% of the total cost of assessing service provision options (approximately \$34,000). The cities of Lake Stevens and Sultan will each pay 16.5% of the total cost (approximately \$8,400 each).

DESCRIPTION/BACKGROUND

At the council meeting on January 21, 2020, the city council awarded a professional services contract, not to exceed \$51,000 to Anne Pflug and Karen Reed, to assess four service provision options for the court: continuing to operate a Monroe Municipal Court; adding community court and/or probation services to the Monroe court; contracting with Snohomish County/Evergreen District Court; or expanding the Monroe Municipal Court to provide contract services to Lake Stevens and Sultan.

Any city (participant) to the ILA may terminate the agreement, prior to its expiration, by providing the other participants at least 60 calendar days prior written notice. The terminating participant shall be responsible for paying its allocated share of invoices for services performed prior to the effective date of termination.



MONROE CITY COUNCIL

Agenda Bill No. 20-025

IMPACT – BUDGET

Under the terms of the ILA, the participants will share the cost to fund the Study in an amount not to exceed fifty-one thousand dollars (\$51,000). The City of Monroe will pay 67% of the total cost of assessing service provision options. The cities of Lake Stevens and Sultan will each pay 16.5% of the total cost.

The City of Monroe will serve as the fiscal agent for the limited purpose of commissioning and administering the study. The City of Monroe will submit monthly invoices to the cities of Lake Stevens and Sultan with such invoices split among the participants.

TIME CONSTRAINTS

The kick-off meeting for the Court Assessment is scheduled for February 10, 2020. The City of Sultan has approved the ILA. The City of Lake Stevens is scheduled to take action on the ILA at its next meeting on February 11, 2020.

The intent is to complete the Court Assessment by June 2020 to allow the city council to consider recommendations as a part of the 2021 budget.

ALTERNATIVES TO REQUESTED ACTION

The city council's approval of the contract with Anne Pflug and Karen Reed on January 21, 2020 to perform the assessment anticipated an Interlocal Agreement between the cities in order to evaluate a shared services model.

The city council may have questions or concerns regarding the ILA or cost share agreement with the cities of Lake Stevens and Sultan.

The council may want to direct Mayor and city staff to negotiate different terms.

INTERLOCAL AGREEMENT

BETWEEN THE CITIES OF MONROE, LAKE STEVENS AND SULTAN TO ASSES EXPANDING THE MONROE MUNICIPAL COURT TO PROVIDE CONTRACT SERVICES TO THE CITIES OF LAKE STEVENS AND SULTAN

WHEREAS, the City of Monroe wishes to evaluate program strategies to improve existing Municipal Court outcomes and alternative service provision models for adult infraction and misdemeanor court and probation services; and

WHEREAS, the City of Monroe plans to hire consultants to assess four service provision options including expanding the Monroe Municipal Court to provide contract services to other municipalities; and

WHEREAS, the cities of Lake Stevens and Sultan are interesting in evaluating the costs and benefits of contracting with the City of Monroe for Municipal Court services; and

WHEREAS, the Parties, comprising of the cities of Monroe, Lake Stevens and Sultan, (Participants), wish to enter into this interlocal agreement (Agreement) as authorized under RCW to share the cost of assessing the pros and cons of expanding the Monroe Municipal Court (the Study) to provide contract court services to Lake Stevens and Sultan including court staff, municipal judge pro tem, jury and witness fees, interpreter services, and overhead and support costs; and

WHEREAS, all entities are duly organized and operating under and by virtue of the laws of the State of Washington.

NOW, THEREFORE, in consideration of the terms, conditions, covenants stated and the performance to be rendered, the Participants agree as follows:

Section 1. Purpose and Authority.

This Agreement is based upon the authority of RCW 39.34.030, which allows for public agencies to cooperate and jointly exercise their powers in ways that provide the most efficient use of resources. The Participants agree that this Agreement should be liberally construed to effectuate the purpose of this Agreement, which is to proportionately share the cost of hiring independent professional consultants to assess expanding the Monroe Municipal Court to provide contract services to the cities of Lake Stevens and Sultan.

Section 2. Scope of Agreement.

The City of Monroe will commission the Study under which the consultants will conduct an impartial, third-party, data-driven evaluation of the costs and benefits to expand the Monroe Municipal Court to provide contract services to the cities of Lake Stevens and Sultan as set forth

in Exhibit A, in accordance with the Completion Schedule set forth in Exhibit B.

Section 3. Cost sharing and Agency.

1. The Participants will share the cost to fund the Study in an amount not to exceed fifty-one thousand dollars (\$51,000). The City of Monroe will pay 67% of the total cost of assessing service provision options. The cities of Lake Stevens and Sultan will each pay 16.5% of the total cost.
2. The City of Monroe will serve as the Participants' fiscal agent for the limited purpose of commissioning and administering the Study. The City of Monroe will, by contract, require the selected consultants to submit sufficiently detailed invoices to the City of Monroe on a monthly basis, and will remit payment to the consultants therefore. The City of Monroe will then submit monthly invoices to the cities of Lake Stevens and Sultan with such invoices split among the Participants as set forth in Section 3.1 above.

Section 4. Duration and Termination.

1. This Agreement will be in force and effect on February 14, 2020 and remain in effect until the later of December 31, 2020 or the date upon which the Study is completed, or until terminated by any Participant as provided for in Section 4.2 below.
2. Any Participant may terminate this Agreement, prior to its expiration, by providing the other Participants at least 60 calendar days prior written notice. Such notice must state the grounds for the termination if termination is before the Study is complete. The terminating Participant shall be responsible for paying its allocated share of invoices, as applicable pursuant to Section 3 above, for services performed prior to the effective date of termination.

Section 5. Additional Terms and Conditions.

1. Relationship of the Participants: No agent, official, employee, or representative of the Participants is an officer, employee, agent, or representative of the other for any purpose.
2. Review and Joint Board (Steering Committee): The terms and operations of this Agreement will be reviewed by the Steering Committee as needed unless otherwise agreed by Participants. The purpose of the review is to assure that the objectives of this Agreement are being met. The Steering Committee will be composed of the Monroe City Administrator, the Lake Stevens City Administrator, and the Sultan City Administrator or representatives thereof. This committee may be supported by staff from any Participant with the consent of that Participant.

Section 6. Indemnification.

To the fullest extent allowed by law, each Participant will be solely and entirely responsible for its own acts/omissions and for the acts/omissions of its agents, officials, employees, or representatives. Each Participant shall further defend, indemnify and hold the other

Participants, their officers, officials, employees and volunteers harmless from and against any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the first Participant in its performance of this Agreement.

It is further specially and expressly understood that the indemnification provided herein constitutes each Participant's waiver of immunity under industrial insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Participants.

The provisions of this section shall survive the expiration or termination of this Agreement.

Section 7. Non-Payment and Other Defaults.

In the event of any default hereunder, upon thirty (30) calendar days written notice by any Participant with regard to failure to make any payment required, and if the same is not cured within sixty (60) calendar days, then the requesting Participant is entitled, without further notice or demand, to give notice of termination as set forth in Section 4 Duration and Termination, including any other remedy granted at law or in equity.

Section 8. Severability.

If any provision of this Agreement is held to be in conflict with existing state statute or any future amendment thereof, such provisions are severable, and the remaining provisions of this Agreement remain in full force and effect.

Section 9. Notice.

Any notice required to be given by any Participant to the other will be deposited in the United States mail, postage prepaid, addressed:

To the City of Monroe at:
City Administrator
806 West Main Street
Monroe WA 98292

To the City of Lake Stevens at:
City Administrator
1812 Main St
Lake Stevens, WA 98258

To the City of Sultan at:
City Administrator
PO Box 1199
Sultan, WA 98294

Or at such other address as any Participant may designate to the other in writing from time to

time. All notices to be given with respect to this Agreement must be in writing. Every notice is deemed to have been given at the time it is deposited in the United States mails in the manner prescribed herein. Nothing contained herein will be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process. Nothing in this provision is intended to apply to informal communications that will occur among the Participants.

Section 10. Construction of Agreement.

In the event of a dispute between the Participants as to the meaning of terms, phrases or specific provisions of this Agreement, the authorship of this Agreement will not be cause for this Agreement to be construed against any Participant nor in favor of any Participant.

Section 11. Execution.

This Agreement is executed by each Participant acting with authority granted, where required, by its governing body. This Agreement may be executed in counterpart originals. A copy of each such executed counterpart original will be delivered to each Participant upon that Participant's execution of a counterpart original.

Section 12. Administration.

This Agreement will be jointly administered by the Participants. This Agreement does not create any separate legal or administrative entity. However, nothing in this Agreement is intended to prevent or otherwise interfere with discussions or decisions that may be made by the Participants. Further, the Participants understand and agree that there will be communication between the Participants to effectuate the terms of this Agreement.

Section 13. Financing: Budget.

This Agreement does not contemplate a joint budget.

Section 14. Applicable Law and Venue.

This Agreement will be governed by and construed in accordance with the laws of the State of Washington. The venue for any court action will be in Snohomish County in any court with jurisdiction. The substantially prevailing party in any such action shall be entitled to an award of its reasonable attorneys' fees and costs.

Section 15. Compliance with Other Law.

The Participants will comply with all applicable state and federal law, including without limitation those regarding contracting, labor relations, minimum and prevailing wage, open public meetings, public records, ethics, and nondiscrimination.

Section 16. Waivers.

Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement are not a waiver of such, nor does any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

Section 17. Files.

All files and other documents created and/or maintained by a Participant relating to this Agreement or the services provided pursuant to this Agreement shall belong to that Participant. On request, such files will be made available for review by the other Participant through a duly authorized representative from either Participant during normal business hours.

Section 18. Public Records Requests.

Each Participant is responsible for timely and adequately responding to any requests for records addressed to it under the Public Records Act.

Section 19. Challenge.

The entry into this Agreement will not be construed to be a waiver or abandonment of any defense or claim either Participant may have against the other.

Section 20. Listing; Filing.

In accordance with RCW 39.34.040, the City of Monroe shall list this Agreement by subject on the City of Monroe website or, alternatively, file a copy of this Agreement with the Snohomish County Auditor’s Office.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF LAKE STEVENS:

CITY OF SULTAN:

By: _____

By: _____

Title: _____

Title: _____

CITY OF MONROE:

Geoffrey Thomas, City Mayor

ATTEST/AUTHENTICATED:

Cheri Hurst, Authorized Designee of the City Clerk

Exhibit A Scope of Work

Assessment of the Court needs of Lake Stevens and Sultan:

- Historical, current and projected caseload
- Desired court and customer service requirements moving forward
- Implications for current and projected workload of court
- Implications of court service changes on the cost and operation of police, public defense, prosecution and jail services
- Implications for capacity of current Monroe facilities and technology

Interviews and Site Visits

On site, questionnaire based and/or phone interviews will be conducted with City and County officials and staff and additional stakeholders identified by the parties at the request of the consultant team. Jurisdictional interests including scope of service requirements, customer service expectations, service demand, cost limitations, funding and alternative cooperative arrangements will be explored in the interviews.

II. Products

The following products are anticipated:

- 1) A draft report for approval by the project coordinator in the form of a graphic report and any needed appendices that can be adapted for web publication and/or Power Point presentations to elected officials.
- 2) A final graphic report. Final report in the form of a graphic report and any needed appendices delivered within 10 days from receipt of final comments on the draft from the project coordinator.
- 3) Three presentations to designated groups of the report's findings.

III. Participant Responsibilities

Each Participant shall provide at least one staff person to work with the consultant team to gather data, schedule interviews and arrange any interview logistics, provide introductory and any follow up material to interviewees and other reasonable logistical support.

The Participants will provide introductions of the consultant team and the study to interviewees and other appropriate county and city officials in Snohomish County and Marysville. **The City of Monroe will request from Snohomish County within two weeks of consultant contract execution a cost estimate for providing District court and probation services to the cities.**

EXHIBIT B

COMPLETION SCHEDULE

1. Kick off meeting (Confirm scope, study questions, basic information, data asks, interview list and schedule) – January 2020
2. On-site/phone/questionnaire interviews, follow up and data gathering (26 to 36 interviews) – January- February 2020
3. Potential and existing site visits, space plan analysis and data/photos – February-March 2020
4. Collection of quantitative data and analysis of data and interview material – March-April 2020
5. Draft Report – April-May 2020
6. Final Report – May-June 2020
7. Three presentations of report to groups designated by clients - 20 hours (includes preparation) April-June 2020



MONROE CITY COUNCIL

Agenda Bill No. 20-027

SUBJECT:	2020 Park Capital Bond Election Ordinance – First and Final Reading
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	Parks/Finance	Mike Farrell/ Becky Hasart	Becky Hasart	New Business #2

Discussion: 02/04/2020, 02/11/2020

01/21/2020 Finance/HR Committee

Attachments:

1. Precinct Report from 11/05/2019 Election with notes
2. 2020 Elections Timeline (Snohomish County Elections)
3. Monroe Recommended Projects List 2020
4. Debt Service Amortization Schedule (DA Davidson)
5. Park Bond measure impacts spreadsheet
6. Strategies360 Proposal – Digital Education Efforts
7. Q&A from 01/21/2020 FHR Committee
8. Ordinance No. ____ providing for the submission to the voters of the City at a special election to be held on April 28, 2020, of a proposition authorizing the City to issue its general obligation bonds for the purpose of financing park and recreation acquisitions and improvements, in the principal amount of not to exceed \$8,155,000, payable by annual property tax levies to be made in excess of regular property tax levies, and to levy those excess property taxes.

REQUESTED ACTION:

- A. Move to waive Council Rules of Procedure requiring two readings of ordinances.
- B. Move to adopt Ordinance No. ____ - An Ordinance of the City of Monroe, Washington, providing for the submission to the voters of the City at a special election to be held on April 28, 2020, of a proposition authorizing the City to issue its general obligation bonds for the purpose of financing park and recreation acquisitions and improvements, in the principal amount of not to exceed \$8,155,000, payable by annual property tax levies to be made in excess of regular property tax levies, and to levy those excess property taxes; adopting findings; providing for severability; and establishing an effective date.

POLICY CONSIDERATIONS

Approve an ordinance to place the Parks Bond Measure on the April 28, 2020 ballot.

RCW 35A.40.090 allows cities to contract for indebtedness. Cities may also request, through a supermajority vote (60% passage), to tax real and personal property within its jurisdiction above current taxing levels to pay for indebtedness associated with park’s capital projects per the Washington State constitution. The City of Monroe’s Debt Policy also allows the City to request an excess tax levy for a capital projects bond measure.

Unlike a Parks District that would utilize a resolution, the City of Monroe must pass an ordinance to place a measure on a ballot for voter consideration. To qualify for the April 28, 2020 special election, the City’s ordinance would need to be remitted to the County no later than February 28,



MONROE CITY COUNCIL

Agenda Bill No. 20-027

2020. Because of the time it would take to publish and become effective, staff is requesting that this ordinance be adopted at first reading.

DESCRIPTION/BACKGROUND

RCW 35A.40.090 and the City’s Debt Policy allows the City to requests its own park capital bond measure. Based on the returns from the November 5, 2019 election, it is recommended that the City place a bond measure request on the April 28, 2020 special election.

During 2019, the City assisted the East County Parks and Recreation District with a bond/excess levy request to help fund capital parks projects located within the District. Because the City is part of this District, the excess levy request included City of Monroe priority capital parks projects.

The Washington State constitution requires that excess tax levies (bond request) used to pay for capital projects must pass by a minimum of 60% (sixty percent). As illustrated in Attachment 1, the bond measure only passed by 56.79%, thus failed to meet the 60% threshold. However, within the City of Monroe precincts, the bond measure passed by 61.90%.

In order to be qualified for the April 28, 2020 special election, the City Council must adopt an ordinance (Attachment 8) related to the excess levy request and submit this ordinance to the county no later than February 28, 2020. This ordinance would include the wording as it will appear on the ballot and the purpose of the tax request. The purpose identifies that the bond would be used for Parks Capital projects, the life of the bond, and the potential tax impact to real property within the City.

Attachment 3 is the list of projects that the bond measure would fund. Staff has updated both the timing and the estimated costs associated with each project. Total authority being requested is \$8.155 million. Bonds would be issued in two installments, to be timed with when the identified projects are ready for development. Bonds can be issued this fiscal year, with first payments due in 2021, once the election is certified.

Attachment 4 and 5 illustrate the conservative potential impacts to real property located within the City of Monroe based on issuing 30 year bonds. The first three years would only collect for the first issuance of bonds, currently estimated at \$5.355 million. In fiscal year 2024, tax collection would include the entire bond amount (estimated at \$8,155 million). Impacts per property are estimated to be approximately \$0.15 per \$1,000 of assessed valuation the first year and would decrease steadily each year as new construction values continue to be added to the City of Monroe’s overall assessment. The following table highlights specific year’s impacts based on a \$8.155 million 30 year bond issued in two installments (2020 & 2023 issue years):

Year	Rate per \$1,000	Annual impact on \$300,000 home	Annual impact on \$500,000 home	Annual impact on \$600,000 home	Monthly impact on \$500,000 home
2021	\$0.14669	\$44.01	\$73.34	\$88.01	\$6.11
2024	\$0.13413	\$40.24	\$67.07	\$80.48	\$5.59
2053	\$0.05700	\$17.10	\$28.50	\$34.20	\$2.38

The East County Parks and Recreation Board (ECPRD) bond request had an estimated impact of \$0.16 per \$1,000 in the first year and a \$0.26 per \$1,000 at its highest point. Again, the



MONROE CITY COUNCIL

Agenda Bill No. 20-027

proposed City of Monroe Parks Capital bond would have an estimated \$0.15 per \$1,000 impact in the first year and would steadily decrease in the remaining years (Attachment 4).

In order to be successful, the City of Monroe voters would need to approve this measure by 60% (sixty percent). To validate, we would have to have a minimum voter turnout of 1,480. Per Attachment 1, we had 3,444 Monroe voters participate in the ECPRD election out of 3,699 total voters participating in all ballot measures in November 2019 (per Snohomish County elections).

As with the ECPRD bond measure in November, this item is considered an excess levy request. Thus, low income seniors and low income disabled property owners can request relief from this measure based on qualifying factors. To obtain additional information regarding this exemption, interested property owners can contact Snohomish County at 425-388-3540 or snohomishcountywa.gov/328/Property-Tax-Exemptions.

OTHER CONSIDERATIONS

During 2019, the City engaged Strategies360 to help with a digital education campaign related to the Monroe specific projects associated with the ECPRD's bond measure. Total cost of this engagement was \$9,350 (\$650 less than the \$10,000 not to exceed contract). If Council approves placing this measure on the April 28, 2020 special election, the City would like to again engage Strategies360 to assist with the education campaign. Staff would present a contract with Strategies360 on the same evening as the bond resolution (February 11, 2020) for consideration by the entire Council. It is anticipated that costs should not exceed \$6,000 for this effort (see Attachment 6).

IMPACT – BUDGET

Cost of a special election in April 2020 can vary depending on if we are the only ballot measure or if there will be addition jurisdictions running ballot measures. Also, costs can be mitigated if we choose not to have a voter's pamphlet, which is an option with a special election if we are running solo.

Potential election costs can range from \$15,000 to \$50,000.

Bond counsel and bond underwriting services would only attach if the bond measure is approved by voters and we issue the bonds. These costs would be incorporated into the bond issue and paid from bond proceeds.

An additional \$6,000 may be spent on Strategies360 to assist with the educational efforts associated with this bond measure.

TIME CONSTRAINTS

In order to qualify for the April 28, 2020 special election, the City must present an approved ordinance to the County no later than February 28, 2020.

ALTERNATIVES TO REQUESTED ACTION

- Move forward as recommended.
- Delay the vote until November 2020.
- Do not move forward with a Park Capital Bond request.

Precinct Report
 Snohomish County, 2019 General, Nov 05, 2019
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Official Precinct Results
 Total Ballots Cast: 204160, Registered Voters: 475926, Overall Turnout: 42.90%
 781 precincts reported out of 784 total

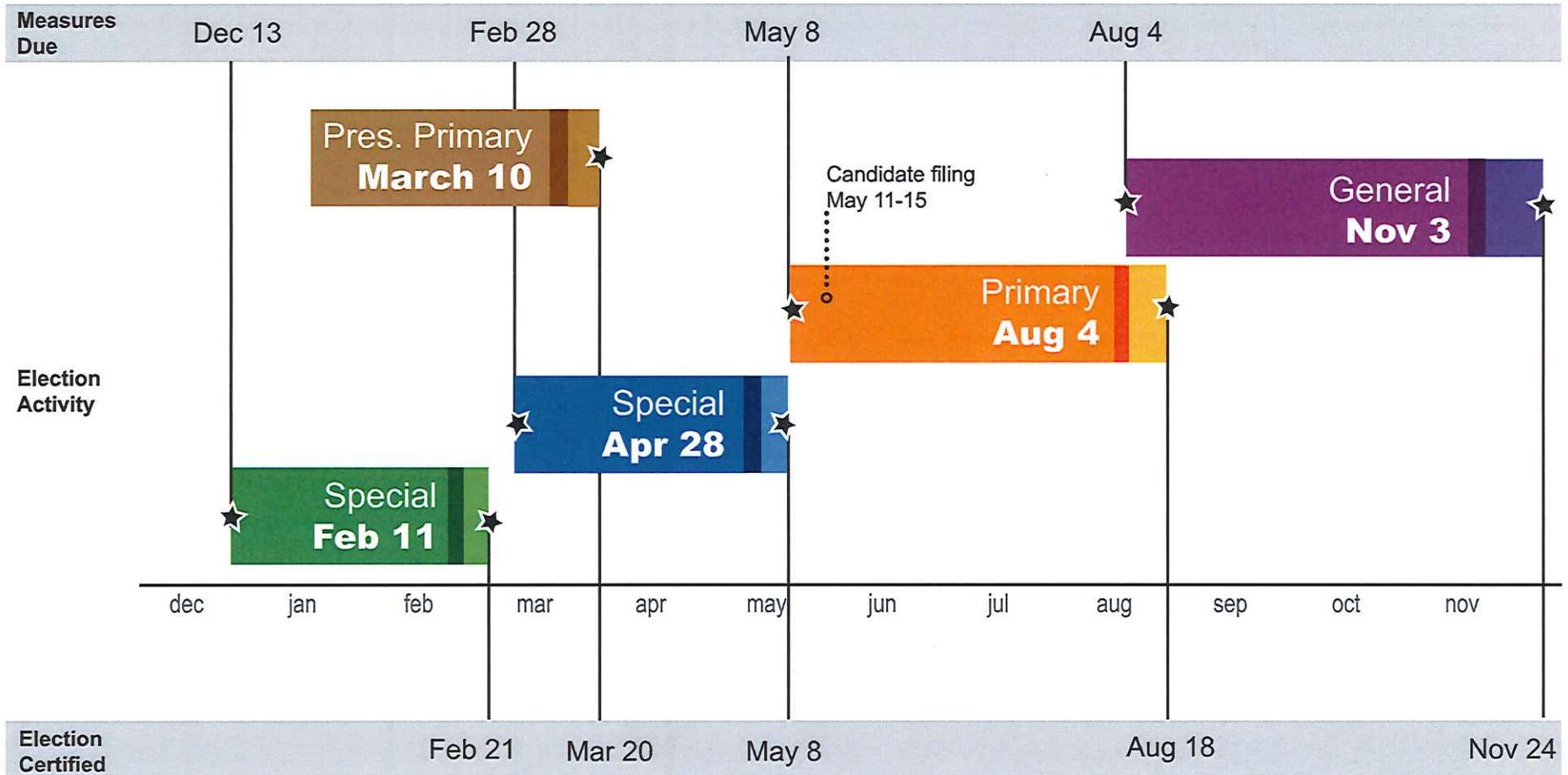
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ECPRD Prop. 1 Bonds (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes	No	Over Votes	Under Votes
Precinct BLUFF	313	632	306	185 60.46%	121 39.54%	0	7
Precinct BROCKLIN	329	689	311	148 47.59%	163 52.41%	0	18
Precinct CHAIN LAKE	442	900	429	248 57.81%	181 42.19%	0	13
Precinct CLEARVIEW	351	730	337	189 56.08%	148 43.92%	0	14
Precinct ECHO LAKE	396	810	375	187 49.87%	188 50.13%	0	21
Precinct FAIRVIEW	250	550	241	163 67.63%	78 32.37%	0	9
Precinct HIGH BRIDGE	429	850	404	204 50.50%	200 49.50%	0	25
Precinct HIGH ROCK	253	571	243	120 49.38%	123 50.62%	0	10
Precinct HIGHLAND	244	499	237	115 48.52%	122 51.48%	0	7
Precinct LOST LAKE	205	410	197	130 65.99%	67 34.01%	0	8
Precinct LUPINE	254	520	239	147 61.51%	92 38.49%	0	15
Precinct MALTBY	307	642	300	160 53.33%	140 46.67%	0	7
Precinct MONROE 1	344	842	338	214 63.31%	124 36.69%	0	6
Precinct MONROE 2	340	915	326	209 64.11%	117 35.89%	0	14
Precinct MONROE 3	251	841	241	139 57.68%	102 42.32%	0	10
Precinct MONROE 4	353	862	337	190 56.38%	147 43.62%	0	16
Precinct MONROE 5	372	884	359	226 62.95%	133 37.05%	0	13
Precinct MONROE 6	289	657	278	169 60.79%	109 39.21%	0	11
Precinct MONROE 7	318	716	300	162 54.00%	138 46.00%	0	18
Precinct MONROE 8	196	402	186	127 68.28%	59 31.72%	0	10
Precinct MONROE 9	435	993	418	278 66.51%	140 33.49%	0	17
Precinct MONROE 10	329	817	323	205 63.47%	118 36.53%	0	6
Precinct MONROE 11	102	229	99	54 54.55%	45 45.45%	0	3
Precinct MONROE 12	167	491	161	108 67.08%	53 32.92%	0	6
Precinct MONROE 13	81	245	78	51 65.38%	27 34.62%	0	3
Precinct OWEN	245	616	234	129 55.13%	105 44.87%	0	11
Precinct PARADISE	361	751	343	172 50.15%	171 49.85%	0	18
Precinct PARK PLACE	107	281	102	48 47.06%	54 52.94%	0	5
Precinct PIPELINE	295	632	289	149 51.56%	140 48.44%	0	6
Precinct POND	227	473	217	120 55.30%	97 44.70%	0	10
Precinct RICHLAND	128	286	123	65 52.85%	58 47.15%	0	5
Precinct SILER	183	384	178	98 55.06%	80 44.94%	0	5
Precinct SOFIE	157	363	151	90 59.60%	61 40.40%	0	6
Precinct TROMBLEY	252	593	238	130 54.62%	108 45.38%	0	14
Precinct TUALCO	278	563	266	140 52.63%	126 47.37%	0	12
Precinct TURNER	438	846	419	247 58.95%	172 41.05%	0	19
Precinct WAGNER	335	710	322	150 46.58%	172 53.42%	0	13
Precinct WELCH	344	690	329	167 50.76%	162 49.24%	0	15
Precinct WELLINGTON	8	22	8	6 75.00%	2 25.00%	0	0
Total	10708	23907	10282	5839 56.79%	4443 43.21%	0	426

2132 yes
 3444 total > 61.90%

2020 Elections Timeline



New Business #2
AB20-027

Measures for special elections are due 60 days before an election day.
 Measures for the primaries are due by the Friday before candidate filing.
 Measures for general elections are due by the date of the primary.

Ballots are mailed 19 days before an election day.
 Military and overseas ballots are mailed 30 days before special election days
 and 45 days before primary and general election days.

Special elections are certified 10 days after an election day.
 Primaries are certified 14 days after an election day.
 General elections are certified 21 days after an election day.


Snohomish County Elections
 A Division of the Auditor's Office
 (425) 388-3444 • elections@snoco.org
 www.snoco.org/elections

MCC Agenda 2/11/20
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Priority	Total Estimate	Dollars in-hand	Remaining Est. need	Shovel-ready (Y/N/WB)	2020-2022	2023-2025
1. Lake Tye Park athletic fields renovation	\$3,500,000	\$1,300,000	\$2,300,000	Yes	\$2,300,000	
2. Playground equipment renovations	\$2,000,000		\$2,000,000	Yes	\$1,000,000	\$1,000,000
3. North Hill Park acquisition, design/development	\$3,200,000		\$3,200,000	Will be	\$1,400,000	\$1,800,000
4. Chain Lake Rd. Trail development	\$2,500,000	\$1,845,000	\$655,000	Yes	\$655,000	
Total	\$11,200,000	\$3,145,000	\$8,155,000		\$5,355,000	\$2,800,000

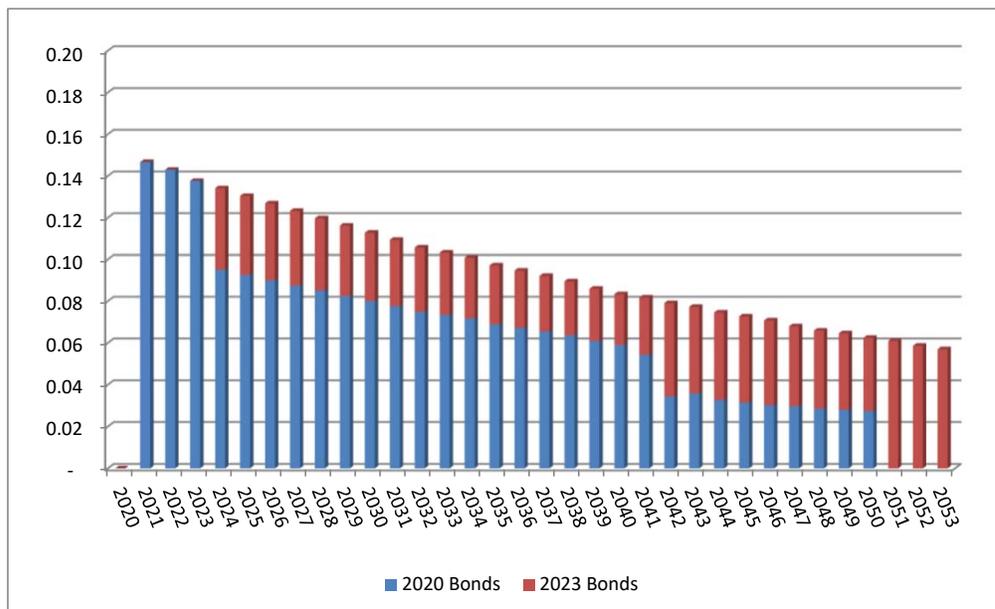
City of Monroe Recommended Projects List

- **Lake Tye Park** athletic fields renovation - \$2,300,000. Convert un-lighted, poor-draining grass fields to all-weather, lighted, synthetic turf, multi-purpose athletic fields that increase capacity and improve the use experience.
- Replace and upgrade playground equipment at 8 remaining City parks - **Cedar Grove, Currie View, Hillcrest, Stanton Meadows, Wales Street, Rainier View, Blueberry, Park Meadows** - utilizing features and materials similar to recent upgrades to Lake Tye & Sky River Parks - \$2,000,000
- **North Hill Park** acquisition, design & development - \$3,200,000. Priority project from Parks 6-year CIP. Would become new city park serving North Hill area residents.
- Develop **Chain Lake Road Trail** (between Rainier View Park and Brown Road) - \$655,000. Priority pedestrian project from 6-year TIP. Will extend existing southerly segment to connect new residential developments in north area of City to central commercial core services.

City of Monroe - \$8.155 million, 2 sales, Rated AA, 3% AV growth, Level Debt Service

	AV*	2020 DS	2023 DS	Total DS	2020 Bonds	2023 Bonds	Total Rate
2020	2,875,260,978			-	-	-	-
2021	2,932,766,198	430,200.00		430,200.00	0.15	-	0.15
2022	3,020,749,183	432,000.00		432,000.00	0.14	-	0.14
2023	3,111,371,659	428,400.00		428,400.00	0.14	-	0.14
2024	3,204,712,809	304,600.00	125,250	429,850.00	0.10	0.04	0.13
2025	3,300,854,193	305,400.00	125,250	430,650.00	0.09	0.04	0.13
2026	3,399,879,819	306,000.00	125,250	431,250.00	0.09	0.04	0.13
2027	3,501,876,213	306,400.00	125,250	431,650.00	0.09	0.04	0.12
2028	3,606,932,500	306,600.00	125,250	431,850.00	0.09	0.03	0.12
2029	3,715,140,475	306,600.00	125,250	431,850.00	0.08	0.03	0.12
2030	3,826,594,689	306,400.00	125,250	431,650.00	0.08	0.03	0.11
2031	3,941,392,530	306,000.00	125,250	431,250.00	0.08	0.03	0.11
2032	4,059,634,306	304,000.00	125,250	429,250.00	0.07	0.03	0.11
2033	4,181,423,335	306,750.00	125,250	432,000.00	0.07	0.03	0.10
2034	4,306,866,035	309,000.00	125,250	434,250.00	0.07	0.03	0.10
2035	4,436,072,016	305,750.00	125,250	431,000.00	0.07	0.03	0.10
2036	4,569,154,176	307,250.00	125,250	432,500.00	0.07	0.03	0.09
2037	4,706,228,802	308,250.00	125,250	433,500.00	0.07	0.03	0.09
2038	4,847,415,666	308,750.00	125,250	434,000.00	0.06	0.03	0.09
2039	4,992,838,136	303,750.00	125,250	429,000.00	0.06	0.03	0.09
2040	5,142,623,280	303,500.00	125,250	428,750.00	0.06	0.02	0.08
2041	5,296,901,978	287,750.00	145,250	433,000.00	0.05	0.03	0.08
2042	5,455,809,037	187,250.00	244,250	431,500.00	0.03	0.04	0.08
2043	5,619,483,309	201,250.00	233,250	434,500.00	0.04	0.04	0.08
2044	5,788,067,808	189,250.00	242,500	431,750.00	0.03	0.04	0.07
2045	5,961,709,842	187,500.00	246,000	433,500.00	0.03	0.04	0.07
2046	6,140,561,137	185,500.00	249,000	434,500.00	0.03	0.04	0.07
2047	6,324,777,971	188,250.00	241,500	429,750.00	0.03	0.04	0.07
2048	6,514,521,311	185,500.00	244,000	429,500.00	0.03	0.04	0.07
2049	6,709,956,950	187,500.00	246,000	433,500.00	0.03	0.04	0.06
2050	6,911,255,658	189,000.00	242,500	431,500.00	0.03	0.04	0.06
2051	7,118,593,328		433,750	433,750.00	-	0.06	0.06
2052	7,332,151,128		430,000	430,000.00	-	0.06	0.06
2053	7,552,115,662		430,500	430,500.00	-	0.06	0.06

*3% AV Growth



	\$5,355,000 first year \$2,800,000 third year			Impact Per Year							mo impact \$500,000
	new AV	annual debt service	rate per thousand	\$ 250,000	\$ 300,000	\$ 450,000	\$ 500,000	\$ 600,000	\$ 750,000		
2021	\$ 2,932,766,198	\$ 430,200	\$ 0.1466875	\$ 36.67	\$ 44.01	\$ 66.01	\$ 73.34	\$ 88.01	\$ 110.02	\$ 6.11	
2022	\$ 3,020,749,183	\$ 432,000	\$ 0.1430109	\$ 35.75	\$ 42.90	\$ 64.35	\$ 71.51	\$ 85.81	\$ 107.26	\$ 5.96	
2023	\$ 3,111,371,659	\$ 428,400	\$ 0.1376885	\$ 34.42	\$ 41.31	\$ 61.96	\$ 68.84	\$ 82.61	\$ 103.27	\$ 5.74	
2024	\$ 3,204,712,809	\$ 429,850	\$ 0.1341306	\$ 33.53	\$ 40.24	\$ 60.36	\$ 67.07	\$ 80.48	\$ 100.60	\$ 5.59	
2025	\$ 3,300,854,193	\$ 430,650	\$ 0.1304662	\$ 32.62	\$ 39.14	\$ 58.71	\$ 65.23	\$ 78.28	\$ 97.85	\$ 5.44	
2026	\$ 3,399,879,819	\$ 431,250	\$ 0.1268427	\$ 31.71	\$ 38.05	\$ 57.08	\$ 63.42	\$ 76.11	\$ 95.13	\$ 5.29	
2027	\$ 3,501,876,213	\$ 431,650	\$ 0.1232625	\$ 30.82	\$ 36.98	\$ 55.47	\$ 61.63	\$ 73.96	\$ 92.45	\$ 5.14	
2028	\$ 3,606,932,500	\$ 431,850	\$ 0.1197278	\$ 29.93	\$ 35.92	\$ 53.88	\$ 59.86	\$ 71.84	\$ 89.80	\$ 4.99	
2029	\$ 3,715,140,475	\$ 431,850	\$ 0.1162406	\$ 29.06	\$ 34.87	\$ 52.31	\$ 58.12	\$ 69.74	\$ 87.18	\$ 4.84	
2030	\$ 3,826,594,689	\$ 431,650	\$ 0.1128026	\$ 28.20	\$ 33.84	\$ 50.76	\$ 56.40	\$ 67.68	\$ 84.60	\$ 4.70	
2031	\$ 3,941,392,530	\$ 431,250	\$ 0.1094156	\$ 27.35	\$ 32.82	\$ 49.24	\$ 54.71	\$ 65.65	\$ 82.06	\$ 4.56	
2032	\$ 4,059,634,306	\$ 429,250	\$ 0.1057361	\$ 26.43	\$ 31.72	\$ 47.58	\$ 52.87	\$ 63.44	\$ 79.30	\$ 4.41	
2033	\$ 4,181,423,335	\$ 432,000	\$ 0.1033141	\$ 25.83	\$ 30.99	\$ 46.49	\$ 51.66	\$ 61.99	\$ 77.49	\$ 4.30	
2034	\$ 4,306,866,035	\$ 434,250	\$ 0.1008274	\$ 25.21	\$ 30.25	\$ 45.37	\$ 50.41	\$ 60.50	\$ 75.62	\$ 4.20	
2035	\$ 4,436,072,016	\$ 431,000	\$ 0.0971580	\$ 24.29	\$ 29.15	\$ 43.72	\$ 48.58	\$ 58.29	\$ 72.87	\$ 4.05	
2036	\$ 4,569,154,176	\$ 432,500	\$ 0.0946565	\$ 23.66	\$ 28.40	\$ 42.60	\$ 47.33	\$ 56.79	\$ 70.99	\$ 3.94	
2037	\$ 4,706,228,802	\$ 433,500	\$ 0.0921120	\$ 23.03	\$ 27.63	\$ 41.45	\$ 46.06	\$ 55.27	\$ 69.08	\$ 3.84	
2038	\$ 4,847,415,666	\$ 434,000	\$ 0.0895322	\$ 22.38	\$ 26.86	\$ 40.29	\$ 44.77	\$ 53.72	\$ 67.15	\$ 3.73	
2039	\$ 4,992,838,136	\$ 429,000	\$ 0.0859231	\$ 21.48	\$ 25.78	\$ 38.67	\$ 42.96	\$ 51.55	\$ 64.44	\$ 3.58	
2040	\$ 5,142,623,280	\$ 428,750	\$ 0.0833718	\$ 20.84	\$ 25.01	\$ 37.52	\$ 41.69	\$ 50.02	\$ 62.53	\$ 3.47	
2041	\$ 5,296,901,978	\$ 433,000	\$ 0.0817459	\$ 20.44	\$ 24.52	\$ 36.79	\$ 40.87	\$ 49.05	\$ 61.31	\$ 3.41	
2042	\$ 5,455,809,037	\$ 431,500	\$ 0.0790900	\$ 19.77	\$ 23.73	\$ 35.59	\$ 39.55	\$ 47.45	\$ 59.32	\$ 3.30	
2043	\$ 5,619,483,309	\$ 434,500	\$ 0.0773203	\$ 19.33	\$ 23.20	\$ 34.79	\$ 38.66	\$ 46.39	\$ 57.99	\$ 3.22	
2044	\$ 5,788,067,808	\$ 431,750	\$ 0.0745931	\$ 18.65	\$ 22.38	\$ 33.57	\$ 37.30	\$ 44.76	\$ 55.94	\$ 3.11	
2045	\$ 5,961,709,842	\$ 433,500	\$ 0.0727140	\$ 18.18	\$ 21.81	\$ 32.72	\$ 36.36	\$ 43.63	\$ 54.54	\$ 3.03	
2046	\$ 6,140,561,137	\$ 434,500	\$ 0.0707590	\$ 17.69	\$ 21.23	\$ 31.84	\$ 35.38	\$ 42.46	\$ 53.07	\$ 2.95	
2047	\$ 6,324,777,971	\$ 429,750	\$ 0.0679470	\$ 16.99	\$ 20.38	\$ 30.58	\$ 33.97	\$ 40.77	\$ 50.96	\$ 2.83	
2048	\$ 6,514,521,311	\$ 429,500	\$ 0.0659296	\$ 16.48	\$ 19.78	\$ 29.67	\$ 32.96	\$ 39.56	\$ 49.45	\$ 2.75	
2049	\$ 6,709,956,950	\$ 433,500	\$ 0.0646055	\$ 16.15	\$ 19.38	\$ 29.07	\$ 32.30	\$ 38.76	\$ 48.45	\$ 2.69	

2050	\$	6,911,255,658	\$	431,500	\$	0.0624344	\$	15.61	\$	18.73	\$	28.10	\$	31.22	\$	37.46	\$	46.83	\$	2.60
2051	\$	7,118,593,328	\$	433,750	\$	0.0609320	\$	15.23	\$	18.28	\$	27.42	\$	30.47	\$	36.56	\$	45.70	\$	2.54
2052	\$	7,332,151,128	\$	430,000	\$	0.0586458	\$	14.66	\$	17.59	\$	26.39	\$	29.32	\$	35.19	\$	43.98	\$	2.44
2053	\$	7,552,115,662	\$	430,500	\$	0.0570039	\$	14.25	\$	17.10	\$	25.65	\$	28.50	\$	34.20	\$	42.75	\$	2.38
							\$	786.66	\$	943.99	\$	1,415.98	\$	1,573.31	\$	1,887.98	\$	2,359.97		



City of Monroe Election Outreach Proposal

January 16, 2020

Strategies 360

www.strategies360.com

Overview

While last November's defeat of Prop. 1 was disappointing, it did present a silver lining. Monroe residents handily supported the measure, even if county residents did not. This means that the City can place a similar measure on the April 28th special election ballot. Additionally, we're able to use learnings from November to inform our plan for April.

Campaign Goals

The online marketing objectives are:

- Inform residents of Monroe about the April special election
- Drive Monroe residents to the parks website so they can learn more about the ballot measure and what they would be voting on.
- Remind Monroe residents about the election day, and encourage them to vote.

Scope of Work

Strategies 360's scope of work will include the following:

- 1) Keyword search for people looking to learn more about local elections and ballot measures that would impact them.
- 2) Detailed analytics and metrics tracking to identify top performing messages and audiences (A/B testing).
- 3) Programmatic display campaigns across our ad network to drive people to informational page website using micro geotargeting.
- 4) Targeted Facebook and display campaigns to drive to a landing page.
- 5) Ongoing optimization based on real-time data to continually increase overall results.
- 6) Reporting results with key metrics and data points.

Targeting

For this campaign we'd like to keep targeting at adults 18+ living in the city of Monroe. The goal is to reach as many citizens as possible with the same information.

Budget Recommendations (April 1st-April 28th)

We're recommending breaking up this campaign into two different phases with different messaging and creative. Phase 1 will be before ballots drop, while Phase 2 will start after ballots are received by Monroe residents.

Phase 1 Education: April 1st – April 8th

By analyzing election results from this past November, we've taken our learnings and built a media mix that is informative and keeps the issue top of mind for Monroe residents. There will likely be confusion and misunderstanding by those who thought the measure passed in November. We will work to educate the public on how the measures are different and the timelines they need to be aware of in order to cast their vote.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	41,667	\$500
Display	41,667	\$500
Search	83,333	\$1,000
MARKETING TOTAL	166,667	\$2,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Phase 2 Action and Get Out the Vote: April 9th– April 28th

After ballots are received by residents, we'd like to encourage action, engagement with the issue, and to vote on the measure after giving resident's as much information as possible. Action takes more time and effort than awareness, so we'd recommend doubling your budget and impressions for the final push of the campaign.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	104,167	\$1,250
Display	104,167	\$1,250
Search	125,000	\$1,500
MARKETING TOTAL	333,333	\$4,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Addendum

PROGRAMMATIC DISPLAY ADVERTISING

We can micro-target our messaging using The Trade Desk and/or the Google Display Network. With programmatic display, we buy audiences and not websites. We will then target them with interactive banners across the web when they check the weather, look at sports scores or read the news.

GEO-FENCED MOBILE ADS

We can launch geo-targeted ads across mobile placements based on GPS coordinates readily available in smart phones. We can place these ads around the entire city with this campaign.

SOCIAL MEDIA MARKETING

Strategies 360 will leverage Facebook to build a loyal following. Facebook currently accounts for 17% of all Internet traffic in the U.S. and will be a very important piece of any campaign that we build. There is a tremendous amount of information readily available across social media due to Monroe's loyal social media followers.

SEARCH / CONTEXTUAL

With search and contextual placements, our targeting is keyword driven. Individuals searching for keywords related local elections and ballot measures around Google will be exposed to our messaging with the goal of driving them to our landing page. We will also place ads in articles that mention similar types of words (hence the context of the article comes into play). This type of advertising can be really impactful at getting in front of audiences at the exact moment that they are in the mindset of reading about local issues.

RE-TARGETING

We can also place re-targeting pixels (code that fires after an audience clicks on an ad) that we will build through our networks to track any individual that has been to our website and/or engaged with us on social media. We will then follow up with additional messaging. This can be very effective at driving a repetition of message, which is crucial in a campaign of this nature.

ANALYTICS

As with every one of the digital marketing tactics Strategies 360 has proposed, all of our marketing efforts will be tracked and regularly reported. We'll be able to provide tremendous insights through traditional analytics such as Google Analytics and our own proprietary macros that we've built into S360s customized reports.



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

MEMO

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

FROM: Becky Hasart, Finance Director

DATE: 02/04/2020

RE: Questions from January 21, 2020 Finance/HR Committee – Park Capital Bond request

The following memo lists out the questions that were asked at the 01/21/2020 Finance/HR Committee associated with the Parks Capital Bond request.

As always, if you have any questions, please let me know. Thank you.

Q: In order to both pass and validate, what is the minimum number of votes needed?

A: Per Snohomish County election, the highest turnout for any ballot issue at the November 2019 general election was 3,699. In order for the Monroe bond request to validate, we would need a minimum turnout of 1,480 votes and a 60% passage rate of the votes that turn out. So for 1,480, we would need 888 yes votes.

Q: Has the City run a bond measure in the past during a special election?

A: Per the history supplied by Snohomish County elections, the City has only requested one bond measure since 2004, which was a Transportation Improvement Capital bond measure. This measure ran on the November 4, 2008 general election and failed with only a 56.55% passage rate. Total voter turnout was 5,346 votes.

The City did run the public safety sales and use tax measure on a special election date, August 6, 2013 (primary). While this measure only needed a 50% passage rate, it passed with 62.18% of the vote. Total turnout was 2,049 votes.

Q: Could the City wait to run this item on the November 2020 general election?

A: The City could chose to run this item at any eligible election. However, there are pros and cons to waiting until November 2020. The strongest pro for November would be voter turnout. The November 2020 general election is also the national presidential election, so voter turnout is anticipated to be large. The two strongest cons to waiting until November is 1) it is the general election and 2) the timing of the election since the November 2019 East County Parks and Recreation District

(ECPRD) vote. Regarding the first con, there tends to be a large number of issues on a general election ballot. Local bond issues tend to be listed towards the end of a ballot and our request could suffer from voter fatigue. Also, special elections don't include state wide initiatives while general elections can. Regarding the second con, running earlier in the year (April) presents a better opportunity to capitalize on the momentum created by the City of Monroe voters that supported the ECPRD measure. And the Park's Department has two projects, the purchase of a north hill park and the construction of the Lake Tye All Weather fields that are ready to be started and completed this fiscal year.

Q. What would the cost of an election be to run in April?

A. Election costs vary depending on how many jurisdictions have an issue on that special election. The average cost of a standalone election can be \$50,000. If there are multiple items on a specific election date, costs are shared among the appropriate jurisdictions based on the number of each jurisdiction's registered voters. If there are multiple ballot issues, the costs for the City of Monroe can be as low as \$20,000.

Q. If approved by the voters, does this tax have an expiration date?

A: Yes, tied to the bond maturity date. The intent is to request a 30 year bond. Taxes associated with this vote may only be used to pay the bond and would expire once all bonds are paid. Also, bond proceeds may only be used for the stated purposes in the vote, e.g. Parks Capital projects.

CITY OF MONROE
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE CITY AT A SPECIAL ELECTION TO BE HELD ON APRIL 28, 2020, OF A PROPOSITION AUTHORIZING THE CITY TO ISSUE ITS GENERAL OBLIGATION BONDS FOR THE PURPOSE OF FINANCING PARK AND RECREATION ACQUISITIONS AND IMPROVEMENTS, IN THE PRINCIPLE AMOUNT OF NOT TO EXCEED \$8,155,000, PAYABLE BY ANNUAL PROPERTY TAX LEVIES TO BE MADE IN EXCESS OF REGULAR PROPERTY TAX LEVIES, AND TO LEVY THOSE EXCESS PROPERTY TAXES.

WHEREAS, the City Council of the City of Monroe, Washington (the "City"), has determined that it is in the best interest of the City to undertake park and recreation acquisitions and improvements (the "Projects") to be located within the City; and

WHEREAS, the City Council wishes to seek voter approval for the issuance and sale of not to exceed \$8,155,000 of general obligation bonds of the City to pay the costs of the Projects and the costs of issuance of such bonds, to be repaid by an annual excess property tax levy; and

WHEREAS, the constitution and laws of the State of Washington provide that the question of whether or not the City may issue such bonds be submitted to the qualified electors of the City for their ratification or rejection at an election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Projects. The City Council finds that in order to provide park and recreation opportunities for its citizens, it is in the best interest of the City to undertake the following Projects:

- Lake Tye Park athletic fields renovation - convert unlighted, poor draining grass fields to all-weather, lighted, synthetic turf, multi-purpose athletic fields that increase capacity and improve the use experience.
- Replace and upgrade playground equipment at 8 remaining City parks – Cedar Grove, Currie View, Hillcrest, Stanton Meadows, Wales Street, Rainier View, Blueberry, Park Meadows – utilizing features and materials similar to recent upgrades to Lake Tye & Sky River Parks.

- North Hill Park acquisition, design & development to serve the North Hill area residents.
- Develop Chain Lake Road Trail (between Rainier View Park and Brown Road) – extend existing southerly segment to connect new residential developments in north area of City to central commercial core services.

The Projects shall include all necessary equipment, supplies, and appurtenances. The cost of all necessary architectural, engineering, legal and other consulting services, inspection and testing, administrative expenses, site acquisition or improvement, demolition, site utilities, related improvements and other costs incurred in connection with the Projects shall be deemed a part of the costs of such capital improvements.

The estimated cost of the Projects, including the costs of issuing and selling the bonds authorized by this ordinance, is declared to be approximately \$11,200,000.

The City Council may modify the details of the foregoing Projects where necessary or advisable in the judgment of the City Council.

Section 2. Description of Proposed Bonds. The Bonds may be issued as a single issue, as a part of a combined issue with other authorized bonds, or in more than one series, as deemed advisable by the City Council and as permitted by law. The Bonds shall be fully registered bonds; shall bear interest payable as permitted by law; shall mature within 31 years from the date of issue, or within any shorter period fixed by the City Council; shall be paid by annual property tax levies sufficient in amount to pay both principal and interest when due, which annual property tax levies shall be made in excess of regular property tax levies without limitation as to rate or amount but only in amounts sufficient to meet such payments of principal and interest as they come due; and shall be issued and sold in such manner, at such times and in such amounts as shall be required for the purpose for which such Bonds are to be issued. The exact date, number of series, form, terms, option of prior redemption, price, interest rate or rates and maturities of the Bonds shall be hereafter fixed by ordinance of the City Council. Pending the issuance of the Bonds, the City may issue short-term obligations pursuant to chapter 39.50 RCW or such other obligations as are permitted by law to pay for the costs of the Projects. Such obligations and their costs may be paid or refunded with proceeds of the Bonds when issued.

Section 3. Proceeds of the Bonds. If available money from the proceeds of the Bonds is more than sufficient to pay the costs of the Projects, or if state or local circumstances require any alteration in the Projects, the City may acquire, construct, equip and make other park and recreation related capital improvements, or retire and/or defease a portion of the Bonds, all as the City Council may determine and as permitted by law. If the proceeds of the sale of the Bonds and other available money are insufficient to make all of the capital improvements herein provided for, or if it has become impractical to accomplish the Projects or portions of the Projects, the City may use the proceeds of the Bonds and other available money for paying the costs of those portions of the Projects deemed by the City Council to be most necessary and in the best interest of the City.

Section 4. Calling of Election. The City Council requests that the Auditor of Snohomish County, Washington (the “Auditor”) call and conduct a special election in the City, in the manner provided by law, to be held therein on April 28, 2020, for the purpose of submitting to the voters of the City, for their approval or rejection, the question of whether or not general obligation bonds of the City shall be issued in the principal amount of not more than \$8,155,000 (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), the proceeds of which shall be expended to pay the costs of the Projects, and annual excess property taxes shall be levied to pay and retire the Bonds.

If such proposition is approved by the requisite number of voters, the City shall be authorized to issue the Bonds in the manner described in this ordinance, to spend the proceeds thereof to pay the costs of the Projects, and to levy excess property taxes to pay and retire such Bonds. The proceeds of the Bonds shall be used for capital purposes only and not for the replacement of equipment.

Section 5. Ballot Proposition. The City Clerk is authorized and directed to certify, no later than February 28, 2020 to the Auditor, as *ex officio* supervisor of elections in the City, a copy of this ordinance and the proposition to be submitted at that election in the form of the following ballot title, as follows:

PROPOSITION NO. ____

CITY OF MONROE
PARK AND RECREATION BONDS

The City Council of the City of Monroe adopted Ordinance _____ concerning a proposition for financing park and recreation acquisitions and improvements. If approved, this proposition authorizes the City to issue bonds to finance or reimburse costs of renovating Lake Tye Park athletic fields, improve playground equipment at 8 parks, develop Chain Lake Road Trail and acquire and develop North Hill Park. It authorizes the issuance of not more than \$8,155,000 of general obligation bonds maturing within 31 years, and authorizes the annual levy of excess property taxes to pay such bonds, as provided in Ordinance _____. Should this proposition be approved?

YES.....
NO.....

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the City Council hereby designates its bond counsel, Foster Garvey P.C. (Nancy Neraas, 206-447-6277, Nancy.neraas@foster.com), as the person to whom such notice shall be provided.

Section 6. Authorization of Local Voters' Pamphlet. The City Council authorizes the Finance Director to elect to prepare and distribute a local voters' pamphlet, including an explanatory statement and statements in favor of and in opposition to the ballot measure, if any. The preparation of explanatory statement, the appointment of pro/con committees and the preparation of statements in favor or and in opposition to the ballot title shall be in accordance with chapter 29A.32 RCW and the rules and guidelines of the Auditor, and the City authorizes the Finance Director to take such actions as may be necessary on behalf of the City to carry out the foregoing.

Section 7. General Authorization. The proper City officials are authorized to perform such duties as are necessary or required by law to the end that the question of whether or not Bonds shall be issued and excess taxes necessary to pay and retire the Bonds be levied, all as provided in this ordinance, shall be submitted to the voters of the City at the April 28, 2020 general election.

Section 8. Intent to Reimburse. The City Council declares that to the extent that the City makes capital expenditures for the Projects, prior to the date the Bonds or other short-term obligations are issued to finance the Projects, those capital expenditures are intended to be reimbursed out of proceeds of the Bonds or other short-term obligations issued in an amount not to exceed the principal amount of the Bonds provided by this ordinance.

Section 9. Severability. If any provision of this ordinance is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions of this ordinance, and shall in no way affect the validity of the other provisions of this ordinance or of any other ordinance or resolution or of the Bonds.

Section 10. Publication and Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five days after publication.

Section 11. Ratification of Prior Acts. Any action taken consistent with the authority of this ordinance, after its passage but prior to the effective date, is ratified, approved, and confirmed.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, Washington, at an open public meeting thereof, this _____ day of February, 2020.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Bond Counsel

CERTIFICATION

I, the undersigned, City Clerk of the City of Monroe, Washington (the "City"), hereby certify as follows:

1. The attached copy of Ordinance No. _____ (the "Ordinance") is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on February __, 2020, as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication of a summary of the Ordinance in the City's official newspaper, which publication date is _____, 2020.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: _____, 2020.

CITY OF MONROE, WASHINGTON

City Clerk



MONROE CITY COUNCIL

Agenda Bill No. 20-028

SUBJECT:	Authorize Mayor to Sign Professional Services Agreement with Strategies360 for Park Bond Services
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	Parks/Finance	Mike Farrell Becky Hasart	Becky Hasart	New Business #3

Discussion: 02/04/2020, 02/11/2020
01/21/2020 Finance/HR Committee

- Attachments:**
1. PSA with Strategies360
 2. Proposed Scope of Services
 3. Precinct Report from 11/05/2019 Election with notes

REQUESTED ACTIONS: Move to authorize the Mayor to sign Professional Services Agreement with Strategies360 to provide parks bond services in an amount not to exceed \$6,000; and expressly authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATIONS

The City of Monroe’s Procurement Policy requires that any personal services contract not originally considered as part of the fiscal budget adoption be presented to the Council for approval. The policy question for the city council is whether to enter into a contract with Strategies 360 to develop and implement a plan to inform Monroe residents about the need for the proposed improvements and the ballot measure.

DESCRIPTION/BACKGROUND

During 2019, the City engaged Strategies360 to help with a digital education campaign related to the Monroe specific projects associated with the East County Parks and Recreation District’s (ECPRD) bond measure. Total cost of this engagement was \$9,350 (\$650 less than the \$10,000 not to exceed contract). If Council approves placing the City of Monroe’s bond measure on the April 28, 2020 special election, the City would like to again engage Strategies360 to assist with the education campaign.

RCW 35A.40.090 and the City’s Debt Policy allows the City to requests its own park capital bond measure. Based on the returns from the November 5, 2019 election, it is recommended that the City place a bond measure request on the April 28, 2020 special election.

To help with the education campaign regarding how this measure differs from the ECPRD’s November ask and to increase awareness of the April 28, 2020 bond ask, it is recommended that the City again engages Strategies360. Per the Washington State constitution, the City of Monroe voters would need to approve this measure by 60% (sixty percent) and have a minimum voter turnout of 1,480 to validate. Per Attachment 3, the City had 3,444 Monroe voters participate in the ECPRD election out of 3,699 total voters participating in all ballot measures in November 2019 (per Snohomish County elections). Increased awareness would assist and encourage Monroe voters to be educated on the impacts of the bond request.

As with the ECPRD bond measure in November, this item is considered an excess levy request. Thus, low income seniors and low income disabled property owners can request relief from this

measure based on qualifying factors. To obtain additional information regarding this exemption, interested property owners can contact Snohomish County at 425-388-3540 or snohomishcountywa.gov/328/Property-Tax-Exemptions.

The proposed scope of work includes:

Phase 1 Education: April 1st – April 8th

Work to educate the public on how the April 28, 2020 City of Monroe Parks Bond measure is different from the East County Parks and Recreation District Bond measure and the timelines needed in order to cast their vote.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	41,667	\$500
Display	41,667	\$500
Search	83,333	\$1,000
MARKETING TOTAL	166,667	\$2,000

**Note that Strategies360 estimates impressions on social media/re-targeting and overall web visitors on search marketing due to the way Strategies360 buys media on a CPM basis*

Phase 2 Action and Get Out the Vote: April 9th– April 28th

After ballots are received by residents, encourage action, engagement with the issue, and vote on the measure after giving residents as much information as possible.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	104,167	\$1,250
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Search	125,000	\$1,500
MARKETING TOTAL	333,333	\$4,000

**Note that Strategies360 estimates impressions on social media/re-targeting and overall web visitors on search marketing due to the way Strategies360 buys media on a CPM basis*

PROGRAMMATIC DISPLAY ADVERTISING

Micro-target messaging using The Trade Desk and/or the Google Display Network. With programmatic display, buy audiences and not websites. Target audiences with interactive banners across the web when they check the weather, look at sports scores, or read the news.

GEO-FENCED MOBILE ADS

Launch geo-targeted ads across mobile placements based on GPS coordinates readily available in smart phones. Place ads around the entire City with this campaign.

SOCIAL MEDIA MARKETING

Strategies 360 will leverage Facebook to build a loyal following.

SEARCH / CONTEXTUAL

With search and contextual placements, targeting is keyword driven. Individuals searching for keywords related local elections and ballot measures around Google will be exposed to messaging with the goal of driving them to the landing page. Place ads in articles that mention similar types of words.

RE-TARGETING

Place re-targeting pixels (code that fires after an audience clicks on an ad) that Strategies360 will build through our networks to track any individual that has been to our website and/or engaged with us on social media. Follow up with additional messaging.

ANALYTICS

Track and regularly report all marketing efforts through use of analytics such as Google Analytics and Strategies360 proprietary macros built into S360's customized reports.

FISCAL IMPACTS

Total costs for services to be provided by Strategies360 is for time and materials not to exceed \$6,000 distributed between two phases. Phase One – Education is estimated at \$2,000 and Phase Two – Action and Get Out the Vote is estimated at \$4,000. This amount would be paid from the Park operations and maintenance cost center.

TIME CONSTRAINTS

Work is anticipated to start during March in order to begin Phase One – Education on April 1, 2020.

ALTERNATIVES TO REQUESTED ACTION

1. Approve entering into the agreement with Strategies360.
2. Deny the requested action and direct staff to areas of concern.



CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER Parks Bond Services	WORK DESCRIPTION Parks Bond Services – Informational Digital Public Education and Video Production
CONSULTANT Strategies 360 1505 Westlake Ave N Seattle, WA 98109	CONSULTANT CONTACT NAME, AND TELEPHONE NO. Rachel Caufield, PMP (206) 282-1990
FEDERAL I.D. NO.	BUDGET OR FUNDING SOURCE General Fund/Operations
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO. Becky Hasart 806 W. Main Street Monroe WA, 98272 (360) 863-4518	MAXIMUM AMOUNT PAYABLE, IF ANY \$6,000
COMPLETION DATE May 30, 2020	<input type="checkbox"/> Lump Sum <input type="checkbox"/> Cost Plus a Fixed Fee <input type="checkbox"/> Schedule Rate/Time and Materials <input checked="" type="checkbox"/> Time and Materials/Not to Exceed

THIS AGREEMENT is entered into on February 11, 2020 between the City of Monroe, Washington, hereinafter called "the CITY", and the above firm, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall promptly make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY; this work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute as provided in Section 18. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Electronic versions of all work products shall be provided to the CITY in a format compatible with CITY software, except to the extent expressly waived in the attached exhibits.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an

incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, employees and volunteers from and against any and all claims, injuries, losses, suits, costs or liability, including attorneys' fees (collectively, "Claims"), specifically including without limitation Claims resulting from injuries, sickness or death of employees of the CONSULTANT and/or damage to property, arising out of or otherwise resulting from the acts, errors, or omissions of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that: The CONSULTANT's obligation to indemnify, defend and hold harmless shall not extend to Claims caused by or resulting from the sole willful misconduct or sole negligence of the City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The CITY's acceptance or approval of any services or work product under this agreement shall not be deemed to reduce, abridge, limit or otherwise alter the CONSULTANT's obligations as set forth in this section, unless such intent is expressly stated in writing by the CITY.

The provisions of this section shall survive the expiration or termination of this agreement.

9. Insurance. The CONSULTANT shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

A. Minimum Scope of Insurance

CONSULTANT shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the CONSULTANT's Commercial General Liability insurance policy with

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respect to the work performed for the CITY using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability Professional liability insurance appropriate to the CONSULTANT's profession.

B. Minimum Amounts of Insurance

CONSULTANT shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

C. Other Insurance Provisions.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement and prior to the performance of any work specified hereunder. The certificates of insurance shall cover the work specified in or performed under this agreement. The certificate and endorsement must be project and/or site specific.

D. Cancellation.

The CONSULTANT shall provide the CITY with written notice of any policy cancellation within two business days of its receipt of such notice. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

The CONSULTANT's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

E. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. No Limitation.

The CONSULTANT's maintenance of insurance as required by this agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or equity.

G. Failure to Maintain Insurance.

Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five business days notice to the CONSULTANT to correct the breach, immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the CONSULTANT from the CITY.

H. City Full Availability of Consultant Limits.

If the CONSULTANT maintains higher insurance limits than the minimums shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

10. Records Retention and Disclosure. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose. The CONSULTANT shall also provide a complete electronic copy of all reports, plans, and specifications upon completion of the work or upon request of the CITY.

Separate from and additional to the foregoing, the CONSULTANT shall fully cooperate with and assist the CITY with respect to any request for public records received by the CITY and related to any public records generated, produced, created and/or possessed by the CONSULTANT and related to the services performed under this agreement. Upon written demand by the CITY, the CONSULTANT shall furnish the CITY with full and complete copies of any such records within five business days.

The CONSULTANT's failure to timely provide such records upon demand shall be deemed a material breach of this agreement. To the extent that the CITY incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the CONSULTANT shall fully indemnify and hold harmless the CITY as set forth in Section 8.

For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

The provisions of this section shall survive the expiration or termination of this agreement.

11. Notices. All notices required to be given by either party to the other under this agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it generally meets the requirements of this agreement, and for reviewing, monitoring and approving the general quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator. Provided, that nothing in this section shall be construed as altering the CONSULTANT'S duty of care or otherwise limiting, abridging, waiving or reducing the CONSULTANT'S obligations under this agreement.

13. Conflict Amongst Main Agreement and Attachments. In case of conflict between the Exhibits to this agreement and the portions of this agreement preceding the signature lines (Sections 1-23), the terms of Sections 1-23 shall prevail. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in Sections 8 and 9 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified in Box 3 on page 1. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services satisfactorily performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any subconsultants approved by the CITY at the outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Resolution of Disputes; Governing Law and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises out of or in connection with this agreement, including any question regarding its existence, enforceability, interpretation, or validity, the parties will, if practicable, meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties may resort to litigation. The exclusive venue for any litigation arising out this agreement shall be the Snohomish County Superior Court. The substantially prevailing party in any such litigation shall be entitled to an award of its reasonable attorneys' fees.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. Code of Ethics. The CONSULTANT and all subconsultants/subcontractors shall also comply with the Monroe Code of Ethics (Exhibit E), Chapter 2.52 MMC. Any violation of Chapter 2.52 MMC by the CONSULTANT or any of its subconsultants/subcontractors shall be considered a material breach of this Agreement.

21. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

22. Legal Compliance. In the performance of work under this agreement, the CONSULTANT shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the CONSULTANT's business, equipment, and personnel engaged

in operations covered by this agreement or accruing out of the performance of such operations, specifically including without limitation RCW 42.17A.555, WAC 390-05-271 -273, and all applicable orders, interpretations and policies of the Washington Public Disclosure Commission.

23. Risk of Loss. The CONSULTANT shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the CONSULTANT shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:

CITY OF MONROE:

Geoffrey Thomas, City Mayor

By: _____

Title: _____

ATTEST/AUTHENTICATED:

Cheri Hurst, Authorized Designee of the City Clerk

EXHIBIT A

SCOPE OF WORK

The Consultant's scope of work includes:

Phase 1 Education: April 1st – April 8th

Work to educate the public on how the April 28, 2020 City of Monroe Parks Bond measure is different from the East County Parks and Recreation District Bond measure and the timelines needed in order to cast their vote.

Public Education Component	Estimated Impressions	Budget
Facebook/Instagram	41,667	\$500
Display	41,667	\$500
Search	83,333	\$1,000
MARKETING TOTAL	166,667	\$2,000

**Note that Strategies360 estimates impressions on social media/re-targeting and overall web visitors on search marketing due to the way Strategies360 buys media on a CPM basis*

Phase 2 Action and Get Out the Vote: April 9th– April 28th

After ballots are received by residents, encourage action, engagement with the issue, and vote on the measure after giving residents as much information as possible.

Public Education Component	Estimated Impressions	Budget
Facebook/Instagram	104,167	\$1,250
Display	104,167	\$1,250
Search	125,000	\$1,500
MARKETING TOTAL	333,333	\$4,000

**Note that Strategies360 estimates impressions on social media/re-targeting and overall web visitors on search marketing due to the way Strategies360 buys media on a CPM basis*

PROGRAMMATIC DISPLAY ADVERTISING

Micro-target messaging using The Trade Desk and/or the Google Display Network. With programmatic display, buy audiences and not websites. Target audiences with interactive banners across the web when they check the weather, look at sports scores, or read the news.

GEO-FENCED MOBILE ADS

Launch geo-targeted ads across mobile placements based on GPS coordinates readily available in smart phones. Place ads around the entire City with this campaign.

SOCIAL MEDIA EFFORTS

Strategies 360 will leverage Facebook to build a loyal following.

SEARCH / CONTEXTUAL

With search and contextual placements, targeting is keyword driven. Individuals searching for keywords related local elections and ballot measures around Google will be exposed to messaging with the goal of driving them to the landing page. Place ads in articles that mention similar types of words.

RE-TARGETING

Place re-targeting pixels (code that fires after an audience clicks on an ad) that Strategies360 will build through our networks to track any individual that has been to our website and/or engaged with us on social media. Follow up with additional messaging.

ANALYTICS

Track and regularly report all public education efforts through use of analytics such as Google Analytics and Strategies360 proprietary macros built into S360's customized reports.

EXHIBIT B

COMPLETION SCHEDULE

All work to be completed by timeline in Exhibit A. Final reporting to be completed no later than May 30, 2020.

EXHIBIT C

FEE SCHEDULE

Total fees for time and materials shall not exceed \$6,000 as detailed and listed in Exhibit A.

EXHIBIT D

SUBCONSULTANT LIST

Non-applicable.

EXHIBIT E

MONROE CODE OF ETHICS

- [2.52.010](#) Purpose – Construction.
- [2.52.020](#) Definitions.
- [2.52.030](#) Award of contracts prohibited.
- [2.52.040](#) Board of ethics – Public officials.
- [2.52.050](#) Miscellaneous provisions.
- [2.52.060](#) Appeal – Penalties for violation.

2.52.010 Purpose – Construction.

The city of Monroe hereby adopts the code of ethics for municipal officers codified at Chapter [42.23](#) RCW, inclusive of any future amendments thereof. It is the city's specific intent that the ethical standards set forth at Chapter [42.23](#) RCW shall govern the conduct of municipal officers within the city of Monroe. Except as expressly provided in this chapter, the city disclaims any intent to impose substantive standards of conduct that are more stringent than or otherwise different from those set forth in Chapter [42.23](#) RCW with respect to the subject matter of said chapter. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

2.52.020 Definitions.

The following words and phrases as used in this chapter shall, unless the context clearly indicates otherwise, have the following meanings:

- A. "Advisory opinion" means an opinion rendered by the board of ethics, based upon hypothetical circumstances, indicating how the board would rule on a matter having the same or sufficiently parallel facts, should an adversary proceeding develop.
- B. "Hypothetical circumstances" means circumstances of fact framed in such a manner as to call for an opinion from the board based on a series of assumptions and not based on the known or alleged past or current conduct of a specific public official or employee that could be the basis of a complaint under MMC [2.52.040](#).
- C. "Prima facie showing" means evidence which, standing alone and unexplained, would maintain the proposition and claimed violation of this chapter set forth in the complaint. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

2.52.030 Award of contracts prohibited.

Members of the city of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. Exceptions to this rule are those covered by the CBA, RCW and WAC. This section was submitted to the Monroe city council as an initiative with enough required signatures to be submitted to the voters. The city council adopted the initiative as an ordinance as an alternative to placing on the ballot. Consequently, to the extent required by law, this subsection shall be construed as superseding any conflicting city requirements or requirements that otherwise operate to illegally amend the requirements of an initiative. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

2.52.040 Board of ethics – Public officials.

There is hereby created a board of ethics for city of Monroe public officials. The purpose of this board is to issue advisory opinions on the provisions of this code of ethics and to review and report to the city council on any alleged violations of the code of ethics, all as set forth below. The board shall also provide recommendations on amendments to the ethics ordinance, as directed by the city council:

- A. Composition. The board of ethics shall be composed of five members. None of these may be a public official, city employee or immediate family of either. The mayor shall appoint the board members, with the confirmation of the city council. The board of ethics must be citizens of the United States and residents of the city they serve for at least one year before their appointment to the ethics board.

The regular term of office for members of the board of ethics shall be three years. Each member shall hold office until a successor is appointed and confirmed. Regular terms shall commence January 1st and end December 31st. Initial terms shall be staggered with two members appointed for terms beginning upon their appointment in 2004 and ending December 31, 2004; two members appointed for terms beginning upon their appointment and ending December 31, 2005; and one member appointed for a term beginning upon his or her appointment and ending December 31, 2006. After expiration of the initial terms, subsequent appointees shall serve a regular three-year term.

The board shall elect from its membership a presiding officer who shall be referred to as a chairman, chairwoman, or chairperson, as may be appropriate, who shall serve for a period of one year, unless reelected. A majority of the board of ethics shall constitute a quorum. The board shall meet as frequently as it deems necessary, or at the request of the mayor or a quorum of the city council. The board shall adopt procedures governing the conduct of its meetings, hearings and the issuance of opinions.

B. Specific Complaint Against a Public Official.

1. Any person may submit a written complaint to the mayor or city administrator alleging one or more violations of this ethics code by a public official. The allegation shall set forth specific facts with precision and detail, sufficient for a determination of sufficiency by the board. The complaint shall also set forth the specific sections and subsections of this code that the facts violate, and the reasons why. Complaints should be signed by the person or persons submitting them and include the submitter's correct name, address at which mail may be personally delivered to the submitter, and the telephone number at which the submitter may be contacted.
2. The mayor or his/her designee shall inform the public official and the council of the complaint and shall submit the complaint to the board for determination of sufficiency of the complaint within twenty-four hours of its receipt. Voice mail, email or similar notification of the defendant is acceptable if actual notice is not immediately practicable. A copy of the complaint shall also be sent to the defendant by registered mail within three days of receipt. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts which constitute a prima facie showing of a violation of a specified provision or provisions of this code. The purpose of requiring that the complaint be sufficient is to ensure that the complaint is supported by identifiable facts, and to ensure that the complaint is not based on frivolous charges.
3. The complainant shall have the responsibility for proving the allegations in the complaint by a preponderance of the evidence.
4. Complaints shall be subject to a two-year statute of limitation. The limitations period shall commence from the date that information on completion of the alleged misconduct was reasonably available to the public.
5. Complaints may be amended as authorized by the decision-maker as justice requires; provided, that the time frames of the review process provide the defendant with a fair opportunity to respond.
6. All public officials and employees, excluding the alleged violator, shall observe strict confidentiality as to the complaint and alleged violator until the review is complete, to the extent that the information is acquired as a result of a person's status as a public official or employee. Confidentiality after completion shall be maintained unless the complaint or finding is released through a public disclosure request filed with the city attorney. City officials and employees may divulge information to the extent necessary to defend against inaccurate or misleading public information about their involvement in the complaint review process. The ethics board and/or city council may divulge information to the extent necessary to correct any inaccurate or misleading public information about the complaint review process. Any person who violates this subsection shall not be subject to criminal penalties; however, a violation of this subsection may result in disciplinary action against such person. The city council may remove a member of the board of ethics from the board if it determines that the member has violated this subsection.
7. The board shall hold a hearing for the purpose of determining sufficiency of written complaints. The board shall begin the hearing no later than twenty days after the complaint is received and shall conclude the hearing(s) no later than twenty-four days after it receives the complaint;

provided, however, that the running of these time periods shall be tolled and the complaint proceedings shall be stayed in the event the board makes application to the city council for continuance of the proceedings. Such continuances may only be granted by the city council when there is demonstrable and compelling reason(s) to do so, and may not exceed ten days. The board shall render a written report, setting forth its findings of sufficiency as to whether or not the individual against whom the complaint was filed may have violated the code of ethics.

8. The determination of sufficiency or insufficiency by the board is final and binding, and no administrative or other legal appeal is available. If the finding is one of sufficiency of the complaint, then the complaint shall be heard and reported as set forth below.

9. No report may be issued by the board, unless a person or entity complained against has had an opportunity to present information on his, her or its behalf at a hearing before the board.

10. A copy of the written report on sufficiency shall be delivered to the city council, person complained against, and the complaining party within ten days of conclusion of the hearing, unless a longer time period has been requested by the person complained against, and has been approved by the board or unless a longer time period has been requested by the board and has been approved by the city council.

11. In the event the written report provides that the board has found sufficiency in the allegations against whom the complaint has been filed, the matter shall be referred for hearing to the city's hearings examiner unless the defendant requests the matter be heard by the ethics board. (Hearings examiners will be rotated from a rotational roster maintained by the city and shall be licensed and practicing attorneys who are not residents of the city.)

a. Hearings by a hearings examiner or the ethics board must be held within twenty days of a finding of sufficiency unless an extension is requested, or granted, by the defendant. The hearing must be concluded within ten days of commencement of the hearing unless extended by the request or agreement of the defendant.

b. Findings of fact and conclusions and opinion of the hearings examiner or the ethics board must be received by the council no later than seven days after the conclusion of the hearing.

c. The complainant or defendant may request a subpoena for documentary evidence or the attendance of witnesses by making a written application to the mayor describing in detail the subject matter of the proposed subpoena and an explanation of why such information is reasonably necessary in order to conduct the hearing. The subpoena may be issued in the event the mayor determines the subpoena request is reasonable, relevant to the complaint and within the subpoena power of the city. The request for a subpoena shall be submitted to the mayor within two business days after the determination of sufficiency and the mayor shall have two business days to issue a decision. In the event the mayor denies the request or the complaint alleges a violation of the ethics code by the mayor, the defendant or complainant may request a decision from the city council. City council review shall be scheduled for the next regular city council business meeting or study session, unless an earlier special meeting is available. The commencement of the hearing on the merits shall be delayed until five days after the council makes a decision on whether to issue a subpoena.

12. In the event the final determination by either the hearings examiner or the ethics board provides that the individual against whom the complaint has been filed has violated the code of ethics, the council shall convene and render its decision within seven days of the receipt of said determination unless an extension is requested by the defendant and granted by council. In the event that the city council members agree by majority vote that one or more of the violations occurred, then as to the violations the city council may take any of the following actions by a majority vote of the council; provided, that penalties may only be based upon violations alleged in the complaint or amended complaint and not upon other violations discovered during the complaint process:

a. Admonition. An admonition shall be a verbal nonpublic statement made by the mayor to the individual.

b. Reprimand. A reprimand shall be administered to the individual by letter. The letter shall be approved by the city council and shall be signed by the mayor. If the individual objects to

the content of such letter, he or she may file a request for review of the letter of reprimand with the city council. The city council shall review the letter of reprimand in light of the report and the request for review, and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review.

c. Censure. A censure shall be a written statement administered personally to the individual. The individual shall appear at a time and place directed by the city council to receive the censure. Notice shall be given at least twenty days before the scheduled appearance at which time a copy of the proposed censure shall be provided to the individual. Within five days of receipt of the notice, the individual may file a request for review of the content of the proposed censure with the city council. Such a request will stay the administration of the censure. The city council shall review the proposed censure in light of the report and the request for review, and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review. If no such request is received, the censure shall be administered at the time and place set. It shall be given publicly, and the individual shall not make any statement in support of or in opposition thereto or in mitigation thereof. A censure shall be deemed administered at the time it is scheduled whether or not the individual appears as required.

d. Removal. In the event the individual against whom the complaint has been filed is a member of a city board, commission, committee, or other multi-member bodies appointed by the mayor with the approval of the city council, the city council may, by a majority vote, remove the individual from such board, commission or committee; provided, however, that nothing in this section authorizes the city council to remove a council member or the mayor from his or her office.

13. Proceedings by the board or the hearings examiner when they relate to action involving a person shall be made in executive session; however, upon request of the person involved, the proceeding shall be open to the public. The complaint, the determination of sufficiency or no sufficiency, and written report of the board or the hearings examiner shall be considered public records.

14. Action by the city council shall be by majority vote. If the proceeding involves a member of the city council, the member does not vote on any matter involving the member. As provided in RCW [35A.12.100](#), the mayor shall vote in the case of a tie, except if the action is against the mayor. Deliberation by the council may be in executive session; however, upon request of the person complained against, the meeting shall be open to the public.

15. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts, which constitute a prima facie showing of a violation of a specified provision or provisions of this code.

C. Specific Complaint Against a City Employee Official. In the event the individual against whom the complaint has been filed is a city employee, the city shall follow the appropriate discipline, through the employee's supervisor and/or department head, procedures as outlined in the appropriate bargaining agreement, employee handbook, civil service rules, and/or standard operating procedures. Employees also have the right to appeal through the court system as regulated by state and federal law.

D. Board Unavailability – Hearing Examiner Authority. In the event the ethics board is unable to perform any function designated under this section due to lack of a quorum or other reason, such function shall instead be performed by the hearing examiner who shall be governed by the board's procedures. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.080)

2.52.050 Miscellaneous provisions.

The board of ethics shall also render written opinions concerning the applicability of the code of ethics to hypothetical circumstances or situations upon the request of the mayor or any council member. Requests for opinions from the public must be approved by either the mayor or a majority vote of council.

The city shall release copies of any written report resulting from a review of a complaint and any written censures or reprimands issued by the city council in response to public records requests as consistent with Chapter [42.56](#) RCW and any other applicable public disclosure laws.

The mayor shall provide staff, as he or she deems appropriate, to assist the board of ethics. Board members shall be reimbursed by the city for reasonable expenses incurred in their exercise of the official business of the board, consistent with the expense reimbursement policies of the city.

The city clerk shall cause a copy of this code of ethics to be distributed to every public officer of the city within thirty days after enactment of the ordinance codified in this chapter. The ordinance codified in this chapter will also be made available on the city's web page and hard copies will be made available upon request. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.090)

2.52.060 Appeal – Penalties for violation.

Appeal of a decision of the board of ethics that the code of ethics has been violated, or a decision of the city council as to an admonition, reprimand, censure, or removal, may be filed with the Snohomish County superior court, Washington State. Any person who files with the ethics board a false charge of misconduct on the part of any public official or public employee when the person knows it is false shall be guilty of a misdemeanor. In addition to criminal penalties, violators shall pay a civil penalty of five hundred dollars, or three times the economic value of anything received in violation of this chapter, whichever is greater. Any monetary penalty assessed civilly shall be placed in the city's general fund. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.100)



City of Monroe Election Outreach Proposal

January 16, 2020

Strategies 360

www.strategies360.com

Overview

While last November's defeat of Prop. 1 was disappointing, it did present a silver lining. Monroe residents handily supported the measure, even if county residents did not. This means that the City can place a similar measure on the April 28th special election ballot. Additionally, we're able to use learnings from November to inform our plan for April.

Campaign Goals

The online marketing objectives are:

- Inform residents of Monroe about the April special election
- Drive Monroe residents to the parks website so they can learn more about the ballot measure and what they would be voting on.
- Remind Monroe residents about the election day, and encourage them to vote.

Scope of Work

Strategies 360's scope of work will include the following:

- 1) Keyword search for people looking to learn more about local elections and ballot measures that would impact them.
- 2) Detailed analytics and metrics tracking to identify top performing messages and audiences (A/B testing).
- 3) Programmatic display campaigns across our ad network to drive people to informational page website using micro geotargeting.
- 4) Targeted Facebook and display campaigns to drive to a landing page.
- 5) Ongoing optimization based on real-time data to continually increase overall results.
- 6) Reporting results with key metrics and data points.

Targeting

For this campaign we'd like to keep targeting at adults 18+ living in the city of Monroe. The goal is to reach as many citizens as possible with the same information.

Budget Recommendations (April 1st-April 28th)

We're recommending breaking up this campaign into two different phases with different messaging and creative. Phase 1 will be before ballots drop, while Phase 2 will start after ballots are received by Monroe residents.

Phase 1 Education: April 1st – April 8th

By analyzing election results from this past November, we've taken our learnings and built a media mix that is informative and keeps the issue top of mind for Monroe residents. There will likely be confusion and misunderstanding by those who thought the measure passed in November. We will work to educate the public on how the measures are different and the timelines they need to be aware of in order to cast their vote.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	41,667	\$500
Display	41,667	\$500
Search	83,333	\$1,000
MARKETING TOTAL	166,667	\$2,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Phase 2 Action and Get Out the Vote: April 9th– April 28th

After ballots are received by residents, we'd like to encourage action, engagement with the issue, and to vote on the measure after giving resident's as much information as possible. Action takes more time and effort than awareness, so we'd recommend doubling your budget and impressions for the final push of the campaign.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	104,167	\$1,250
Display	104,167	\$1,250
Search	125,000	\$1,500
MARKETING TOTAL	333,333	\$4,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Addendum

PROGRAMMATIC DISPLAY ADVERTISING

We can micro-target our messaging using The Trade Desk and/or the Google Display Network. With programmatic display, we buy audiences and not websites. We will then target them with interactive banners across the web when they check the weather, look at sports scores or read the news.

GEO-FENCED MOBILE ADS

We can launch geo-targeted ads across mobile placements based on GPS coordinates readily available in smart phones. We can place these ads around the entire city with this campaign.

SOCIAL MEDIA MARKETING

Strategies 360 will leverage Facebook to build a loyal following. Facebook currently accounts for 17% of all Internet traffic in the U.S. and will be a very important piece of any campaign that we build. There is a tremendous amount of information readily available across social media due to Monroe's loyal social media followers.

SEARCH / CONTEXTUAL

With search and contextual placements, our targeting is keyword driven. Individuals searching for keywords related local elections and ballot measures around Google will be exposed to our messaging with the goal of driving them to our landing page. We will also place ads in articles that mention similar types of words (hence the context of the article comes into play). This type of advertising can be really impactful at getting in front of audiences at the exact moment that they are in the mindset of reading about local issues.

RE-TARGETING

We can also place re-targeting pixels (code that fires after an audience clicks on an ad) that we will build through our networks to track any individual that has been to our website and/or engaged with us on social media. We will then follow up with additional messaging. This can be very effective at driving a repetition of message, which is crucial in a campaign of this nature.

ANALYTICS

As with every one of the digital marketing tactics Strategies 360 has proposed, all of our marketing efforts will be tracked and regularly reported. We'll be able to provide tremendous insights through traditional analytics such as Google Analytics and our own proprietary macros that we've built into S360s customized reports.

Precinct Report
 Snohomish County, 2019 General, Nov 05, 2019
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Official Precinct Results

Page: 748 of 751
 2019-11-26
 09:20:18

Total Ballots Cast: 204160, Registered Voters: 475926, Overall Turnout: 42.90%
 781 precincts reported out of 784 total

ECPRD Prop. 1 Bonds (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes	No	Over Votes	Under Votes
Precinct BLUFF	313	632	306	185 60.46%	121 39.54%	0	7
Precinct BROCKLIN	329	689	311	148 47.59%	163 52.41%	0	18
Precinct CHAIN LAKE	442	900	429	248 57.81%	181 42.19%	0	13
Precinct CLEARVIEW	351	730	337	189 56.08%	148 43.92%	0	14
Precinct ECHO LAKE	396	810	375	187 49.87%	188 50.13%	0	21
Precinct FAIRVIEW	250	550	241	163 67.63%	78 32.37%	0	9
Precinct HIGH BRIDGE	429	850	404	204 50.50%	200 49.50%	0	25
Precinct HIGH ROCK	253	571	243	120 49.38%	123 50.62%	0	10
Precinct HIGHLAND	244	499	237	115 48.52%	122 51.48%	0	7
Precinct LOST LAKE	205	410	197	130 65.99%	67 34.01%	0	8
Precinct LUPINE	254	520	239	147 61.51%	92 38.49%	0	15
Precinct MALTBY	307	642	300	160 53.33%	140 46.67%	0	7
Precinct MONROE 1	344	842	338	214 63.31%	124 36.69%	0	6
Precinct MONROE 2	340	915	326	209 64.11%	117 35.89%	0	14
Precinct MONROE 3	251	841	241	139 57.68%	102 42.32%	0	10
Precinct MONROE 4	353	862	337	190 56.38%	147 43.62%	0	16
Precinct MONROE 5	372	884	359	226 62.95%	133 37.05%	0	13
Precinct MONROE 6	289	657	278	169 60.79%	109 39.21%	0	11
Precinct MONROE 7	318	716	300	162 54.00%	138 46.00%	0	18
Precinct MONROE 8	196	402	186	127 68.28%	59 31.72%	0	10
Precinct MONROE 9	435	993	418	278 66.51%	140 33.49%	0	17
Precinct MONROE 10	329	817	323	205 63.47%	118 36.53%	0	6
Precinct MONROE 11	102	229	99	54 54.55%	45 45.45%	0	3
Precinct MONROE 12	167	491	161	108 67.08%	53 32.92%	0	6
Precinct MONROE 13	81	245	78	51 65.38%	27 34.62%	0	3
Precinct OWEN	245	616	234	129 55.13%	105 44.87%	0	11
Precinct PARADISE	361	751	343	172 50.15%	171 49.85%	0	18
Precinct PARK PLACE	107	281	102	48 47.06%	54 52.94%	0	5
Precinct PIPELINE	295	632	289	149 51.56%	140 48.44%	0	6
Precinct POND	227	473	217	120 55.30%	97 44.70%	0	10
Precinct RICHLAND	128	286	123	65 52.85%	58 47.15%	0	5
Precinct SILER	183	384	178	98 55.06%	80 44.94%	0	5
Precinct SOFIE	157	363	151	90 59.60%	61 40.40%	0	6
Precinct TROMBLEY	252	593	238	130 54.62%	108 45.38%	0	14
Precinct TUALCO	278	563	266	140 52.63%	126 47.37%	0	12
Precinct TURNER	438	846	419	247 58.95%	172 41.05%	0	19
Precinct WAGNER	335	710	322	150 46.58%	172 53.42%	0	13
Precinct WELCH	344	690	329	167 50.76%	162 49.24%	0	15
Precinct WELLINGTON	8	22	8	6 75.00%	2 25.00%	0	0
Total	10708	23907	10282	5839 56.79%	4443 43.21%	0	426

2132 yes
 3444 total > 61.90%



MONROE CITY COUNCIL

Agenda Bill No. 20-029

SUBJECT:	<i>Revise position classification of Building Inspector</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
2/11/2020	Human Resources/ CDD	Ben Warthan/ Ben Swanson	Ben Warthan	New Business #4

Discussion: 2/11/2020

Attachments: N/A

REQUESTED ACTION: Authorize new market pay adjustment for Building Inspector position.

POLICY CONSIDERATIONS

The City Council is responsible for the budget and policy. Should the City Council increase the pay range for the Building Inspector position to attract qualified applicants?

DESCRIPTION/BACKGROUND

At the end of 2019 the Building Inspector (Jim Sherwood) retired. Prior to Mr. Sherwood's retirement the City starting recruiting for a replacement. The City received over 50 applications for the Building Inspector position and interviewed the most qualified candidates. Of 50 applicants, only five held the minimum requirements for an interview. During the interview process the most qualified applicants noted the pay range was low for the position and the candidates declined the position.

The City currently covering this vacancy with a part-time building plan reviewer and a contract building inspector. The contract inspector is typically reserved for overflow inspections; however, due to the inspection volume and lack of a Building Inspector the contract inspector is working between 30-40 hours a week. This is a short term solution with limitations and challenges.

The Mayor and staff are asking for authorization to offer a market pay increase for the Building Inspector position. The amount would be \$600 per month to attract qualified applicants. This amount would be separate from the base salary and would not rise by COLA.

FISCAL IMPACTS

Cost is \$7,200 per year.

TIME CONSTRAINTS

N/A

ALTERNATIVES

Do not authorize market pay and ask Mayor to direct staff to identify other alternatives.



MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting
Tuesday, January 21, 2020, 5:30 p.m.
Monroe City Hall, Coordination Center

Committee
Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

AGENDA

I. Call to Order

II. Approval Minutes

A. Meeting of Tuesday, December 17, 2019 [\[Page 2\]](#)

III. Old Business

A. FCS Group – Direct Billing Study (Finance) [\[Page 4\]](#)

IV. New Business

A. Potential Parks Bond (Finance/Parks) [\[Page 16\]](#)

B. Affordable Housing Sales and Use Tax (Finance) [\[Page 27\]](#)

V. Next Committee Meeting (February 18, 2020, 5:30 p.m.)

A. Bi-Annual Budget Discussion (Finance)

B. Water Station Annual Fee (Finance)

C. Select 2020 Committee Chair

D. Confirm Meeting Date/Time

E. 2020 Work Plan

F. City Severance Policy (HR)

VI. Adjournment



MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting
Tuesday, December 17, 2019, 4:00 P.M.
Monroe City Hall, Council Chambers

2019 Committee
Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

DRAFT MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Finance & Human Resource Committee was held on December 17, 2019, at the Monroe City Council Chambers. The Meeting was called to order by Councilmember Cudaback at 4:10 p.m.

Committee Present: Councilmembers Scarboro, Cudaback
Mayor Present: N/A
Staff Present: Becky Hasart, Finance Director; Ben Swanson, Community Development Director; Scott Peterson, Deputy City Engineer; Gina Pfister, Clerical Specialist

II. Approval Minutes (Meeting of Tuesday, November 19, 2019)

Councilmember Scarboro moved to approve the Monroe City Council Finance & Human Resource Committee Meeting Minutes of Tuesday, November 19, 2019; the motion was seconded by Councilmember Cudaback. Motion carried 2-0.

III. Other

New Business was moved to the end of the meeting due to the timing of FCS Group.

IV. Next Committee Meeting (January 21, 2020, 5:30 p.m.)

Agenda Items: City Severance Policy (Human Resources); Water Station Annual Fee (Finance); Bi-Annual Budget Discussion (Finance); Potential Parks Bond (Finance/Parks)

The Committee discussed 2020 Work Plan ideas including: Purchasing Policy updates, Republic Services surcharge ideas, Budgeting 101, sales tax breakdown, and revenue projections.

The Committee discussed having a refresher on the Downtown Master Plan; organizational needs and upcoming assessments; and resources allotted to assessments.

V. New Business

Mr. Swanson provided background information on the City's development fee structure and gave a brief comparison with other jurisdictions, and the scope of work provided by FCS Group.

Consultants from FCS Group led the Committee through a PowerPoint presentation highlighting their summary of results, comparative fee survey, key policy issues, and next steps. The Consultants and staff answered questions from the Committee throughout the presentation.

Discussion ensued related to cost recovery, cost of service, potential fee structures, policy issues, and potential recommendations. This item will be brought to Council in 2020.

VI. Adjournment

There being no further business, Councilmember Scarboro moved to adjourn the Tuesday, December 17, 2019, Monroe City Council Finance & Human Resource Committee meeting; the motion was seconded by Councilmember Cudaback. Motion carried 2-0.

The meeting adjourned at 6:18 p.m.

DRAFT



Finance & HR Committee

SUBJECT:	<i>FCS Group Introduction to Planning Fee Cost of Service Study</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
1/21/2020	Community Development	Ben Swanson	Ben Swanson/ FCS Group	Old Business #1

Discussion (F&H Committee): 09/17/19, 12/17/19, 01/21/2020
Public Hearing – Plan. Com.: N/A
Public Hearing – Council: N/A
First Reading: N/A

Attachments: 1. PowerPoint Presentation

REQUESTED ACTION: Provide policy direction to City and FCS Group (consultant) staff on the proposed amendments to the City’s development related fees.

POLICY CONSIDERATIONS

RCW 82.02.020 allows cities to collect fees “...from an applicant for a permit or other governmental approval to cover the cost...of processing applications, inspecting and reviewing plans, or preparing detailed statements...” The policy decision which will eventually come before the Council is at what level the Council wants to recover the costs associated with these services.

DESCRIPTION

The City of Monroe Community Development and Public Works Departments administer the City’s development regulations for zoning, subdivisions, shoreline management, environmental review, and other land use development related actions. The Departments initiated a cost-of-service study to determine the full cost to provide related planning fee services and potentially adjust the current fees charged for these services to improve the program’s cost recovery.

The goal of the review was to:

- Understand the City’s cost to issue a permit related to land use development;
- Research potential remedies to discourage low quality permit submittals;
- Develop policies that best reflect the City’s cost recovery goals.

The purpose of this meeting is to provide City Council with an understanding of the City’s current cost recovery level as it relates to land use development fees and review new cost recovery methods for potential adoption by City Council.

Current City fees are established by City Council and adopted by resolution in the City’s “Fees Resolution.” Within the Fees Resolution, the City establishes fees for land use development services. Our current fees do not recover the City’s full cost for development services. Any costs borne by the City not recovered through fees are paid for from the General Fund.

The City’s Finance and Human Resources Committee reviewed various options for cost recovery at their meeting on December 17, 2019 and January 21, 2020. The Committee reviewed the City’s current fee structure, to include the history leading to the existing fees,



Finance & HR Committee

statutory guidance on how fees can be set, how those fees relate to neighboring jurisdictions, and various policy options to consider for future cost recovery. Based on these discussions, the committee and staff have narrowed down the potential policy regarding cost recovery to utilize a three tiered system based on whether the development service provided would have a more public versus private benefit.

Using a tiered system, the City’s land use planning fees would be categorized into three cost recovery tiers based on the factors described below:

Cost Recovery Target	Rationale	Example Permits
XX-XX% of Full Cost (higher cost recover target)	Individuals or businesses are the primary financial beneficiaries of the permit.	Subdivisions and Final Plats
XX-XX% of Full Cost (moderate cost recovery target)	Permits that have a public benefit or where the City wants to ensure that the fee does not discourage applicants of the permitting process.	Boundary Line Adjustments and Environmental Review
XX-XX% of Full Cost (lowest cost recover target)	The cost of service exceeds the benefit received by the permittee; or where the cost of service is higher than fees in comparable cities for similar services	Variances and Pre-Application Meetings

Staff would review the City’s fees to determine which tier applies to each fee. The policy, to be adopted by Council, would establish the target recovery amount associated with each tier. Fees would then be increased annually at the beginning of the calendar year based on the Consumer Price Index – Urban Wage and Clerical Workers (CPI-W) for Seattle/Tacoma/Bellevue June to June of the prior year, with a potential reassessment of our recovery targets versus cost and market every five years.

FISCAL IMPACTS

The City of Monroe contracted with FCS Group to perform the above study for an amount not to exceed \$30,140. Actual impacts based on fee adjustments will be dependent on cost recovery targets and future development activity.

TIME CONSTRAINTS

None

ALTERNATIVES

None at this time



City of Monroe Finance & HR Committee



Development Fee Cost Recovery Discussion

January 21st, 2020
Matt Hobson, Project Manager





Agenda

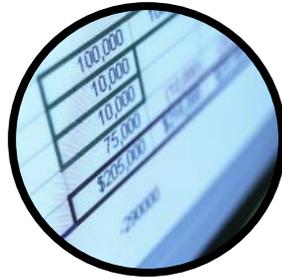
- ◆ **Overview of Study**
- ◆ **Summary of Cost of Service Results**
- ◆ **Discussion: Cost Recovery Policy**
 - Draft Policy
 - Cost Recovery Options
- ◆ **Next Steps**

Key Study Steps



Cost of Service Analysis

What does it cost the City to provide planning fee services?



Cost Recovery Analysis and Policy

How does the cost compare to the current fee and cost recovery policy?



Fee Design

How can the City structure the fees for these services?



Fee Survey

How do current and proposed fees compare to comparable jurisdictions?



Summary of Results

- 10 50 fees reviewed
- 10 13% overall cost recovery
- 10 1 fee currently above cost of service

Land Use Planning



- 10 40 fees reviewed
- 10 51% overall cost recovery
- 10 17 fees currently above cost of service

Development Engineering





Finance Committee Discussion (Dec 17)



Not seeking to recover full cost of service



Fees should be competitive with neighboring jurisdictions



Cost recovery targets should be tiered, increasing with private benefit



Draft Cost Recovery Policy

- ◆ **“The City establishes fees for development services recognizing that a portion of the cost of providing these services benefits the entire community and should be borne by the City’s General Fund. Fees for these services are evaluated based on several factors, including:**
 - The cost of issue the permit;
 - The public benefit versus private gains of the permit;
 - Fees for similar services in comparable cities
- ◆ **Generally, the City seeks to recover more eligible costs on those permits that have an overwhelming private benefit and seeks to recover less than all eligible costs on those permits that have a mix of private and public benefits.**
- ◆ **The City’s land use planning fees are categorized into three cost recovery tiers based on the factors described above.”**



Draft Cost Recovery Policy

Tier	Cost Recovery Target	Rationale	Example Permits
Tier 1	XX-XX% of Cost	The cost of service exceeds the benefit received by the permittee; or where the cost of service is higher than fees in comparable cities for similar services.	Reasonable Use Permits and Pre-Application Meetings
Tier 2	XX-XX% of Cost	Permits that have a public benefit or where the City wants to ensure that the fee does not discourage applicants from the permitting process.	Boundary Line Adjustments and Short Plats
Tier 3	XX-XX% of Cost	Individuals or businesses are the primary financial beneficiaries of the permit.	Subdivisions and Final Plats



Discussion

- ◆ **Definition of cost recovery tiers**
- ◆ **Cost recovery rates for tiers**
- ◆ **Assignment of fee services to tiers**



Next Steps

- ◆ **Council Presentation of Study Results (February 4)**
- ◆ **Deliver draft report and proposed fee schedule to City Council (late February)**

Matt Hobson
Project Manager
matthewh@fcsgroup.com

Contact FCS GROUP:
(425) 867-1802 ext 241
www.fcsgroup.com



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, January 21, 2020, 5:30 P.M.
Agenda Bill

2020 Committee
 Councilmembers
 Jason Gamble
 Kirk Scarboro
 Patsy Cudaback

SUBJECT:	2020 Park Bond Election
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/21/2020	Parks/Finance	Becky Hasart/ Mike Farrell	Becky Hasart	New Business #1

- Discussion:** 01/21/2020
Attachments:
1. Precinct Report from 11/05/2019 Election with notes
 2. 2020 Elections Timeline (Snohomish County Elections)
 3. Monroe Recommended Projects List 2020
 4. Park Bond measure impacts spreadsheet
 5. Strategies360 Proposal – Digital Education Efforts

REQUESTED ACTION: After discussion, recommend this item be presented to the full Council for discussion on February 4, 2020 and to the full council to adopt a resolution placing a ballot measure for the Parks Bond on the April 28, 2020 special election.

POLICY CONSIDERATIONS

RCW 35A.40.090 allows cities to contract for indebtedness. Cities may also request, through a supermajority vote (60% passage), to tax real property within its jurisdiction above current taxing levels to pay for indebtedness associated with park’s capital projects per the Washington State constitution. The City of Monroe’s Debt Policy also allows the City to request an excess tax levy for a capital projects bond measure.

DESCRIPTION/BACKGROUND

RCW 35A.40.090 and the City’s Debt Policy allows the City to requests its own park bond measure. Based on the returns from the November 5, 2019 election, it is recommended that the City place a bond measure request on the April 28, 2020 special election.

During 2019, the City assisted the East County Parks and Recreation District with a bond/excess levy request to help fund capital parks projects located within the District. Because the City is part of this District, the excess levy request included City of Monroe priority capital parks projects.

The Washington State constitution requires that excess tax levies (bond request) used to pay for capital projects must pass by a minimum of 60% (sixty percent). As illustrated in Attachment 1, the bond measure only passed by 56.79%, thus failed to meet the 60% threshold. However, within the City of Monroe precincts, the bond measure passed by 61.90%.

In order to be qualified for the April 28, 2020 special election, the City Council must adopt a resolution related to the excess levy request and submit this resolution to the county no later than February 28, 2020 (Attachment 2). This resolution would include the wording as it will appear on the ballot and the purpose of the tax request. The purpose would identify that the bond would be used for Parks Capital projects, the life of the bond, and the potential tax impact to real property within the City.

Attachment 3 is the list of projects that the bond measure would fund. Staff has updated both the timing and the estimated costs associated with each project. Total authority being requested ranges from \$7.5 million to \$8.155 million pending discussion tonight (difference is the estimate

associated with the Chain Lake Road Trail development). Bonds would be issued in two installments, to be timed with when the identified projects are ready for development. Bonds can be issued this fiscal year, with first payments due in 2021, once the election is certified.

Attachment 4 illustrates the conservative potential impacts to real property located within the City of Monroe based on issuing 30 year bonds. The first three years would only collect for the first issuance of bonds, currently estimated at \$5.355 million. Beginning in fiscal year 2024, impacts would increase once all bonds are issued. Impacts per property would begin to decrease after 2024 as new construction values continue to be added to the City of Monroe’s overall assessment. The following table highlights specific year’s impacts based on a \$8.155 million 30 year bond issued in two installments (2020 & 2023 issue years):

Year	Rate per \$1,000	Annual impact on \$300,000 home	Annual impact on \$500,000 home	Annual impact on \$600,000 home	Monthly impact on \$500,000 home
2021	\$0.1114	\$33.41	\$55.69	\$66.83	\$4.64
2024	\$0.1526	\$45.77	\$76.29	\$91.55	\$6.36
2054	\$0.0202	\$6.07	\$10.11	\$12.14	\$0.84

As illustrated by the table above, the initial impact to property owners would be under \$0.12 per \$1,000 of assessed value. The highest year’s impact would be in 2024, when all bonds are issued. In 2024, the estimated impact would be \$0.15 per \$1,000 of assessed value. After 2024, the yearly impact is estimated to decrease as new construction continues to be added to the City.

As with the East County Parks and Recreation District’s (ECPRD) bond measure in November, this item is considered an excess levy request. Thus, low income seniors and low income disabled property owners can request relief from this measure based on qualifying factors. To obtain additional information regarding this exemption, interested property owners can contact Snohomish County at 425-388-3540 or snohomishcountywa.gov/328/Property-Tax-Exemptions.

OTHER CONSIDERATIONS

During 2019, the City engaged Strategies360 to help with a digital education campaign related to the Monroe specific projects associated with the ECPRD’s bond measure. Total cost of this engagement was \$9,350 (\$650 less than the \$10,000 not to exceed contract). If Council approves placing this measure on the April 28, 2020 special election, the City would like to again engage Strategies360 to assist with the education campaign. Staff would present a contract with Strategies360 on the same evening as the bond resolution (February 11, 2020) for consideration by the entire Council. It is anticipated that costs should not exceed \$6,000 for this effort (see Attachment 5).

Precinct Report
 Snohomish County, 2019 General, Nov 05, 2019
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Official Precinct Results

Page: 748 of 751
 2019-11-26
 09:20:18

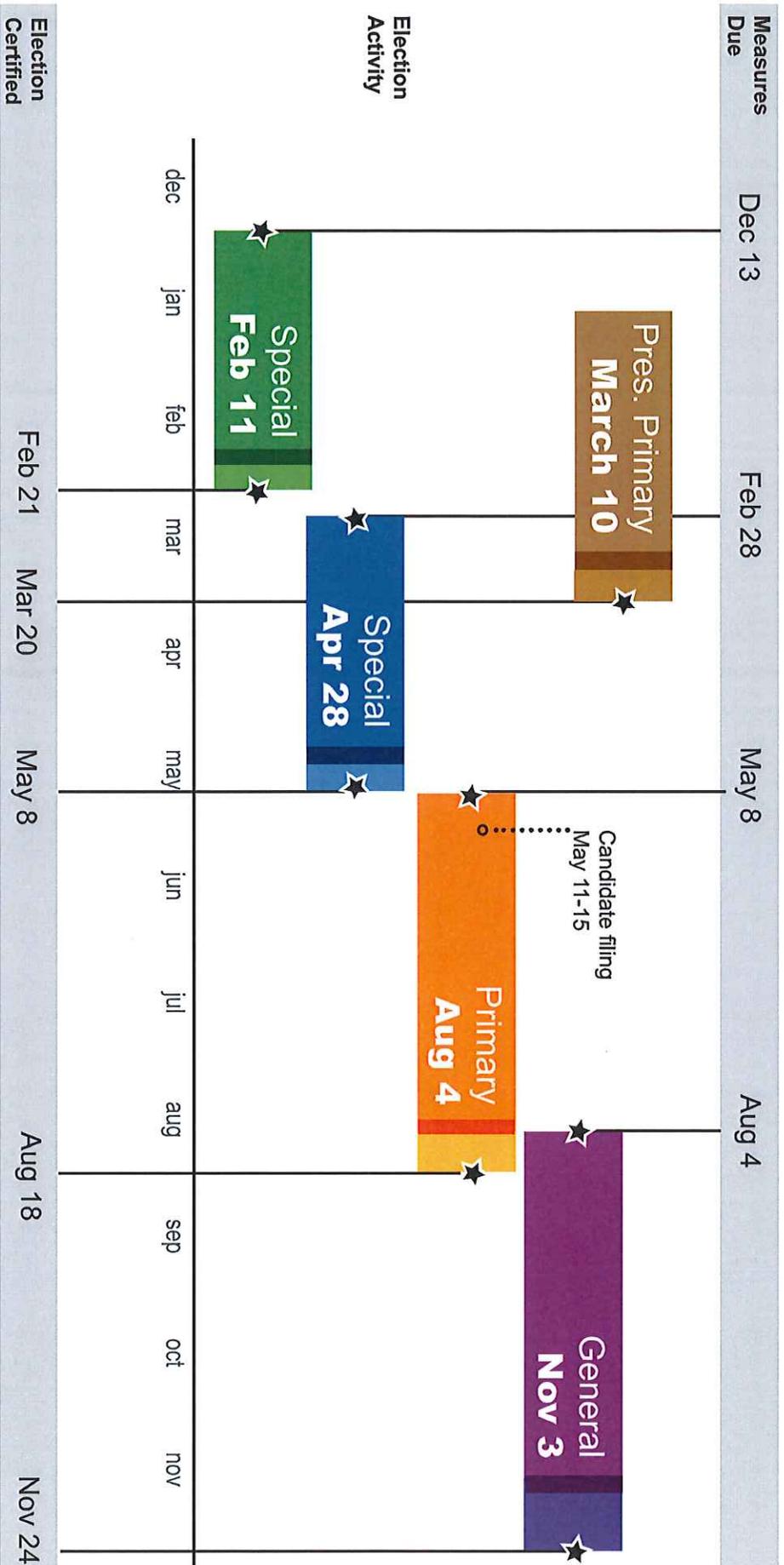
Total Ballots Cast: 204160, Registered Voters: 475926, Overall Turnout: 42.90%
 781 precincts reported out of 784 total

ECPRD Prop. 1 Bonds (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes	No	Over Votes	Under Votes
Precinct BLUFF	313	632	306	185 60.46%	121 39.54%	0	7
Precinct BROCKLIN	329	689	311	148 47.59%	163 52.41%	0	18
Precinct CHAIN LAKE	442	900	429	248 57.81%	181 42.19%	0	13
Precinct CLEARVIEW	351	730	337	189 56.08%	148 43.92%	0	14
Precinct ECHO LAKE	396	810	375	187 49.87%	188 50.13%	0	21
Precinct FAIRVIEW	250	550	241	163 67.63%	78 32.37%	0	9
Precinct HIGH BRIDGE	429	850	404	204 50.50%	200 49.50%	0	25
Precinct HIGH ROCK	253	571	243	120 49.38%	123 50.62%	0	10
Precinct HIGHLAND	244	499	237	115 48.52%	122 51.48%	0	7
Precinct LOST LAKE	205	410	197	130 65.99%	67 34.01%	0	8
Precinct LUPINE	254	520	239	147 61.51%	92 38.49%	0	15
Precinct MALTBY	307	642	300	160 53.33%	140 46.67%	0	7
Precinct MONROE 1	344	842	338	214 63.31%	124 36.69%	0	6
Precinct MONROE 2	340	915	326	209 64.11%	117 35.89%	0	14
Precinct MONROE 3 ←	251	841	241	139 57.68%	102 42.32%	0	10
Precinct MONROE 4 ←	353	862	337	190 56.38%	147 43.62%	0	16
Precinct MONROE 5	372	884	359	226 62.95%	133 37.05%	0	13
Precinct MONROE 6	289	657	278	169 60.79%	109 39.21%	0	11
Precinct MONROE 7 ←	318	716	300	162 54.00%	138 46.00%	0	18
Precinct MONROE 8	196	402	186	127 68.28%	59 31.72%	0	10
Precinct MONROE 9	435	993	418	278 66.51%	140 33.49%	0	17
Precinct MONROE 10	329	817	323	205 63.47%	118 36.53%	0	6
Precinct MONROE 11 ←	102	229	99	54 54.55%	45 45.45%	0	3
Precinct MONROE 12	167	491	161	108 67.08%	53 32.92%	0	6
Precinct MONROE 13	81	245	78	51 65.38%	27 34.62%	0	3
Precinct OWEN	245	616	234	129 55.13%	105 44.87%	0	11
Precinct PARADISE	361	751	343	172 50.15%	171 49.85%	0	18
Precinct PARK PLACE	107	281	102	48 47.06%	54 52.94%	0	5
Precinct PIPELINE	295	632	289	149 51.56%	140 48.44%	0	6
Precinct POND	227	473	217	120 55.30%	97 44.70%	0	10
Precinct RICHLAND	128	286	123	65 52.85%	58 47.15%	0	5
Precinct SILER	183	384	178	98 55.06%	80 44.94%	0	5
Precinct SOFIE	157	363	151	90 59.60%	61 40.40%	0	6
Precinct TROMBLEY	252	593	238	130 54.62%	108 45.38%	0	14
Precinct TUALCO	278	563	266	140 52.63%	126 47.37%	0	12
Precinct TURNER	438	846	419	247 58.95%	172 41.05%	0	19
Precinct WAGNER	335	710	322	150 46.58%	172 53.42%	0	13
Precinct WELCH	344	690	329	167 50.76%	162 49.24%	0	15
Precinct WELLINGTON	8	22	8	6 75.00%	2 25.00%	0	0
Total	10708	23907	10282	5839 56.79%	4443 43.21%	0	426

2132 yes
 3444 total > 61.90%

2020 Elections Timeline



Measures for special elections are due 60 days before an election day.
 Measures for the primaries are due by the Friday before candidate filing.
 Measures for general elections are due by the date of the primary.

Ballots are mailed 19 days before an election day.
 Military and overseas ballots are mailed 30 days before special election days
 and 45 days before primary and general election days.

Special elections are certified 10 days after and election day.
 Primaries are certified 14 days after an election day.
 General elections are certified 21 days after an election day.



Snohomish County Elections
 A Division of the Auditor's Office

(425) 388-3444 • elections@snoco.org
 www.snoco.org/elections

Priority	Total Estimate	Dollars in-hand	Remaining Est. need	Shovel-ready (Y/N/WB)	2020-2022	2023-2025
1. Lake Tye Park athletic fields renovation	\$3,500,000	\$1,300,000	\$2,300,000	Yes	\$2,300,000	
2. Playground equipment renovations	\$2,000,000		\$2,000,000	Yes	\$1,000,000	\$1,000,000
3. North Hill Park acquisition, design/development	\$3,200,000		\$3,200,000	Will be	\$1,400,000	\$1,800,000
4. Chain Lake Rd. Trail development	\$2,500,000	\$1,845,000	\$655,000	Yes	\$655,000	
Total	\$11,200,000	\$3,145,000	\$8,155,000		\$5,355,000	\$2,800,000

City of Monroe Recommended Projects List

- **Lake Tye Park** athletic fields renovation - \$2,300,000. Convert un-lighted, poor-draining grass fields to all-weather, lighted, synthetic turf, multi-purpose athletic fields that increase capacity and improve the use experience.
- Replace and upgrade playground equipment at 8 remaining City parks - **Cedar Grove, Currie View, Hillcrest, Stanton Meadows, Wales Street, Rainier View, Blueberry, Park Meadows** - utilizing features and materials similar to recent upgrades to Lake Tye & Sky River Parks- \$2,000,000
- **North Hill Park** acquisition, design & development - \$3,200,000. Priority project from Parks 6-year CIP. Would become new city park serving North Hill area residents.
- Develop **Chain Lake Road Trail** (between Rainier View Park and Brown Road) - \$655,000. Priority pedestrian project from 6-year TIP. Will extend existing southerly segment to connect new residential developments in north area of City to central commercial core services.

	A	E	F	G	H	I	J	K	L	M	N	O	P
1		\$4,700,000 first year											
2		\$2,800,000 third year											mo impact
3			annual	rate per		\$ 250,000	\$ 300,000	\$ 450,000	\$ 500,000	\$ 600,000	\$ 750,000		\$500,000
4		new AV	debt service	thousand									
5													
6	2021	\$ 2,991,614,465	\$ 292,458	\$ 0.0977591	\$ 24.44	\$ 29.33	\$ 43.99	\$ 48.88	\$ 58.66	\$ 73.32	\$ 4.07		
7	2022	\$ 3,101,362,899	\$ 292,458	\$ 0.0942997	\$ 23.57	\$ 28.29	\$ 42.43	\$ 47.15	\$ 56.58	\$ 70.72	\$ 3.93		
8	2023	\$ 3,214,403,786	\$ 292,458	\$ 0.0909834	\$ 22.75	\$ 27.30	\$ 40.94	\$ 45.49	\$ 54.59	\$ 68.24	\$ 3.79		
9	2024	\$ 3,325,835,899	\$ 466,688	\$ 0.1403219	\$ 35.08	\$ 42.10	\$ 63.14	\$ 70.16	\$ 84.19	\$ 105.24	\$ 5.85		
10	2025	\$ 3,440,610,976	\$ 466,688	\$ 0.1356409	\$ 33.91	\$ 40.69	\$ 61.04	\$ 67.82	\$ 81.38	\$ 101.73	\$ 5.65		
11	2026	\$ 3,558,829,306	\$ 466,688	\$ 0.1311351	\$ 32.78	\$ 39.34	\$ 59.01	\$ 65.57	\$ 78.68	\$ 98.35	\$ 5.46		
12	2027	\$ 3,680,594,185	\$ 466,688	\$ 0.1267968	\$ 31.70	\$ 38.04	\$ 57.06	\$ 63.40	\$ 76.08	\$ 95.10	\$ 5.28		
13	2028	\$ 3,806,012,010	\$ 466,688	\$ 0.1226185	\$ 30.65	\$ 36.79	\$ 55.18	\$ 61.31	\$ 73.57	\$ 91.96	\$ 5.11		
14	2029	\$ 3,935,192,371	\$ 466,688	\$ 0.1185933	\$ 29.65	\$ 35.58	\$ 53.37	\$ 59.30	\$ 71.16	\$ 88.94	\$ 4.94		
15	2030	\$ 4,068,248,142	\$ 466,688	\$ 0.1147146	\$ 28.68	\$ 34.41	\$ 51.62	\$ 57.36	\$ 68.83	\$ 86.04	\$ 4.78		
16	2031	\$ 4,200,295,586	\$ 466,688	\$ 0.1111083	\$ 27.78	\$ 33.33	\$ 50.00	\$ 55.55	\$ 66.66	\$ 83.33	\$ 4.63		
17	2032	\$ 4,336,304,454	\$ 466,688	\$ 0.1076233	\$ 26.91	\$ 32.29	\$ 48.43	\$ 53.81	\$ 64.57	\$ 80.72	\$ 4.48		
18	2033	\$ 4,476,393,587	\$ 466,688	\$ 0.1042552	\$ 26.06	\$ 31.28	\$ 46.91	\$ 52.13	\$ 62.55	\$ 78.19	\$ 4.34		
19	2034	\$ 4,620,685,395	\$ 466,688	\$ 0.1009996	\$ 25.25	\$ 30.30	\$ 45.45	\$ 50.50	\$ 60.60	\$ 75.75	\$ 4.21		
20	2035	\$ 4,769,305,957	\$ 466,688	\$ 0.0978523	\$ 24.46	\$ 29.36	\$ 44.03	\$ 48.93	\$ 58.71	\$ 73.39	\$ 4.08		
21	2036	\$ 4,922,385,136	\$ 466,688	\$ 0.0948092	\$ 23.70	\$ 28.44	\$ 42.66	\$ 47.40	\$ 56.89	\$ 71.11	\$ 3.95		
22	2037	\$ 5,080,056,690	\$ 466,688	\$ 0.0918666	\$ 22.97	\$ 27.56	\$ 41.34	\$ 45.93	\$ 55.12	\$ 68.90	\$ 3.83		
23	2038	\$ 5,242,458,390	\$ 466,688	\$ 0.0890207	\$ 22.26	\$ 26.71	\$ 40.06	\$ 44.51	\$ 53.41	\$ 66.77	\$ 3.71		
24	2039	\$ 5,409,732,142	\$ 466,688	\$ 0.0862681	\$ 21.57	\$ 25.88	\$ 38.82	\$ 43.13	\$ 51.76	\$ 64.70	\$ 3.59		
25	2040	\$ 5,582,024,106	\$ 466,688	\$ 0.0836054	\$ 20.90	\$ 25.08	\$ 37.62	\$ 41.80	\$ 50.16	\$ 62.70	\$ 3.48		
26	2041	\$ 5,759,484,829	\$ 466,688	\$ 0.0810294	\$ 20.26	\$ 24.31	\$ 36.46	\$ 40.51	\$ 48.62	\$ 60.77	\$ 3.38		
27	2042	\$ 5,942,269,374	\$ 466,688	\$ 0.0785369	\$ 19.63	\$ 23.56	\$ 35.34	\$ 39.27	\$ 47.12	\$ 58.90	\$ 3.27		
28	2043	\$ 6,130,537,456	\$ 466,688	\$ 0.0761251	\$ 19.03	\$ 22.84	\$ 34.26	\$ 38.06	\$ 45.68	\$ 57.09	\$ 3.17		
29	2044	\$ 6,324,453,579	\$ 466,688	\$ 0.0737910	\$ 18.45	\$ 22.14	\$ 33.21	\$ 36.90	\$ 44.27	\$ 55.34	\$ 3.07		
30	2045	\$ 6,524,187,187	\$ 466,688	\$ 0.0715319	\$ 17.88	\$ 21.46	\$ 32.19	\$ 35.77	\$ 42.92	\$ 53.65	\$ 2.98		
31	2046	\$ 6,729,912,802	\$ 466,688	\$ 0.0693453	\$ 17.34	\$ 20.80	\$ 31.21	\$ 34.67	\$ 41.61	\$ 52.01	\$ 2.89		
32	2047	\$ 6,941,810,186	\$ 466,688	\$ 0.0672285	\$ 16.81	\$ 20.17	\$ 30.25	\$ 33.61	\$ 40.34	\$ 50.42	\$ 2.80		
33	2048	\$ 7,160,064,492	\$ 466,688	\$ 0.0651792	\$ 16.29	\$ 19.55	\$ 29.33	\$ 32.59	\$ 39.11	\$ 48.88	\$ 2.72		
34	2049	\$ 7,384,866,427	\$ 466,688	\$ 0.0631951	\$ 15.80	\$ 18.96	\$ 28.44	\$ 31.60	\$ 37.92	\$ 47.40	\$ 2.63		
35	2050	\$ 7,616,412,419	\$ 466,688	\$ 0.0612739	\$ 15.32	\$ 18.38	\$ 27.57	\$ 30.64	\$ 36.76	\$ 45.96	\$ 2.55		
36	2051	\$ 7,854,904,792	\$ 466,688	\$ 0.0594135	\$ 14.85	\$ 17.82	\$ 26.74	\$ 29.71	\$ 35.65	\$ 44.56	\$ 2.48		
37	2052	\$ 8,100,551,936	\$ 174,230	\$ 0.0215084	\$ 5.38	\$ 6.45	\$ 9.68	\$ 10.75	\$ 12.91	\$ 16.13	\$ 0.90		
38	2053	\$ 8,353,568,494	\$ 174,230	\$ 0.0208570	\$ 5.21	\$ 6.26	\$ 9.39	\$ 10.43	\$ 12.51	\$ 15.64	\$ 0.87		
39	2054	\$ 8,614,175,549	\$ 174,230	\$ 0.0202260	\$ 5.06	\$ 6.07	\$ 9.10	\$ 10.11	\$ 12.14	\$ 15.17	\$ 0.84		
40													
41						\$ 742.38	\$ 890.85	\$ 1,336.28	\$ 1,484.76	\$ 1,781.71	\$ 2,227.13		

\$5,355,000 first year
 \$2,800,000 third year

Impact Per Year

	new AV	annual debt service	rate per thousand	\$ 250,000	\$ 300,000	\$ 450,000	\$ 500,000	\$ 600,000	\$ 750,000	mo impact \$500,000
2021	\$ 2,991,614,465	\$ 333,215	\$ 0.1113830	\$ 27.85	\$ 33.41	\$ 50.12	\$ 55.69	\$ 66.83	\$ 83.54	\$ 4.64
2022	\$ 3,101,362,899	\$ 333,215	\$ 0.1074414	\$ 26.86	\$ 32.23	\$ 48.35	\$ 53.72	\$ 64.46	\$ 80.58	\$ 4.48
2023	\$ 3,214,403,786	\$ 333,215	\$ 0.1036630	\$ 25.92	\$ 31.10	\$ 46.65	\$ 51.83	\$ 62.20	\$ 77.75	\$ 4.32
2024	\$ 3,325,835,899	\$ 507,445	\$ 0.1525766	\$ 38.14	\$ 45.77	\$ 68.66	\$ 76.29	\$ 91.55	\$ 114.43	\$ 6.36
2025	\$ 3,440,610,976	\$ 507,445	\$ 0.1474869	\$ 36.87	\$ 44.25	\$ 66.37	\$ 73.74	\$ 88.49	\$ 110.62	\$ 6.15
2026	\$ 3,558,829,306	\$ 507,445	\$ 0.1425876	\$ 35.65	\$ 42.78	\$ 64.16	\$ 71.29	\$ 85.55	\$ 106.94	\$ 5.94
2027	\$ 3,680,594,185	\$ 507,445	\$ 0.1378704	\$ 34.47	\$ 41.36	\$ 62.04	\$ 68.94	\$ 82.72	\$ 103.40	\$ 5.74
2028	\$ 3,806,012,010	\$ 507,445	\$ 0.1333272	\$ 33.33	\$ 40.00	\$ 60.00	\$ 66.66	\$ 80.00	\$ 100.00	\$ 5.56
2029	\$ 3,935,192,371	\$ 507,445	\$ 0.1289505	\$ 32.24	\$ 38.69	\$ 58.03	\$ 64.48	\$ 77.37	\$ 96.71	\$ 5.37
2030	\$ 4,068,248,142	\$ 507,445	\$ 0.1247330	\$ 31.18	\$ 37.42	\$ 56.13	\$ 62.37	\$ 74.84	\$ 93.55	\$ 5.20
2031	\$ 4,200,295,586	\$ 507,445	\$ 0.1208117	\$ 30.20	\$ 36.24	\$ 54.37	\$ 60.41	\$ 72.49	\$ 90.61	\$ 5.03
2032	\$ 4,336,304,454	\$ 507,445	\$ 0.1170224	\$ 29.26	\$ 35.11	\$ 52.66	\$ 58.51	\$ 70.21	\$ 87.77	\$ 4.88
2033	\$ 4,476,393,587	\$ 507,445	\$ 0.1133602	\$ 28.34	\$ 34.01	\$ 51.01	\$ 56.68	\$ 68.02	\$ 85.02	\$ 4.72
2034	\$ 4,620,685,395	\$ 507,445	\$ 0.1098203	\$ 27.46	\$ 32.95	\$ 49.42	\$ 54.91	\$ 65.89	\$ 82.37	\$ 4.58
2035	\$ 4,769,305,957	\$ 507,445	\$ 0.1063981	\$ 26.60	\$ 31.92	\$ 47.88	\$ 53.20	\$ 63.84	\$ 79.80	\$ 4.43
2036	\$ 4,922,385,136	\$ 507,445	\$ 0.1030892	\$ 25.77	\$ 30.93	\$ 46.39	\$ 51.54	\$ 61.85	\$ 77.32	\$ 4.30
2037	\$ 5,080,056,690	\$ 507,445	\$ 0.0998896	\$ 24.97	\$ 29.97	\$ 44.95	\$ 49.94	\$ 59.93	\$ 74.92	\$ 4.16
2038	\$ 5,242,458,390	\$ 507,445	\$ 0.0967952	\$ 24.20	\$ 29.04	\$ 43.56	\$ 48.40	\$ 58.08	\$ 72.60	\$ 4.03
2039	\$ 5,409,732,142	\$ 507,445	\$ 0.0938022	\$ 23.45	\$ 28.14	\$ 42.21	\$ 46.90	\$ 56.28	\$ 70.35	\$ 3.91
2040	\$ 5,582,024,106	\$ 507,445	\$ 0.0909070	\$ 22.73	\$ 27.27	\$ 40.91	\$ 45.45	\$ 54.54	\$ 68.18	\$ 3.79
2041	\$ 5,759,484,829	\$ 507,445	\$ 0.0881059	\$ 22.03	\$ 26.43	\$ 39.65	\$ 44.05	\$ 52.86	\$ 66.08	\$ 3.67
2042	\$ 5,942,269,374	\$ 507,445	\$ 0.0853958	\$ 21.35	\$ 25.62	\$ 38.43	\$ 42.70	\$ 51.24	\$ 64.05	\$ 3.56
2043	\$ 6,130,537,456	\$ 507,445	\$ 0.0827733	\$ 20.69	\$ 24.83	\$ 37.25	\$ 41.39	\$ 49.66	\$ 62.08	\$ 3.45
2044	\$ 6,324,453,579	\$ 507,445	\$ 0.0802354	\$ 20.06	\$ 24.07	\$ 36.11	\$ 40.12	\$ 48.14	\$ 60.18	\$ 3.34
2045	\$ 6,524,187,187	\$ 507,445	\$ 0.0777790	\$ 19.44	\$ 23.33	\$ 35.00	\$ 38.89	\$ 46.67	\$ 58.33	\$ 3.24
2046	\$ 6,729,912,802	\$ 507,445	\$ 0.0754014	\$ 18.85	\$ 22.62	\$ 33.93	\$ 37.70	\$ 45.24	\$ 56.55	\$ 3.14
2047	\$ 6,941,810,186	\$ 507,445	\$ 0.0730998	\$ 18.27	\$ 21.93	\$ 32.89	\$ 36.55	\$ 43.86	\$ 54.82	\$ 3.05
2048	\$ 7,160,064,492	\$ 507,445	\$ 0.0708716	\$ 17.72	\$ 21.26	\$ 31.89	\$ 35.44	\$ 42.52	\$ 53.15	\$ 2.95
2049	\$ 7,384,866,427	\$ 507,445	\$ 0.0687142	\$ 17.18	\$ 20.61	\$ 30.92	\$ 34.36	\$ 41.23	\$ 51.54	\$ 2.86
2050	\$ 7,616,412,419	\$ 507,445	\$ 0.0666252	\$ 16.66	\$ 19.99	\$ 29.98	\$ 33.31	\$ 39.98	\$ 49.97	\$ 2.78
2051	\$ 7,854,904,792	\$ 507,445	\$ 0.0646023	\$ 16.15	\$ 19.38	\$ 29.07	\$ 32.30	\$ 38.76	\$ 48.45	\$ 2.69
2052	\$ 8,100,551,936	\$ 174,230	\$ 0.0215084	\$ 5.38	\$ 6.45	\$ 9.68	\$ 10.75	\$ 12.91	\$ 16.13	\$ 0.90
2053	\$ 8,353,568,494	\$ 174,230	\$ 0.0208570	\$ 5.21	\$ 6.26	\$ 9.39	\$ 10.43	\$ 12.51	\$ 15.64	\$ 0.87
2054	\$ 8,614,175,549	\$ 174,230	\$ 0.0202260	\$ 5.06	\$ 6.07	\$ 9.10	\$ 10.11	\$ 12.14	\$ 15.17	\$ 0.84
				\$ 809.53	\$ 971.43	\$ 1,457.15	\$ 1,619.06	\$ 1,942.87	\$ 2,428.58	



City of Monroe Election Outreach Proposal

January 16, 2020

Strategies 360

www.strategies360.com

Overview

While last November's defeat of Prop. 1 was disappointing, it did present a silver lining. Monroe residents handily supported the measure, even if county residents did not. This means that the City can place a similar measure on the April 28th special election ballot. Additionally, we're able to use learnings from November to inform our plan for April.

Campaign Goals

The online marketing objectives are:

- Inform residents of Monroe about the April special election
- Drive Monroe residents to the parks website so they can learn more about the ballot measure and what they would be voting on.
- Remind Monroe residents about the election day, and encourage them to vote.

Scope of Work

Strategies 360's scope of work will include the following:

- 1) Keyword search for people looking to learn more about local elections and ballot measures that would impact them.
- 2) Detailed analytics and metrics tracking to identify top performing messages and audiences (A/B testing).
- 3) Programmatic display campaigns across our ad network to drive people to informational page website using micro geotargeting.
- 4) Targeted Facebook and display campaigns to drive to a landing page.
- 5) Ongoing optimization based on real-time data to continually increase overall results.
- 6) Reporting results with key metrics and data points.

Targeting

For this campaign we'd like to keep targeting at adults 18+ living in the city of Monroe. The goal is to reach as many citizens as possible with the same information.

Budget Recommendations (April 1st-April 28th)

We're recommending breaking up this campaign into two different phases with different messaging and creative. Phase 1 will be before ballots drop, while Phase 2 will start after ballots are received by Monroe residents.

Phase 1 Education: April 1st – April 8th

By analyzing election results from this past November, we've taken our learnings and built a media mix that is informative and keeps the issue top of mind for Monroe residents. There will likely be confusion and misunderstanding by those who thought the measure passed in November. We will work to educate the public on how the measures are different and the timelines they need to be aware of in order to cast their vote.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	41,667	\$500
Display	41,667	\$500
Search	83,333	\$1,000
MARKETING TOTAL	166,667	\$2,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Phase 2 Action and Get Out the Vote: April 9th– April 28th

After ballots are received by residents, we'd like to encourage action, engagement with the issue, and to vote on the measure after giving resident's as much information as possible. Action takes more time and effort than awareness, so we'd recommend doubling your budget and impressions for the final push of the campaign.

Marketing Component	Estimated Impressions	Budget
Facebook/Instagram	104,167	\$1,250
Display	104,167	\$1,250
Search	125,000	\$1,500
MARKETING TOTAL	333,333	\$4,000

**Note that we estimate impressions on social media/re-targeting and overall web visitors on search marketing due to the way we buy media on a CPM basis*

Addendum

PROGRAMMATIC DISPLAY ADVERTISING

We can micro-target our messaging using The Trade Desk and/or the Google Display Network. With programmatic display, we buy audiences and not websites. We will then target them with interactive banners across the web when they check the weather, look at sports scores or read the news.

GEO-FENCED MOBILE ADS

We can launch geo-targeted ads across mobile placements based on GPS coordinates readily available in smart phones. We can place these ads around the entire city with this campaign.

SOCIAL MEDIA MARKETING

Strategies 360 will leverage Facebook to build a loyal following. Facebook currently accounts for 17% of all Internet traffic in the U.S. and will be a very important piece of any campaign that we build. There is a tremendous amount of information readily available across social media due to Monroe's loyal social media followers.

SEARCH / CONTEXTUAL

With search and contextual placements, our targeting is keyword driven. Individuals searching for keywords related local elections and ballot measures around Google will be exposed to our messaging with the goal of driving them to our landing page. We will also place ads in articles that mention similar types of words (hence the context of the article comes into play). This type of advertising can be really impactful at getting in front of audiences at the exact moment that they are in the mindset of reading about local issues.

RE-TARGETING

We can also place re-targeting pixels (code that fires after an audience clicks on an ad) that we will build through our networks to track any individual that has been to our website and/or engaged with us on social media. We will then follow up with additional messaging. This can be very effective at driving a repetition of message, which is crucial in a campaign of this nature.

ANALYTICS

As with every one of the digital marketing tactics Strategies 360 has proposed, all of our marketing efforts will be tracked and regularly reported. We'll be able to provide tremendous insights through traditional analytics such as Google Analytics and our own proprietary macros that we've built into S360s customized reports.



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, January 21, 2020, 5:30 P.M.
Agenda Bill

2020 Committee
 Councilmembers
 Jason Gamble
 Kirk Scarboro
 Patsy Cudaback

SUBJECT:	<i>Affordable Housing Sales and Use Tax Follow Up</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/21/2020	Administration/ Finance	Deborah Knight/ Becky Hasart	Becky Hasart	New Business #2

Discussion – Committee: 08/27/2019; 10/15/2019; 01/21/2020
Discussion – Council: 09/17/2019 (Study Session)
Attachments:

1. 10-15-2019 Q&A follow up memo
2. RCW 82-14-530 Affordable Housing Sales Tax
3. Exert from 10/15/2019 FHR HB1406 agenda bill

REQUESTED ACTION: None. Informational only.

POLICY CONSIDERATIONS

RCW 82-14-530 allows a jurisdiction to impose up to a 1/10 of 1 percent sales and use tax for affordable housing purposes. If approved by the voters prior to July 28, 2020, this tax would also be a qualifying local tax for purposes of House Bill 1406.

During discussion at the committee meeting on October 15, 2019, the FHR committee requested additional information regarding this potential tax source. After tonight’s discussion, should the Finance/HR Committee recommend that the City Council pursue implementing this qualifying local tax before July 31, 2020 to qualify for HB1406?

DESCRIPTION/BACKGROUND

RCW 82-14-530 allows cities, with voter approval, to implement up to a 1/10th of 1 percent sales and use tax for housing and related services, which can also be a qualifying local tax for purposes of House Bill 1406. Attachment 1 is the memo sent out after the October meeting with details on how this money may be used and lists estimates for how much this money can generate.

In order to be “instated” prior to the July 29, 2020 deadline for HB1406 purposes, the vote to enact this sales tax would have to occur on the April 28, 2020 special election. The City Council would have to adopt a resolution and submit it to County elections no later than February 28, 2020 to qualify for the April election. The City may request its voters to approve this tax after July 28, 2020. However, while the City would collect the new sales tax from this measure, anything after the July timeline would not qualify the City for the second half of the **State’s** sales tax associated with HB1406.



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MEMO

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

FROM: Becky Hasart, Finance Director

DATE: 11/4/2019

RE: Questions from October 15, 2019 Finance/HR Committee

The following memo lists out the questions that were asked at the 10/15/2019 Finance/HR Committee associated with the attached committee agenda item. Also attached is a sales tax breakdown graph and sales tax comparison for Monroe along with the text of RCW 82.14.530.

One item to note on the attached committee agenda item—there is a mistake regarding expected revenues associated with the QLT – Sales and Use Tax. One tenth of one percent (0.1%) should be \$477,000, not \$47,700 and one half of one tenth of one percent (0.05%) should be 238,500 not \$23,850. The information below includes the corrected projections.

As always, if you have any questions, please let me know. Thank you.

Q: How can we spend the money?

A: Per RCW 82.14.530 (attached), a sales and use tax for housing and related services, one of the qualifying local taxes that the City is eligible to assess, must use:

§(2)(a) ...a minimum of sixty percent of the moneys collected under this section...for the following purposes:

- (i) Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services; or
- (ii) Constructing mental and behavioral health-related facilities; or
- (iii) Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

§(2)(c) The remainder of the moneys collected under this section must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.

Q: Does the sales tax vote require a simple majority or supermajority to pass?

A: The sales tax vote requires a simple majority.

Q: When would we need to run an election for the sales tax option to be a qualifying local tax for HB 1406?

A: To be a qualified local tax for the purposes of HB 1406, legislation regarding the Sales and Use Tax for Housing and Related Services only requires that the tax be “instated” by July 28, 2020, which has been determined to mean voter approved. Actual collections can occur after the July 28, 2020 date.

To be “instated” by July 28, 2020, the City would have to present the sales and use tax to the voters in either February or April 2020. Department of Revenue (DOR) requires a minimum of 75 days’ notice prior to the start of collections for the sales tax. DOR also will only start collections at the beginning of a quarter with the exception of the fourth quarter, which is not eligible for the start of a new sales tax. The following chart outlines the timelines associated with both the February 2020 and April 2020 special elections:

Table 1: Special Election Timelines

Election date	February 11, 2020	April 28, 2020
Resolution to county	By December 13, 2019	By February 28, 2020
Election certification	February 21, 2020	May 8, 2020
Start date for collection of taxes (after min 75 day notice)	July 1, 2020	October 1, 2020
Actual receipts to the City (sales taxes are on two month lag after collection)	September 1, 2020	December 1, 2020

The City can request this tax at any time in the future as long as the County has not enacted this sales tax; however the tax would not qualify as a “qualified local tax” per HB 1406 unless it is “instated” prior to July 28, 2020.

Q. What would the cost of an election be to run in either February or April?

A. Election costs vary depending on how many jurisdictions have an issue on that special election. The average cost of a standalone election can be \$50,000. If there are multiple items on a specific election date, costs are shared among the appropriate jurisdictions based on the number of each jurisdiction’s registered voters. Snohomish County elections has indicated that there has been interest from other jurisdictions to run ballot measures for both February and April, 2020. If that is the case, costs for the City of Monroe can be as low as \$20,000.

Q. If approved by the voters, does this tax have an expiration date?

A: This tax is an ongoing tax (does not have a sunset date).

Q: What other sales taxes are currently being collected in Monroe/included in the 9.3% sales tax rate in Monroe?

A: The City of Monroe’s current sales tax rate is 9.3%. The rate breaks down per the table below (also see attached Sales Tax graph and comparison):

Table 2: Monroe sales tax rate breakdown

Jurisdiction	Rate	Notes
State of Washington general tax	6.5%	Ongoing (no sunset)
State criminal justice tax	0.1%	Ongoing
City regular and optional tax	1.0%	Ongoing
Monroe TBD tax	0.2%	Ends December 2024
Monroe public safety tax	0.1%	Ongoing
Local transit tax	1.2%	Ongoing
County mental health	0.1%	Ongoing
Snohomish County 911	0.1%	Ongoing
Total	9.3%	

The Monroe Transportation Benefit District (TBD) tax expires in December 2024. The Monroe TBD board can request one additional 10 year collection period for the TBD portion of sales tax with voter approval (simple majority).

Q: How does Monroe’s sales tax rate compare to other local jurisdictions?

A: The following table compare’s Monroe’s current sales taxes to other Snohomish County cities:

Table 3: Sales tax rate comparison

Rate Comparison	City
<i>Monroe*</i>	9.3%
Bothell in SnoCo	10.4%
Everett	9.8%
Gold Bar	9.0%
Granite Falls	9.0%
Lake Stevens	9.0%
Lynnwood	10.5%
<i>Marysville*</i>	9.3%
Mill Creek	10.5%
<i>Snohomish*</i>	9.2%
Sultan	9.0%
<i>*Italics includes TBD</i>	

As indicated in the Table 3, the sales tax rate for those cities in italics include sales taxes for their local transportation benefit district.

**Q: If approved, how much revenue do we anticipate receiving in the first year?
Over the next ten years?**

A: The sales tax rate for the Sales and Use Tax authorized in RCW 82.14.530 can be up to one tenth of one percent (0.1%), similar to Monroe’s public safety sales tax. The minimum the City could request from its voters is one half this amount. The follow table represents a conservative estimate for revenue over a ten year period for the full 0.1% authorization:

Table 4: Potential sales tax collection (10 Years)

	Ongoing	Construction	Total
2020	\$ 432,000	\$ 45,000	\$ 477,000
2021	\$ 437,443	\$ 40,000	\$ 477,443
2022	\$ 442,955	\$ 40,000	\$ 482,955
2023	\$ 448,536	\$ 40,000	\$ 488,536
2024	\$ 454,188	\$ 40,000	\$ 494,188
2025	\$ 459,911	\$ 40,000	\$ 499,911
2026	\$ 465,705	\$ 40,000	\$ 505,705
2027	\$ 471,573	\$ 40,000	\$ 511,573
2028	\$ 477,515	\$ 40,000	\$ 517,515
2029	\$ 483,532	\$ 40,000	\$ 523,532
2030	\$ 489,624	\$ 40,000	\$ 529,624
2031	\$ 495,794	\$ 40,000	\$ 535,794
		10 year total	\$ 6,043,776

The sales tax revenue in Table 4 is similar to our expectations for the public safety portion of sales taxes. This amount was escalated 1.26% per year for the ongoing amount, similar to the agreed upon escalator used for our Six Year General Fund Forecasts. The construction portion of sales taxes remains stagnate to remain conservative. Actuals on the construction portion of sales taxes would be cyclical based on the economy. All numbers would be halved if the City requests one half of the full tax authority (the minimum tax request).

RCW 82.14.530

Sales and use tax for housing and related services.

(1)(a) A county legislative authority may submit an authorizing proposition to the county voters at a special or general election and, if the proposition is approved by a majority of persons voting, impose a sales and use tax in accordance with the terms of this chapter. The title of each ballot measure must clearly state the purposes for which the proposed sales and use tax will be used. The rate of tax under this section may not exceed one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

(b)(i) If a county with a population of one million five hundred thousand or less has not imposed the full tax rate authorized under (a) of this subsection within two years of October 9, 2015, any city legislative authority located in that county may submit an authorizing proposition to the city voters at a special or general election and, if the proposition is approved by a majority of persons voting, impose the whole or remainder of the sales and use tax rate in accordance with the terms of this chapter. The title of each ballot measure must clearly state the purposes for which the proposed sales and use tax will be used. The rate of tax under this section may not exceed one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

(ii) If a county with a population of greater than one million five hundred thousand has not imposed the full tax authorized under (a) of this subsection within three years of October 9, 2015, any city legislative authority located in that county may submit an authorizing proposition to the city voters at a special or general election and, if the proposition is approved by a majority of persons voting, impose the whole or remainder of the sales and use tax rate in accordance with the terms of this chapter. The title

of each ballot measure must clearly state the purposes for which the proposed sales and use tax will be used. The rate of tax under this section may not exceed one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

(c) If a county imposes a tax authorized under (a) of this subsection after a city located in that county has imposed the tax authorized under (b) of this subsection, the county must provide a credit against its tax for the full amount of tax imposed by a city.

(d) The taxes authorized in this subsection are in addition to any other taxes authorized by law and must be collected from persons who are taxable by the state under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the county for a county's tax and within a city for a city's tax.

(2)(a) Notwithstanding subsection (4) of this section, a minimum of sixty percent of the moneys collected under this section must be used for the following purposes:

(i) Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services; or

(ii) Constructing mental and behavioral health-related facilities; or

(iii) Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

(b) The affordable housing and facilities providing housing-related programs in (a)(i) of this subsection may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:

(i) Persons with mental illness;

(ii) Veterans;

(iii) Senior citizens;

(iv) Homeless, or at-risk of being homeless, families with children;

(v) Unaccompanied homeless youth or young adults;

(vi) Persons with disabilities; or

(vii) Domestic violence survivors.

(c) The remainder of the moneys collected under this section must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.

(3) A county that imposes the tax under this section must consult with a city before the county may construct any of the facilities authorized under subsection (2)(a) of this section within the city limits.

(4) A county that has not imposed the tax authorized under RCW 82.14.460 prior to October 9, 2015, but imposes the tax authorized under this section after a city in that county has imposed the tax authorized under RCW 82.14.460 prior to October 9, 2015, must enter into an interlocal agreement with that city to determine how the services and provisions described in subsection (2) of this section will be allocated and funded in the city.

(5) To carry out the purposes of subsection (2)(a) and (b) of this section, the legislative authority of the county or city imposing the tax has the authority to issue general obligation or revenue bonds within the limitations now or hereafter prescribed by the laws of this state, and may use, and is authorized to pledge, up to fifty percent of the moneys collected under this section for repayment of such bonds, in order to finance the provision or construction of affordable housing, facilities where housing-related programs are provided, or evaluation and treatment centers described in subsection (2)(a)(iii) of this section.

(6)(a) Moneys collected under this section may be used to offset reductions in state or federal funds for the purposes described in subsection (2) of this section.

(b) No more than ten percent of the moneys collected under this section may be used to supplant existing local funds.

[2015 3rd sp.s. c 24 § 701.]

NOTES:

Construction—2015 3rd sp.s. c 24: See note following RCW 36.160.030.

10/15/2019 FHR Agenda Bill exert

POLICY CONSIDERATIONS

House Bill 1406 was introduced to the City Council at the September 17, 2019, Study Session (see Attachment 1) and was first introduced to the Legislative Affairs Committee on August 27, 2019.

House Bill 1406 requires the City Council to adopt a “resolution of intent” between July 28, 2019, and January 31, 2020, in order to receive a portion of the state’s sales tax for affordable housing and rental assistance programs for twenty years.

There were two policy questions:

- 1. Does the City Council want to implement HB 1406 before January 31, 2020?*
- 2. Does the City Council want to implement a qualifying local tax before July 31, 2020?*

The first policy question was answered at the September 17, 2019, Study Session. The City Council provided direction to move forward with a letter of intent to access the first half of the state’s sales tax credit.

The City Council requested additional information regarding a qualifying local tax. After tonight’s discussion, should the Finance/HR Committee recommend that the City Council pursue implementing a qualifying local tax before July 31, 2020?

DESCRIPTION/BACKGROUND

Attachment One details the state sales tax credit the City can utilize to help provide affordable and/or supportive housing. Again, the City is eligible to receive 0.0073 percent of the state sales tax credit with the adoption of the resolution of intent and then the appropriate ordinance. The City can access an additional 0.0073 percent if it also implements a “qualifying local tax” (QLT) prior to July 31, 2020.

The three QLT options available to a city our size and in our geographic region are:

- A sales and use tax for affordable housing (RCW 82.14.530);
- Affordable housing tax levy (RCW 84.52.105); or
- A levy lid lift (RCW 84.55.050) that is restricted solely to affordable housing.

All three options would require voter approval with a simple majority vote and would have to be approved prior to July 31, 2020.

QLT – Sales and Use Tax

House Bill 1406 allows cities, with voter approval, to implement up to one tenth of one percent (0.1 percent) of a sales tax to be used for affordable housing. The minimum sales tax that could be requested is half this amount or one half of one tenth of one percent (0.05 percent). Again, this amount would have to be voter approved but can be presented at any special, primary, or general election. Current estimates on the amount that would be raised is:

- One tenth of one percent (0.1%) \$47,700
- One half of one tenth of one percent (0.05%) \$23,850

QLT – Affordable housing levy (excess levy)

House Bill 1406 allows cities, with voter approval, to implement an affordable housing levy up to \$0.50 per \$1,000 of assessed valuation for ten years. MRSC believes this levy would require an annual vote. There is no minimum on the amount of the levy but if the County also obtains an approval for this levy, the two levies cannot exceed \$0.50 in the aggregate. If the two levies exceed the \$0.50, the levy adopted last would adjust down until the aggregate is below \$0.50.

Before the City could go to the voters for this levy, the following is required by RCW 84.52.105 (see Attachment 2):

- The governing body of the county, city, or town declares the existence of an emergency with respect to the availability of housing that is affordable to very low-income households in the taxing district; and
- The governing body of the county, city, or town adopts an affordable housing financing plan to serve as the plan for expenditure of funds raised by a levy authorized under this section, and the governing body determines that the affordable housing financing plan is consistent with either the locally adopted or state-adopted comprehensive housing affordability strategy, required under the Cranston-Gonzalez national affordable housing act (42 U.S.C. Sec. 12701, et seq.), as amended.

For tax year 2019, the following are amounts that could be realized from this tax levy:

- \$0.01 per \$1,000 AV \$ 28,850
- \$0.10 per \$1,000 AV \$ 288,500
- \$0.25 per \$1,000 AV \$ 721,250
- \$0.50 per \$1,000 AV \$ 1,442,500

QLT – Levy Lid Lift restricted solely to affordable housing

House Bill 1406 allows cities, with voter approval, to implement an affordable housing levy lid lift to our existing property tax levy. There is no minimum or maximum rate per \$1,000 of assessed value but the levy would be subject to our \$1.60 property tax jurisdictional limit. However, Municipal Research Services Center (MRSC) has confirmed with the Department of Revenue that a city cannot request a levy lid lift while it still has banked property tax capacity. The City of Monroe would have to exhaust our banked capacity before we could request a levy lid lift, regardless of the use for the voted levy. In addition, we cannot use our banked capacity as a qualifying local tax as this amount would not be subject to voter approval. The City of Monroe’s current property tax banked capacity is \$252,852



**MONROE CITY COUNCIL
Public Safety
Committee Meeting**

Tuesday, February 4, 2020, 6 P.M.
Monroe City Hall, Permit Assistance Center

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Kevin Hanford

AGENDA

- I. Call to Order**

- II. Special Orders of the Day**
 - A. Select 2020 Chair

- III. Approval Minutes [\[page 2\]](#)**
 - A. Committee Meeting Minutes of December 3, 2019

- IV. New Business**
 - A. Confirm Regular Meeting Dates and Time
 - B. 2020 Work Plan [\[page 4\]](#)
 - C. HPAC Recommendations [\[page 7\]](#)

- V. Next Committee Meeting**
 - A. March 3, 2020

- VI. Adjournment**



MONROE CITY COUNCIL
Public Safety Committee Meeting
Tuesday, December 3, 2019, 6 P.M.
Monroe City Hall, Permit Assistance Center

2019 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Kevin Hanford

DRAFT MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Public Safety Committee was held on Tuesday, December 3, 2019. The meeting was called to order by Councilmember Davis at 6:06 p.m.; Permit Assistance Center (PAC), Monroe City Hall.

Council Present: Ed Davis and Kevin Hanford
Mayor: N/A
Staff Present: Gina Pfister, Clerical Specialist; Jeffrey Jolley, Police Chief; Pam Haley, Court Administrator; Deborah Knight, City Administrator
Others Present: N/A

II. Approval of Minutes

A. Committee Meeting Minutes of October 1, 2019

Councilmember Hanford moved to approve the meeting minutes of October 1, 2019; the motion was seconded by Councilmember Davis. Motion carried (2-0).

III. Unfinished Business

A. Municipal Court Assessment (Court)

Ms. Haley and Ms. Knight presented the proposal from Anne Pflug with The Other Company, and Karen Reed with Reed Consulting, LLC; and reviewed the project scope of work. Ms. Knight explained the cost sharing benefits of an interlocal agreement with the City of Lake Stevens and the City of Sultan.

The Committee engaged in discussion and agreed to present the contract and interlocal agreement to Council in January.

IV. New Business

A. LEMAP Update

Police Chief Jolley briefed the Committee on the Loaned Executive Management Assistance Program (LEMAP) and the benefits of accreditation. Chief Jolley reviewed industry standards, best practices, and explained the need for a critical review of the organization.

Brief discussion ensued; the Committee is supportive of the Program.

B. SODA Regulations

Chief Jolley and Ms. Haley reviewed the Stay out of Drug Areas (SODA) Regulations and briefed the Committee on the new software used by the Department that allows tracking and easy access for officers in the field.

Discussion ensued regarding potential challenges, compliance, and exceptions.

C. Underage Drinking Regulations

Chief Jolley reviewed the 2019 Health Youth Survey showing underage drinking and substance abuse statistics declining in the city. Chief Jolley reiterated the downward trend; and explained the Department's coordinated compliance checks with state agencies, and work done by the Coalition.

Discussion ensued regarding the importance of keeping a pulse on these issues and continued work with the Coalition.

V. Other - NONE

There were no other topics discussed.

VI. Next Committee Meeting (February 4, 2020, 6 p.m.)

Agenda Items: Quick Service Dress Code; 2020 Work Plan

VII. Adjournment

Councilmember Davis moved to adjourn the Tuesday, December 3, 2019, Public Safety Committee Meeting; the motion was seconded by Councilmember Hanford. Motion carried (2-0).

The meeting was adjourned at 6:34 p.m.



MONROE CITY COUNCIL
 Public Safety Committee Meeting
 Tuesday, February 4, 2020, 6 P.M.
 Permit Assistance Center (PAC)

2020 Committee
 Councilmembers
 Patsy Cudaback
 Ed Davis
 Kevin Hanford

SUBJECT:	2020 Public Safety Committee Work Plan
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/04/2020	Executive	Deborah Knight	Deborah Knight	New Business #2

- Attachments:**
1. 2020 Draft Work Plan
 2. Police Department Work Plan

REQUESTED ACTION:
Discuss the 2020 Public Safety Committee work plan

POLICY CONSIDERATIONS

The City Council has established Legislative Committees in Section 14A. of the “Council Rules of Procedure.” The role 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.

This is the opportunity for the Public Safety Committee to review the draft work plan proposed by city staff. The Committee members may want to direct changes to the work plan prior to presenting the work plan to the full city council for approval.

DESCRIPTION/BACKGROUND

The draft work plan is based on the 2020 annual work plans developed by city staff to implement the 2020 budget adopted by the city council.

The city council may want to add, change or delete tasks proposed in the Public Safety Committee work plan.

PUBLIC SAFETY COMMITTEE

ANNUAL WORKPLAN

2020

January

- No meeting

February

- HPAC Recommendations
- 2020 Work Plan

March

- WASDOT / Target Zero – Speed Reduction Grant
- Communication's Plan
- LEMAP Pre-view
- Continuity of Government (B. Feilberg)

April

- Judge Ness Update
- Detective/Pro-Act Consolidation
- Code Enforcement Update – Chronic Nuisance Properties

May

- LEMAP Review
- Volunteer Program
- Comprehensive Emergency Management Plan

June

- 2021-2022 Budget
- Solicitation Ordinance
- Prosecuting Attorney Report

July

- Drone Policies
- Training Update – MPD
- National Night Out

August

- Fall Public Events – MPD
- Comprehensive Emergency Management Plan

September

- Judge Ness Update
- Drone Program – progress report
- Comprehensive Emergency Management Plan

October

- Infrastructure & Technology Safety
- Prosecuting Attorney Update
- Comprehensive Emergency Management Plan

November

- PSC Goals & Agenda
- Code Enforcement - Chronic Nuisance Properties

December

- No Meeting



MONROE CITY COUNCIL
 Public Safety Committee Meeting
 Tuesday, Month, Day, 2020, 6 P.M.
 Permit Assistance Center (PAC)

2020 Committee
 Councilmembers
 Patsy Cudaback
 Ed Davis
 Kevin Hanford

SUBJECT:	Homelessness Policy Advisory Committee Recommendations and Draft Implementation Plan
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/04/20	Executive	Deborah Knight	Deborah Knight	New Business #3

Discussion: N/A

- Attachments:**
1. Homelessness Policy Advisory Committee Recommendations
 2. Draft Action Plan
 3. Draft Communications Plan
 4. Open House Public Comments

REQUESTED ACTION: Review the Homelessness Policy Advisory Committee recommendations and draft implementation plan. Direct Mayor Thomas and city staff to schedule the recommendations for discussion by the full city council at the regular business meeting on February 11, 2020. Schedule discussion at the March 2020 Public Safety Meeting for the Action Plan and the Communications Plan.

POLICY CONSIDERATIONS

The City Council is responsible for setting city policy and funding priority projects and programs.

The Homelessness Policy Advisory Committee has identified six focus areas::

1. *Housing*
2. *Partners*
3. *Prevention*
4. *Policy and Budget*
5. *Public Safety*
6. *Support Services*

The policy question for the city council is whether to adopt the Committee's recommendations (Attachment 1) in order to guide the city's investment of staff time and resources towards addressing homelessness in Monroe. The Action Plan (Attachment 2) and the Communications Plan (Attachment 3) will be presented to the Public Safety Committee and discussed by the city council at future meetings.

DESCRIPTION/BACKGROUND

In the spring of 2019 Mayor Geoffrey Thomas, in response to our community's growing concerns regarding homelessness in Monroe, formed a committee to make recommendations on how the city should respond to issues relating to homelessness.

An announcement was made about the formation of the committee. Community members applied and were interviewed by the Mayor, City Administrator and the Police Chief.

The committee was formed with representation of community members from local businesses, faith based organizations, service member experts in mental health, drug dependency, and local human service providers. The committee also had represented a member with personal experience of successfully exiting homelessness.

The council confirmed ten members to serve on the Homelessness Policy Advisory Committee: Rachel Adams, Jim Bloss, Jennifer Chavez, Sean Cramer, Kyle Fisher, Geoffrey Godfey, Todd Strickler, Brigitte Tuttle, Heidi Waham and Mary Wysocki; and two adhoc members Jason Gamble and Phil Spirito.

The Committee's goals were to:

- Provide a forum for the coordination of information among local stakeholders.
- Seek thoughtful, effective, and lasting solutions to the City's homelessness crisis.
- Facilitate assistance for unsheltered persons in the Monroe community.
- Provide the Mayor and City Council with nonbinding advice and recommendations regarding issues related to homelessness.

The committee continually kept in mind these guiding questions:

- What concerns and issues does the community have about homelessness within the City of Monroe?
- What are the underlying causes of Homelessness in Monroe?
- What do we need to know about the causes, resources, and strategies underway in Monroe and other communities that reduce homelessness?

The Homeless Advisory Committee (HPAC) had its first meeting in April of 2019. The HPAC has met two times per month over the past year. Over the course of the last year that the committee has been fully immersed in this topic. The committee has had experts come to give presentations, webinars, field trips to service organizations, and assigned take-home reading.

From a of these informative and educational experiences the committee began to hone in its focus in these area: Housing, Partners, Prevention, Support Services, Public Safety, and Policy and Budget.

In each of these categories the committee brainstormed and drafted recommendations to best express a balance of compassion and accountability and a desire to help people become able to choose a path out of homelessness. The committee has also always kept in mind that homelessness is a very complex issue that exists on a very broad spectrum. There is no one size fits all solution.

In November of 2019 the Committee hosted an Open House to ask for the community's feedback on the draft recommendations. The open use was extremely well attended and successful. The feedback from the community was very serious and thoughtful, and also encouragingly well aligned with the HPAC vision.

The committee continued to meet and refine its recommendations, and in January of 2020 the final version of the Homeless Policy Advisory Committee recommendations were approved by the committee (Attachment 1).

FINANCIAL IMPACT

The city has \$306,000 in the 2020 budget to support the draft recommendations.

\$46,000	rental assistance (HB 1406 funding)
\$50,000	Emergency shelter and transitional housing services
\$50,000	Support for housing and service navigators for Monroe residents

\$73,000	Embedded social worker with the police department (shared with Sno Co.)
\$20,000	Embedded social worker with the public defender (grant through office of public defense)
\$17,000	install cameras in parks to deter vandalism
<u>\$50,000</u>	Education and outreach
\$306,000	

The first action recommended by the committee is to form a technical advisory team made up of local non-profits to work on establishing a housing consortium to develop temporary housing in a permanent facility to serve Monroe residents who are homeless.

The technical advisory team will also work on establishing a service provider network in the Sky Valley. Currently, sky valley residents have to go to Everett to get the services they need. This is a significant barrier to many people. The committee's vision is to establish programs that include a measure of accountability for those using services. The goal is to give people a hand up not a hand out.

RECOMMENDATION:

1. Review the Homelessness Policy Advisory Committee recommendations and draft implementation plan.
2. Direct Mayor Thomas and city staff to schedule the recommendations for discussion by the full city council at the regular business meeting on February 11, 2020.
3. Schedule discussion at the March 2020 Public Safety Meeting for the Action Plan and the Communications Plan.

HPAC Final Recommendations
Approved January 16, 2020

Housing

- **Establish Temporary-Housing** in a permanent facility to serve Monroe residents with adjacent secured parking for those living in vehicles and RVs for overnight stay
- **Establish a Sky Valley Housing Consortium** to establish short, long-term, and alternative housing
- **Increase alternative housing that includes but is not limited to men, youth, LGBTQ, and families and pets**

Partners

- **Establish Service Provider Networks** to provide services and housing 24/7 in Sky Valley
- **Increase public transportation** between Monroe & Everett
- **Involve other public entities** in a network to prevent and end homelessness in Sky Valley
- **Create an education campaign** that supports affordable housing, job training, and treatment options

Prevention

- **Gather and analyze accurate data** about homelessness in Monroe
- **Create an education campaign** about homelessness: causes, prevention strategies, and alternatives
- **Promote social services networks** focused on youth and families

Policy/Budget

- **Lobby legislators** at all levels to increase funding for addiction and mental health treatment, affordable housing, job training, and support services
- **Identify and lobby for new law enforcement** strategies focused on personal accountability
- **Engage developers** in building affordable and subsidized housing
- **Implement HB 1406** Explore all revenue options for housing, mental health, and chemical dependency
- **Continue HPAC as standing committee** Monitor progress towards implementing HPAC recommendations. Review Technical Committee recommendations.
- **Adopt and fund a Six-Year Plan** to fulfill HPAC's recommendations

Public Safety

- **Implement law enforcement strategies** and regulations that increase personal accountability and adhere to civil and personal rights
- **Gather and analyze accurate data** about crime in Monroe

HPAC Final Recommendations

Approved January 16, 2020

- **Initiate a residential and business** crime prevention program
- **Continue to budget** for the Embedded Social Worker/Community Outreach
- **Use technology to increase public safety and protect infrastructure.**
- **Implement Community Court** so treatment for addiction and mental health can be offered as an alternative to jail

Support Services

- **Create a coordinated homeless response center.**
- **Create a system of services** that responds to the homeless crisis 24/7
- **Establish more accessible mental health** and addiction services in Monroe
- **Obtain supportive services to navigate people through resources**
- **Support agencies that serve and promote self-reliance** among people in need

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Emergency Shelter and Transitional Housing with Services	Housing	Establish Temporary-Housing in a permanent facility to serve Monroe residents with adjacent secured parking for those living in vehicles and RVs for overnight stay	\$50,000	1/2020	12/2020
Evaluate Properties				5/2020	12/2020
Negotiate Lease				6/2020	12/2020
Write RFP and secure Program Manager through RFP				4/2020	12/2020
Develop criteria with Technical Advisory Committee (TAC)			\$46,000 (HB1406)	1/2020	12/2020
Provide Rental Assistance through RFP					
Establish Sky Valley Housing Consortium	Housing	Establish Sky Valley Housing Consortium to establish short, long-term and alternative housing		1/2020	12/2020
		Increase alternative housing that includes but is not limited to men, youth, LGBTQ, families and pets			
Inventory surplus property				5/2020	12/2020
Identify housing needs				1/2020	06/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Work with Technical Advisory Committee to identify partners and available funding				02/2020	06/2020
Form a Technical Advisory Committee	Partners	Establish Service Provider Networks to provide services and housing 24/7 in Sky Valley Involve other public entities in a network to prevent and end homelessness in Sky Valley		1/2020	12/2020
Identify non-profit stakeholders and partners				1/2020	3/2020
Determine shared mission and vision				2/2020	4/2020
Evaluate needs and resources for one-stop shop				3/2020	5/2020
Write scope of work for Request for Proposal for one-stop shop				4/2020	6/2020
Establish Transportation service between Sky Valley and Everett	Partners	Increase public transportation between Monroe & Everett		1/2020	12/2020
Evaluate transportation needs with partners				1/2020	3/2020
Evaluate existing transportation contracts with non-profits (e.g. Senior Center; SVT)				1/2020	3/2020
Apply for Community Transit GO (grant) program				3/2020	6/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
<p>Provide information about services to remain housed, financial training, and incentives for businesses to hire employees with entry level skills, information about mental and behavioral health services.</p> <p>Work with partners to develop and promote annual “human service days” set up like a vendor show</p>	Partners	Create an education campaign that supports affordable housing, job training, and treatment options		1/2020	12/2020
<p>Educational Campaign (Enviroissues Contract)</p> <p>Develop education and outreach communication plan</p> <p>Educate property owners about laws, enforcement, trespass - Chamber of Commerce & Downtown Monroe Association</p> <p>Educate public about aggressive panhandling, property crime, and personal safety.</p> <p>Educate public about safety regarding vigilantism and bullying</p> <p>Develop and implement Block Watch Program - residential and business buy</p>	Prevention	Create an education campaign about homelessness: causes, prevention strategies, and alternatives	\$50,000 (Budgeted)	1/2020	12/2020
				12/2019	12/2020
				2/2020	12/2020
				2/2020	12/2020
				2/2020	12/2020
				10/2020	12/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
in/education/communication - training & certification program.					
Develop working relationship with McKinney Vento liaisons at Monroe School District	Prevention	Promote social service networks focused on youth and families		3/2020	12/2020
Identify needs of homeless families	Prevention	Gather and analyze accurate data about homelessness in Monroe		10/2020	3/2020
Work with McKinney-Vento Family Liaisons in the Monroe School District to distribute flyers of local and county services for homeless students and families and encourage MSC to post flyers on school premises.				3/2020	6/2020
Define 2021 Work Plan, Priorities, and Implementation Model	Prevention/ Policy & Budget	Adopt and fund a Six-Year Plan to fulfill HPAC's recommendations		6/2020	12/2020
Implement law enforcement strategies	Public Safety	Implement law enforcement strategies and regulations that increase personal accountability and adhere to civil and personal rights		1/2020	12/2020
Review Solicitation Regulations				2/2020	4/2020
Evaluate bail fees				4/2020	9/2020
Develop and implement Block Watch Program - residential and business buy in/education/communication - training & certification program.		Initiate a residential and business crime prevention program		10/2020	12/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Continue Embedded Social Worker Program	Public Safety	Continue to budget for embedded social worker/community outreach team		1/2020	12/2020
Police Department (Existing program)			\$73,000		
Public Defender (New level of services)			\$20,000	3/2020	12/2020
Install Cameras in parks		Use technology for public safety and to protect infrastructure.	\$17,000	1/2020	6/2020
Collect data on court cases. Determine with Monroe Municipal Court the costs/benefits of community court model	Public Safety	Implement Community Court so treatment for addiction and mental health can be offered as an alternative to jail Gather and analyze data about crime in Monroe		6/2020	12/2021
Identify partners to develop community court model					
Determine with Monroe Municipal Court and partners the costs/benefits of community court model				1/2021	12/2021
Coordinated Services – One Stop Shop	Support Services	Create a coordinated homeless response center	\$50,000	4/2020	12/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
		Create a system of services that responds to the homeless crisis 24/7			
		Establish more accessible mental health and addiction services in Monroe			
Develop scope of work with Technical Advisory Committee				1/2020	5/2020
Issue Request for Proposal (RFP)				3/2020	6/2020
Award RFPs				6/2020	7/2020
Establish Homeless HMIS/By name lists				6/2020	12/2020
Work with Technical Advisory Committee and Snohomish County to identify resources to provide housing and mental health navigators in the Sky Valley	Support Services	Obtain supportive services to navigate people through resources		1/2020	12/2020
Provide facilities and funding for non-profits		Support agencies that serve ad promote self-reliance		On-going	
Work with Take the Next Step and Volunteers of America to designate a family resource center and/or services in Monroe				3/2020	12/2020

2020

Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Identify performance measures, such as reduction in the number of homeless individuals; reduction in lengths of stays at emergency shelters; increase in rental vacancy rate; and a full Homeless Management Information (HMIS) utilized by service providers.	Policy & Budget	Create a Six-year Plan , which includes performance measures		6/2020	9/2020
Lobbying for changes to State and Federal law	Policy & Budget	Lobby legislators at all levels to increase funding for addiction and mental health treatment, affordable housing, job training, and support services Identify and lobby for new law enforcement strategies focused on personal accountability of homeless		1/2020	12/2020
Collaborate with Affordable Housing Consortium (AHC) on writing new housing chapter for the city's comprehensive plan update.	Policy & Budget	Engage developers in building affordable and subsidized housing		6/2020	12/2020
Continue HPAC as a standing committee					
	Policy & Budget	Implement HB 1406 and explore all revenue options for housing,		7/2019	3/2021

2020 Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
		mental health, and chemical dependency.			
Identify needs			\$46,000 (HB1406)	4/2020	9/2020
Develop criteria with Technical Advisory Committee (TAC)				9/2020	12/2020
Provide Rental Assistance through RFP				12/2020	12/2021
Evaluate program				6/2020	12/2020
		Continue HPAC as a standing Committee			
Define 2021 Work Plan, Priorities, and Implementation Model	Policy & Budget	Adopt and fund a Six-Year Plan to fulfill HPAC's recommendations		6/2020	12/2020

Total 2020 Investment \$312,000



Draft Homelessness Communications Plan

January 11, 2020

Purpose & Context

This plan was developed to support the City and its partners to communicate proactively, clearly, and consistently with Monroe residents about homelessness. It aims to dispel misinformation around this complex and charged issue. It also provides guidance for when and how to respond to social media posts and will include supportive web content once the main plan is approved.

This plan was informed by communications best practices, research regarding general public response to homelessness, a review of existing materials and social media content produced by and about the City of Monroe, comments provided at the HPAC Open House, and conversations with City staff and HPAC members, including:

- Bridgette Tuttle, HPAC Member
- Debbie Willis, Administrative Bureau Director
- Deborah Knight, City Administrator
- Geoffrey Thomas, Mayor
- Jeff Jolley, Chief of Police
- Rachel Adams, HPAC Member
- Ryan Irving, Deputy Chief of Police

Goals & Audiences

The activities outlined in this plan are designed to reach Monroe residents (whether housed or unhoused), and business owners. Our communications goals for 2020 include the following. Monroe residents and business owners ...

- Have a reality-based and unexaggerated understanding of homelessness in Monroe.
- Understand what the City is doing to ensure public safety and to help people experiencing homelessness.
- Understand individual constitutional rights and the City's legal limitations.
- Understand the varied and systemic factors that can lead to homelessness.
- Feel heard and know what to do if they ...
 - Feel threatened or unsafe.
 - Are experiencing homelessness and need help.
 - Want to help someone who does not have a home.

There are also broader goals that were discussed by City staff, including decreasing the number of encampments, reducing property crime, and increasing the number of people who receive services and housing. These are important goals that will be addressed as the City moves forward on the HPAC recommendations. This plan aims to build a foundation for future campaigns to seek funding and support to implement those recommendations.

Approach

Shifting the narrative to fact-based information about homelessness in Monroe is a complicated task because public perception may be rooted in emotions and beliefs rather than facts. Those who are housed have any number of

reactions to someone experiencing homelessness – fear, guilt, shame, anger, empathy, helplessness, frustration – and thus, our communications must address those base responses as well as providing clear and accurate information.

Ambassadors

Ambassadors will be everyday Monroe residents and business owners who represent a cross-section of the area and collaborate with a member of the City staff. Ambassadors will carry the City’s message and bolster it with their own stories and experiences, dispelling misinformation – whether over coffee or on social media.

The ambassador group should start with the existing HPAC members who are already incredibly knowledgeable about homelessness and who led a successful and well-attended open house. HPAC members could recruit others to join, focusing on under-represented groups and community leaders – ultimately building a team of 20-40 people.

The group should be formally trained and supported with:

- Consistent messaging that is adaptable so ambassadors can speak with their authentic voices
- Constructive conversation training and practice (e.g. active listening, acknowledging the other person’s point of view and empathizing with their experience, sharing how your own experience is different, etc.)
- Storytelling training and practice, so ambassadors are ready with examples that resonate
- Opportunities to learn from police officers, service providers, and people experiencing homelessness
- Criteria and guidelines for when to walk away from a conversation that is unproductive

Ideally, ambassadors would meet quarterly after their initial training to support one another, share success stories and challenges, and come up with new approaches.

Consistent Outbound Communications

In addition to the ambassadors, the City of Monroe and nonprofit partners should increase its own proactive storytelling. This effort has already begun with regular social media posts, media coverage of the outreach team, the HPAC Open House, and the Monroe This Week newsletter. We recommend building on this and diversifying the types of stories that are shared, including stories and social media posts that:

- Highlight bright spots and successes from the City’s Outreach Team and other service providers
- Share steps people can take if they feel threatened or unsafe, if they’re worried about their business, if they are experiencing homelessness and need help, or if they want to help someone who is unsheltered
- Demonstrate what it means to be a Monroe community member (e.g. a “We are all Monroe” series from HPAC members and ambassadors that highlights why they are involved in solving homelessness)
- Combat stereotypes of people experiencing homelessness by featuring them – with their consent and input – as people, not just circumstances ([Facing Homelessness](#) does this well)
- Highlight the City’s good work to ensure public safety, without stigmatizing those experiencing homelessness

The City is currently using Facebook ([City of Monroe](#), [Monroe Police Department](#), and community-led [You Had Me at Monroe](#)), [Twitter](#), [Monroe This Week](#), word of mouth, flyers, events, and their [website](#) to reach their audience. These are a good start and once they are fully populated, it may make sense to explore other channels that are informed by audience input (e.g. survey Monroe community members about how they would like to hear from the City).

Once this plan is finalized, EnviroIssues will provide graphic design support to ensure all City communications about homelessness have a consistent look and feel. We will also make recommendations for photographs and imagery.

Volunteer and Learning Opportunities

Many people shut down when confronted with the complex challenges of homelessness. Research shows that individuals are more willing to help if there’s just one person in need. But when there are hundreds or thousands of people to help, they feel overwhelmed. How could they possibly make a difference? So why do anything at all?

It is important to fight this feeling of helplessness – which can quickly turn to anger and frustration – by giving people simple things to do:

- Promote volunteer events with local shelters and service providers.
- Share opportunities for people to donate food, essential items, or money to local shelters and service providers.
- Post reading lists and organize book clubs or discussion sessions where people can learn about systemic causes of homelessness and how to advocate for change. The Monroe library could be a good partner in this.
- Encourage housed Monroe residents to smile at, acknowledge, or say hello to their unsheltered neighbors.

That last bullet won't resonate with everyone, but it can have a humanizing effect. It's harder to condemn a group of people when they have faces and names. It's also important to ask people who are experiencing homelessness what would be helpful to them – what are they hoping for from their neighbors?

Annual Report

Producing and distributing an annual report could be an excellent way for the City to report back to community members, particularly if the HPAC recommendations are implemented using public funds. It doesn't need to be long or complex – in fact, shorter and simpler will be more successful. The report could include:

- One or two success stories
- Data that demonstrates how the City has made progress, e.g. the number of people successfully housed as compared to previous years thanks to new programs and investments
- Lessons learned and plans for the coming year

To keep it manageable, the report could be a compilation of existing stories and data. (It's okay to repeat stories!) The report could be produced for print, the web, or as a short video.

Foundational Web Content

While most Monroe community members will not spontaneously visit the City of Monroe's webpages on homelessness, it is important to provide foundational messaging that serves as a resource for City staff and ambassadors (e.g. easy links to share in response to public concerns). This web content should include core messages about the City's beliefs and approach, answers to frequently asked questions, stories that demonstrate the City's efforts, stories and data that combat stereotypes and misperceptions about homelessness, and resources for those seeking help.

Managing Social Media Comments

State a Clear Policy

The first step in managing social media comments is posting a clear policy around conduct and language. The City of Monroe may have this already, but it was not readily accessible. Here is an [example of a comment policy](#).

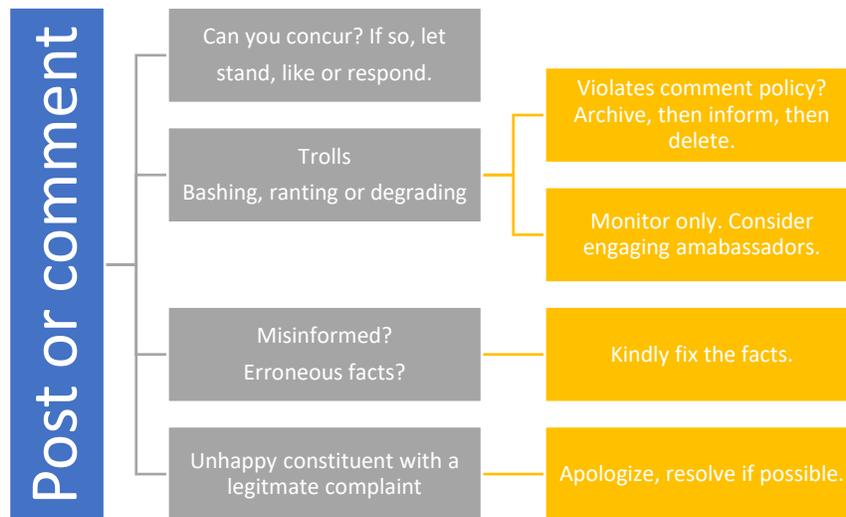
Assign Roles

Identify who will be responsible for monitoring and responding to comments. Here is one option:

- Assign a City staff member and two alternates to monitor social media comments daily.
- Identify a team of 6-12 ambassadors who are available to provide supportive comments or help dispel misinformation when needed.
- Create a schedule so not all ambassadors need to be on call all the time (e.g. weekly rotations of three).

Establish Criteria

Establish clear criteria for when and how to respond. Here are some guidelines:



Please note that this applies to City of Monroe social media sites, not to private Facebook groups. It is prudent to monitor private groups, but do not engage.

Draw on Existing Resources

When the assigned person encounters a comment that needs a response (based on the criteria above):

- Review existing web content, FAQ, and key messages to inform response.
- Respond with relevant content and a link if helpful within one to three business days (if possible)
- If the comment is charged and could benefit from community confirmation, alert the ambassadors on-call and ask them to chime in with their experience to help shift the tenor of the conversation.
- Reminder about negative posts:
 - Treat negative comments and posts just as you would if you were talking face to face.
 - Respond to negative posts with a positive tone. Thank people for sharing their concerns or opinions.
 - You do not need to respond to every criticism or barb.

City of Monroe Homelessness Communication Plan: Summary Table

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
	Understand what the City is doing to increase public safety and to help people experiencing homelessness.	<p>We believe that everyone in Monroe deserves to feel safe and supported. Our officers and Outreach Team are out every day, working to reduce crime and connect our unhoused neighbors with services and resources.</p> <p>[False belief to overcome: The City of Monroe isn't doing anything to address homeless. They're letting our city die, just like Seattle.]</p>	City of Monroe	<p>City webpages that describe ongoing efforts</p> <p>Weekly social media updates (e.g. featured outreach stat, opportunity for Monroe residents to volunteer)</p> <p>Police blotter that tracks responses to public safety or disturbance and Outreach Team connections</p>
		Outreach Team	Weekly bright spots: short personal reports that celebrate a success from the field (share on social media and embed on the website)	
		Ambassadors	Share above bright spots and other updates through personal social media and conversations.	
Monroe residents and business owners	Have a reality-based and unexaggerated understanding of homelessness in Monroe.	<p>There are many factors that contribute to someone losing their home: the gap between wages and rising rents, illness or injury, domestic violence, struggles with addiction and/or mental health.</p> <p>The City of Monroe is working hard to help our unsheltered neighbors while holding them accountable for the steps they need to take.</p> <p>Criminal activity is not tolerated, but keep in mind that it is not a crime to be homeless.</p>	Ambassadors	<p>Weekly stories and stats (e.g. % of working people who experience homelessness, \$100 rent increase = X% increase in homelessness) that educate and combat stereotypes and misconceptions.</p> <p>Conversations with other Monroe community members to dispel misinformation. Acknowledge their feelings and what is true in their statement. Ask questions. Share personal experiences and real-life stories to challenge and replace their narrative. Don't rely on data alone – a false story must be replaced with a more powerful true story.</p> <p>Respond to comments on social media using consistent messages (in your authentic language) and share links to relevant webpages to dispel misinformation.</p>
		<p>[False belief to overcome: The homeless are lazy and milking the system, they're robbing our neighbors, exposing our kids to drugs, harassing shoppers, destroying our businesses – and the City is doing nothing about.]</p>	City of Monroe	<p>City webpages that describe varied and systemic roots of homelessness, dispelling myths and inviting empathy. Content should also clarify that homelessness can look very different from person to person. For instance, there are people who experience chronic homelessness, who are very visible, and sometimes refuse services. However, many people experiencing homelessness are hidden, but are none-the-less affected by stereotypes and need help.</p>

City of Monroe Homelessness Communication Plan: Summary Table

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
Monroe residents or business owners who are frustrated that the City doesn't arrest people who panhandle or live in public spaces	Understand individual constitutional rights and the City's legal limitations.	Every person in Monroe has constitutional rights. It is not a crime to be homeless and panhandling is protected as free speech. However, aggressive behavior or blocking someone's path is not legal. If you experience this, please call 911.	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses Responses to social media and public comments
			Ambassadors	Responses to social media and conversations with fellow Monroe community members
Monroe residents or business owners who are frustrated and scared of people experiencing homelessness	Feel heard and know what to do if they feel threatened or unsafe.	Everyone in Monroe deserves to feel safe and supported. If you feel threatened, please call 911.	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses Responses to social media and public comments
			Ambassadors	Responses to social media and in conversations with fellow Monroe community members
Monroe business owners or employees who are affected by homelessness	Feel seen and know what to do to reduce crime.	Thriving businesses are a vital part of our community. Please take these steps to reduce crime: (e.g. lock dumpsters, provide bright lighting, report trespassing)	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses
Monroe residents who are experiencing homelessness	Feel supported and know where and how to find help.	Everyone in Monroe is welcome. If you need help, please call 211 or contact Take the Next Step.	City of Monroe	City website Flyers in public places (e.g. libraries) Resource card (see an example from Redmond) Conversations with partner agencies and organizations to ensure everyone is sharing the same information

City of Monroe Homelessness Communication Plan: Summary Table

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
<p>Monroe residents or business owners who tend towards empathy for people experiencing homelessness</p>	<p>Understand the varied and systemic factors that can lead to homelessness and are willing to help.</p>	<p>Monroe is a place where we help each other. Together we can ensure all our neighbors are supported, housed, thriving, and accountable for their actions.</p>	<p>Ambassadors</p>	<p>“We Are All Monroe” social media series: bi-weekly post from an ambassador sharing why they do what they do to support people experiencing homelessness (could be a personal story, a recent experience, a video clip, a question, a quote, a call to action, or something they learned, etc.)</p> <p>Embed rotating ambassador stories on website.</p> <p>Ambassador led book clubs, discussion sessions, and service days (or recruitment for local volunteer opportunities with service providers).</p>
			<p>City of Monroe</p>	<p>Website with information about systemic factors and the varied ways people can lose their home.</p> <p>Share posts, stories, volunteer opportunities, and events from service providers.</p>
			<p>People experiencing homelessness</p>	<p>“We Are All Monroe” series: Posts by people or that feature people who are experiencing or have experienced homelessness – ensure that you have consent, that the post is about a whole person (with hobbies, dreams, favorite foods, etc.), not a condition, and that it challenges stereotypes.</p>
<p>Monroe residents or business owners who want to help</p>	<p>Feel less helpless and know how they can make a difference.</p>	<p>We all have a part to play in ending homelessness. Here’s how you can help: [e.g. donate to or volunteer/partner with a homelessness service provider, hand out resource care]</p>	<p>City of Monroe</p>	<p>Share posts, stories, volunteer opportunities, and events from service providers.</p>
			<p>Ambassadors</p>	<p>Share volunteer opportunities, fundraising drives, and events from service providers.</p> <p>Resource card (see an example from Redmond)</p>



Draft Homelessness Communications Plan

January 30, 2019

Informed by

- Bridgette Tuttle, HPAC Member
- Debbie Willis, Administrative Bureau Director
- Deborah Knight, City Administrator
- Geoffrey Thomas, Mayor
- Jeff Jolley, Chief of Police
- Rachel Adams, HPAC Member
- Ryan Irving, Deputy Chief of Police

Audience & Goals

Monroe community members ...

- Have a reality-based and unexaggerated understanding of homelessness in Monroe.
- Understand what the City is doing to ensure public safety and to help people experiencing homelessness.
- Understand individual constitutional rights and the City's legal limitations.
- Understand the varied and systemic factors that can lead to homelessness.
- Feel heard and know what to do if they ...
 - Feel unsafe.
 - Are experiencing homelessness and need help.
 - Want to help someone who does not have a home.

Approach

Ambassadors

Outbound
Communications

Volunteer &
Learning Ops

Foundational
Web Content

Ambassadors

Who

- HPAC + 10-20 people from a cross-section of Monroe

What

- Carry City's message and bolster it with personal stories
- Share why they're committed to ending homelessness
- Dispel misinformation – over coffee or on social media

How

- Supported by a City staff member
- Provided with tools and training in :
 - Messaging
 - Constructive conversations
 - Storytelling
- Meet monthly to share successes and challenges
- Learn from officers, providers, and people experiencing homelessness

Outbound Communications

Who

- City staff

What

- Highlight bright spots
- Share steps people can take if they ...
 - Feel unsafe
 - Worry about their business
 - Experience homelessness and need help
 - Want to help someone who is unsheltered
- Combat stereotypes of people experiencing homelessness
- Feature the City's good work to ensure public safety, without stigmatizing those experiencing homelessness

How

- Facebook, Monroe This Week, flyers, events and an annual report

Volunteer & Learning Ops

Who

- City staff and nonprofit partners

What

- Promote volunteer events and opportunities
- Encourage people to donate food, essential items, or money to local shelters and service providers.
- Post reading lists and organize book clubs or discussion sessions to learn about systemic causes of homelessness
- Encourage civil behavior and to treat everyone, sheltered and unsheltered, the way we would like to be treated.

How

- Facebook, Monroe This Week, flyers, ambassadors

Foundational Web Content

Who

- EnviroIssues and City staff

What

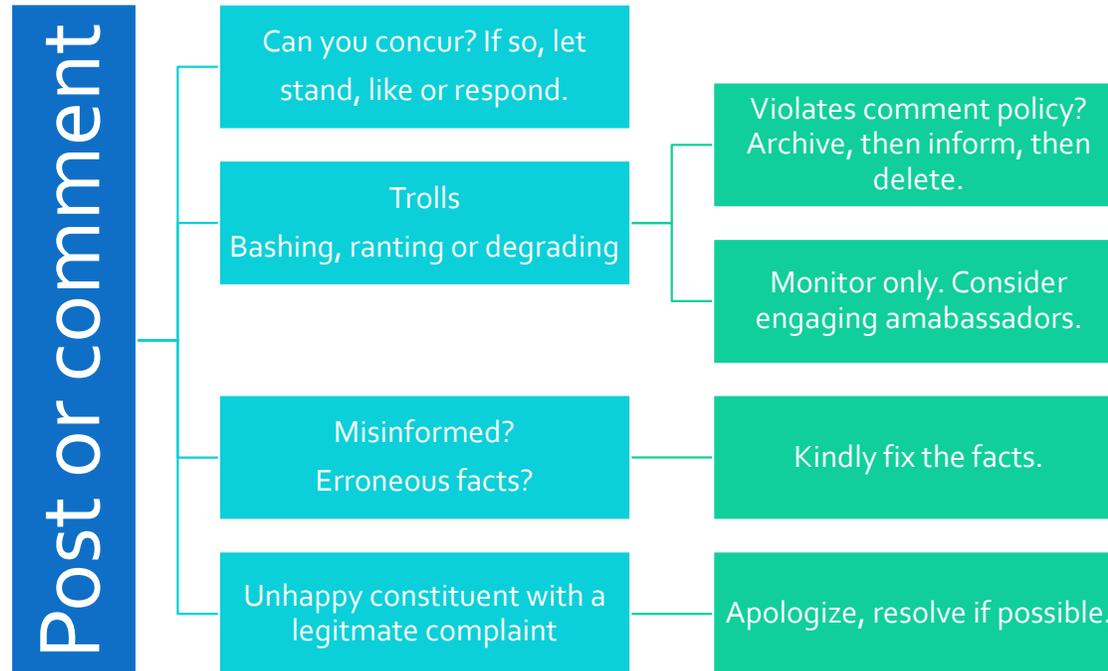
- Easy links for City staff and ambassadors to share
- Core messages about the City's beliefs and approach
- Answers to frequently asked questions
- Stories that demonstrate the City's efforts
- Stories and data that combat stereotypes and misperceptions about homelessness
- Resources for those seeking help

How

- Update pages on City of Monroe website

Managing Social Media

- Post a clear policy around conduct and language
- Assign roles and create schedule to monitor and respond
- Establish criteria for when to respond:



- Draw on resources (e.g. link to web content, engage ambassadors)



Questions & Comments?

**HPAC Open House
Community Feedback
November 14, 2019**

Housing

There must be someplace for people to sleep - it is the humane thing to do - look at Camp Hope in Yakima

Secure parking for RVs and cars hasn't worked well in other areas

Use the back lot of City Hall

Adopt a code that allows ADU adoption. (accessory dwelling ot - secondary housing on single lot with other house)

Feel temporary housing should require mandatory drug testing

HPAC should not focus on building affordable housing - not responsibility of taxpayers

Empty building next to dollar store would be a good temporary housing

Have a foundation that has sufficient zoning which should include multi-family. (x2)

Make education about prevention a condition of temporary housing

Sky Valley Consortium is a good idea - support regional thinking, planning, and implementation

don't allow resell of junk RVs

Can religious shelter exist if they don't force religious practices on homeless

I am a developer and interested in developing subsidized housing

There are developers interested in developing 22 beautiful cottages in village setting in Monroe

Solicit donation of public/private property - at below market prices

**HPAC Open House
Community Feedback
November 14, 2019**

Housing (Cont.)

Implement a community clean-up

No to RV/car parking - too many issues with sanitation and health

Partners

Centralized work and services is more effective, but must be a regional approach - a more global approach. e

Think globally - include others - work collaboratively

Hire out clean up of trash - don't expose city workers to biohazardous materials

Partners must hold homeless accountable to be sober or deny services

PTSA - School District team up for donations, education and education to students and families

Reach out to the prison for land, support, and coordination of services

Agree there is a lack of public transportation between Monroe and Everett - needs to be addressed

Include childcare for those children impacted by mental health

HPAC must work with City and County governments

Increase support for children missing school because of homelessness

**HPAC Open House
Community Feedback
November 14, 2019**

Prevention

Crime Prevention education can be done by volunteers - not solely the PD's role

Share information about burglaries throughout the region

Great job! I think education is great. I didn't know about the committee - love 211 concept

Thank you for recognizing that homelessness is a complex and multi-pronged approach

Feels homeless should have an ombudsman that isn't the police

Support Services

Create an ombudsman that will serve as a "go between" police and the community

Incorporate all of the voluntary services in Monroe - increase awareness of resources

I am not homeless, but I need assistance with medical expenses and general life

What is the difference between vagrant and homelessness? City should be address panhandling - Al Brolin park

Addiction is a spiritual problem and not a government issue

Treatment services didn't work in Seattle

Didn't hear about anything about Cocoon services for children. (center in Everett that support youth and children)

**HPAC Open House
Community Feedback
November 14, 2019**

Public Safety

Police are not social workers, nor are social workers police

how will accountability occur for those in treatment?

Public cameras are a bad idea - I installed my own camera

Seattle had a 10-year plan and that didn't work - a six year plan is impossible

Limit the City's plan to one year. business/residents are on the defense and not responsible for homeless

We shop in Duvall because we don't feel safe in Monroe

Implement law enforcement - like panhandling laws

The embedded social worker should be able to get a good count about the number of homeless

Work with prosecutors to increase penalties for sale and use of drugs

MPD is very responsive

Get vagrant homeless - repeat offenders - out of Monroe

Monroe to Everett is a drug highway - I am not willing to pay the transportation expense

Please enforce the panhandling laws - the homeless intimidate my elderly mother

**HPAC Open House
Community Feedback
November 14, 2019**

Public Safety

Greater police presence in known areas - "best cops"

Work with courts to increase penalties for drug dealing and dealers

Do not shop in town - use Amazon instead

I am afraid for my elderly mother to shop in town (She is longtime resident - very frustrated)

Weekly police visits

Policy/Budget

Community Court is effective with personal accountability and treatment as an alternative to jail

Look at Redmond that has a Community Court

Delicate line between providing resources to individuals who are active members in the community and raising taxes

Use large vacant building in the City to establish an emergency shelter

Include solar lighting and camera for JVM food bank and garden

Delicate line between providing resources to individuals who are active members in the community and raising taxes

Concentrate on shelters/emergency housing - fill large building vacant - provide incentives

Increase incentives to developers to build affordable housing donation of surplus land

Implement code to discourage "short-term" housing like Airbnb

**HPAC Open House
Community Feedback
November 14, 2019**

Comments

Seniors are not fixed income and cannot afford an increase in taxes

Include the homeless in the process so, they can help identify what help they need

Ensure there is personal accountability for those that want to be homeless - so they don't abuse resources

Thank you for all of your hard work

Some homeless do not want help and should be held accountable



City of Monroe, Washington
Parks & Recreation Department

January, 2020

Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space and trails. Provide citizens of all age's positive recreational opportunities in clean, safe and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Operations

Parks and Recreation Department team members have been busy this winter with daily recreation use of our park's facilities and athletic fields, as well as scheduled maintenance, park improvements such as landscape winterization and repair work on facilities, equipment and landscaped areas.

The Department was also busy during our January snow storm. They worked hard to keep our paths around City Hall clean and safe. They also worked with cleaning up trees and limbs that fell from the weight of the snow in our parks.



Another January task consisted of removing the overgrown Japanese Birch Trees from the Main Street pots and replanting them. 10 of the Birch trees were planted on the east side of Lake Tye while 1 was planted at the 522 roundabout. The 11 new trees that will replace them are Coral Bark Maples. They were donated by Plants Northwest, Inc. out of Redmond and Samantha Idle with the Downtown Monroe Association helped procure them.

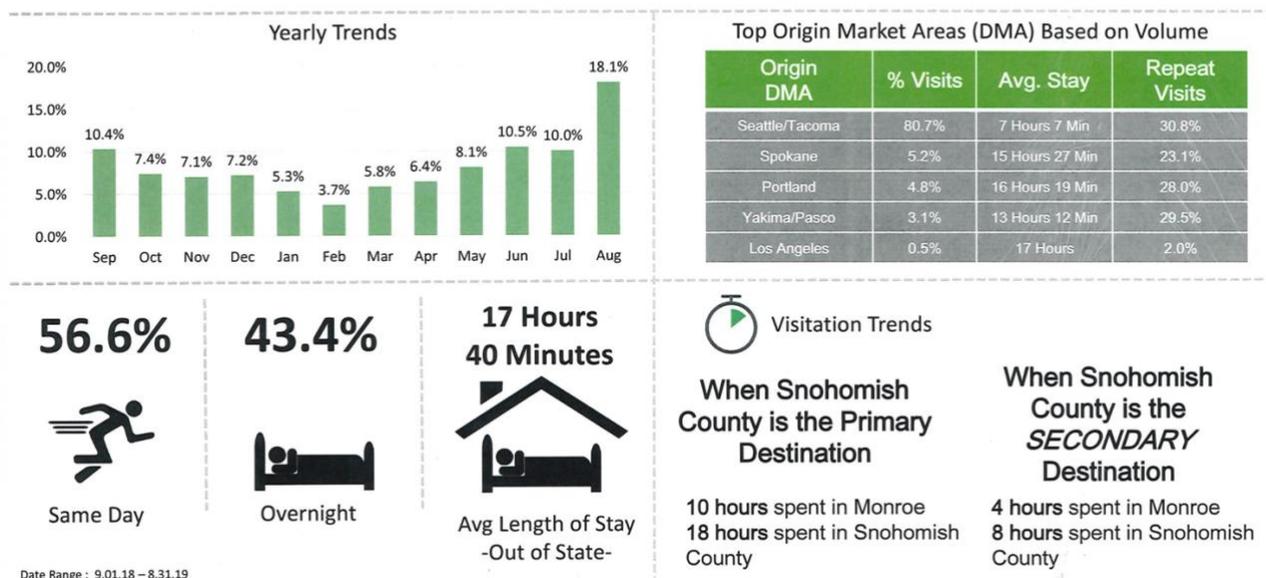


Parks and Recreation members work on planting the new trees in the Main Street pots and transplanting the grown trees at Lake Tye.

Monroe Park Board

During their January meeting, the Monroe Park Board reviewed 'Arrivalist' data compiled by County of Snohomish Tourism, Bureau presented by City Administrator, Deborah Knight. Discussion followed about how the information could be used, the need for city wide music/arts events, and examples of successful city-sponsored venues. The Board also discussed possible improvements for Currie View Neighborhood Park.

Monroe Yearly Visitor Profile – Sep 2018-Aug 2019



Park Planning

The City's landscape architectural consultant, DA Hogan & Associates worked with staff to complete their permitting requirements for the Lake Tye All –Weather Turf Project. Although complete funding for this project has yet to be identified, staff and consultant are completing the development construction plans for a 'shovel-ready' project.

The City's Park Director, Mike Farrell, attended, Mayor Geoffrey Thomas, Councilmember Heather Rousey along with other City staff attended, Advocacy Day, January 23. It was an opportunity to lobby our legislators and have an impact on policy and budget legislation.

Living Christmas Tree Donation

Monroe residents' Amy Martin and Ian Fairweather donated their 7' Douglas Fir Living Christmas tree to Monroe's Parks Department to be planted in a City Park. Their donated tree has been planted at the north end of Lake Tye.



Photo of planted living Christmas tree at the north end of Lake Tye.

Park Flooding

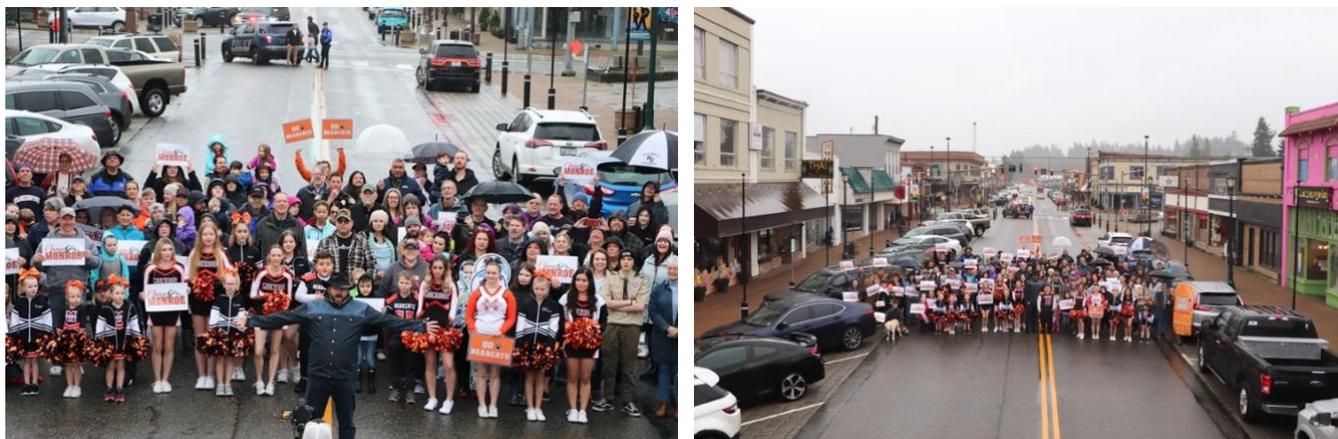
With the amount of rain, we've received the past few weeks our parks experienced significant flooding and closures in January. Al Borlin, Lewis Street and Skykomish River Park were affected. Our Parks and Recreation Department team members worked quickly once the water resided to clean the Skykomish River Park playground from debris.



Left photo: Skykomish River Park Flooding. Right Photo: Lewis Street Park pedestrian bridge walkway.

HGTV Photo Shoot

The City is submitted a video to HGTV for a chance to be featured on their new show, Home Town Takeover; the network's biggest renovation project ever. Our video submission will be focused on historic downtown and the gateway entrances to the area. The video ended with a photo and live video of Mayor Geoffrey Thomas and a large group of community members. You can see the City's video submission on our Facebook page, through last week's Monroe This Week or on our YouTube Channel at [Monroewaparksrec](https://www.youtube.com/channel/UCqKwvXpYkz8v8v8v8v8v8v8).



Mayor Geoffrey Thomas and members of our community gather for the HGTV Photo Shoot.

Jayme Biendl 5k Run/Walk

The 9th Annual Jayme Biendl Memorial 5k Run/Walk was a success. There were 309 total registrations. All proceeds from the event are donated to Behind the Badge Foundation at the request of Officer Biendl's family.



Left Photo: The start of the race. Right Photo: Participants look on as Jayme Biendl's father says a few words.

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to preview. The following is a summary of data for the past month:

Locations: Al Borlin Park, Sky River Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
1/20	10	4	
1/28	7.5	7	
Avg.	8.75	5.5	
			See attached Parks Homeless Response Data 2017- 2019

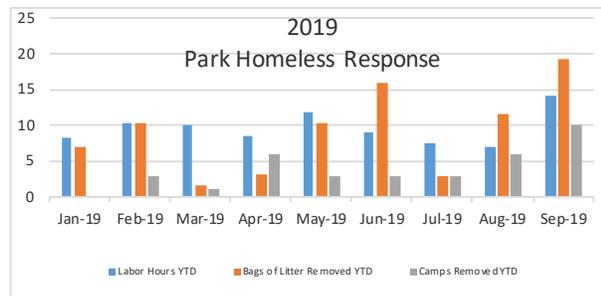
Volunteer Opportunities Join the City of Monroe team by volunteering your talent and time to support City programs, projects and events. Volunteering is an opportunity to learn about Monroe’s diverse community, understand how local government works and connect with other community members. The City offers on-going and one-time event volunteer opportunities. If you are interested in volunteering, or seeking additional information, please contact Katie Darrow at (360) 863-4519.

Visit the City website www.monroewa.gov for information on upcoming programs and events.

**2017-2020
Park Homelessness Response**

	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20			
Mar-20			
Apr-20			
May-20			
Jun-20			
Jul-20			
Aug-20			
Sep-20			
Oct-20			
Nov-20			
Dec-20			
Total 2020	8.75	5.5	0

	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



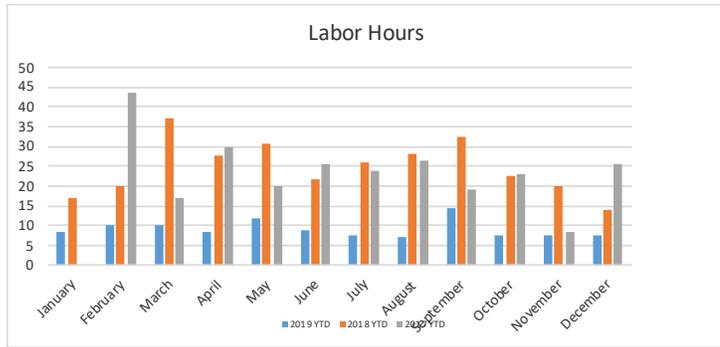
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



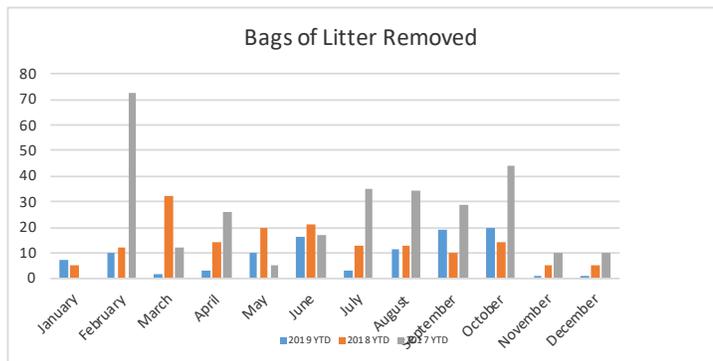
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



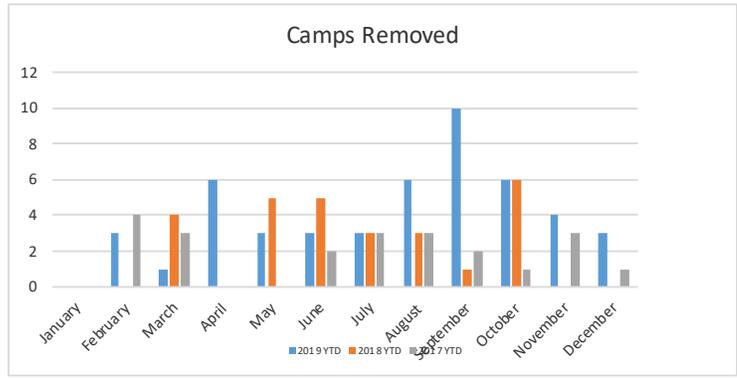
Labor Hours	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	8.75	8.3	17	0
February		10.2	20	43.5
March		10	37	17
April		8.5	27.5	30
May		11.9	30.5	20
June		9	21.5	25.5
July		7.5	26	24
August		6.9	28	26.5
September	14.25	32.5	19	19
October	7.3	22.5	23	23
November	7.5	20	8.5	8.5
December	7.3	14	25.5	25.5



Bags of Litter Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	5.5	7	5	0
February		10.3	12	72.5
March		1.5	32	12
April		3.25	14	26
May		10.25	20	5
June		16	21	17
July		3	13	35
August		11.5	13	34
September		19.25	10	29
October		19.4	14	44
November		0.875	5	10
December		1.2	5	10



Camps Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	0		0	0
February		3	0	4
March		1	4	3
April		6	0	0
May		3	5	0
June		3	5	2
July		3	3	3
August		6	3	3
September		10	1	2
October		6	6	1
November		4	0	3
December		3	0	1





MONROE CITY COUNCIL

Police Department Update

SUBJECT:	<i>Police Department Update</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
2/11/2020	Police	Jeffrey Jolley	Jeffrey Jolley	Staff/Department Reports

Discussion: 2/11/2020
Attachments: 1. Police Report January 2020

REQUESTED ACTION: None; Police update only.
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DESCRIPTION/BACKGROUND

Monthly police department update and statistics.

PowerPoint slides reviewing fireworks complaints in 2019 and new police department graphics for vehicles and uniforms

FISCAL IMPACTS

There is no impact at this time.

TIME CONSTRAINTS

NA

ALTERNATIVES

NA

Fireworks Complaints 2019

Dispatch Calls	
Jan	2
Feb	2
Mar	3
Apr	1
May	1
Jun	6
Jul	26
Aug	2
Sep	6
Oct	5
Nov	4
Dec	10
Jan '20	*11

* 7 from same residence

Comcate	2019 - 7	2020 - 3
Requesting Sweep of debris	1	
Ban	2.5	2
Large Party Complaint - Blocking road	1	
Enforcement	1.5	
Don't Ban		1
Fairgrounds Fireworks Complaint	1	







**Trim – Silver,
White, Gold**



**Trim – Silver,
White, Gold**



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

MEMORANDUM

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

FROM: Becky Hasart, Finance Director

DATE: February 11, 2020

RE: **December 2019 Finance Department Monthly Report**

Attached are the 2019 Sales Taxes, Real Estate Excise Taxes and Lodging Taxes reports. All three ended the year ahead of budget.

Budget versus actual and balance sheet reports will not be available until the annual report is complete as the Finance Department is currently processing year end activities.

Contracts awarded in December are attached for your information.

Investment Report

The December 2019 investment report is attached for your convenience. Interest rates were slightly lower in December than was realized in November. These rates continue to be volatile based on national and world events (various new international tariffs, changes in international leadership, etc.).

The City purchased two new long term investment vehicles during December. Both have a par value of \$2 million each. The first was purchased for \$2,002,261 with an interest rate of 1.71% and a maturity date of 12/16/2022. The second was purchased for \$2,003,893.33 with an interest rate of 1.83% and a maturity date of 06/30/2024. Both investments support our strategy of having a tiered maturity date schedule among all investments.

Passport Services

As of the end of December 2018, we had processed 978, for a 7.59% increase over 2017. We processed 101 passports in December, bringing our total for the year to 1,123. This is 114.8% of our 2018 total. Passport numbers have outpaced 2018, even with periodic closure of services due to staff scheduling.

Republic Services Monthly Report

Beginning with December 2019, the required monthly stream report from Republic Services will be included as an attachment to the Finance Report.



MEMORANDUM

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

FROM: Becky Hasart, Finance Director

DATE: February 11, 2020

RE: **Finance Monthly Report – Dec. 2019 Prof, Services Agreements**

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

- Scott's Electric Services, LLC - \$3,864
Police Dept Patrol Parking Lot Lighting Project
- Seahurst Electric - \$2,971
WWTP Automatic Transfer Switch repair
- Monroe Community Senior Center – \$15,000
2020 Senior Bus Program
- Sky Valley YMCA - \$50,000
2020 City memberships – pool and programs
- Downtown Monroe Association – \$25,000
Downtown merchant and economic support
- Golden Rule, LLC - \$65,000
2020 economic development services
- Monroe Historical Society - \$2,325
2020 LTAX – tourism marketing
- Sky Valley Trout Unlimited - \$3,000
2020 LTAX – Kid's Fishing Day at Lake Tye
- Sky Performing Arts - \$3,000
2020 LTAX – promotion and marketing
- Sky Valley YMCA - \$5,000
2020 LTAX – Corks & Kegs promotion and marketing
- Monroe Chamber of Commerce - \$1,843
2020 LTAX – tourism marketing – outside city events
- Monroe Chamber of Commerce - \$55,349
2020 LTAX – tourism operations and promotion
- Monroe Chamber of Commerce - \$1,200
2020 LTAX – ChooseMonroe.com website upkeep
- Monroe Chamber of Commerce - \$3,831
2020 LTAX – Fair Days Parade
- Monroe Chamber of Commerce - \$8,000
2020 LTAX – Music In The Park

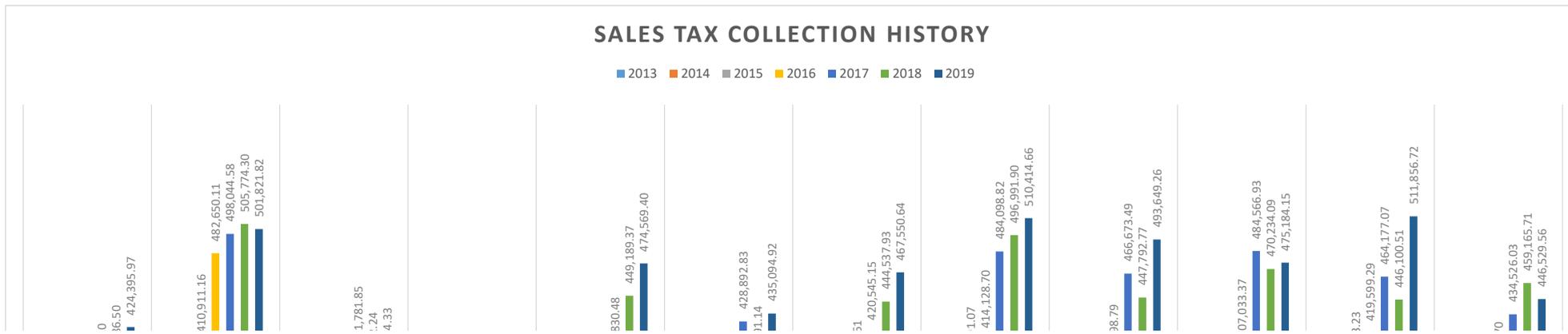
Thank you.

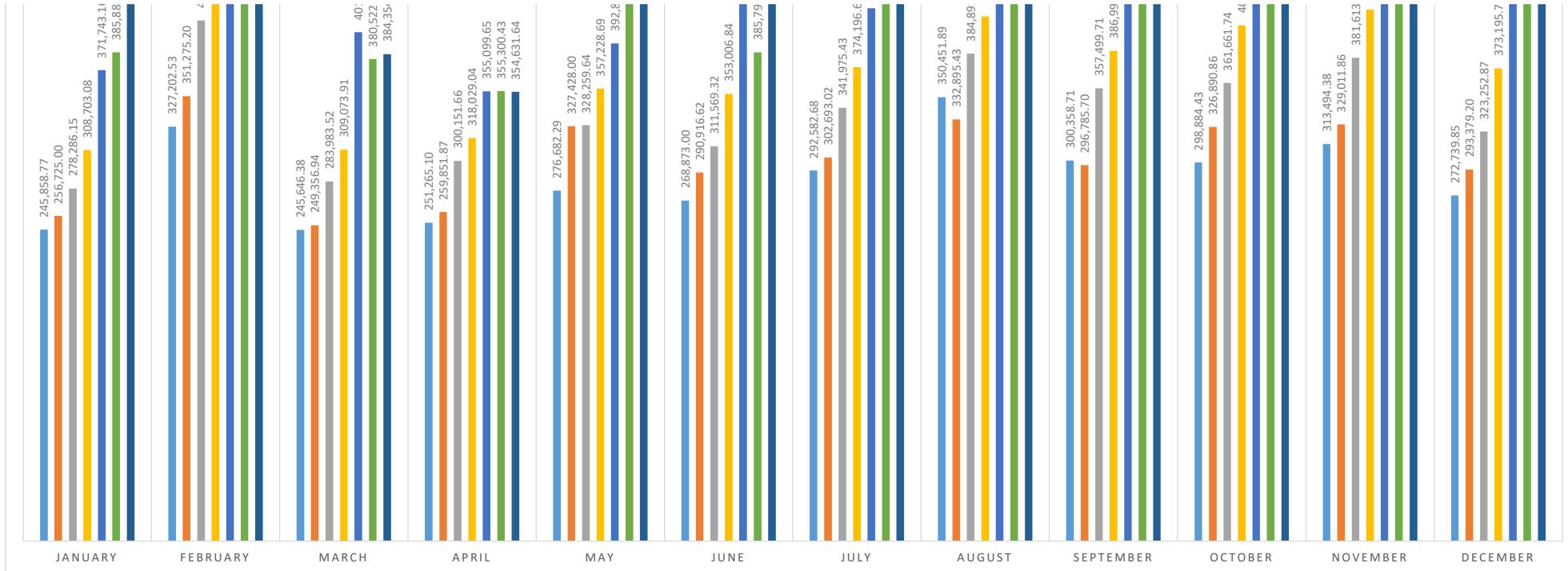
Sales Tax Analysis

Month	2013	% of total	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	average %	2019 Budget	2019 Actual	Difference
Jan	245,858.77	7.14%	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%	7.08%	351,909.01	424,395.97	72,486.96
Feb	327,202.53	9.50%	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%	9.88%	491,317.16	501,821.82	10,504.66
March	245,646.38	7.13%	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%	7.15%	355,333.89	384,354.33	29,020.44
April	251,265.10	7.30%	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%	7.09%	352,601.00	354,631.64	2,030.64
May	276,682.29	8.03%	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%	8.21%	408,037.40	474,569.40	66,532.00
June	268,873.00	7.81%	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%	7.83%	389,306.32	435,094.92	45,788.60
July	292,582.68	8.50%	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%	8.36%	415,792.33	467,550.64	51,758.31
Aug	350,451.89	10.18%	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%	9.48%	471,173.27	510,414.66	39,241.39
Sept	300,358.71	8.72%	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%	8.64%	429,694.38	493,649.26	63,954.88
Oct	298,884.43	8.68%	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%	8.99%	447,179.59	475,184.15	28,004.56
Nov	313,494.38	9.10%	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%	9.06%	450,487.83	511,856.72	61,368.89
Dec	272,739.85	7.92%	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%	8.23%	409,427.82	446,529.56	37,101.74
Total	3,444,040.01	100.00%	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%	100.00%	4,972,260.00	5,480,053.07	507,793.07
% increase from prior year			5.03%		12.35%		10.82%		15.52%		0.47%			-4.43%		
														Total	% inc	
														2,973,391.00		
														2,963,020.00	-0.35%	
														2,999,246.00	1.22%	
2013	245,858.77	327,202.53	245,646.38	251,265.10	276,682.29	268,873.00	292,582.68	350,451.89	300,358.71	298,884.43	313,494.38	272,739.85		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	5.33%	

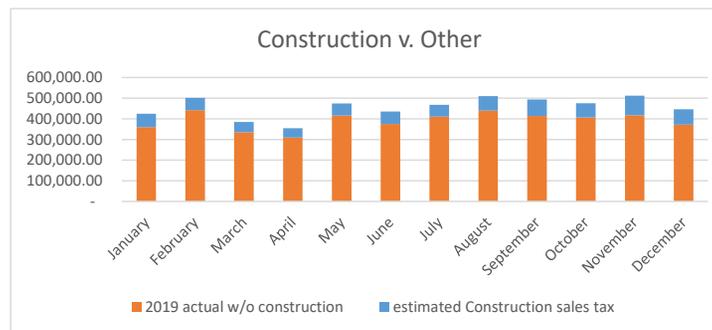
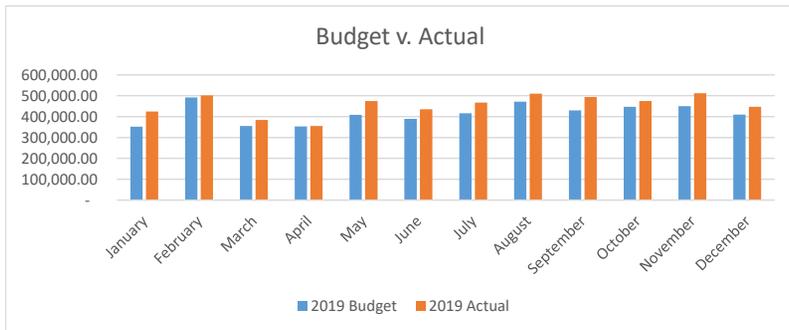
SALES TAX COLLECTION HISTORY

■ 2013 ■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019





Ave Receipts % by month per history		2019 Budget	2019 Actual	Difference over/(under)	% over/(under) budget		estimated Construction sales tax	2019 actual w/o construction	Construction % of total
7.08%	January	351,909.01	424,395.97	72,486.96	20.60%	January	64,159.39	360,236.58	15.12%
9.88%	February	491,317.16	501,821.82	10,504.66	2.14%	February	60,247.71	441,574.11	12.01%
7.15%	March	355,333.89	384,354.33	29,020.44	8.17%	March	49,620.05	334,734.28	12.91%
7.09%	April	352,601.00	354,631.64	2,030.64	0.58%	April	45,817.75	308,813.89	12.92%
8.21%	May	408,037.40	474,569.40	66,532.00	16.31%	May	58,139.92	416,429.48	12.25%
7.83%	June	389,306.32	435,094.92	45,788.60	11.76%	June	59,656.56	375,438.36	13.71%
8.36%	July	415,792.33	467,550.64	51,758.31	12.45%	July	56,358.69	411,191.95	12.05%
9.48%	August	471,173.27	510,414.66	39,241.39	8.33%	August	70,598.35	439,816.31	13.83%
8.64%	September	429,694.38	493,649.26	63,954.88	14.88%	September	79,297.15	414,352.11	16.06%
8.99%	October	447,179.59	475,184.15	28,004.56	6.26%	October	68,381.41	406,802.74	14.39%
9.06%	November	450,487.83	511,856.72	61,368.89	13.62%	November	94,563.83	417,292.89	18.47%
8.23%	December	409,427.82	446,529.56	37,101.74	9.06%	December	74,739.88	371,789.68	16.74%
100.00%		4,972,260.00	5,480,053.07	507,793.07	10.21%		781,580.69	4,698,472.38	14.26%



REET Analysis
1st Quarter %

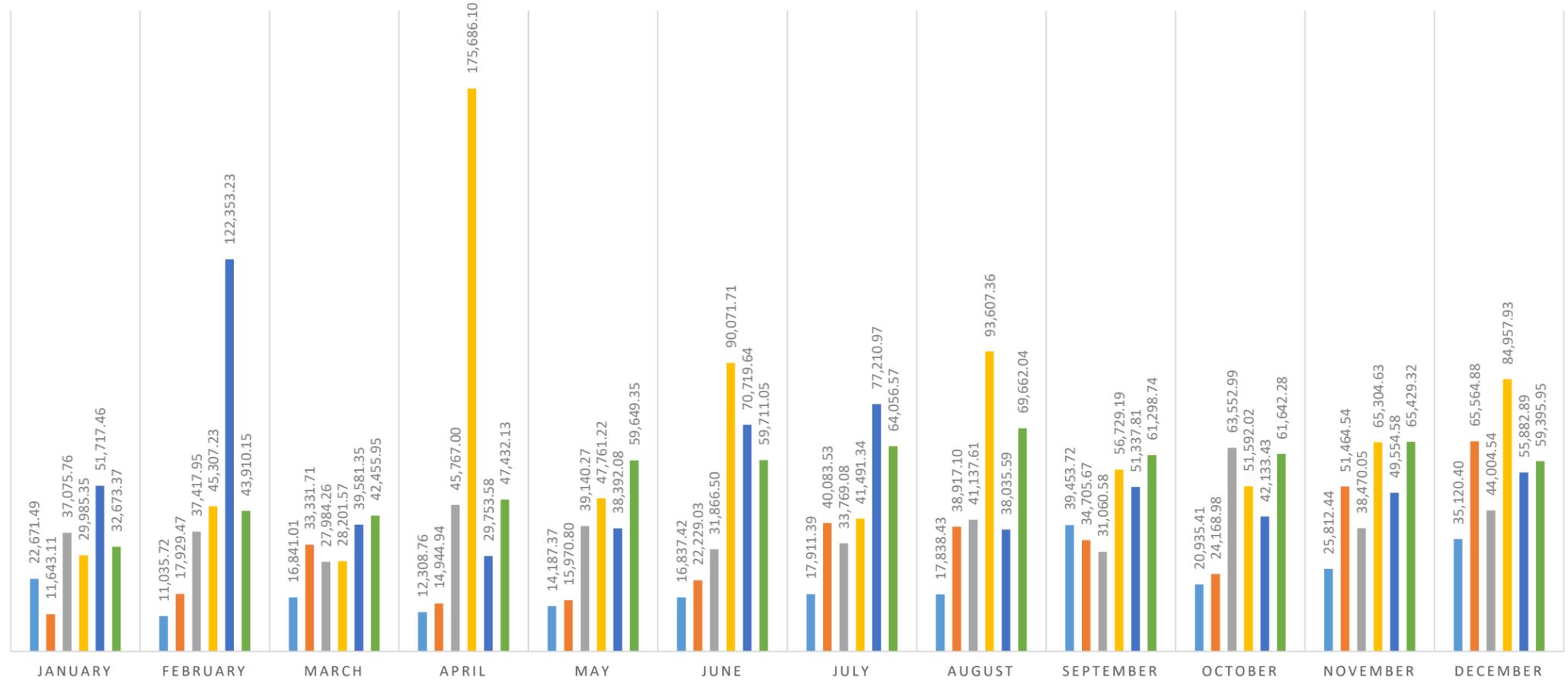
Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	average %	2019 Budget	2019 Actual	Difference
Jan	22,671.49	9.03%	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	6.30%	28,347.02	32,673.37	4,326.35
Feb	11,035.72	4.40%	17,929.47	4.83%	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	8.22%	37,001.31	43,910.15	6,908.84
March	16,841.01	6.71%	33,331.71	8.99%	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	6.21%	27,945.36	42,455.95	14,510.59
April	12,308.76	4.90%	14,944.94	4.03%	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	8.96%	40,301.56	47,432.13	7,130.57
May	14,187.37	5.65%	15,970.80	4.31%	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	5.98%	26,923.10	59,649.35	32,726.25
June	16,837.42	6.71%	22,229.03	5.99%	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	8.24%	37,064.00	59,711.05	22,647.05
July	17,911.39	7.14%	40,083.53	10.81%	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	8.36%	37,627.47	64,056.57	26,429.10
Aug	17,838.43	7.11%	38,917.10	10.49%	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	8.72%	39,222.64	69,662.04	30,439.40
Sept	39,453.72	15.72%	34,705.67	9.36%	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	9.27%	41,730.00	61,298.74	19,568.74
Oct	20,935.41	8.34%	24,168.98	6.52%	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	8.21%	36,924.95	61,642.28	24,717.33
Nov	25,812.44	10.29%	51,464.54	13.87%	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	9.56%	43,030.16	65,429.32	22,399.16
Dec	35,120.40	13.99%	65,564.88	17.67%	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	11.97%	53,882.42	59,395.95	5,513.53
Total	250,953.56	100.00%	370,953.76	100.00%	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	100.00%	450,000.00	667,316.90	217,316.90
% increase from prior year			47.82%		27.04%		72.03%			-17.77%		-32.50%		

Total

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2014	22,671.49	11,035.72	16,841.01	12,308.76	14,187.37	16,837.42	17,911.39	17,838.43	39,453.72	20,935.41	25,812.44	35,120.40	250,953.56
2015	11,643.11	17,929.47	33,331.71	14,944.94	15,970.80	22,229.03	40,083.53	38,917.10	34,705.67	24,168.98	51,464.54	65,564.88	370,953.76
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90

1ST QTR REET COLLECTION

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

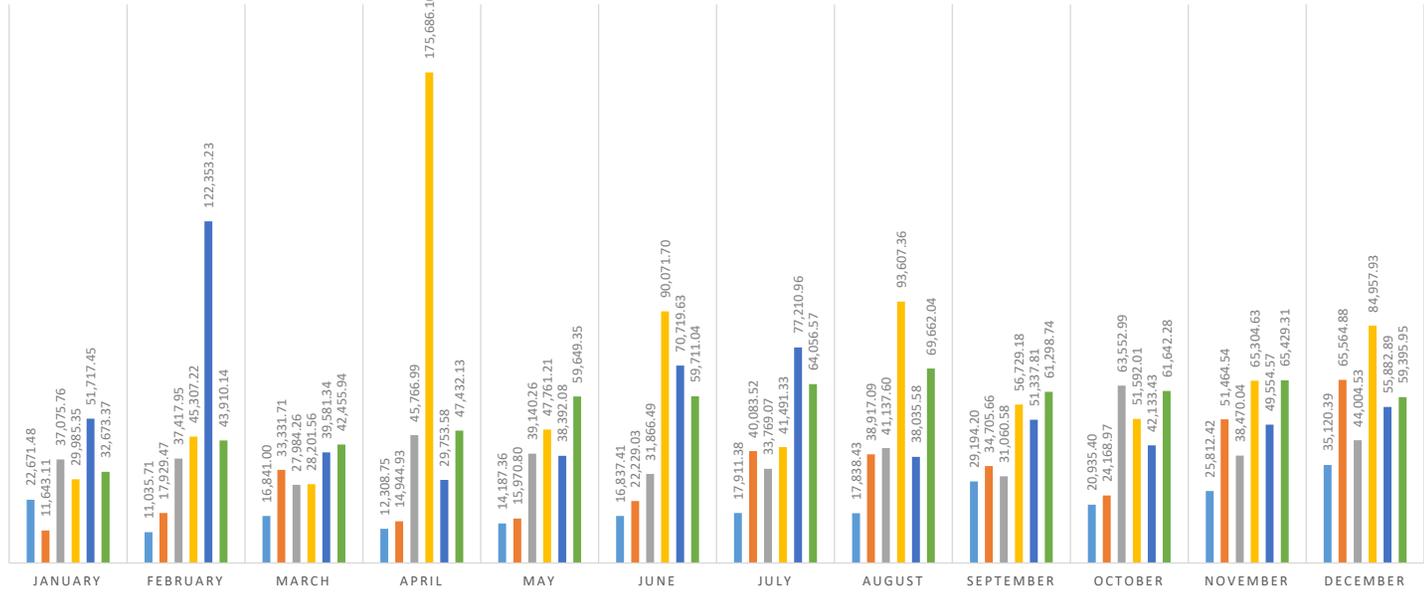


REET Analysis
2nd Quarter %

Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	average %	2019 Budget	2019 Actual	Difference
Jan	22,671.48	9.42%	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	6.38%	28,693.60	32,673.37	3,979.77
Feb	11,035.71	4.58%	17,929.47	4.83%	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	8.26%	37,170.01	43,910.14	6,740.13
March	16,841.00	7.00%	33,331.71	8.99%	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	6.27%	28,202.80	42,455.94	14,253.14
April	12,308.75	5.11%	14,944.93	4.03%	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	9.00%	40,489.72	47,432.13	6,942.41
May	14,187.36	5.89%	15,970.80	4.31%	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	6.03%	27,139.97	59,649.35	32,509.38
June	16,837.41	7.00%	22,229.03	5.99%	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	8.29%	37,321.38	59,711.04	22,389.66
July	17,911.38	7.44%	40,083.52	10.81%	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	8.42%	37,901.27	64,056.57	26,155.30
Aug	17,838.43	7.41%	38,917.09	10.49%	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	8.78%	39,495.33	69,662.04	30,166.71
Sept	29,194.20	12.13%	34,705.66	9.36%	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	8.55%	38,496.89	61,298.74	22,801.85
Oct	20,935.40	8.70%	24,168.97	6.52%	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	8.28%	37,244.99	61,642.28	24,397.29
Nov	25,812.42	10.72%	51,464.54	13.87%	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	9.65%	43,424.74	65,429.31	22,004.57
Dec	35,120.39	14.59%	65,564.88	17.67%	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	12.09%	54,419.29	59,395.95	4,976.66
Total	240,693.93	100.00%	370,953.71	100.00%	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	100.00%	450,000.00	667,316.86	217,316.86
% increase from prior year			54.12%		27.04%		72.03%		-17.77%			-32.50%		
														Total
	January	February	March	April	May	June	July	August	September	October	November	December		
2014	22,671.48	11,035.71	16,841.00	12,308.75	14,187.36	16,837.41	17,911.38	17,838.43	29,194.20	20,935.40	25,812.42	35,120.39		240,693.93
2015	11,643.11	17,929.47	33,331.71	14,944.93	15,970.80	22,229.03	40,083.52	38,917.09	34,705.66	24,168.97	51,464.54	65,564.88		370,953.71
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53		471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93		810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89		666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95		667,316.86

2ND QTR REET COLLECTION

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

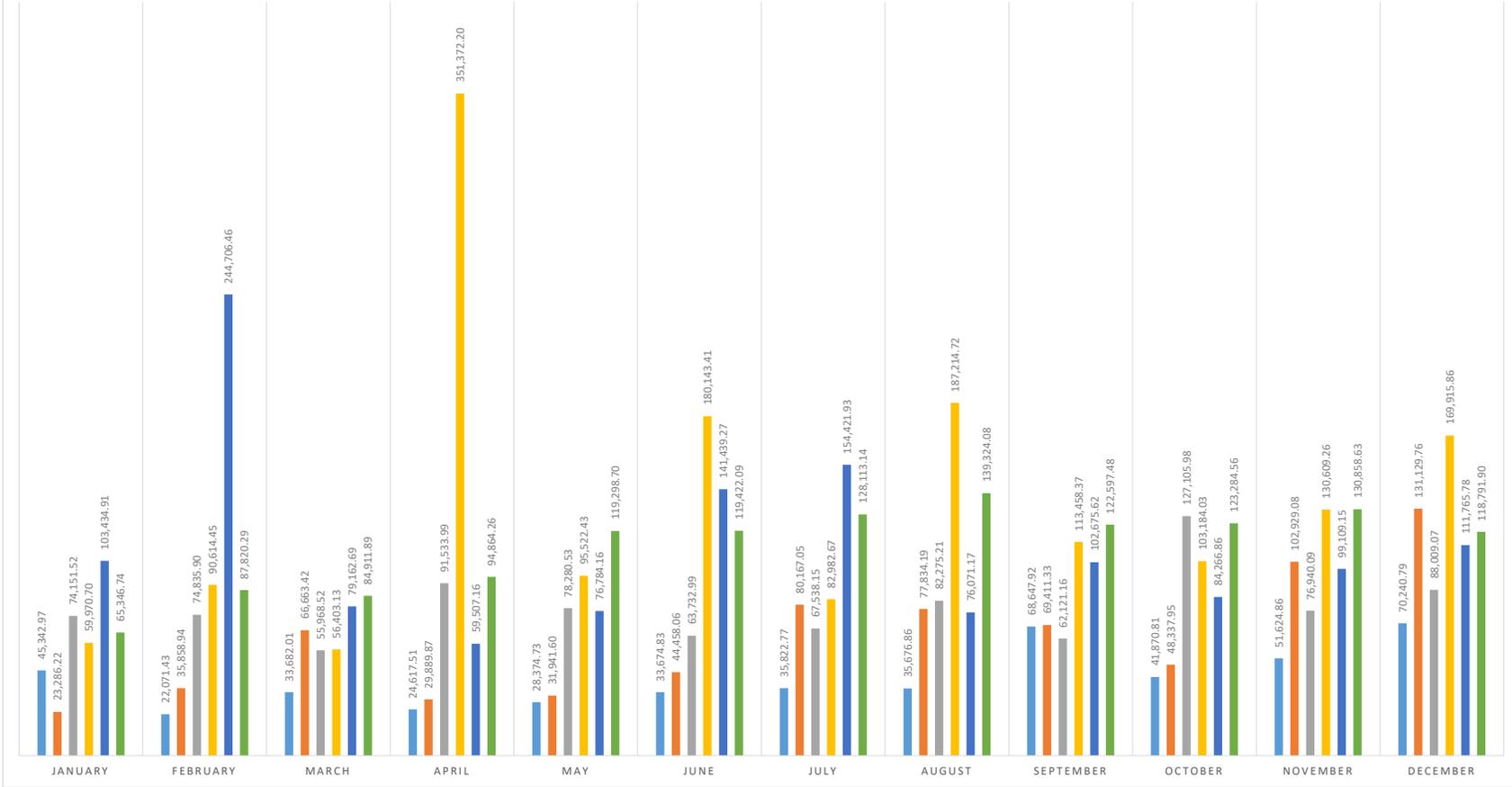


REET Analysis
Both quarter %

Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	average %	2019 Budget	2019 Actual	Difference
Jan	45,342.97	9.22%	23,286.22	3.14%	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	6.34%	57,033.39	65,346.74	8,313.35
Feb	22,071.43	4.49%	35,858.94	4.83%	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	8.24%	74,167.81	87,820.29	13,652.48
March	33,682.01	6.85%	66,663.42	8.99%	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	6.24%	56,142.79	84,911.89	28,769.10
April	24,617.51	5.01%	29,889.87	4.03%	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	8.98%	80,787.35	94,864.26	14,076.91
May	28,374.73	5.77%	31,941.60	4.31%	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	6.01%	54,058.55	119,298.70	65,240.15
June	33,674.83	6.85%	44,458.06	5.99%	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	8.26%	74,380.01	119,422.09	45,042.08
July	35,822.77	7.29%	80,167.05	10.81%	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	8.39%	75,523.03	128,113.14	52,590.11
Aug	35,676.86	7.26%	77,834.19	10.49%	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	8.75%	78,712.29	139,324.08	60,611.79
Sept	68,647.92	13.96%	69,411.33	9.36%	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	8.92%	80,294.36	122,597.48	42,303.12
Oct	41,870.81	8.52%	48,337.95	6.52%	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	8.24%	74,163.26	123,284.56	49,121.30
Nov	51,624.86	10.50%	102,929.08	13.87%	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	9.61%	86,446.66	130,858.63	44,411.97
Dec	70,240.79	14.29%	131,129.76	17.67%	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	12.03%	108,290.50	118,791.90	10,501.40
Total	491,647.49	100.00%	741,907.47	100.00%	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	100.00%	900,000.00	1,334,633.76	434,633.76
% increase from prior year			50.90%		27.04%		72.03%		-17.77%			-32.50%		
Total														
	January	February	March	April	May	June	July	August	September	October	November	December		
2014	45,342.97	22,071.43	33,682.01	24,617.51	28,374.73	33,674.83	35,822.77	35,676.86	68,647.92	41,870.81	51,624.86	70,240.79		491,647.49
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

TOTAL REET COLLECTION

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

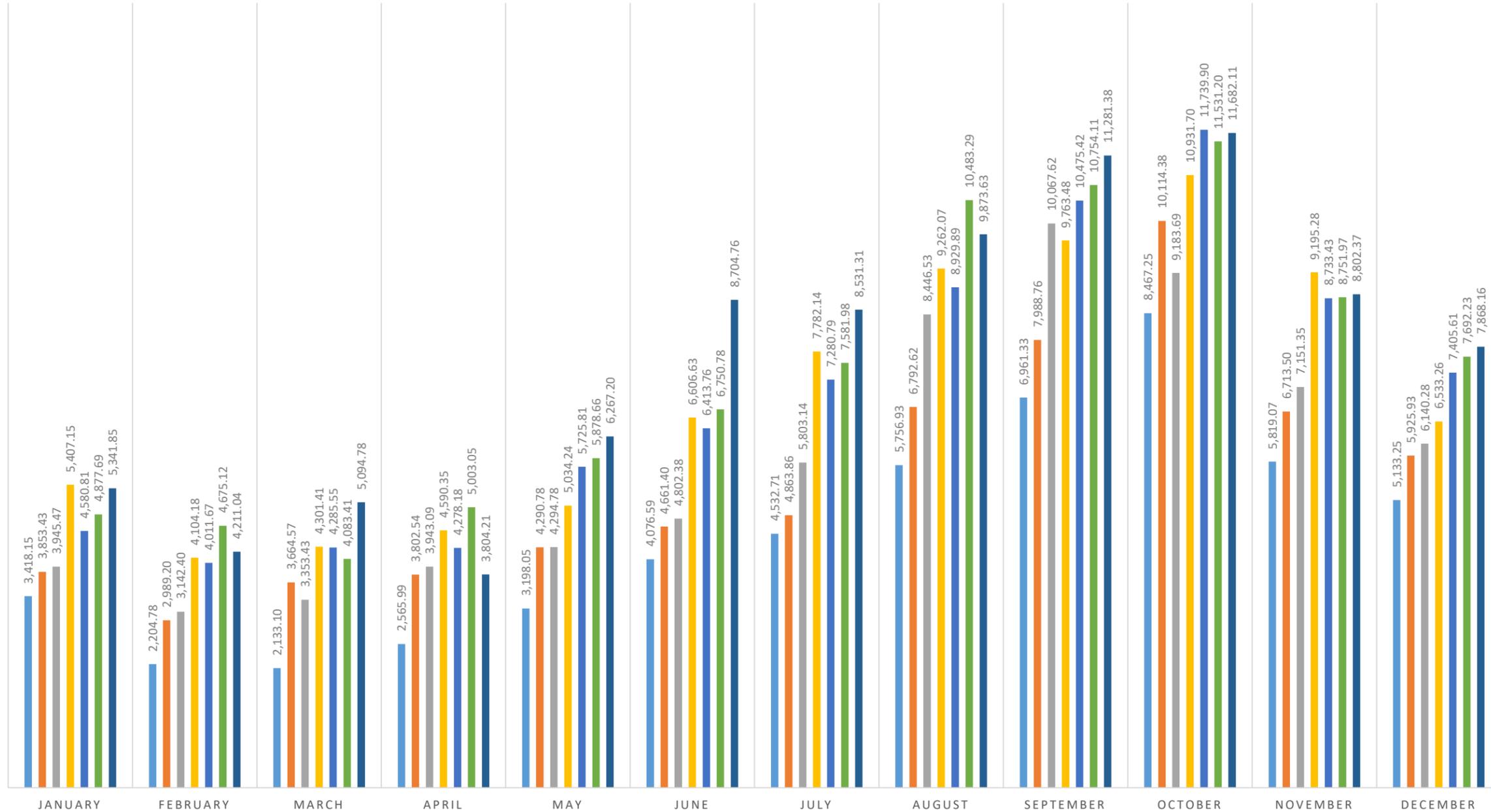


Lodging Tax Analysis

Month	2013	% of total	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	average %	2019 Budget	2019 Actual	Difference
Jan	3,418.15	6.30%	3,853.43	5.87%	3,945.47	5.61%	5,407.15	6.47%	4,580.81	5.46%	4,877.69	5.54%	5.88%	4,701.03	5,341.85	640.82
Feb	2,204.78	4.06%	2,989.20	4.55%	3,142.40	4.47%	4,104.18	4.91%	4,011.67	4.78%	4,675.12	5.31%	4.68%	3,745.86	4,211.04	465.18
March	2,133.10	3.93%	3,664.57	5.58%	3,353.43	4.77%	4,301.41	5.15%	4,285.55	5.11%	4,083.41	4.64%	4.86%	3,890.88	5,094.78	1,203.90
April	2,565.99	4.73%	3,802.54	5.79%	3,943.09	5.61%	4,590.35	5.50%	4,278.18	5.10%	5,003.05	5.68%	5.40%	4,321.33	3,804.21	(517.12)
May	3,198.05	5.89%	4,290.78	6.53%	4,294.78	6.11%	5,034.24	6.03%	5,725.81	6.83%	5,878.66	6.68%	6.35%	5,076.10	6,267.20	1,191.10
June	4,076.59	7.51%	4,661.40	7.10%	4,802.38	6.83%	6,606.63	7.91%	6,413.76	7.65%	6,750.78	7.67%	7.44%	5,955.99	8,704.76	2,748.77
July	4,532.71	8.35%	4,863.86	7.41%	5,803.14	8.26%	7,782.14	9.32%	7,280.79	8.68%	7,581.98	8.61%	8.44%	6,750.43	8,531.31	1,780.88
Aug	5,756.93	10.61%	6,792.62	10.34%	8,446.53	12.02%	9,262.07	11.09%	8,929.89	10.65%	10,483.29	11.90%	11.10%	8,882.17	9,873.63	991.46
Sept	6,961.33	12.83%	7,988.76	12.17%	10,067.62	14.33%	9,763.48	11.69%	10,475.42	12.49%	10,754.11	12.21%	12.62%	10,095.35	11,281.38	1,186.03
Oct	8,467.25	15.60%	10,114.38	15.40%	9,183.69	13.07%	10,931.70	13.09%	11,739.90	14.00%	11,531.20	13.09%	14.04%	11,234.49	11,682.11	447.62
Nov	5,819.07	10.72%	6,713.50	10.22%	7,151.35	10.18%	9,195.28	11.01%	8,733.43	10.41%	8,751.97	9.94%	10.41%	8,331.60	8,802.37	470.77
Dec	5,133.25	9.46%	5,925.93	9.03%	6,140.28	8.74%	6,533.26	7.82%	7,405.61	8.83%	7,692.23	8.73%	8.77%	7,014.76	7,868.16	853.40
Total	54,267.20	100.00%	65,660.97	100.00%	70,274.16	100.00%	83,511.89	100.00%	83,860.82	100.00%	88,063.49	100.00%	100.00%	80,000.00	91,462.80	11,462.80
% increase from prior year			21.00%		7.03%		18.84%		0.42%		5.01%			-9.16%		
															Total	
	January	February	March	April	May	June	July	August	September	October	November	December				
2013	3,418.15	2,204.78	2,133.10	2,565.99	3,198.05	4,076.59	4,532.71	5,756.93	6,961.33	8,467.25	5,819.07	5,133.25		54,267.20		
2014	3,853.43	2,989.20	3,664.57	3,802.54	4,290.78	4,661.40	4,863.86	6,792.62	7,988.76	10,114.38	6,713.50	5,925.93		65,660.97		
2015	3,945.47	3,142.40	3,353.43	3,943.09	4,294.78	4,802.38	5,803.14	8,446.53	10,067.62	9,183.69	7,151.35	6,140.28		70,274.16		
2016	5,407.15	4,104.18	4,301.41	4,590.35	5,034.24	6,606.63	7,782.14	9,262.07	9,763.48	10,931.70	9,195.28	6,533.26		83,511.89		
2017	4,580.81	4,011.67	4,285.55	4,278.18	5,725.81	6,413.76	7,280.79	8,929.89	10,475.42	11,739.90	8,733.43	7,405.61		83,860.82		
2018	4,877.69	4,675.12	4,083.41	5,003.05	5,878.66	6,750.78	7,581.98	10,483.29	10,754.11	11,531.20	8,751.97	7,692.23		88,063.49		
2019	5,341.85	4,211.04	5,094.78	3,804.21	6,267.20	8,704.76	8,531.31	9,873.63	11,281.38	11,682.11	8,802.37	7,868.16		91,462.80		

LODGING TAX COLLECTION HISTORY

■ 2013
 ■ 2014
 ■ 2015
 ■ 2016
 ■ 2017
 ■ 2018
 ■ 2019



December 31, 2019 Investment Report

Short Term Investments:

LGIP \$ 8,096,362.00
Opus Bank \$ 5,918,999.62

subtotal short-term \$ 14,015,361.62

Long Term Investments:

US Bank safekeeping \$ 27,145,906.28

Total Investments **\$ 41,161,267.90**

Interest reinvested thru 12/19 \$ 297,852.47
Interest received thru 12/19 \$ 432,030.29

Total interest earned 2019 to date **\$ 729,882.76**

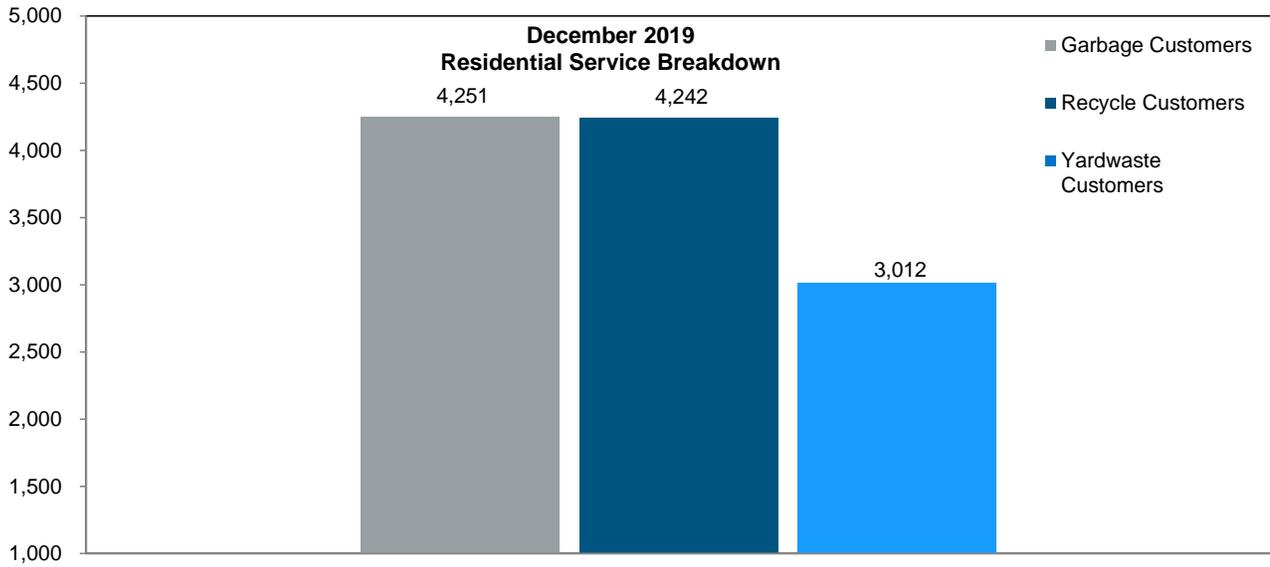
Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. December's net interest rate was 1.7737%, a decrease of 0.0549% from November's rate of 1.8286%.

The Opus Bank account is a public interest checking account that charges no fees. The interest rate is tied to the LGIP as a benchmark, with a one month lag. December's annual percentage yield was 1.81%.

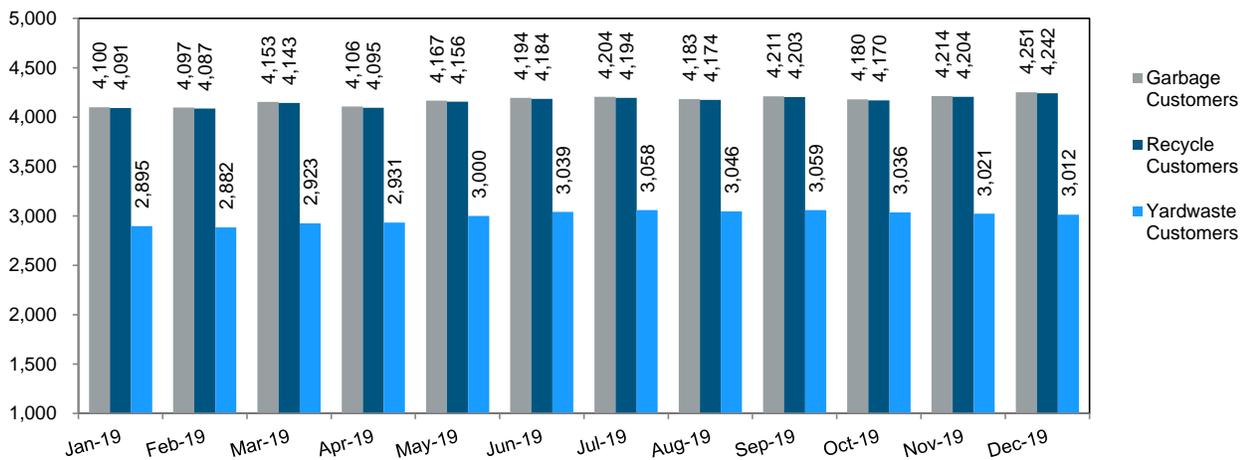
Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from Jan. 2020 through June 2024 and interest rates range from 0.917% to 2.78%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

The City purchased two new long term investment vehicles during December. Both have a par value of \$2 million dollars each. The first was purchased for \$2,002,261.00 with an interest rate of 1.71% and a maturity date of 12/16/2022. The second was purchased for \$2,003,893.33 with an interest rate of 1.83% and a maturity date of 06/30/2024. Both investments support our strategy of having a tiered maturity date schedule among all investments.

**City of Monroe
Residential Service Breakdown**



**2019
Residential Service Breakdown**





PUBLIC WORKS DEPARTMENT JANUARY 2020 UPDATE

Metrics

		2018	2019											
		DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
WWTP	WWTP Total Flow (millions of gallons)	53.13	55.71	48.78	49.57	49.50	46.00	42.55	42.96	43.69	47.22	48.63	47.31	57.85
	Average Daily flow (Millions of gallons)	1.77	1.80	1.74	1.60	1.65	1.48	1.42	1.39	1.41	1.57	1.57	1.58	1.87
	Peak Daily Flow (millions of gallons)	2.433	2.21	1.97	1.88	2.01	1.81	1.55	1.60	1.63	2.16	2.19	2.09	3.81
	Removal Rate	98%	98%	98%	98%	98%	96%	97%	98%	98%	98%	98%	98%	98%
	Biosolids transported to BUF (wet tons)	161	225	184	246	250	187	218	191	147	214	243	219	249
D&C	Private Development (hours)	241	406	258	257	261	165	185	159	198	151	346	374	435
	Capital Projects (hours)	369	544	431	861	1002	797	792	639	579	554	656	397	292
O&M	Street Sweeping/ Brush Cutting (lane miles/hours)	468/0	218/0	30/0	282/0	497/0	27/96	68/86	64/59	117/108	281/35	680/0	721/0	127/0
	Utility Locates	119	245	143	205	240	217	210	226	222	207	231	150	164
	Water sold (millions of gallons) (15th to 15th)	50.2	49.5	52.1	45.4	52.4	54.6	68.8	73.1	87	79.9	52.9	51.4	49

DESIGN & CONSTRUCTION DIVISION

CHAIN LAKE ROAD SHARED PATH EXTENSION

Background

The City of Monroe received a federal grant through Puget Sound Regional Council (PSRC) to design and purchase additional right-of-way for extending the shared sidewalk/path north along Chain Lake Road and end at Brown Road. The sidewalk will match to the existing sidewalk in the vicinity of Rainier View Road.

The original cost estimate for this project is \$3,952,752 through the Streets 318 Fund. To help offset the cost, \$2,429,219 will be reimbursed by secured federal grants, leaving \$1,523,533 for the local match. 2019 revised cost estimation has the project tracking at \$3,500,000, reflecting an increase in right-of-way acquisition trends and additional efforts in design. However, the construction phase is tracking to be lower than originally anticipated, resulting in an overall anticipated lower cost to the project.

The project's portion of the approved 2019 Street CIP 318 Fund is shown below:

	2019 Project Budget	2019 Spent	Remaining
Design	35,000	88,582	(53,582)*
R/W	582,000	220,294	361,706
R/W Assistance**	120,000	109,994	10,006

*Some design costs were expected to occur during the 2018 fiscal cycle, but additional efforts were necessary and extended design work into the 2019 fiscal cycle.

**The City utilizes a right-of-way consultant to help navigate the complexities of acquiring property from adjacent landowners. This follows the City's Right-of-Way Procedures, which is required as part of federally funded projects.

Update

City engineering staff have performed the final review of the project design and have provided comments to the consultant. Regarding property acquisition, the City is negotiating property purchases with the adjacent landowners. Fifteen of the nineteen parcels have reached agreements thus far. The remaining five parcels are still being negotiated.

Timeline

2018-2020	Design Process
2018-2020	Right-of-Way Acquisition
2020	Design/Right-of-Way Complete
2020	Construction begins
2021	Construction ends



BLUEBERRY LANE / KELSEY STREET INTERSECTION IMPROVEMENTS

Background

This intersection has long been known as being problematic and congested at times. Improving the intersection is complicated due to the immediate proximity of Burlington Northern Santa Fe railroad and US2. The flow of traffic is sensitive to the tracks being clear and the US2 signal phasing. In December 2016 and January 2017 a series of council meetings were held to discuss potential design options. Additionally, an Open House was conducted in January 2017 to receive public input on design options. Staff are exploring a design that would create a second, northbound lane along Kelsey Street. This lane would begin at North Street and provide a turn pocket for vehicles wanting to turn onto Blueberry Lane, and also additional queuing capacity for left turns at US2. Estimated Project Cost: \$490,000 Street CIP
Construction Target: Unknown

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	70,000	94,350*	90,550	3,800
R/W	0	0	0	0
Construction	420,000	423,230**	292,200	131,030

*Design contract awarded to Century West Engineering for \$92,500.

*Additional surveying needs performed by Harmsen LLC for \$1,000.

*Additional surveying needs performed by Harmsen LLC for \$850.

**Construction contract awarded to Kamins for \$322,093

**Construction inspection services awarded to Blueline not to exceed \$98,400.

**Construction material testing on-call task to Robinson Noble for \$2,737

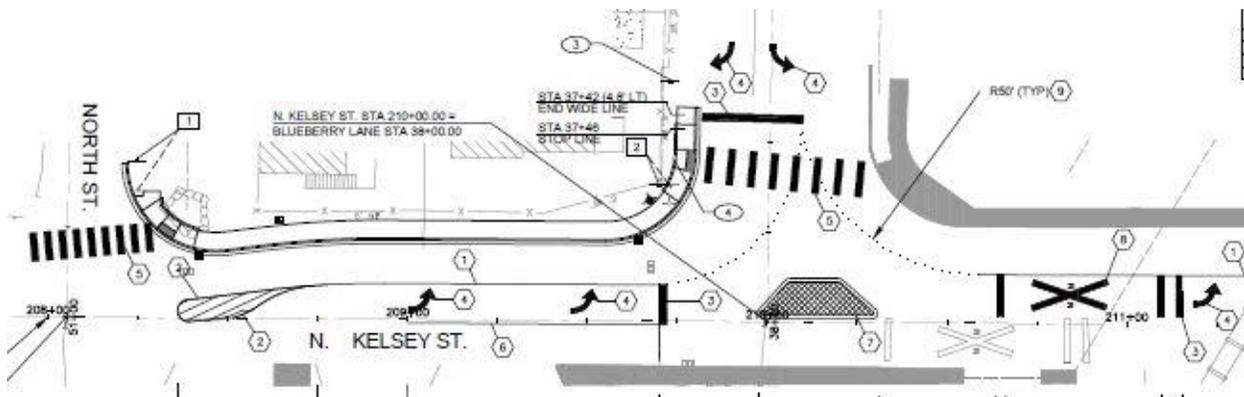
Staff originally expected the project to come in under the original cost estimation. However, unanticipated staff turnover required outsourcing project inspection work to a consultant, resulting in costing that is now slightly over.

Update

The project is complete except for installing the permanent centerline curb. There was some difficulty in locating a precast manufacturer to make the centerline curb. Manufacturing is now underway, with an anticipated delivery timeline of early February 2020.

Updated Timeline

July 2018	Begin Design Phase
May 2019	Begin Bid Phase
Sept. 2019	Begin Construction
Feb. 2020	End Construction



TJERNE PLACE PHASE III STREET IMPROVEMENTS

Background

Tjerne Place Phase III (a.k.a. Oaks Street) is located between Woods Creek Road and Old Owen Road, behind the Monroe Plaza where Albertson's used to be. This private road sees increasing traffic as drivers look to other routes to avoid traffic on US2. The City is interested in converting the road to public right-of-way and making improvements to become similar to other segments of Tjerne Place SE. Additionally, a signalized intersection would be proposed where Tjerne Place SE connects to Old Owen Road. The City utilizes a right-of-way consultant to help navigate the complexities of acquiring property from adjacent landowners. This follows the City's Right-of-Way Procedures, which is required as part of projects that may wish to seek federal funds. Estimated Project Cost: \$6,999,000 Street CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	675,000	0	0	675,000
R/W	1,100,000	0	1,156	1,098,844
R/W Assistance	100,000	97,794*	44,153	53,641
Construction	5,124,000	0	0	5,124,000

*Contract Land Services right-of-way consultant contract awarded for \$90,450. Remaining R/W budget represents estimated cost to acquire public right-of-way.

*Survey task order with KPG for \$7,343.74 to delineate easement area onsite, and prepare easement legal descriptions and exhibits.

Update

The property appraisals are complete. Offers have been presented to the property owners and the City is awaiting their responses.



Potential Timeline

2020+	Design process
2018 - 2020	Right-of-Way Acquisition
unknown	Construction Begins
unknown	Project Completion

GRADEN WATER MAIN PROJECT

Background

This project replaces aging water main infrastructure within an established neighborhood locally known as the Graden neighborhood and includes 133rd Street SE, 134th Street SE, 208th Avenue SE, 209th Avenue SE, and 210th Avenue SE. Together, the project anticipates replacing over 3,000 lf of aging water main, upgrading fire hydrants and connecting the residences to the new main. The project is located outside of the city limits in the County, but is within our water service district. It is anticipated that the impacted streets will require new roadway surfacing as part of the restoration efforts. The design phase is to occur in 2018 followed by construction in 2019, and is paid through existing water rate revenues.

Estimated Project Cost: \$1,170,000 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	120,000	75,698*	43,558	32,140
R/W	0	3,702	3,702	0
Construction	1,050,000	775,236**	643,455	131,781

*Design contract awarded to Harmsen & Associates for \$75,698.

**Construction contract (\$629,363), 20% contingency allowance (\$125,873), inspection costs (\$20,000)

Update

The project is complete. The City will resurface the neighborhood streets in 2020 as part of the permit conditions with Snohomish County.

Timeline

2018	Design process
February 2019	Bid Phase
March - June 2019	Construction Phase



182ND AVENUE WATER MAIN PROJECT

Background

This project will replace aging water main under 182nd Avenue SE, beginning at the 154th Street SE intersection and extending north to the SR522 right-of-way. This project includes replacing the 4" water main, replacing two hydrants and connecting approximately 35 existing residences to the new main. The design phase is to occur in 2018 followed by construction in 2019, and is paid through existing water rate revenues.

Estimated Project Cost: \$814,825 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	30,000	8,244*	8,147	97
R/W	0	0	3,961**	0
Construction	784,825	349,533***	282,339	67,194

*KPG on-call contract for land surveying services in the amount of \$7,462. Geotest geotechnical design support for \$781.80

**Utility permitting costs with WSDOT

***Construction contract (\$287,422), 20% contingency allowance (\$57,484), publishing expenses (\$450)

***Construction material testing on-call task to Geotest for \$4,177.

Update

This project construction is complete. The project will go before council for acceptance on January 14, 2020.

Timeline

2018	Design process
August 2019	Bid Phase
Sept. to Nov. 2019	Construction Phase



132ND STREET WATER MAIN PROJECT

Background

This water utility project replaces approximately 3,200' of aging water main under 132nd Street SE in unincorporated Snohomish County, upgrading associated fire hydrants and connecting existing residences to the new water main. It is anticipated that 132nd Street SE will require new roadway surfacing as part of Snohomish County's right-of-way disturbance permit approval. The design phase is to occur in 2018 followed by construction in 2019, and is paid through existing water rate revenues.

Estimated Project Cost: \$1,591,090 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	40,000	35,093*	30,980	4,113
R/W	0	2,761**	2,761	0
Construction	1,591,090	1,105,027***	1,050,638	54,389

*Harmsen on-call contract for land surveying services in the amount of \$13,260.

*Perteet on-call contract for wetland determination/delineation in the amount of \$13,183 and biological assessment for \$8,650.

**Snohomish County permitting fees.

***Construction contract and change order (\$904,189), 20% contingency allowance (\$180,838), inspection costs (\$20,000), asphalt overlay of 132nd Street

Update

The waterline construction has been completed. The roadway has been overlaid with new asphalt as part of the permit conditions with Snohomish County. The project will go before council for acceptance on January 14, 2020.

Timeline

2018	Design process
Jan 2019	Bid Phase
March to June 2019	Water Main Construction
Sept 2019	Asphalt Resurfacing



CASCADE VIEW DRIVE WATER MAIN PROJECT

Background

This project increases system capacity through a combination of replacing and adding approximately 1,650 lf of new 12" diameter water main. The design phase is to occur in 2018 followed by construction in 2019, and will be funded through existing water rate revenues and connection fees.

	2019 Project Budget	Committed Costs	Spent To-Date	Anticipated Remaining
Design	0	0	0	0
R/W	0	4,925	4,925	0
Construction	1,050,000	644,456**	519,476	0

**Construction contract (\$533,542), 20% contingency allowance (\$106,708), publishing costs (\$653), Construction material testing on-call task to Robinson Noble for \$3,553.

Update

The construction is finished. The project will go before council for acceptance on January 14, 2020.

Timeline

2018	Design process
July 2019	Bid Phase
Sept. - Oct. 2019	Construction Phase



BLUEBERRY LANE STORMWATER IMPROVEMENTS

Background

Blueberry Lane experiences street flooding during the wet winter months. The existing storm drainage system collects and conveys the stormwater runoff to an infiltration facility. This project would rehabilitate or replace the system with a new infiltration system designed to today's stormwater regulations.

The City is the recipient of a stormwater grant from the Department of Ecology. The proposed award consists of a \$2,633,250 grant and a low interest loan of \$877,750 with the intent to fully fund the project.

Estimated Project Cost: \$3,511,000 Storm CIP Fund

	2019 Project Budget	Committed Costs	2019 Spent To-Date	Remaining
Design	467,460	456,856	51,603	405,253
R/W	0	0	0	0
Construction	0	0	0	0

Update

As part of the grant conditions, the project had to undergo an archaeological assessment before any design explorations could begin. This has caused unexpected delays in the design phase. The updated timeline to complete the design is now anticipated for June 2020.

Timeline

2019-2020	Design process
June 2020	Bid Phase
Aug to Nov. 2020	Construction Phase



ADAMS LANE UTILITY REPLACEMENT

Background

This project replaces approximately 370 feet of aging 6 inch clay sewer main and approximately 620 feet of aging 6 inch and 4 inch asbestos cement water main under Adams Lane between Pike Street and Powell Street. The new 8 inch ductile iron water main will connect to existing asbestos cement pipe in the aforementioned streets, as well as connecting to an existing 8 inch polyvinyl chloride pipe located midblock.

Estimated Project Cost: \$442,969 Water & Sewer CIP Funds

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	72,780	\$11,463*	11,463	0
R/W	0	0	0	0
Construction	390,189	0	0	390,189

*On-call survey contract authorized with KPG to collect site information.

Update

The design phase is complete. The project will solicit contractor bids later this month, with an anticipated construction start in late March 2020.

Timeline

2019	Design process
2020	Bid Phase
2020	Construction Phase



DOC SECOND RESERVOIR

Background

Construct 850,000 gallon domestic water reservoir on the hill adjacent to the Monroe Correctional complex. This project will increase fire flow capacity in the DOC water zone.

Estimated Project Cost: \$4,296,038 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	485,333	453,328*	101,031	352,297
R/W	0	0	0	0
Construction	3,810,705	0	0	3,810,705

*Design contract with Murraysmith \$450,000. Environmental review on-call contract with Perteet \$3,328.

Update

Murraysmith Inc is under contract to design for this project. The design is heading toward 60%, which will be submitted to the engineering staff for review in mid-February. The design phase is anticipated to continue into summer 2020.

Timeline

2019	Design process
2020	Bid Phase
2020/21	Construction Phase



ADA TRANSITION PLAN

Background

Federal law requires local agencies to identify the existing Americans with Disabilities Act (ADA) compliance issues on all City property, then develop a plan to bring those deficiencies up to current compliance standards. This project would hire a consultant to prepare an inventory and develop the ADA transition plan.

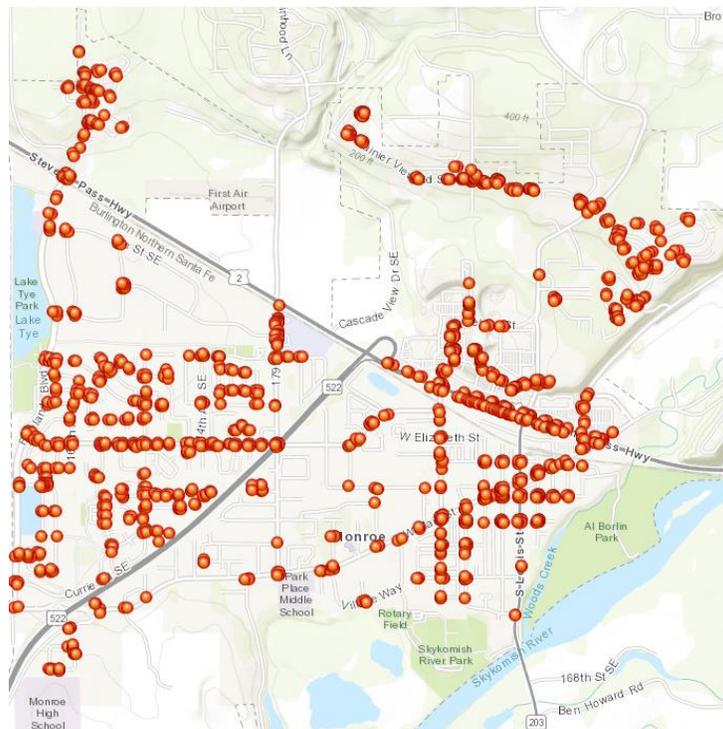
Estimated Project Cost: \$108,225 Street CIP Fund

	Project Budget		Committed Costs	Spent To-Date	Remaining
Design	108,225		0	0	108,225
R/W	0		0	0	0
Construction	0		0	0	0

Update

As part of the City's pavement rating study this year, information on the city's sidewalk network will also be collected. This data will be used to develop the ADA Transition Plan. We anticipate the inventory to be completed in December, followed by developing the actual plan during the first half of 2020.

The City has selected the Transpo Group to develop the ADA Transition Plan. Staff is currently negotiating scope and fee with this consultant ahead of beginning the work.



PAVEMENT RATING STUDY

Background

Re-rate the condition of the streets City-wide, providing a platform on which to base the street preservation efforts for the next several years. Additionally, inventory the sidewalk network city-wide for condition and ADA compliance assessment. This sidewalk information will be used as part of the ADA Transition Plan development.

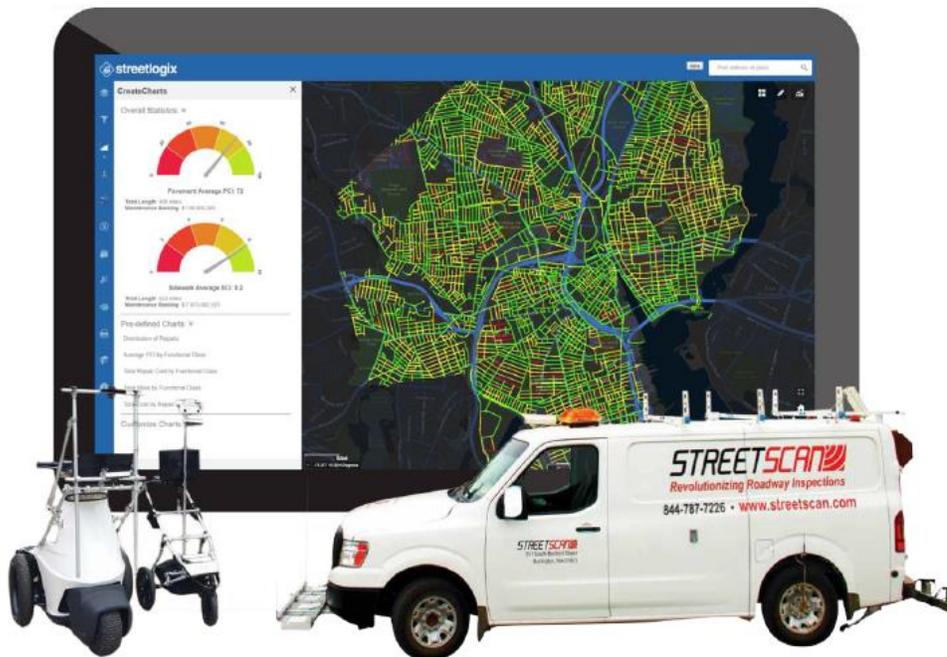
Estimated Project Cost: \$41,000 Street CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Anticipated Remaining
Design	41,000	80,260*	76,920	0
R/W	0	0	0	0
Construction	0	0	0	0

*StreetScan contract to rate the city streets \$42,800. Amended contract to include sidewalk rating (\$37,460) as part of budgeted ADA Transition Plan.

Update

The City has received the street condition data and staff are utilizing the information to formulate next year's street preservation efforts. The sidewalk network's information has been collected and made available, which will be used to prepare the ADA Transition Plan.



2019 STREET PRESERVATION PROGRAM

Background

The City has established a Transportation Benefit District (TBD) to help maintain existing streets. Maintenance efforts include practices such as overlaying with new asphalt, adding new aggregate to the road surface (chip sealing), replacing lost binder oils on the surface (fog seal), and filling in cracks with elastomeric material (crack sealing).

The City has a program that determines best use of TBD funds to maximize maintenance efforts toward our citywide street system. In years past the City has partnered with Snohomish County's Countywide Overlay Program. This program has become larger than intended and Snohomish County has requested Monroe and other cities not to participate for the next few years. As a result, engineering staff are making adjustments and will be performing the design and administering the construction contract this summer.

Existing sidewalk ramps adjacent to the project areas will be reviewed and reconstructed as necessary to be compliant with current ADA standards.

Update

The 2019 preservation work on the street segments listed below are finished.

On Street	From Street	To Street
149TH ST SE	179TH AVE SE	182ND AVE SE
KING ST	W COLUMBIA ST	BLUEBERRY LN
PARK ST	SOUTH END	MONROE ST
PIKE ST	PARK ST	S KELSEY ST
179TH AVE SE	149TH ST SE	SR 2
FRYELANDS BLVD	MAIN ST	152ND ST SE
MONROE ST	S KELSEY ST	ACCESS RD
TESTER RD	167TH AVE SE	MAIN ST
ALDEN AVE	LAWRENCE ST	JOHNSON LN
ALLEY	N KELSEY ST	POLK LN
POLK LN	W HILL ST	ACCESS RD
KIRBY DR	W MAIN ST	W COLUMBIA ST
LAWRENCE ST	WEST END	ALDEN AVE
149TH ST SE	173RD AVE SE	175TH AVE SE
174TH AVE SE	152ND ST SE	149TH ST SE
TYE ST SE	FRYELANDS BLVD SE	169TH DR SE

318 Fund	Project Budget	Committed Costs	Spent To-Date	Anticipated Remaining
Design	30,000	3,830*	3,830	0
R/W	0	0	0	0
Construction	1,532,500	1,772,954**	1,389,751	0

*Harmsen on-call land surveying services contract in the amount of \$3,830.

**Construction contract (\$1,377,462), plus 20% contingency allowance (\$275,492)

**Construction material testing on-call task to Geotest for \$21,000.

**Inspection services contract to Exeltech for \$99,000

GRANTS

The City actively pursues other sources of project funding through grants. Grants sources include State and Federal resources and help defray the cost of maintaining and improving the City of Monroe's infrastructure. The following is a summary of grant activity that Public Works has received.

<u>Active Grants:</u>	<u>Grant Amount</u>	<u>Description</u>
Sidewalk Railroad Crossing	\$244,500	Fryelands Blvd & 179 th Ave SE sidewalks
Chain Lake Rd Shared Path		Extend the concrete sidewalk to Brown Rd.
	\$173,000	Design
	\$488,725	Right-of-Way Acquisition
	\$1,515,692	Construction
US-2 Shared Use Path	\$90,250	Add US2 sidewalk alongside Fairgrounds
N. Madison St.	\$1,299,625	Separate stormwater from the sewer
Blueberry Lane Stormwater	\$2,633,250 +	Repair aging stormwater infiltration system
	\$877,750 (Loan)	

Grants									
Status	Project	Agency	Program	Ask	Date	Recommended	Date	Awarded	Date
Awarded	US2 Sidewalk Extension	PSRC	CMAQ	\$ 90,250	4/26/2016	\$ 90,250	12/27/2016	\$ 90,250	12/27/2016
Recommended	US2 Sidewalk Extension	WSDOT	Ped-Bike Program	\$ 432,500	5/11/2018	\$ 432,500	6/8/2018	\$ 432,500	10/31/2018
Encumbered	Chain Lake Rd Trail Extension	PSRC	CMAQ	\$ 2,432,867	4/22/2016	\$ 1,515,692	11/4/2016	\$ 1,515,692	12/27/2016
Encumbered	Chain Lake Rd Trail Extension	PSRC	CMAQ	\$ 661,725	4/23/2014	\$ 583,527	1/15/2016	\$ 583,527	1/15/2016
Closed	2018 LED Lighting upgrades	TIB	Relight Washington	\$ 11,345	3/1/2018	\$ 11,345	3/2/2018	\$ 11,345.00	4/17/2018
Closed	Main Street Grind/Overlay	TIB	APP	\$ 518,000	8/18/2017	\$ 440,000	11/22/2017	\$ 440,000	1/18/2018
Closed	Fryelands Blvd Grind/Overlay	TIB	APP	\$ 444,800	8/13/2018	\$ 444,800	12/11/2018	\$ 444,800	12/11/2018
Awarded	N. Madison Street Combined Sewer Separation	DOE	SFAP	\$ 1,290,108	10/20/2016	\$ 1,299,625	3/6/2018	\$ 1,299,625	6/25/2019
Awarded	Blueberry Lane Stormwater Repair	DOE	SFAP	\$ 2,633,250	10/12/2018	\$ 2,633,250	1/18/2019	\$ 3,511,000	6/28/2019
Awarded	179th Ave Sidewalks	PSRC	CMAQ	\$ 634,650	5/11/2018	\$ 634,650	6/8/2018	\$ 634,650	10/31/2018

GRANT SUMMARY TABLE

Monroe Emergency Management Office

Initiatives

- Updating Monroe's Hazard Mitigation Plan as part of a multi-jurisdictional effort heading by the Snohomish County Department of Emergency Management.
- Working with the Tri-County Violence Prevention and Response Program to participate in a series of drills and exercises regarding a complex coordinated terrorist attack.
- Developing Continuity of Government/Continuity of Operations Plan.

Incidents

- MonCC -2020-001 Minor flooding on the Skykomish River 01/03/2020
- MonCC-2020-002 Snowfall 01/13/2020
- MonCC-2020-003 Minor flooding on the Skykomish River 01/21/2020
- MonCC-2020-004 novel Coronavirus 2019 ongoing
- MonCC-2020-005 Major flooding on the Skykomish River 01/27/2020

Training/Meetings Attended

- Chaired Snohomish County Hazard Mitigation Plan Steering Committee meeting #4
- 01/08/2020 Attending CCTA Tabletop Player Briefing
- 01/09/2020 NWS Briefing regarding upcoming winter weather
- 01/11/2020 NWS Briefing regarding upcoming winter weather
- 01/12/2020 NWS Briefing regarding upcoming winter weather
- 01/13/2020 NWS Briefing regarding winter weather
- 01/14/2020 NWS Briefing regarding winter weather
- 01/14/2020 Snohomish County Emergency Managers meeting cancelled due to weather
- 01/15/2020 CCTA Tabletop Exercise postponed due to weather
- 01/15/2020 NWS Briefing regarding winter weather
- 01/23/2020 Tri-County CCTA Tabletop exercise: 10 attendees from City of Monroe
- 01/29/2020 NWS Briefing regarding flooding
- 01/30/2020 NWS Briefing regarding flooding
- 01/31/2020 NWS Briefing regarding flooding



MONROE THIS WEEK

February 7, 2020 • Vol 6/Edition 5



Thank you for reading Monroe This Week. Learn what is happening and has happened during the week. Please contact me with any and all feedback regarding the articles below. I can be reached at gthomas@monroewa.gov.

Yours in Service,

A handwritten signature in black ink that reads "Geoffrey Thomas".

Mayor Geoffrey Thomas

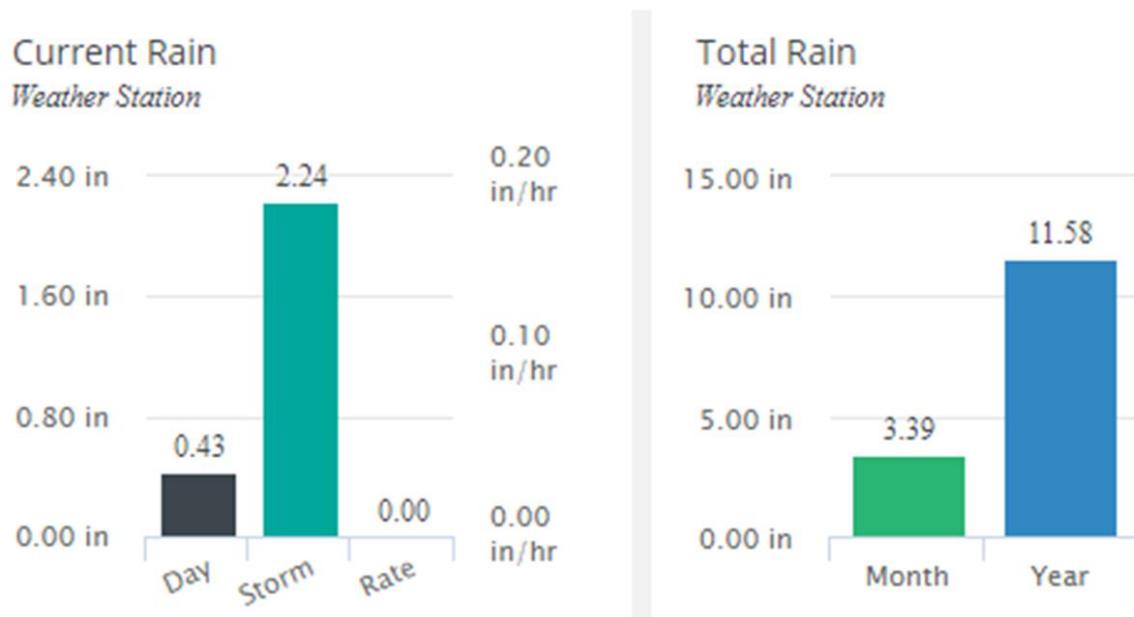


EMERGENCY MANAGEMENT NOTICE

Heavy rainfall is expected to continue into the weekend with the possibility of additional flooding throughout Monroe. The City is asking for the community's help by checking storm drains on your street and making sure they are clear of debris. Some older storm drains outflow to rock holes or ditches that are at maximum capacity. If your street is experiencing flooding issue please call the Public Works Department at 360-794-6100 during business hours and 425-239-0189 after hours. For flooding issues outside of City limits, call Snohomish County Roads Maintenance at 360-388-7500.

There are several streets with water over the roadway. For your safety, please do not drive through standing water.

CITY HALL WEATHER STATION



REPRESENTING IN OLYMPIA – #FINISH 522

Due to significant precipitation, the last couple weeks have really demonstrated the need for improvements to our transportation system and our drainage systems, including culverts. Forward Washington, a bill being advanced in Olympia by Senator Steve Hobbs from the 44th Legislative District that includes Lake Stevens and Snohomish, would provide for funding that includes roads and culverts statewide.

More specific to Monroe, Forward Washington includes funding that would finish FOUR phases of SR-522 to include: (1) widening from 2 to 4 lanes westerly of the Snohomish River Bridge, (2) installing an interchange to replace the existing stoplight at Paradise Lake Road, (3) improvements at the interchange with US-2 in Monroe, and (4) improvements at the interchange with I-405 in Bothell. Additionally, Forward Washington includes funding for the US-2 bypass in Monroe. Forward Washington would have a significant and positive impact on Monroe's transportation system.

Senator Hobbs, who is the Senate's Transportation Committee Chair, introduced Forward Washington in last year's legislative session. In 2019, Monroe City Councilmembers passed a resolution in support of Forward Washington and some council members, Monroe residents and business owners, and I travelled to Olympia to testify in support of the bill. While Forward Washington did not pass in 2019, the bill remains alive in 2020.

This week, Monroe City Councilmembers again voted unanimously in support of Forward Washington. On February 5th this week, Councilmember Heather Rousey and I each provided testimony in support of Forward Washington in a packed room that included other stakeholders who also provided testimony on the bill. I thank our City Councilmembers for their support of this resolution, Councilmember Heather Rousey for taking time from work to join me in Olympia, Senator Hobbs for keeping Forward Washington alive, and the Senate Transportation Committee for receiving public testimony yesterday.

I encourage every resident and every business owner in and around Monroe to contact our legislators to express support to fund and finish SR-522 and to make the next phase of improvements to US-2. If you would like to share your thoughts about our transportation needs, please contact your legislators by clicking [here](#), our region depends on these roads.

REPRESENTING IN OLYMPIA – FIX US2 COALITION

On Feb. 5, Monroe City Councilmember Heather Rousey and I joined up with the FIX US2 coalition (pictured above) in Olympia. The coalition is comprised of residents and business owners and local governments along the US-2 corridor. In attendance were our District 5 County Councilmember Sam Low, Sultan Mayor Russell Wiita, Snohomish Mayor John Kartak, and other elected and appointed officials from along the corridor. We met with State Senator Keith Wagner and State House Representative Carolyn Eslick from the 39th Legislative District for a lunch meeting. Following the meeting, we broke into groups and visited with state legislators and their aides from a number of legislative districts. The coalition focused their advocacy efforts on funding for a study of both capacity and safety needs along the US-2 corridor.

HGTV PHOTO SHOOT

Thank you for everyone who braved the rain and came to our HGTV photo shoot this past Saturday. Also a big thank you to the following organizations for making this video happen: Downtown Monroe Association, Mile High Productions, Monroe Chamber of Commerce, and the Monroe Historical Society & Museum.



We love Monroe, and we hope they Choose Monroe! View our video submission [here](#).

MAIN STREET TREES TRANSPLANTED TO LAKE TYE

Eleven Japanese Birch trees that had outgrown the planters on Main Street are being replanted. Ten trees will be planted at the east end of Lake Tye and one will be planted at the 522 roundabout.



DONATED LIVING CHRISTMAS TREE PLANTED

Monroe residents' Amy Martin and Ian Fairweather donated their 7' Douglas Fir Living Christmas tree to Monroe's Parks Department to be planted in a City Park. I'm happy to announce that it has been planted at the north end of Lake Tye. Thank you for your donation and for helping to keep our parks green. We look forward to watching it grow.



UPCOMING COUNCIL MEETING

The next City Council Regular Business Meeting is Tuesday, February 11, 2020.

[Council Agendas/Minutes](#)

UPCOMING EVENT

2/8

Coffee with Mayor Thomas; 8:00-10:00am; Pilot House Coffee

[View All Events](#)

YEAR-TO-DATE COMPARISONS

Curious about some of the City's major revenue streams? Don't have time to read through the entire budget? **Here** are a few of the City's revenue year-to-date numbers along with their prior year comparisons. If you would like further information, contact the Finance Department at 360-794-7400 and reference Monroe This Week.

CITY COUNCIL MEMBERS



Councilmember
Kevin Hanford



Councilmember
Patsy Cudaback



Councilmember
Jeff Rasmussen



Councilmember
Heather Rousey



Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Kirk Scarboro

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

