

MONROE CITY COUNCIL
Regular Business Meeting
March 24, 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 Scarborough; and Heather Rousey

AGENDA

Call To Order

1. Virtual Participation Information

The City Council Meeting will be held virtually via Zoom Meeting; and in-person at City Hall, Council Chambers. Attendees are strongly encouraged to attend the meeting remotely by clicking the link or calling into the meeting at the phone number listed below.

Join Zoom Meeting:

- Click link: <https://zoom.us/j/844150355>; or
- Dial in: 1-253-215-8782 US
- Meeting ID: 844 150 355

Roll Call

Pledge Of Allegiance

1. Mayor Thomas

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.**]

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak and the Mayor will call on attendees to speak at the appropriate time.

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

Consent Agenda

1. Approval of the Minutes: March 10, 2020, Business Meeting

Documents:

[20200324_CA1_MCC Minutes 20200310_DRAFT.pdf](#)

2. Approval of AP Checks and ACH Payments

Documents:

[20200324_CA2_AP Checks_ACH Payments \(PDF\).pdf](#)

3. AB20-049: Authorize Mayor to Sign Agreement with 2812 Architects to Develop Architectural Plans, Specifications, and Provide Construction Management Services for the Monroe Boys and Girls Club Early Childhood Assistance and Education Program Building Addition

Documents:

[AB20-049_Architectural Consultant Agreement_Boys and Girls Club \(PDF\).pdf](#)

4. AB20-050: Authorize the Mayor Pro Tem to Sign First Responders Flex Fund Contract with Snohomish County Human Services for Reimbursement of Social Worker Expenses

Documents:

[AB20-050_First Responders Flex Fund \(PDF\).pdf](#)

5. AB20-051: Authorize the Mayor Pro Tem to Sign Purchasing Agreement with Snohomish County (Item to be added at the time of the meeting)

Documents:

[AB20-051_Purchasing Agreement \(PDF\).pdf](#)

Councilmember Reports

1. Legislative Affairs Committee Update (Councilmember Hanford)

Documents:

[20200324_CR1_Leg Affairs Agenda 031020 \(PDF\).pdf](#)

Staff/ Department Reports

1. Finance Update (B. Hasart, Finance Director)

Documents:

[20200324_DR1_Finance Update \(PDF\).pdf](#)

2. Community Development Update (B. Swanson, Community Development Director)

Documents:

[20200324_DR2_CD Update \(PDF\).pdf](#)

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight, City Administrator)
2. Mayor's Update/Monroe This Week (Volume 6, Edition 10)(Mayor Thomas)

Executive Session

If needed.

1. Pricing of Property [RCW 42.30.110(1)(c)] – 10 minutes

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.

CALL TO ORDER, ROLL CALL, AND PLEDGE

The March 10, 2020, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:01 p.m.; Monroe City Hall, Council Chambers.

Councilmembers present: Cudaback, Davis, Gamble¹, Hanford, Rousey, Rasmussen, and Scarboro.

Staff members present: Adkisson, Feilberg, Hasart, Jolley, Knight, Peterson, and Warthan; and City Attorney Lell.

The Pledge of Allegiance was led by Councilmember Davis.

Mayor Thomas noted the need to amend the agenda to pull AB20-040 and AB20-041 from the Consent Agenda. No objections were noted.

ANNOUNCEMENTS/PRESENTATIONS

1. Proclamation: Women’s History Month – March 2020

Mayor Thomas read the proclamation into the records recognizing March 2020 as Women’s History Month and encouraging Monroe’s residents and businesses to learn about, and celebrate, women’s history.

PUBLIC COMMENTS

There were no persons present wishing to address the City Council during Public Comments.

CONSENT AGENDA

1. Approval of the Minutes: February 11, February 18, and February 25, 2020, Regular Meetings
2. Approval of AP Checks and ACH Payments (*Check Nos. 90946 through 90992, PUD, and ACH payments, in a total amount of \$447,744.07*)
3. Approval of Payroll Warrants and ACH Payments (*Check Nos. 36215 through 36240, direct deposits, and ACH AP payments, in a total amount of \$1,365,048.51*)
4. AB20-039: Award Bid/Authorize Mayor to Sign Contract with Rodarte for Adams Lane Utility Replacement Project
5. *Item pulled from the consent agenda and to be addressed separately as New Business Item No. 4.*
6. *Item pulled from the consent agenda and to be addressed separately under New Business Item No. 3.*
7. AB20-042: Approval of City Council Legislative Committee 2020 Work Plans
8. AB20-043: Resolution No. 004/2020, Authorizing Recreation and Conservation Office (RCO) Grant Application for East Monroe Site

¹ CLERK’S NOTE: Councilmember Gamble arrived at approximately 7:47 p.m. during Staff/Department Reports.

9. AB20-044: Ordinance No. 002/2020, Amending MMC 2.40, Legal Representation; Final Reading

Councilmember Hanford moved to approve Consent Agenda Item Nos. 1 through 4 and 7 through 9; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (6-0).

NEW BUSINESS

1. AB20-045: Confirmation of Vision 2050 Sounding Board Member Appointments (

Ms. Deborah Knight, City Administrator, provided background information on AB20-045, the Vision 2050 process, and proposed Sounding Board Member Appointments. Discussion ensued regarding proposed members.

Councilmember Rasmussen moved to confirm the Mayor’s appointment of: Kelsey Borland; Joan Brown; Yessica Carmel; Zachary Hegtvedt; Darryl Jacobsen; Drew James; Peter Maxson; Paul Sanders; Phil Spirito; and other members as the Mayor may appoint to meet the requirement of creating a diversified board to represent Monroe community members and business owners; the motion was seconded by Councilmember Rousey. On vote,

Motion carried (6-0).

2. AB20-046: Authorize Transfer from General Fund to Information Technology Fund for Additional IT Contract Services

Mr. Ben Warthan, Human Resources Director, provided background information on AB20-046, the request for additional IT contract services, and the proposed transfer of funding from the General Fund to Information Technology Fund. Discussion ensued regarding the transfer of funds.

Councilmember Cudaback moved to authorize transfer of \$80,000 of General Fund 2019 ending fund balance to the Information Technology (IT) Fund for additional contract IT services; and further authorize staff to engage said services; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (6-0).

3. AB20-041: Confirmation of Proclamation of Emergency (COVID-19)

Mr. Brad Feilberg, Public Works Director, provided background information on AB20-041, emergency proclamation issued by Mayor Thomas, and proposed confirmation by City Council.

Councilmember Hanford moved to confirm the Mayor’s proclamation dated March 2, 2020, declaring the existence of an emergency relating to COVID-19; the motion was seconded by Councilmember Davis. On vote,

Motion carried (6-0).

4. AB20-040: Authorize Mayor to Sign 2020 Concessionaire Agreement

Councilmember Rousey noted a conflict of interest related to AB20-040, recused herself from the discussion and vote on AB20-040, and was absent from Council Chambers during this time.

Ms. Knight provided background information on AB20-040 and the proposed concessionaire agreement.

Councilmember Rasmussen moved to authorize the Mayor to sign the 2020 Concessionaire Agreement with Ken Fulcher to provide concession services at Sky River and Lake Tye Parks; and expressly authorize further minor revisions to the extent deemed necessary or appropriate; the motion was seconded by Councilmember Cudaback.

Discussion ensued regarding process for vendor selection.

On vote,

Motion carried (5-0).

COUNCILMEMBER REPORTS

1. Public Safety Committee Update

Councilmember Davis reviewed the items discussed at the Tuesday, March 3, 2020, Public Safety Committee Meeting, including: Draft Homelessness Communications Plan; LEMAP Preview; Continuity of Government/Operations; and MMC 2.60 Emergency Management Amendments. Discussion ensued regarding the Homelessness Communications Plan next steps.

2. Individual Councilmember Updates

Councilmember Rousey commented on attendance at PSRC Meetings on behalf of the City. Discussion ensued regarding direction for future meetings.

Councilmember Davis commented on attendance at the Snohomish County Covid-19 Press Conference.

STAFF/DEPARTMENT REPORTS

1. Parks and Recreation Update

Ms. Hasart noted the report included in the meeting materials and provided an update on the following topic: parks bond levy.

2. Police Update

Chief Jolley noted the report included in the meeting materials and provided an update on the following topics: significant cases and events, department statistics, and Community Outreach Team.

3. Public Works Update

Mr. Feilberg noted the report included in the meeting materials and provided an update on the following topics: Wastewater Treatment Plant (WWTP) flow, North Kelsey improvements, and Covid-19.

Discussion ensued regarding the City's response to Covid-19 and the Council's potential to hold virtual or remote meetings.

Councilmember Rasmussen moved to amend the agenda to add an item related to amending Council's Rules of Procedure; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (7-0).

Councilmember Hanford moved to amend the Monroe City Council Rules of Procedure by adding a new subsection 3.1.5 to provide for its entirety as follows: "During periods of a proclaimed emergency, a physically present quorum of Councilmembers is not required in order to conduct a meeting, if a quorum of Councilmembers is obtained through either physical presence at the meeting and/or through telephonic or other, similar, electronic means;" the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (7-0).

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update

Ms. Knight reported on the following topic: review of upcoming City Council agendas.

2. Mayor's Update/Monroe This Week (*Volume 6, Edition 9*)

Mayor Thomas noted the Monroe This Week included in the meeting materials; and reported on the following items: letter to businesses to consider relocating to Monroe; Washington DC Trip in the fall; and Sky Valley Mayors group.

EXECUTIVE SESSION

1. Pricing of Property [RCW 42.30.110(10(c))] – *10 minutes*

Mayor Thomas noted the need for an executive session for approximately five minutes to discuss Pricing of Property [RCW 42.30.110(10(c))]; and read the appropriate citation into the record.

The meeting recessed into executive session at 8:34 p.m.; was extended for an additional sixteen minutes; and the meeting reconvened to regular session at 8:55 p.m.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Rasmussen and seconded by Councilmember Davis to adjourn the meeting. On vote,

Motion carried (7-0).

MEETING ADJOURNED: 8:55 p.m.

Geoffrey Thomas, Mayor

Elizabeth M. Adkisson, MMC, City Clerk

Minutes approved at the Regular Business Meeting of March 25, 2020.

ROUTING SLIP - CHECK APPROVAL

Council Date: 3/24/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>
Date:	<u>3/10/20</u>	\$ 1,179.01	90993-91003 •
Date:	<u>3/11/20</u>	\$ 3,767.95	91004
Date:	<u>3/13/20</u>	\$ 6,388.00	91005
Date:	<u>3/20/20</u>	\$ 298,045.76	91006-91038

Check Total: 309,380.72

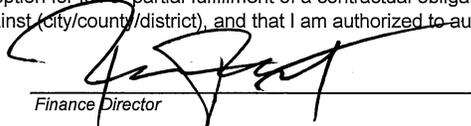
Date:	<u>3/9/20</u>	\$ 118,385.62	P-Cards •
Date:	<u>3/10/20</u>	\$ 28,257.86	PUD •
Date:	<u>3/12/20</u>	\$ 691.61	ACH •
Date:	<u>3/12/20</u>	\$ 551.40	ACH •
Date:	<u>3/18/20</u>	\$ 60,206.92	B&O
Date:	<u>3/18/20</u>	\$ 5,415.00	ACH
Date:	<u>3/23/20</u>	\$ 169,415.81	ACH

Electronic Total: 382,924.22

Total Claims This Period: 692,304.94

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



Finance Director

Date: 3/20/2020

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed

City Councilperson

Date: _____

Signed

City Councilperson

Date: _____

Bank Reconciliation

Checks by Date

User: becky
 Printed: 03/20/2020 - 2:04PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
90993	3/10/2020	Jason Coughlin		AP		130.91
90994	3/10/2020	Department of Enterprise Services Print		AP		67.55
90995	3/10/2020	Dinesh Katta		AP		130.91
90996	3/10/2020	Daren Klein		AP		218.82
90997	3/10/2020	Prostamps		AP		15.19
90998	3/10/2020	Snohomish County Treasurer		AP		366.34
90999	3/10/2020	Snohomish County Treasurer		AP		18.28
91000	3/10/2020	Sprague Pest Solutions Inc		AP		92.91
91001	3/10/2020	Hai Vo		AP		12.87
91002	3/10/2020	Evan Westcott		AP		33.13
91003	3/10/2020	Warren White		AP		92.10
91004	3/11/2020	City of Monroe		AP		3,767.95
91005	3/13/2020	Jessica Ness		AP		6,388.00
Total Check Count:						13
Total Check Amount:						11,334.96

Bank Reconciliation

Checks by Date

User: becky
 Printed: 03/20/2020 - 2:15PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
91006	3/20/2020	AAA Monroe Rock Corp.		AP		128.20
91007	3/20/2020	Allstream NW 5814		AP		1,834.88
91008	3/20/2020	Association of WA Cities		AP		9,985.00
91009	3/20/2020	Bill's Blueprint Inc.		AP		94.11
91010	3/20/2020	BNSF Railway Company		AP		13,498.54
91011	3/20/2020	City of Everett		AP		410.00
91012	3/20/2020	Club Fitness Equipment		AP		4,553.64
91013	3/20/2020	Columbia Ford Inc		AP		38,941.62
91014	3/20/2020	Larry Crosby		AP		144.60
91015	3/20/2020	DataQuest LLC		AP		144.00
91016	3/20/2020	Department of Corrections		AP		18.58
91017	3/20/2020	Department of Health		AP		55.00
91018	3/20/2020	Environmental Resource Assoc		AP		315.40
91019	3/20/2020	Fire Protection Inc.		AP		1,130.93
91020	3/20/2020	Christopher Leif Griffen		AP		4,200.00
91021	3/20/2020	Harmesen & Associates Inc		AP		2,130.00
91022	3/20/2020	Kamins Construction		AP		28,114.00
91023	3/20/2020	Monroe School District		AP		65,976.00
91024	3/20/2020	Pacific Power Batteries		AP		136.11
91025	3/20/2020	Platt Electric Supply		AP		49.85
91026	3/20/2020	Public Safety Selection, PC Public Safe		AP		400.00
91027	3/20/2020	Snohomish County Sheriff Corrections		AP		40,944.75
91028	3/20/2020	Snohomish County Treasurer		AP		190.56
91029	3/20/2020	SNOPAC911		AP		26,528.87
91030	3/20/2020	Sprague Pest Solutions Inc		AP		161.36
91031	3/20/2020	State Treasurer's Office		AP		13,630.85
91032	3/20/2020	Systems for Public Safety Inc		AP		18,040.09
91033	3/20/2020	Tenelco Inc.		AP		11,315.63
91034	3/20/2020	The Blueline Group, LLC		AP		1,384.00
91035	3/20/2020	US Bank NA-Custody Treasury Div-Mc		AP		48.00
91036	3/20/2020	West Coast Code Consultants, Inc.		AP		11,827.73
91037	3/20/2020	Colleen Wilson		AP		1,626.00
91038	3/20/2020	Zumar Industries Inc		AP		87.46

Total Check Count: 33

Total Check Amount: 298,045.76

Bank Reconciliation

Checks by Date

User: becky
Printed: 03/20/2020 - 2:13PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/9/2020	US Bank National Associatio ND		AP	3/9/2020	118,385.62
0	3/10/2020	H.B. Jaeger Company LLC		AP	3/10/2020	691.61
0	3/10/2020	Ryan Irving		AP	3/10/2020	551.40
0	3/10/2020	PUD		AP	3/10/2020	28,257.86
Total Check Count:						4
Total Check Amount:						147,886.49

Bank Reconciliation

Checks by Date

User: becky
 Printed: 03/20/2020 - 2:17PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/16/2020	Golden Rule LLC		AP	3/16/2020	5,415.00
0	3/17/2020	Washington State Department of Reven		AP	3/17/2020	60,206.92
0	3/19/2020	Bill Abell		AP	3/19/2020	5,546.71
0	3/19/2020	AFTS		AP	3/19/2020	829.55
0	3/19/2020	Allstream Business US Inc		AP	3/19/2020	1,866.25
0	3/19/2020	Associated Petroleum Products Inc		AP	3/19/2020	1,086.80
0	3/19/2020	BHC Consultants LLC		AP	3/19/2020	1,954.07
0	3/19/2020	Central Welding Supply Co Inc.		AP	3/19/2020	19.40
0	3/19/2020	City of Everett- Everett Utilities		AP	3/19/2020	112,541.84
0	3/19/2020	Comcate Software Inc		AP	3/19/2020	461.19
0	3/19/2020	Department of Ecology		AP	3/19/2020	8,964.66
0	3/19/2020	Enviroissues Inc		AP	3/19/2020	1,637.05
0	3/19/2020	Cathy Hawkins		AP	3/19/2020	63.04
0	3/19/2020	Paul Henderson		AP	3/19/2020	229.12
0	3/19/2020	IER Environmental Services Inc		AP	3/19/2020	2,467.91
0	3/19/2020	ISOOutsource		AP	3/19/2020	9,733.67
0	3/19/2020	Springbrook Software LLC		AP	3/19/2020	2,075.00
0	3/19/2020	Universal Field Services Inc		AP	3/19/2020	19,373.84
0	3/19/2020	Utilities Underground Location Center		AP	3/19/2020	301.86
0	3/19/2020	Mark Wakefield		AP	3/19/2020	144.60
0	3/19/2020	Washington State Patrol		AP	3/19/2020	119.25

Total Check Count: 21

Total Check Amount: 235,037.73

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 03/20/2020 - 2:25PM
 Date Range: 03/09/2020 - 03/10/2020
 Systems: (All)

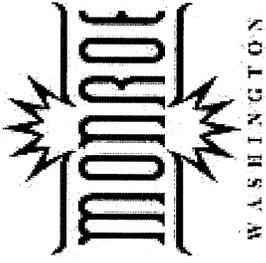
Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	03/09/2020	US Bank National Associatio ND	FEDEX - postage PD kf	29,043.91
0	03/10/2020	Ryan Irving	Reimbursement for airline tickets - Ryan Irving	551.40
90994	03/10/2020	Department of Enterprise Services Printi Court Envelopes		67.55
90997	03/10/2020	Prostamps	Signature Stamp - Jessica Ness	15.19
91000	03/10/2020	Sprague Pest Solutions Inc	Code Enforcement	92.91
Total for Fund:001 General Fund				29,770.96
Fund: 105 Streets				
0	03/09/2020	US Bank National Associatio ND	OFFICE DEPOT - office supplies cathy hawkins kf	719.41
Total for Fund:105 Streets				719.41
Fund: 317 Parks CIP Fund				
0	03/09/2020	US Bank National Associatio ND	WESTERN WA UN. - trail project	19,233.75
Total for Fund:317 Parks CIP Fund				19,233.75
Fund: 318 Streets CIP Fund				
0	03/09/2020	US Bank National Associatio ND	FEDEX - postage chain lake rd 2a kf	155.42
90998	03/10/2020	Snohomish County Treasurer	Chain Lake Rd 2a	366.34
90999	03/10/2020	Snohomish County Treasurer	Chain lake Rd 2a	18.28
Total for Fund:318 Streets CIP Fund				540.04
Fund: 411 Water Maintenance & Operations				
0	03/10/2020	H.B. Jaeger Company LLC	meter box	691.61
0	03/09/2020	US Bank National Associatio ND	CADMAN - 5/8 minus	3,401.09
90993	03/10/2020	Jason Coughlin	Refund Check	24.95
90995	03/10/2020	Dinesh Katta	Refund Check	24.95
90996	03/10/2020	Daren Klein	Refund Check	52.44
91001	03/10/2020	Hai Yo	Refund Check	12.87
91002	03/10/2020	Evan Westcott	Refund Check	16.03
91003	03/10/2020	Warren White	Refund Check	92.10
Total for Fund:411 Water Maintenance & Operations				4,316.04



Bank Reconciliation

Disbursement Detail

User: becky
 Date Printed: 03/20/2020 - 2:25PM
 Date Range: 03/09/2020 - 03/10/2020
 System: (All)



Check#	Check Date	Payable To	Purpose	Amount
Fund: 421 Sewer Maintenance & Operations				
0	03/09/2020	US Bank National Associatio ND	lab supplies	5,112.07
90993	03/10/2020	Jason Coughlin	Refund Check	92.16
90995	03/10/2020	Dinesh Katta	Refund Check	92.15
90996	03/10/2020	Daren Klein	Refund Check	144.70
91002	03/10/2020	Evan Westcott	Refund Check	14.87
Total for Fund:421 Sewer Maintenance & Operations				5,455.95
Fund: 431 Stormwater Maint & Operations				
0	03/09/2020	US Bank National Associatio ND	OFFICE DEPOT - plotter paper Mark Neumann	1,134.81
90993	03/10/2020	Jason Coughlin	Refund Check	13.80
90995	03/10/2020	Dinesh Katta	Refund Check	13.81
90996	03/10/2020	Daren Klein	Refund Check	21.68
91002	03/10/2020	Evan Westcott	Refund Check	2.23
Total for Fund:431 Stormwater Maint & Operations				1,186.33
Fund: 510 Information & Tech Services				
0	03/09/2020	US Bank National Associatio ND	VERIZON - pw modems	9,084.94
Total for Fund:510 Information & Tech Services				9,084.94
Fund: 520 Equipment & Fleet Management				
0	03/09/2020	US Bank National Associatio ND	jd AMAZON- Magnet	15,907.48
Total for Fund:520 Equipment & Fleet Management				15,907.48
Fund: 530 Facilities Management				
0	03/10/2020	PUD	PUD - Street Lighting	28,257.86
0	03/09/2020	US Bank National Associatio ND	806 W Main St Bldg I	34,592.74
Total for Fund:530 Facilities Management				62,850.60
Grand Total				149,065.50

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 03/20/2020 - 2:39PM
 Date Range: 03/11/2020 - 03/20/2020
 Systems: (All)
 3/24/2020



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	03/19/2020	Central Welding Supply Co Inc.	Helium Tank Rental	19.40
0	03/19/2020	Enviroissues Inc	Homlessnss Communications Plan Services February 2020	1,637.05
0	03/16/2020	Golden Rule LLC	March 2020	5,415.00
0	03/19/2020	Bill Abell	W Abell supplemental insurance	5,546.71
0	03/19/2020	Mark Wakefield	M Wakefield supplemental insur	144.60
0	03/19/2020	Paul Henderson	Photo Frame reimbursement	229.12
0	03/17/2020	Washington State Department of Revenut	February B&O	39.90
91005	03/13/2020	Jessica Ness	Judges Salary - 2/2020	6,388.00
91011	03/20/2020	City of Everett	Animal Control Services	410.00
91014	03/20/2020	Larry Crosby	Crosby supplemental insurance	144.60
91015	03/20/2020	DataQuest LLC	Background checks	144.00
91016	03/20/2020	Department of Corrections	Business Cards	18.58
91017	03/20/2020	Department of Health	Drug Handlers K9 Registrations	55.00
91020	03/20/2020	Christopher Leif Griffen	Services 1/29/20 - 2/26/20	4,200.00
91026	03/20/2020	Public Safety Selection, PC Public Safety	Psychological Evaluation	400.00
91027	03/20/2020	Snohomish County Sheriff Corrections	EMedical January 2020	40,944.75
91029	03/20/2020	SNOPAC911	Dispatch Services	26,528.87
91035	03/20/2020	US Bank NA-Custody Treasury Div-Mo	custody charges-monthly maint	48.00
91036	03/20/2020	West Coast Code Consultants, Inc.	On -Call insp	11,827.73
91037	03/20/2020	Colleen Wilson	3-9/2020	1,626.00
91038	03/20/2020	Zumar Industries Inc	restroom door Labels	87.46
Total for Fund:001 General Fund				105,854.77
Fund: 318 Streets CIP Fund				
0	03/19/2020	Universal Field Services Inc	Chain lake Rd Phase 2A	19,373.84
91010	03/20/2020	BNSF Railway Company	K/B Intersection Improvements	13,498.54
91021	03/20/2020	Harmesen & Associates Inc	Madison Combined Sewer	702.90
91022	03/20/2020	Kamins Construction	Kelsey/Blueberry Lane Intersection Improvements	28,114.00
91034	03/20/2020	The Blueline Group, LLC	K/B Intersection Improvements	1,384.00
Total for Fund:318 Streets CIP Fund				63,073.28

Bank Reconciliation

Disbursement Detail

User: becky
 Date: 03/20/2020 - 2:39PM
 Range: 03/11/2020 - 03/20/2020
 System: (All)

Check# Check Date Payable To Purpose Amount

Fund: 411 Water Maintenance & Operations

0	03/19/2020	AFTS	Lockbox Charges	276.49
0	03/19/2020	Springbrook Software LLC	Springbrook Transactions	684.75
0	03/19/2020	Utilities Underground Location Center	locates	301.86
0	03/19/2020	City of Everett- Everett Utilities	water purchased for resale	112,541.84
0	03/17/2020	Washington State Department of Revenue	February B&O	26,275.02

Total for Fund:411 Water Maintenance & Operations 140,079.96

Fund: 412 Water Capital Projects

0	03/19/2020	Cathy Hawkins	Fedex Contract Documents Overnight - Adam's Lane	31.52
91004	03/11/2020	City of Monroe	DOC Second Reservoir permit app 6502 & 6503	3,767.95
91009	03/20/2020	Bill's Blueprint Inc.	Adams Lane Mixed utility	47.06
91021	03/20/2020	Harmsen & Associates Inc	Madison Combined Sewer	702.90

Total for Fund:412 Water Capital Projects 4,549.43

Fund: 421 Sewer Maintenance & Operations

0	03/19/2020	AFTS	Lockbox Charges	276.49
0	03/19/2020	Department of Ecology	Biosolids Permit - BA0020486 199-BIO-0299-000095	8,964.66
0	03/19/2020	IER Environmental Services Inc	Polymer	2,467.91
0	03/19/2020	Springbrook Software LLC	Springbrook Transactions	684.75
0	03/17/2020	Washington State Department of Revenue	February B&O	31,014.50
91018	03/20/2020	Environmental Resource Assoc	Lab Supplies	315.40
91033	03/20/2020	Tenelco Inc.	Biosolids	11,315.63

Total for Fund:421 Sewer Maintenance & Operations 55,039.34

Conse Agenda #2

Fund: 422 Sewer Capital Projects

0	03/19/2020	BHC Consultants LLC	WWTP Digerster #2 Difuser	1,954.07
0	03/19/2020	Cathy Hawkins	Fedex Contract Documents Overnight - Adam's Lane	31.52
91009	03/20/2020	Bill's Blueprint Inc.	Adams Lane Mixed utility	47.05
91021	03/20/2020	Harmsen & Associates Inc	Madison Combined Sewer	724.20

Total for Fund:422 Sewer Capital Projects 2,756.84

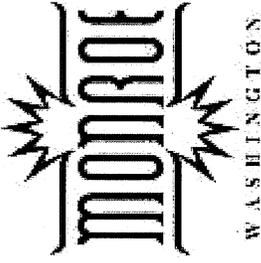


Bank Reconciliation

Disbursement Detail

User: becky
 Created: 03/20/2020 - 2:39PM
 Date Range: 03/11/2020 - 03/20/2020
 Of: 57
 Items: (All)

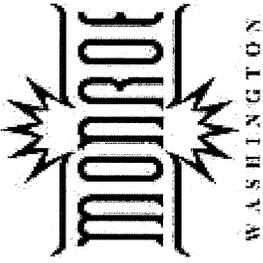
Check#	Check Date	Payable To	Purpose	Amount
Fund: 431 Stormwater Maint & Operations				
0	03/19/2020	AFTS	Lockbox Charges	276.57
0	03/19/2020	Springbrook Software LLC	Springbrook Transactions	705.50
0	03/17/2020	Washington State Department of Revenue	February B&O	2,433.80
91006	03/20/2020	AAA Monroe Rock Corp.	AA*20 4112 Mud	128.20
Total for Fund:431 Stormwater Maint & Operations				3,544.07
Fund: 510 Information & Tech Services				
0	03/19/2020	Allstream Business US Inc	Long Distance Charges	1,866.25
0	03/19/2020	Comcate Software Inc	Monthly license installment - April 2020	461.19
0	03/19/2020	ISOsource	Professional server monitoring - March 2020	9,733.67
91007	03/20/2020	Allstream NW 5814	MAC Agreement and Labor	1,834.88
91008	03/20/2020	Association of WA Cities	AWC GIS Consortium additional consulting hours	9,985.00
Total for Fund:510 Information & Tech Services				23,880.99
Fund: 520 Equipment & Fleet Management				
0	03/19/2020	Associated Petroleum Products Inc	Police vehicle fuel - Bldg H	1,086.80
91013	03/20/2020	Columbia Ford Inc	2020 Ford Police Utility AWD - #P-91	38,941.62
91024	03/20/2020	Pacific Power Batteries	Battery for Radar Trailer	136.11
91032	03/20/2020	Systems for Public Safety Inc	New Vehicle upfitting	18,040.09
Total for Fund:520 Equipment & Fleet Management				58,204.62
Fund: 530 Facilities Management				
0	03/17/2020	Washington State Department of Revenue	February B&O	7.86
91012	03/20/2020	Club Fitness Equipment	Treadmill for work out room	4,553.64
91019	03/20/2020	Fire Protection Inc.	Security Alarm Annual Fee	1,130.93
91025	03/20/2020	Platt Electric Supply	Filler	49.85
91030	03/20/2020	Sprague Pest Solutions Inc	Pest Control	161.36
Total for Fund:530 Facilities Management				5,903.64



Bank Reconciliation

Disbursement Detail

User: becky
 Date: 03/20/2020 - 2:39PM
 Date Range: 03/11/2020 - 03/20/2020
 Items: (All)
 1 of 21



Check#	Check Date	Payable To	Purpose	Amount
Fund: 631 Agency Fund				
0	03/19/2020	Washington State Patrol	Fingerprinting	119.25
0	03/17/2020	Washington State Department of Revenue	February B&O	435.84
91028	03/20/2020	Snohomish County Treasurer	Crime Victim's Compensation	190.56
91031	03/20/2020	State Treasurer's Office	Jurisdiction Billing February - 2020	13,630.85
Total for Fund:631 Agency Fund				14,376.50
Fund: 636 School Mitigation Fees				
91023	03/20/2020	Monroe School District	Mitigation fees 2/26/20	65,976.00
Total for Fund:636 School Mitigation Fees				65,976.00
Grand Total				543,239.44



MONROE CITY COUNCIL

Agenda Bill No. 20-049

SUBJECT:	<i>Authorize Mayor to Sign Agreement with 2812 Architects to Develop Architectural Plans, Specifications, and Provide Construction Management Services for the Monroe Boys and Girls Club Early Childhood Assistance and Education Program Building Addition</i>
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/24/2020	Public Works Operations & Maintenance	Jakeh Roberts	Jakeh Roberts	Consent Agenda #3

Discussion: 10/22/2019; 12/10/2019; 03/24/2020

Attachments: 1. Agreement

REQUESTED ACTION: Move to authorize the Mayor to sign the consultant agreement with 2812 Architects for \$132,000 for architectural design services and authorize an additional expenditure of \$41,000 for construction management services; and expressly authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATIONS

Section 4.2 of the Procurement Policies & Procedures states that agreements costing \$100,000 or more require City Council approval. The policy question for the City Council is; should the City continue to support completion of this project?

DESCRIPTION/BACKGROUND

Under RCW 35A.33, the Council as the legislative body for the City, approved an Agreement with the Department of Commerce in October of 2019 to accept financial support in the form of a reimbursement grant to support the Monroe Boys and Girls Club with the :

- Design and construction of an Early Childhood Education and Assistance Program of approximately 2,200 square feet to serve up to 50 children;
- Relocation of the existing teen space;
- Relocation of the existing community room; and
- Purchase of furnishings.

Staff issued a request for proposals for architectural services in January of 2020. Responsive firms were assessed based upon past experience, ability to meet project deadlines, and knowledge of the Early Childhood Education and Assistance Program building design requirements. Four proposals were received and most qualified firm was determined to be 2812 Architecture.

The scope includes architectural facility design and programming, as well as civil, structural, and geotechnical services. The agreement (Attachment 1) provides greater detail regarding the scope of the services.

FISCAL IMPACTS

The cost for the specified architectural services is not to exceed \$132,000. It is expected that construction management for the project will cost an additional \$41,000 based upon the hourly rates listed in the agreement and industry standards for construction management services. This brings the total potential contract value to a not to exceed amount of \$173,000.

All costs for this agreement are to be reimbursed by the Washington State Department of Commerce upon completion of the agency's submittal and approval process. No match funding is required to be provided by the City of Monroe for this grant.

\$970,000 is included in the 2020 adopted budget for this project in fund 307.

TIME CONSTRAINTS

Projects funded through this grant need to be completed by June 1, 2021, to ensure compliance with funding availability requirements.

ALTERNATIVES

1. Approve agreement contingent upon specified conditions.
2. Reject agreement and negotiate scope and fee with second most qualified firm. Due to the amount of time involved with this alternative the City's ability to complete the project within the required timeline may not be possible.



CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER 1 B&G Club ECEAP Facility Addition	WORK DESCRIPTION 2 Design services and construction management associated with a 2,200 sf (ECEAP) classroom addition to the Boys & Girls Club.
CONSULTANT 3 2812 Architecture 2812 Colby Avenue Everett, WA 98201	CONSULTANT CONTACT NAME, AND TELEPHONE NO. 4 Simon Simon 425-252-2153 simon@2812architecture.com
FEDERAL I.D. NO. 5 274117458	BUDGET OR FUNDING SOURCE 6 307-000-120-594-75-60-03
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO. 7 Jakeh Roberts Deputy PW Director City of Monroe 806 West Main Street Monroe, WA 98272 360-863-4502	MAXIMUM AMOUNT PAYABLE, IF ANY 8 \$132,000.00
COMPLETION DATE 9 December 31, 2021	10 <input checked="" 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 March _____, 2020 between the City of Monroe, Washington, hereinafter called "the CITY", and the above person, firm or organization, 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 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.

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: 2812 Architecture

CITY OF MONROE:

Simon²

Geoffrey Thomas, City Mayor

By: Simon R Simon

Title: Sr. Project Manager

ATTEST/AUTHENTICATED:

Elizabeth M. Adkisson, MMC, City Clerk

EXHIBIT A

SCOPE OF WORK

Design services associated with a 2,200sf (ECEAP) classroom addition, along with some alterations to the existing building located at 261 Sky River Parkway in Monroe, Washington. Our A&E services include coordination with the City, the necessary consultants and B&G Club for the design and Construction Management of this project.

Task #1 - SCHEMATIC DESIGN (PRE DESIGN): (Community & Teen Room Alterations)

2812 we will work with the City and Tenant to come up with a design that fits both requirements for the use of each space. This will also depend on the extent of how elaborate the new teen room will be, depending on the Client's wishes.

- Two Programming meetings to finalize the scope of the alterations.
- A Data Consultant will be involved to give us feedback based on the Client's wishes and needs.
- Submit plans to Clients for approval before sending out to MEP consultant for their input.

Task #2 - SCHEMATIC DESIGN: (New Addition)

Develop preliminary drawings, and coordinate with consultants in preparing the desired design for the space as specified by the client's program and State/Federal standards for (ECEAP).

- Two Programming meetings to finalize the floor plan layout.
- Schematic Design will include all necessary plans, elevation and details for the new addition.
- Only the Geotech and Surveyor will be involved at this stage or earlier.
- Once this stage is completed and signed off, the plans will be sent to the rest of the consultants for their input and recommendations.

Task #3 - PERMIT DEVELOPMENT (Permit-60%):

Develop permit drawings with more detail, and coordinate with consultants to establish drawings ready to submit to the governing jurisdiction for approval.

- At this stage, all consultants will be involved to deliver a standard drawing set for permit.
- Filing all necessary Application forms and Energy forms required.
- Typical interior elevations and finish schedule.
- Outline Specifications for the project will be included.
- The fee above includes the initial comment response, any additional comments by the City will be billed as additional services.

Task #4 - CONSTRUCTION DOCUMENTS:

Complete and coordinate all drawings including specifications, material selections, standard interior design and any final details needed to establish the Construction Set.

- Complete set of Architecture, Civil, Structural, MEP and Data plans will be ready to issue to the contractor, including final Specifications for the project.

Task #5 - BIDDING AND CONTRACT:

Bidding and Contract negotiation will be billed hourly on an "as requested by client in writing" basis. Fees for this work are as estimated and may increase depending on the needs of the Client.

Task #6 – REIMBURSABLES:

Reimbursable expenses, such as plotting, printing, postage, fax charges, etc. will be billed at 1.15 times our direct invoice. We estimate these fees to be around **\$5,500.00** for this project.

Travel time and mileage other than local travel (within the greater Everett area) will be billed in addition to the fees quoted above according to our standard hourly rates; mileage will be billed at a rate of \$0.58 per mile.

Task #7 - GOVERNMENTAL AND UTILITY FEES:

City will pay for all permits, utility, and transportation or other local governmental fees associated with this project during the permitting and construction phase via direct billing from the service provide or local entity. 2818 will provide the service of securing all permits and necessary utility services for the project. Associated fees with securing permits and necessary utility services will be billed to the City at 2812 Architecture hourly rates (shown on Exhibit C).

Task #8 - CONSTRUCTION MANAGEMENT RESERVE:

Construction Management Reserve for this project will be billed at 2812 Architecture hourly rates (shown on Exhibit C) on an “as required in writing” basis during construction.

EXHIBIT B

COMPLETION SCHEDULE

Project Schedule & Milestones:

Milestone	Dates	Days ¹	Description
1	03/30 - 03/31//2020	1	Project Kick-Off Meeting (All Consultants & Client)
2	03/31 - 03/30/2020	22	Schematic Design (30%)
3	04/01 - 06/12/2020	30	Design Development (60%) - Permit Set
4	06/15 - 07/31/2020	35	Construction Documents (100%)
5	08/03 - 09/04/2020	25	Bidding & Contract
6	09/14 - 02/19/2021	100	Construction
7	02/22 - 03/12/2021	15	Substantial Completion
8	03/22 - 04/02/2021	15	Final Project Closeout

Work shall be physically complete December 31, 2021.

EXHIBIT C

FEE SCHEDULE

	SCOPE		SUM
1	Pre-Design		18,600.00
	Architecture	3,600.00	
	Surveyor	11,000.00	
	Geotechnical Investigation	4,000.00	
2	Schematic Design (30%)		16,320.00
	Architecture	7,875.00	
	Civil	2,895.00	
	Structure	1,200.00	
	Mechanical & Electrical	2,550.00	
	Data & Communication	1,800.00	
3	Design Development (Permit-60%)		35,875.00
	Architecture	23,000.00	
	Civil	4,825.00	
	Structure	2,000.00	
	Mechanical & Electrical	4,250.00	
	Data & Communication	1,800.00	
4	Construction Documents (100%)		43,325.00
	Architecture	19,375.00	
	Civil	9,650.00	
	Structure	4,000.00	
	Mechanical & Electrical	8,500.00	
	Data & Communication	1,800.00	
5	Bidding & Negotiations		7,280.00
	Architecture	2,250.00	
	Civil	1,930.00	
	Structure	800.00	
	Mechanical & Electrical	1,700.00	
	Data & Communication	600.00	
TOTAL ESTIMATED FEE AMOUNT			121,400.00
Reimbursable Fees (Task #6)			<u>5,500.00</u>
SUBTOTAL			126,900.00
Task #7- Governmental and Utility Fees and Task #8 - Construction Management			
Billed at Hourly Rates listed below:			
2812 architecture Standard Hourly Rates:			
	Principal Architect	\$180.00/hr.	
	Associate Architect	\$150.00/hr.	
	Project Manager/Architect	\$120.00/hr.	
	Staff Designer/BIM Technician	\$95.00/hr.	
	Administrative/Clerical	\$75.00/hr.	
Maximum Payable			\$132,000.00

EXHIBIT D

SUBCONSULTANT LIST

Nelson Geotechnical Associates, Inc.
17311 – 135th Avenue NE, A-500
Woodinville, WA 98072
Khaled Shawish
425-486-1669

Quantum Consulting Engineers
1511 3rd Avenue, Suite 323
Seattle, WA 98101
John Riley
206-957-3906

Rensch Engineering
111 Avenue C, Suite 104
Snohomish, WA 98290
Christopher Rensch, PE
360-863-6677

Harmsen, LLC
125 East Main Street, Suite 104
Monroe, WA 98272
David Harmsen
360-794-7811

EXHIBIT E

MONROE CODE OF ETHICS

Chapter 2.52 CODE OF ETHICS

Sections:

- 2.52.010 Purpose – Construction.
- 2.52.020 *Repealed.*
- 2.52.030 Award of contracts prohibited.
- 2.52.040 *Repealed.*
- 2.52.050 *Repealed.*
- 2.52.060 *Repealed.*

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, and Chapter 4.30, Ethics Board, 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.

2.52.020 *Repealed.*

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.

2.52.040 *Repealed.*

2.52.050 *Repealed.*

2.52.060 *Repealed.*



MONROE CITY COUNCIL

Agenda Bill No. 20-050

SUBJECT:	<i>Authorize the Mayor Pro Tem to Sign First Responders Flex Fund Contract with Snohomish County Human Services for Reimbursement of Social Worker Expenses</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/24/2020	Police	Jeffrey D. Jolley	Jeffrey D. Jolley	Consent Agenda #4

Discussion: 03/24/2050
Attachments: 1. First Responders Flex Fund Contract

REQUESTED ACTION: Move to authorize the Mayor Pro Tem to sign the First Responders Flex Fund Contract with Snohomish County Human Services for reimbursement of social worker expenses up to \$3,152; and expressly authorizes further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATION:

Per RCW 39.34.080 interlocal agreements shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties. Since the City Council is the governing body for the City of Monroe, it must approve this interlocal agreement.

All purchases made to be reimbursed would be subject to the City's Procurement Policies.

DESCRIPTION/BACKGROUND:

The City has agreed to participate in the Ending Homelessness Program as administered by the Housing and Community Services of Snohomish County. As part of this program, the First Responders Flex Fund revenue is generated from an eight dollar surcharge collected by Snohomish County on document recording fees under RCW 36.22.1791.

This contract will provide First Responder Flex Funds to reimburse the City of Monroe in 2020 for assistance to individuals identified as high risk for chemical dependency or mental health issues by the Community Outreach Team. Participants must be individuals/families experiencing homelessness or at risk of homelessness. Examples of purchases may include, but are not limited to shelter, food, clothing, medical care, transportation, or other basic needs. Flex Funds shall not be paid directly to the Participants or used for the purchase of alcohol, tobacco, vaping products, or marijuana products. The City shall submit supporting documentation for expenses covered by Flex Funds with an approved invoice for reimbursement.

The City received Flex Funds in 2018 totaling \$1,131.66 and \$1,618.88 in 2019. This was the first year that these funds were available. Through this program the City was able to get clients into detox, treatment and housing. The funds provided by this grant allowed the purchase of food, toiletries, clothing and the purchase of Department of Licensing ID cards to assist the clients in gaining employment.

FISCAL IMPACTS:

Incidental expenses that are covered under the First Responders Flex Fund incurred by the Community Outreach Team will be reimbursed by this fund up to a maximum of \$3,152. The revenue on this grant is included in the 2020 budget.

TIME CONSTRAINTS:

Accept grant as soon as practical to request reimbursement of expenses.

ALTERNATIVES:

1. Move to authorize signature.
2. Take no action; and provide staff with direction for additional changes/request additional information be presented prior to action.
3. Take no action; and do not consider the reimbursement grant at this time.

EXHIBIT A
SPECIFIC TERMS AND CONDITIONS
FIRST RESPONDERS FLEX FUNDS

I. TERMS AND CONDITIONS

This Ending Homelessness Program Agreement (hereinafter the Contract) is made by and between Snohomish County (hereinafter the County) and the City of Monroe (hereinafter the City).

A. Designation

1. The City expressly agrees to undertake that certain Ending Homelessness Program (EHP) project more fully described in Exhibit B, Statement of Work (hereinafter the Project). EHP funding for the Project is authorized by Section 9 of Chapter 484, Laws of 2005 (as amended by Laws of 2007, Chapter 427; Laws of 2009, Chapter 462; Laws of 2011, Chapter 110; Laws of 2012, Chapter 90) "Document Recording Surcharge—Services for the Homeless the "Legislation." The Washington legislature authorized the imposition of a surcharge for the recording of documents with county auditors. A portion of that surcharge is to be used by counties for programs which directly accomplish the goals of counties' homeless housing plans.
2. The undertaking of the Project and City's performance under this Contract shall be in full accordance with the Legislation, codified as Revised Code of Washington ("RCW") Chapters 36.22.1791, and 43.185C and all other applicable laws, ordinances, rules and regulations not inconsistent therewith, including licensing, permitting and accreditation requirements, in all activities funded in whole or in part with funds provided under this Contract to carry out the Project.

B. Financial Award

The City is hereby awarded the total sum indicated in the Approved Contract Budget (Exhibit C) to provide funding for the undertaking and performance of the Project.

II. OTHER REVENUES

The City certifies that work to be performed under this Contract will not supplant other existing funding sources.

III. COST REIMBURSEMENT

- A. Flex Funds awarded under this Contract will be reimbursed on a cost reimbursement basis in support of the Statement of Work (Exhibit B) and the Approved Project Budget (Exhibit C).
- B. The City shall submit monthly requests for reimbursement using the Approved Invoice (Exhibit D) provided by the County.
- C. The City shall submit supporting documentation for requests for reimbursement of expenses covered by Flex Funds with the Approved Invoice (Exhibit D). This documentation shall identify the item(s) purchased and cost of expenses covered by Flex Funds. The City shall also maintain on record itemized receipts of expenses covered by Flex Funds under this Contract.

EXHIBIT B

STATEMENT OF WORK / PROJECT DESCRIPTION

FIRST RESPONDERS FLEX FUND

I. DESCRIPTION

- A. The Project shall assist Participants remove barriers to housing and/or abate emergency situations through the provision of Flex Fund assistance.
- B. The Project shall serve eligible Participants only. Participants must be individuals/families experiencing homelessness or at risk of homelessness.

II. PROGRAM ACTIVITIES

In compliance with the terms of the Contract, the City shall perform the tasks and services as follows:

- A. The City shall develop a process to disburse Flex Funds to First Responders/Social Workers, not to exceed the total amount included in the Approved Project Budget (Exhibit C).
- B. First Responders/Social Workers shall access Flex Funds in order to procure goods and/or services directly related to the needs of Participants, which cannot be met through existing categorical services or formal/informal community mechanisms. Examples of such purchases may include, but are not limited to shelter, food, clothing, medical care, transportation, or other basic needs.
- C. Flex Funds shall not be paid directly to the Participants or used for the purchase of alcohol, tobacco, vaping products, or marijuana products.
- D. The City shall submit supporting documentation for expenses covered by Flex Funds with the Approved Invoice (Exhibit D) for reimbursement.

III. REPORTS

The City shall submit one narrative each quarter providing a description of at least one individual or family that was able to remove a barrier to housing or abate an emergency situation as a result of the Project.

**EXHIBIT C
CONTRACT BUDGET - COST REIMBURSEMENT
FIRST RESPONDERS FLEX FUND**

AGENCY NAME: City of Monroe
CONTRACT PERIOD: 1/1/2020 to 12/31/2020

FUNDS AWARDED UNDER CONTRACT:

REVENUE SOURCE	FUNDING PERIOD	AMOUNT	AMENDMENT	TOTAL AMOUNT
EHP	1/1/2020 to 12/31/2020	\$ 3,152		\$ 3,152
				-
				-
				-
				-
				-
TOTAL FUNDS AWARDED:		\$ 3,152	\$ -	\$ 3,152

MATCHING RESOURCES:

N/A N/A

TOTAL MATCHING RESOURCES: N/A

MATCH REQUIREMENTS FOR CONTRACT: % N/A AMOUNT: N/A

OTHER PROGRAM RESOURCES (Identify):

SOURCE	FUNDING PERIOD	AMOUNT
TOTAL OTHER RESOURCES:		\$ -

EXPENDITURES

CATEGORY	FUND SOURCE EHP	FUND SOURCE	TOTAL	OTHER RESOURCES				
Salaries/Wages							\$ -	
Benefits							-	
Supplies/Minor Equip.							-	
Prof. Services							-	
Postage							-	
Telephone							-	
Mileage/Fares							-	
Meals							-	
Lodging							-	
Advertising							-	
Leases/Rentals							-	
Insurance							-	
Utilities							-	
Repairs/Maint.							-	
Client Flex Funds							-	
Printing							-	
Dues/Subscrip.							-	
Regis./Tuition							-	
Machinery/Equip.							-	
Administration							-	
Indirect							-	
Miscellaneous							-	
Flex Funds	3,152						3,152	
Misc. Construction							-	
Acquisition							-	
Relocation							-	
							-	
TOTAL	\$ 3,152	\$ -	\$ 3,152	\$ -				

EXPENDITURE NARRATIVE

AMOUNT	CATEGORY	NARRATIVE (provide justification describing each category supported with funds awarded under this contract)
3,152	Flex Funds	Cost of Flex Funds distributed to First Responders
\$ 3,152	TOTAL	

DETAIL SALARIES / WAGES

POSITION	FUND SOURCE	% OF TIME TO FUND SOURCE	TOTAL MONTHLY	MONTHLY CHARGE TO FUND SOURCE	# OF MONTHS	TOTAL CHARGE TO FUND SOURCE
N/A						

TOTAL: \$0

NOTE: Above figures may reflect rounding



MONROE CITY COUNCIL

Agenda Bill No. 20-051

SUBJECT:	Authorize the Mayor Pro Tem to Sign Purchasing Agreement with Snohomish County <i>(Item to be added to the agenda at the time of the meeting)</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/24/2020	Police	Jeffrey D. Jolley	Jeffrey D. Jolley	Consent Agenda #5

Discussion: 03/24/2020
Attachments: 1. Purchasing Agreement

REQUESTED ACTION: Move to authorize the Mayor Pro Tem to sign Purchasing Agreement with Snohomish County; and expressly authorize further minor revisions deemed necessary or appropriate.

POLICY CONSIDERATION:

Per RCW 39.34.080 interlocal agreements shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties. Since the City Council is the governing body for the City of Monroe, it must approve this interlocal agreement.

All purchases made to be reimbursed would be subject to the City’s Procurement Policies.

DESCRIPTION/BACKGROUND:

The proposed agreement will allow the City to streamline their emergency orders through the Snohomish County Department of Emergency Management’s Emergency Coordination Center (ECC). The City will have the ability to purchase goods for use in the COVID-19 pandemic (“Purchased Goods”). ECC assumes that federal or state funds may be available to reimburse the ECC for some or all of the Purchased Goods. ECC shall inform the City of the number of Purchased Goods available for request.

FISCAL IMPACTS:

The City agrees that to the extent that ECC is not reimbursed for Purchased Goods with federal or state funds, ECC will calculate the cost to ECC of Purchased Goods received by the City. The City shall reimburse ECC for the cost of Purchased Goods received by the City by December 21, 2020.

TIME CONSTRAINTS:

Sign as soon as possible to allow the City to purchase needed goods in response to the COVID-19 pandemic.

ALTERNATIVES:

1. Move to authorize signature.
2. Take no action; and provide staff with direction for additional changes/request additional information be presented prior to action.
3. Take no action; and do not consider the reimbursement grant at this time.

Purchasing Agreement

This Agreement is made by and between _____ (Entity), and SNOHOMISH COUNTY, (a public agency of the State of Washington).

WHEREAS, each of the Parties desires to streamline their emergency orders through the Snohomish County Department of Emergency Management's Emergency Coordination Center (ECC) when it is in their individual interest;

NOW, THEREFORE, the Parties agree as follows:

1. ECC shall purchase goods for use in response to the COVID-19 pandemic ("Purchased Goods").
2. ECC assumes that federal or state funds may be available to reimburse the ECC for some or all of the Purchased Goods. ECC shall inform Entity of the number of Purchased Goods available for Entity request (the "Allocation").
3. Entity may request up to Allocation of Purchased Goods from ECC. ECC shall provide requested Purchased Goods to Entity.
4. Entity agrees that to the extent that ECC is not reimbursed for Purchased Goods with federal or state funds, ECC will calculate the cost to ECC of Purchased Goods received by Entity. Entity shall reimburse ECC for the cost of Purchased Goods received by Entity by December 31, 2020.
5. This Agreement creates no obligation on behalf of the Entity to request Purchased Goods.
6. Each party will indemnify and hold the other party harmless as to any claim arising out of its negligence in the use of this Agreement.
7. No separate legal or administrative entity is intended to be created pursuant to this Agreement.
8. This Agreement will become effective upon execution by the parties.
9. This Agreement shall continue in force until terminated by 10 days written notice by either party, or by December 31, 2020, whichever comes first.
10. This Agreement constitutes the entire Agreement between the parties as to its subject matter.

SNOHOMISH COUNTY

AGENCY: _____

By: _____

By: _____

TITLE: _____

DATED: _____

DATED: _____



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, March 10, 2020 6:30 P.M.
Monroe City Hall, Permit Assistance Center

2020 Committee
Councilmembers
Ed Davis
Kevin Hanford
Kirk Scarboro

AGENDA

- I. **Call to Order**

- II. **Approval Minutes** (February 11, 2020)

- III. **Unfinished Business – NONE**

- IV. **New Business**
 - A. Snohomish County Council of Government Proposal (Administration)

 - B. Legislative Update (Administration)

- V. **Next Committee Meeting** (April 14, 2020, 6 p.m.)

Agenda Items: Countywide Planning Policies; Legislative Update

- VI. **Adjournment**



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: March 24, 2020

RE: **February 2020 Finance Department Monthly Report**

Please find attached the February 2020 financial monthly report. Straight line trending would be sixteen point sixty six percent (16.33%). However, it is too early in the year to consider any budget trending. For example, water consumption tends to be higher in the summer months, so water funds would be lower in the winter. The bulk of property taxes are received twice a year in May and November. And there are many bills, such as the Association of Washington Cities dues and the Washington Cities Insurance Authority insurance premium, that are paid once per year at the beginning of the year.

Finance is currently in the year end close out period (period 13). To date, all funds are within budget. Again, final fund balances will not be available until after close out/annual report is complete. The annual report is due to the state no later than May 29, 2020. It is anticipated we will complete the annual report by April 2020.

Attached are the 2020 Sales Taxes, Real Estate Excise Taxes, and Lodging Taxes reports. Unlike the monthly financial report, these three revenue reports are tracked on a weighted budgeted expectation. All three are ahead of weighted budgeted expectations for February.

The balance sheet reports will not be available until the annual report is complete. Again, this report is dependent on the completion of the 2019 year end close out.

Investment Report

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

Looking forward to March: the Federal Reserve held an emergency meeting on March 3, 2020 at which they elected to cut the Federal Funds Rate by 0.50 percent (fifty basis points). This has had an impact on the City's investment portfolio. Due to the rate decrease, the City had three investment vehicles for over six million dollars called early. While the returns on these three investments will be decent, the City is now in a position of reinvesting this money at a much lower rate due to current market conditions. The

strategy will be to reinvest these funds at a shorter maturity date so that if and when the rates start to increase again (most likely after the national election), this money won't be tied up for too long.

Passport Services

As of the end of December 2019, we had processed 1,123 passports, which is a 114.8 percent increase over 2018. For February 2020, we processed 115 passports, bringing our 2020 year to date total to 245. This is a 17.78 percent increase over the prior year to date and is 21.81 percent of the 2019 overall total.

Donation Report

The February 2020 Donation report is attached for your convenience. In addition to what is on this report, the Rotary Club of Monroe also donated \$5,000 toward the Rotary Field improvements scheduled for this year. This amount was deposited to Fund 317 Parks Improvement Fund, which is where the expenditures associated with this project is budgeted. Thank you Rotary, and to all that donated, for your generous support.



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: March 24, 2020

RE: **Finance Monthly Report – Jan & Feb 2020 Professional Services Agreements**

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

- Philips Publishing - \$60,000
Publish Choose Monroe Magazine
- PH Consulting, LLC - \$87,136
Quiet Zone Feasibility Study
- Transpo Group – \$85,000
ADA Transition Plan
- Seahurst Electric - \$2,500
WWTP ATS Replacement
- Accu Comm, Inc. – \$5,647
Spring Hill Repeater Site Upgrade
- Seahurst Electric - \$4,368
Sky River Park Grinder Pumps Maintenance
- BHC Consultants – \$14,000
WWTP Primary Digester #2 Diffuser Design
- Harmsen Inc. - \$1,750
Rotary Field Property Lines
- Robinson Noble – \$8,300
Madison Combined Sewer Separation
- GeoTest- \$3,366
Adams Lane
- Perteet – \$2,250
Easton Cove Landscape Bond Inspection
- Perteet - \$1,515
River's Edge – Critical Areas Resubmittal Evaluation
- Perteet - \$1,815
Rotary Field Netting FEMA BiOP/MMC Title 14 Evaluation

Thank you.

City of Monroe - February 2020 (16.66%)

General Fund Revenues	2020 Budget	Year-to-Date 02/29/2020	% of Budget	2019 Budget	Year-to-Date 02/28/2019	% of Budget
Property Tax	3,275,000	13,321	0.4%	3,201,628	12,645	0.4%
Sales Tax	5,932,554	1,082,992	18.3%	5,791,928	1,074,209	18.5%
Admissions Tax	95,000	22,619	23.8%	115,000	19,897	17.3%
Utility Tax	2,745,176	551,740	20.1%	3,236,541	562,557	17.4%
Leasehold & Gambling Taxes	43,900	15,177	34.6%	55,117	13,587	24.7%
Total Taxes	12,091,630	1,685,850	13.9%	12,400,214	1,682,895	13.6%
Licenses & Permits	520,850	136,778	26.3%	631,183	138,839	22.0%
Intergovernmental	522,856	62,519	12.0%	520,815	49,337	9.5%
Charges for Goods & Services	1,591,696	264,626	16.6%	1,572,010	247,105	15.7%
Fines & Penalties	213,400	30,833	14.4%	240,624	31,112	12.9%
Miscellaneous Revenues	81,147	19,640	24.2%	69,371	32,354	46.6%
Transfers In/Insurance Recovery	40,209	0	0.0%	0	0	0.0%
Total General Fund Revenues	15,061,788	2,200,245	14.6%	15,434,217	2,181,641	14.1%

City of Monroe - February 2020 (16.66%)

General Fund Expenditures	2020 Budget	Year-to-Date 02/29/2020	% of Budget	2019 Budget	Year-to-Date 02/28/2019	% of Budget
Executive	781,261	80,140	10.3%	684,439	96,987	14.2%
City Clerk/Public Records	194,469	40,682	20.9%	174,941	25,339	14.5%
Legal	738,000	46,462	6.3%	728,000	30,400	4.2%
Human Resources	275,245	30,264	11.0%	218,762	28,781	13.2%
Legislative	276,622	45,414	16.4%	276,757	37,596	13.6%
Finance	662,262	85,417	12.9%	567,917	83,938	14.8%
Community Development	1,677,732	225,274	13.4%	1,509,673	243,082	16.1%
Emergency Management	20,384	1,300	6.4%	26,870	2,485	9.2%
Police	8,083,382	1,398,185	17.3%	7,887,945	1,248,992	15.8%
Jail & Dispatch	698,184	26,529	3.8%	771,000	84,730	11.0%
Municipal Court	474,813	67,712	14.3%	414,783	66,833	16.1%
Parks & Recreation	1,722,741	259,149	15.0%	1,773,793	230,739	13.0%
City-Wide Expenditures	105,352	96,614	91.7%	110,216	67,522	61.3%
Interfund Transfers Out	620,450	0	0.0%	1,979,405	0	0.0%
Total General Fund Expenditures	16,330,897	2,403,142	14.7%	17,124,501	2,247,421	13.1%

City of Monroe - February 2020 (16.66%)

Other Funds' Revenues	2020 Budget	Year-to-Date 02/29/2020	% of Budget	2019 Budget	Year-to-Date 02/28/2019	% of Budget
Street Fund	1,099,747	174,425	15.9%	820,111	100,782	12.3%
Tourism Fund (Lodging Tax)	81,000	11,289	13.9%	80,750	9,837	12.2%
Real Estate Excise Tax Fund	953,270	260,517	27.3%	958,182	163,838	17.1%
Water Fund	6,744,771	984,255	14.6%	6,627,042	937,270	14.1%
Sewer Fund	7,789,008	1,378,663	17.7%	7,550,194	1,336,101	17.7%
Storm Drain Fund	2,179,993	349,478	16.0%	1,979,043	318,635	16.1%
Water CIP Fund	2,238,659	228,940	10.2%	2,613,882	121,141	4.6%
Sewer CIP Fund	2,463,322	464,772	18.9%	2,019,979	191,904	9.5%
Storm Drain CIP Fund	3,508,634	1,678	0.0%	532,665	1,798	0.3%

City of Monroe - February 2020 (16.66%)

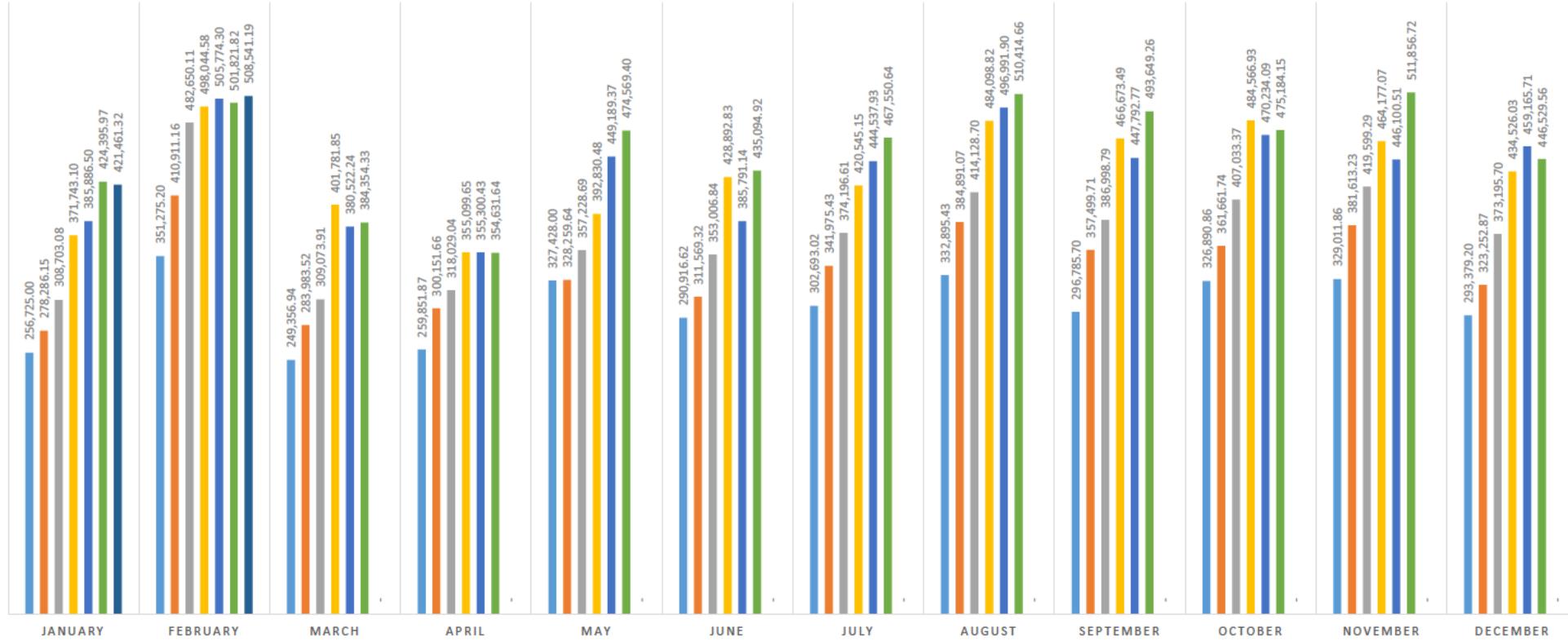
Other Funds' Expenditures	2020 Budget	Year-to-Date 02/29/2020	% of Budget	2019 Budget	Year-to-Date 02/28/2019	% of Budget
Street Fund	1,112,189	161,370	14.5%	820,556	102,365	12.5%
Tourism Fund (Lodging Tax)	120,000	4,951	4.1%	106,426	3,416	3.2%
Parks CIP Fund	7,591,514	56,376	0.7%	940,166	60,315	6.4%
Street CIP Fund	5,644,428	185,117	3.3%	3,927,852	68,112	1.7%
Water Fund	6,759,365	705,393	10.4%	7,230,853	610,203	8.4%
Sewer Fund	8,371,989	1,225,923	14.6%	7,803,838	1,094,221	14.0%
Storm Drain Fund	2,216,373	282,435	12.7%	2,065,944	270,497	13.1%
Water CIP Fund	5,131,259	108,101	2.1%	5,377,369	66,772	1.2%
Sewer CIP Fund	860,862	131,481	15.3%	1,899,961	350,620	18.5%
Storm Drain CIP Fund	3,461,432	66,530	1.9%	887,314	61,117	6.9%
Information Technology I.S. Fund	817,544	198,949	24.3%	798,375	100,972	12.6%
Fleet & Equipment I.S. Fund	1,984,380	209,230	10.5%	1,645,228	88,258	5.4%
Facilities I.S. Fund	1,480,729	210,860	14.2%	1,475,240	236,630	16.0%

Sales Tax Analysis

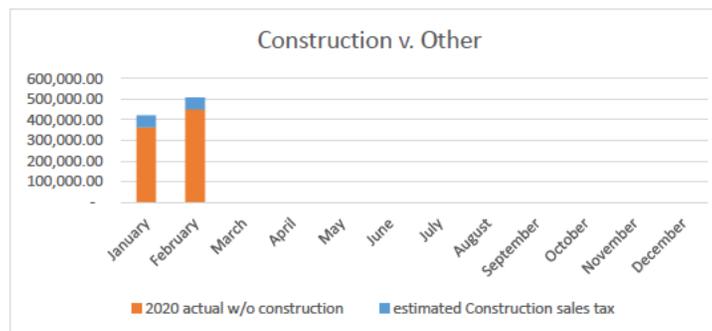
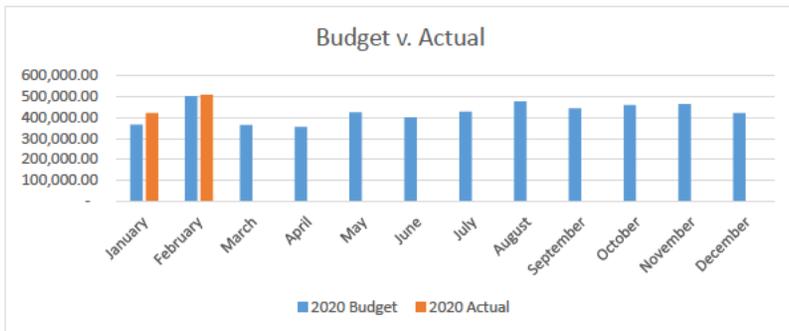
Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	256,725.00	7.10%	278,286.15	6.85%	308,703.08	6.85%	371,743.10	7.14%	385,886.50	7.38%	424,395.97	7.74%	7.18%	366,855.82	421,461.32	54,605.50
Feb	351,275.20	9.71%	410,911.16	10.11%	482,650.11	10.72%	498,044.58	9.57%	505,774.30	9.68%	501,821.82	9.16%	9.82%	502,058.13	508,541.19	6,483.06
March	249,356.94	6.89%	283,983.52	6.99%	309,073.91	6.86%	401,781.85	7.72%	380,522.24	7.28%	384,354.33	7.01%	7.13%	364,204.86		
April	259,851.87	7.18%	300,151.66	7.39%	318,029.04	7.06%	355,099.65	6.82%	355,300.43	6.80%	354,631.64	6.47%	6.95%	355,386.61		
May	327,428.00	9.05%	328,259.64	8.08%	357,228.69	7.93%	392,830.48	7.55%	449,189.37	8.59%	474,569.40	8.66%	8.31%	424,720.65		
June	290,916.62	8.04%	311,569.32	7.67%	353,006.84	7.84%	428,892.83	8.24%	385,791.14	7.38%	435,094.92	7.94%	7.85%	401,264.46		
July	302,693.02	8.37%	341,975.43	8.41%	374,196.61	8.31%	420,545.15	8.08%	444,537.93	8.50%	467,550.64	8.53%	8.37%	427,667.96		
Aug	332,895.43	9.20%	384,891.07	9.47%	414,128.70	9.20%	484,098.82	9.30%	496,991.90	9.51%	510,414.66	9.31%	9.33%	476,939.66		
Sept	296,785.70	8.20%	357,499.71	8.80%	386,998.79	8.59%	466,673.49	8.97%	447,792.77	8.57%	493,649.26	9.01%	8.69%	444,090.02		
Oct	326,890.86	9.04%	361,661.74	8.90%	407,033.37	9.04%	484,566.93	9.31%	470,234.09	9.00%	475,184.15	8.67%	8.99%	459,556.15		
Nov	329,011.86	9.10%	381,613.23	9.39%	419,599.29	9.32%	464,177.07	8.92%	446,100.51	8.53%	511,856.72	9.34%	9.10%	465,043.13		
Dec	293,379.20	8.11%	323,252.87	7.95%	373,195.70	8.29%	434,526.03	8.35%	459,165.71	8.78%	446,529.56	8.15%	8.27%	422,766.55		
Total	3,617,209.70	100.00%	4,064,055.50	100.00%	4,503,844.13	100.00%	5,202,979.98	100.00%	5,227,286.89	100.00%	5,480,053.07	100.00%	100.00%	5,110,554.00	930,002.51	61,088.56
% increase from prior year			12.35%		10.82%		15.52%		0.47%		4.84%			-2.23%		
														Total	% inc	
														2,963,020.00		
														2,999,246.00	1.22%	
	January	February	March	April	May	June	July	August	September	October	November	December		3,444,040.01	14.83%	
2014	256,725.00	351,275.20	249,356.94	259,851.87	327,428.00	290,916.62	302,693.02	332,895.43	296,785.70	326,890.86	329,011.86	293,379.20		3,617,209.70	5.03%	
2015	278,286.15	410,911.16	283,983.52	300,151.66	328,259.64	311,569.32	341,975.43	384,891.07	357,499.71	361,661.74	381,613.23	323,252.87		4,064,055.50	12.35%	
2016	308,703.08	482,650.11	309,073.91	318,029.04	357,228.69	353,006.84	374,196.61	414,128.70	386,998.79	407,033.37	419,599.29	373,195.70		4,503,844.13	10.82%	
2017	371,743.10	498,044.58	401,781.85	355,099.65	392,830.48	428,892.83	420,545.15	484,098.82	466,673.49	484,566.93	464,177.07	434,526.03		5,202,979.98	15.52%	
2018	385,886.50	505,774.30	380,522.24	355,300.43	449,189.37	385,791.14	444,537.93	496,991.90	447,792.77	470,234.09	446,100.51	459,165.71		5,227,286.89	0.47%	
2019	424,395.97	501,821.82	384,354.33	354,631.64	474,569.40	435,094.92	467,550.64	510,414.66	493,649.26	475,184.15	511,856.72	446,529.56		5,480,053.07	4.84%	
2020	421,461.32	508,541.19	-	-	-	-	-	-	-	-	-	-		930,002.51	-82.21%	

SALES TAX COLLECTION HISTORY

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

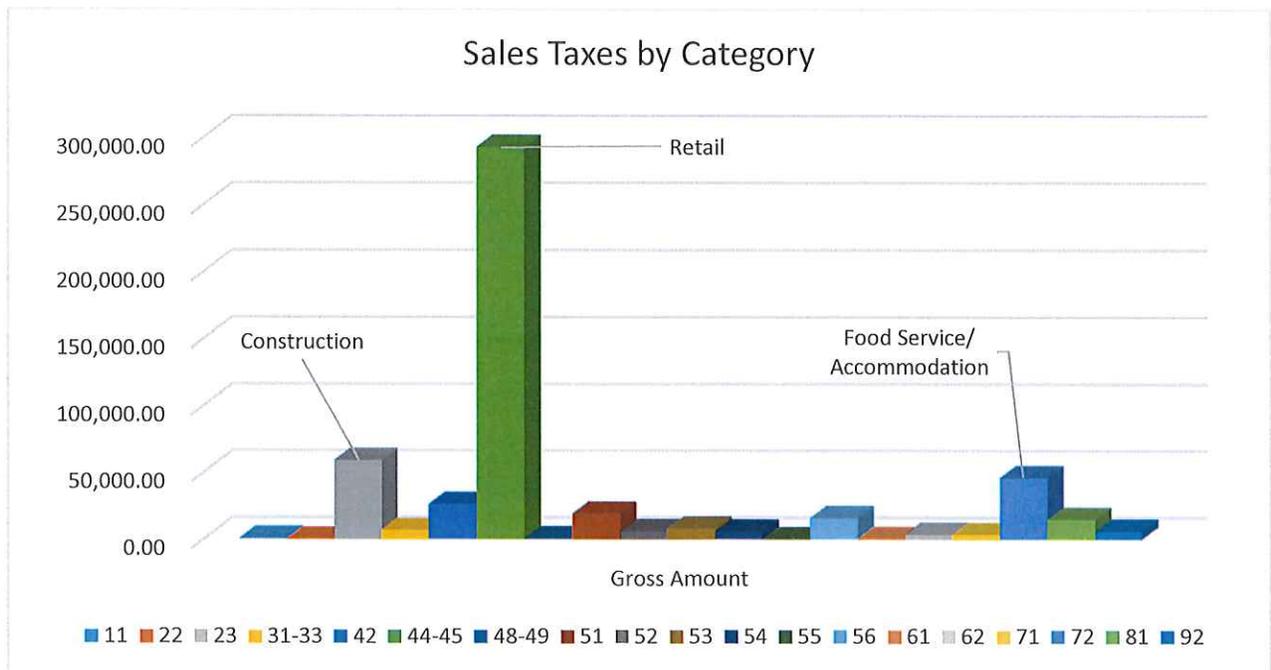


Ave Receipts % by month per history		2020 Budget	2020 Actual	Difference over/(under)	% over/(under) budget	estimated Construction sales tax	2020 actual w/o construction	Construction % of total
7.18%	January	366,855.82	421,461.32	54,605.50	14.88%	January	56,801.81	13.48%
9.82%	February	502,058.13	508,541.19	6,483.06	1.29%	February	58,390.17	11.48%
7.13%	March	364,204.86	-	-	-100.00%	March	-	
6.95%	April	355,386.61	-	-	-100.00%	April	-	
8.31%	May	424,720.65	-	-	-100.00%	May	-	
7.85%	June	401,264.46	-	-	-100.00%	June	-	
8.37%	July	427,667.96	-	-	-100.00%	July	-	
9.33%	August	476,939.66	-	-	-100.00%	August	-	
8.69%	September	444,090.02	-	-	-100.00%	September	-	
8.99%	October	459,556.15	-	-	-100.00%	October	-	
9.10%	November	465,043.13	-	-	-100.00%	November	-	
8.27%	December	422,766.55	-	-	-100.00%	December	-	
100.00%		5,110,554.00	930,002.51	61,088.56	-81.80%		115,191.98	12.39%



February 2020 receipts

Title		Gross Amount	Net Amount
Ag/Forestry/Fishing & Hunting	11	383.06	379.58
Utilities	22	69.36	68.73
Construction	23	58,926.01	58,390.17
Manufacturing	31-33	6,596.14	6,536.16
Wholesale Trade	42	26,058.49	25,821.53
Retail Trade	44-45	292,638.50	289,977.39
Transportation & Warehousing	48-49	487.41	482.98
Information	51	18,980.48	18,807.88
Finance & Insurance	52	5,728.55	5,676.46
Real Estate & Rental & Leasing	53	7,714.83	7,644.68
Professional/Scientific/Tech Services	54	5,668.95	5,617.40
Management of Companies & Enterprises	55	0.68	0.67
Admin & Support & Waste Mngt & Remediation Services	56	15,689.91	15,547.23
Education Services	61	411.23	407.49
Health Care & Social Assistance	62	3,562.60	3,530.20
Arts/Entertainment/Recreation	71	3,472.66	3,441.08
Accommodation & Food Services	72	46,042.72	45,624.03
Other Services (except Public Admin)	81	14,770.82	14,636.50
Public Administration	92	6,005.65	5,951.04
Other	99		-
		<u>513,208.05</u>	<u>508,541.19</u>
		513,208.05	508,541.19



REET Analysis
1st Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	43,910.15	6.58%	8.66%	38,965.64	36,267.81	(2,697.83)
March	33,331.71	8.99%	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	42,455.95	6.36%	6.14%	27,631.60		
April	14,944.94	4.03%	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34		
May	15,970.80	4.31%	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87		
June	22,229.03	5.99%	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	59,711.05	8.95%	8.68%	39,078.70		
July	40,083.53	10.81%	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	64,056.57	9.60%	8.85%	39,843.09		
Aug	38,917.10	10.49%	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	69,662.04	10.44%	9.38%	42,220.42		
Sept	34,705.67	9.36%	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90		
Oct	24,168.98	6.52%	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44		
Nov	51,464.54	13.87%	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	65,429.32	9.80%	9.47%	42,597.34		
Dec	65,564.88	17.67%	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.75		
Total	370,953.76	100.00%	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	667,316.90	100.00%	100.00%	450,000.00	124,549.13	60,960.58

% increase from prior year

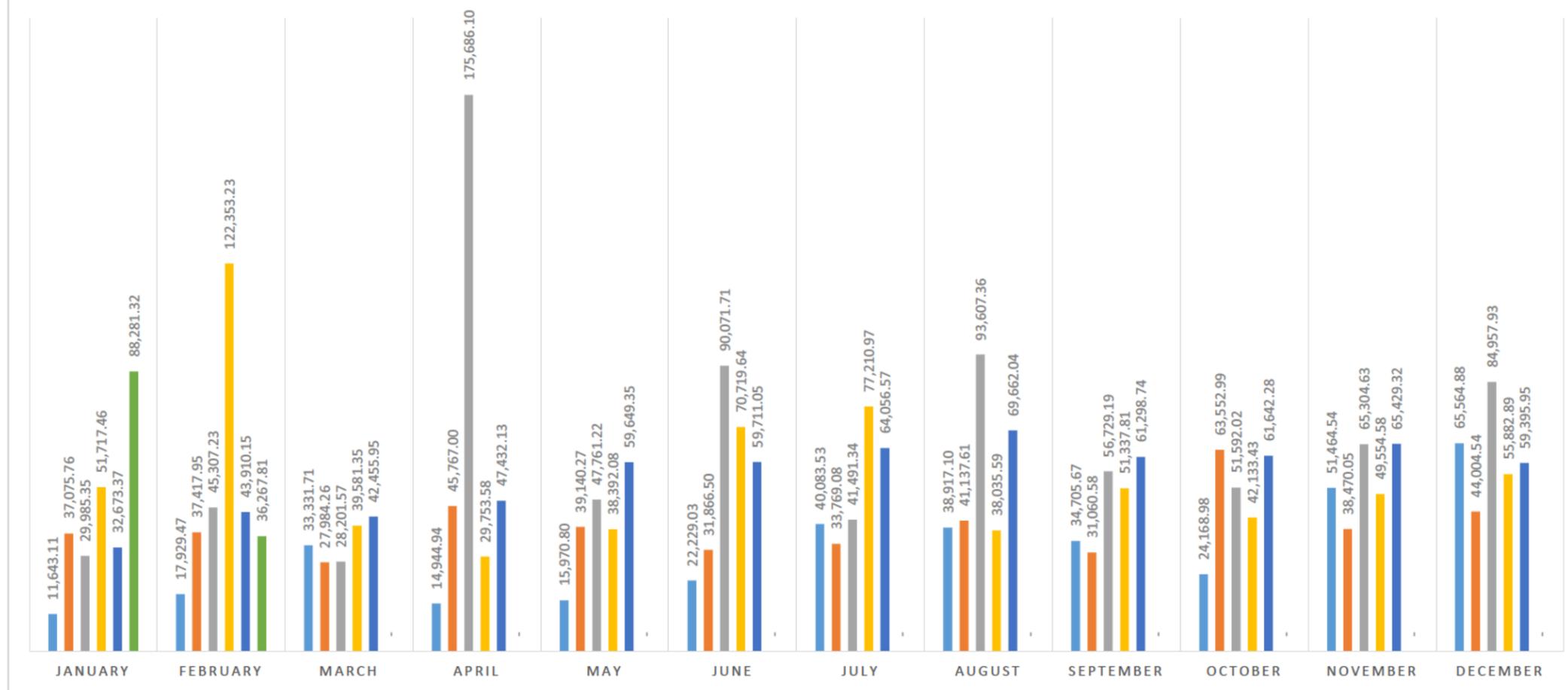
27.04%	72.03%	-17.77%	0.10%	-32.57%
--------	--------	---------	-------	---------

Total

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	11,643.11	17,929.47	33,331.71	14,944.94	15,970.80	22,229.03	40,083.53	38,917.10	34,705.67	24,168.98	51,464.54	65,564.88	370,953.76
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90
2020	88,281.32	36,267.81	-	-	-	-	-	-	-	-	-	-	124,549.13

1ST QTR REET COLLECTION

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

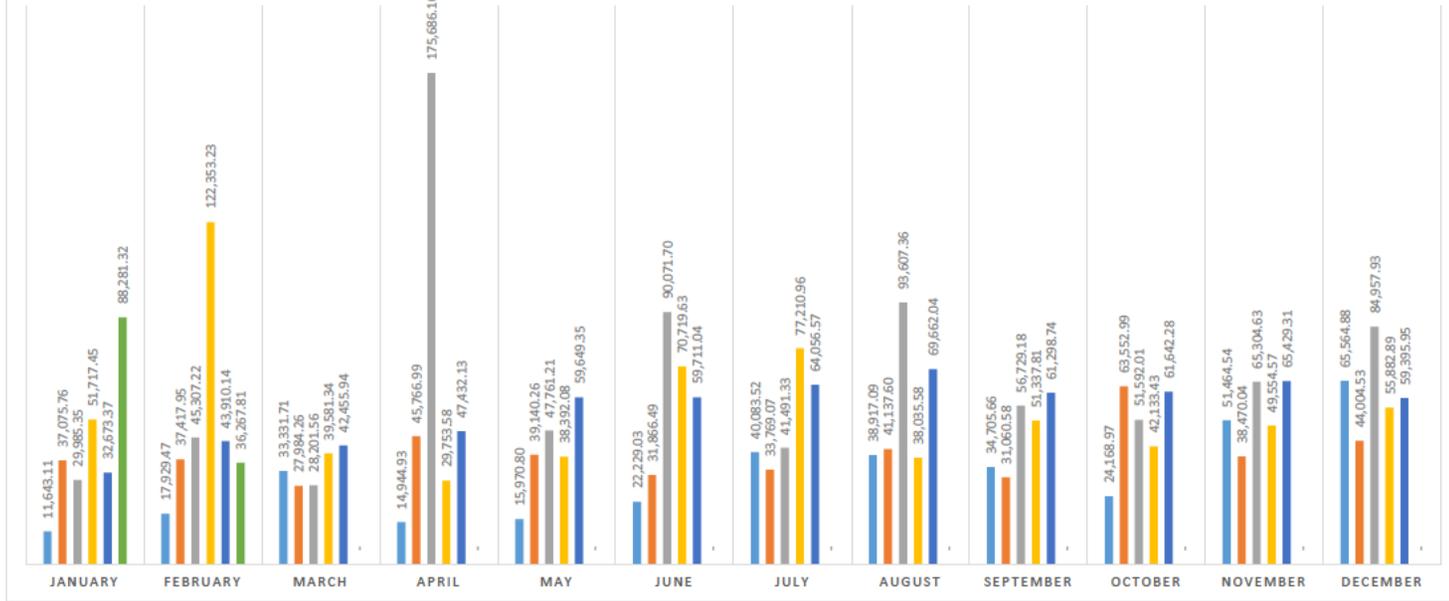


REET Analysis
2nd Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	43,910.14	6.58%	8.66%	38,965.65	36,267.81	(2,697.84)
March	33,331.71	8.99%	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	42,455.94	6.36%	6.14%	27,631.60		
April	14,944.93	4.03%	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34		
May	15,970.80	4.31%	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87		
June	22,229.03	5.99%	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	59,711.04	8.95%	8.68%	39,078.69		
July	40,083.52	10.81%	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	64,056.57	9.60%	8.85%	39,843.08		
Aug	38,917.09	10.49%	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	69,662.04	10.44%	9.38%	42,220.42		
Sept	34,705.66	9.36%	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90		
Oct	24,168.97	6.52%	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44		
Nov	51,464.54	13.87%	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	65,429.31	9.80%	9.47%	42,597.34		
Dec	65,564.88	17.67%	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.76		
Total	370,953.71	100.00%	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	667,316.86	100.00%	100.00%	450,000.00	124,549.13	60,960.58
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%		
														Total
	January	February	March	April	May	June	July	August	September	October	November	December		
2015	11,643.11	17,929.47	33,331.71	14,944.93	15,970.80	22,229.03	40,083.52	38,917.09	34,705.66	24,168.97	51,464.54	65,564.88		370,953.71
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53		471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93		810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89		666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95		667,316.86
2020	88,281.32	36,267.81	-	-	-	-	-	-	-	-	-	-		124,549.13

2ND QTR REET COLLECTION

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

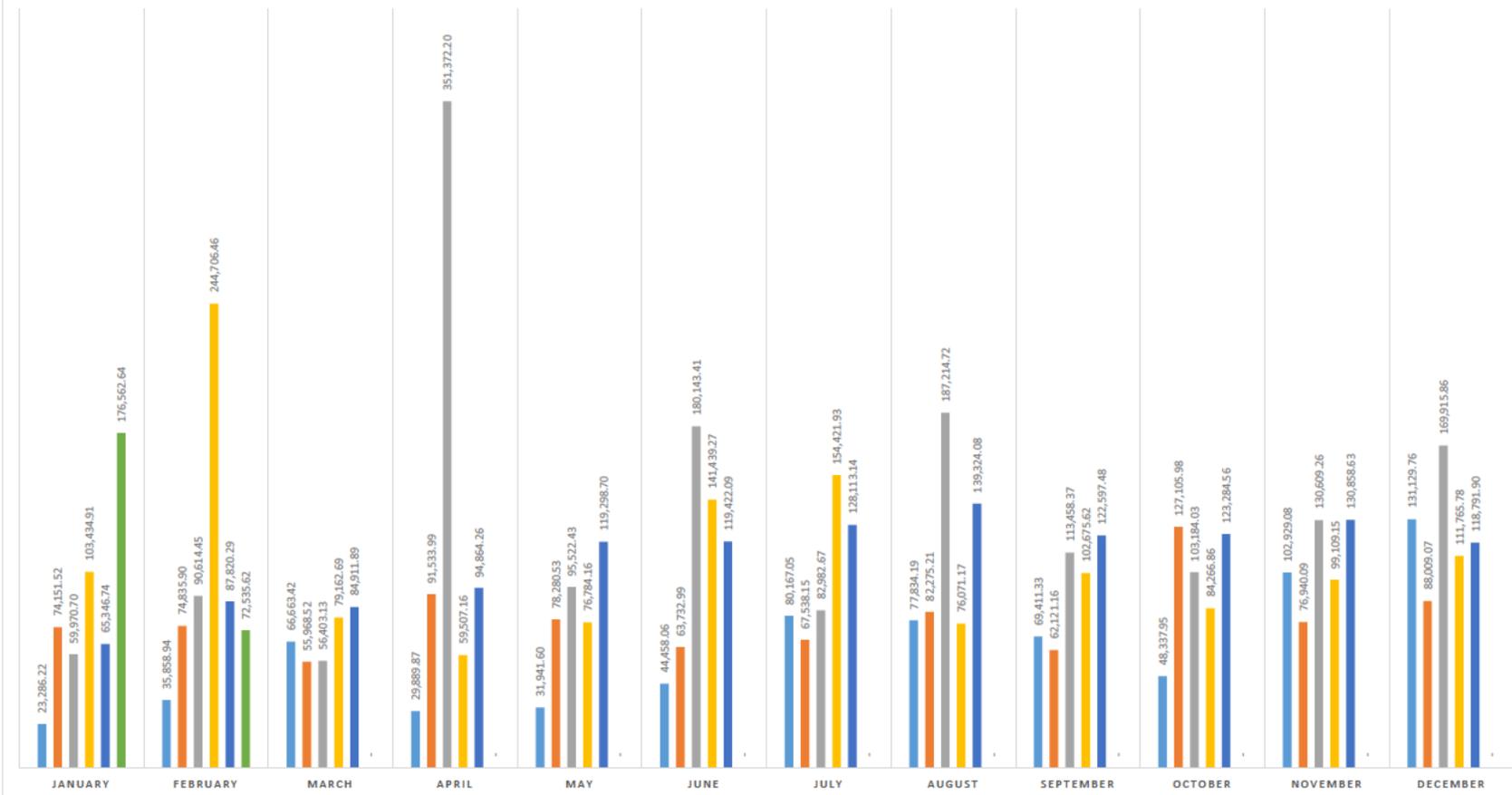


REET Analysis
Both quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	23,286.22	3.14%	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	65,346.74	4.90%	5.47%	49,245.82	176,562.64	127,316.82
Feb	35,858.94	4.83%	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	87,820.29	6.58%	8.66%	77,931.29	72,535.62	(5,395.67)
March	66,663.42	8.99%	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	84,911.89	6.36%	6.14%	55,263.20	-	-
April	29,889.87	4.03%	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	94,864.26	7.11%	9.40%	84,568.68	-	-
May	31,941.60	4.31%	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	119,298.70	8.94%	6.64%	59,759.74	-	-
June	44,458.06	5.99%	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	119,422.09	8.95%	8.68%	78,157.39	-	-
July	80,167.05	10.81%	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	128,113.14	9.60%	8.85%	79,686.17	-	-
Aug	77,834.19	10.49%	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	139,324.08	10.44%	9.38%	84,440.84	-	-
Sept	69,411.33	9.36%	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	122,597.48	9.19%	7.97%	71,695.79	-	-
Oct	48,337.95	6.52%	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	123,284.56	9.24%	8.38%	75,460.89	-	-
Nov	102,929.08	13.87%	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	130,858.63	9.80%	9.47%	85,194.68	-	-
Dec	131,129.76	17.67%	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	118,791.90	8.90%	10.96%	98,595.51	-	-
Total	741,907.47	100.00%	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	1,334,633.76	100.00%	100.00%	900,000.00	249,098.26	121,921.15
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%		
Total														
	January	February	March	April	May	June	July	August	September	October	November	December		
2015	23,286.22	35,858.94	66,663.42	29,889.87	31,941.60	44,458.06	80,167.05	77,834.19	69,411.33	48,337.95	102,929.08	131,129.76		741,907.47
2016	74,151.52	74,835.90	55,968.52	91,533.99	78,280.53	63,732.99	67,538.15	82,275.21	62,121.16	127,105.98	76,940.09	88,009.07		942,493.11
2017	59,970.70	90,614.45	56,403.13	351,372.20	95,522.43	180,143.41	82,982.67	187,214.72	113,458.37	103,184.03	130,609.26	169,915.86		1,621,391.23
2018	103,434.91	244,706.46	79,162.69	59,507.16	76,784.16	141,439.27	154,421.93	76,071.17	102,675.62	84,266.86	99,109.15	111,765.78		1,333,345.16
2019	65,346.74	87,820.29	84,911.89	94,864.26	119,298.70	119,422.09	128,113.14	139,324.08	122,597.48	123,284.56	130,858.63	118,791.90		1,334,633.76
2020	176,562.64	72,535.62	-	-	-	-	-	-	-	-	-	-		249,098.26

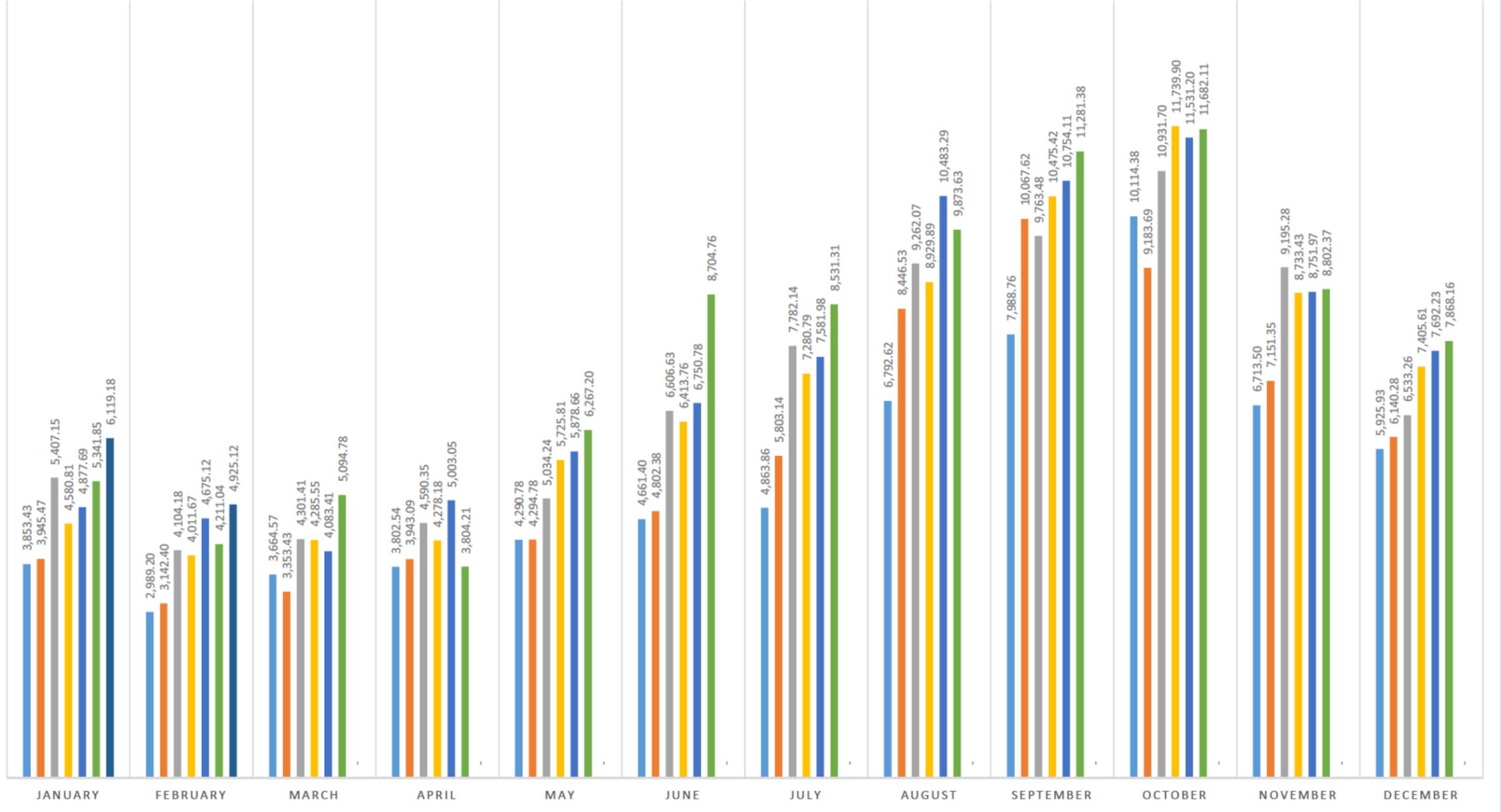
TOTAL REET COLLECTION

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



LODGING TAX COLLECTION HISTORY

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



February 29, 2020 Investment Report

Short Term Investments:

LGIP \$ 8,119,024.80
Opus Bank \$ 5,936,149.22

subtotal short-term \$ 14,055,174.02

Long Term Investments:

US Bank safekeeping \$ 27,903,585.17

Total Investments **\$ 41,958,759.19**

Interest reinvested thru 02/2020 \$ 39,812.40
Interest received thru 02/2020 \$ 82,505.00

Total interest earned 2019 to date **\$ 122,317.40**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. February's net interest rate was 1.6787%, a decrease of 0.0443% from January's rate of 1.7230%.

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. February'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.

There were no maturities or purchases during the month of February.

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

CURRENT PLANNING

A. Pre-application Review

1. Dick's Tire Haus – 320 E Main Street
Proposal is to determine the allowed use of upstairs units, whether as offices or residential units.
Staff contact – Amy Bright
2. Johansen Mechanical – 16372 177th Ave SE
Proposal is to vacate ROW along 163rd adjacent to the applicants property.
Staff contact – Amy Bright
3. Harry's Gastropub – 107 W. Main St
Proposal is for the relocation of the Harry's on Tye business to be located in the previously occupied Main Street Café.
Staff contact – Amy Bright
4. 4-Lot Short Plat – Ed Curnutt – 17701 157th Place SE
Proposal is to subdivide the property into four (4) lots. There is a single-family residence that will be demolished.
Staff contact – Anita Marrero
5. Short Plat – Howard Gorlick – 14010 Chain Lake Road
Proposal is to subdivide the property into two (2) lots. There is an existing single-family residence on the property. Access to the property is through an access easement on the adjacent church property.
Staff contact – Anita Marrero
6. Triplex Development – Rauna and Sergio Regalado – 18257 Blueberry Lane
Proposal is to development the property into an attached 3-unit multi-family structure.
Staff contact – Anita Marrero

B. Planning Projects

1. Stanton Station, SEPA2019-16, 15125 179th Ave. SE
The applicant is requesting Preliminary Plat approval and site plan approval for a 22 lot subdivision on approximately .9 acres within the Mixed Use - General (MG) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. The proposal was deemed complete on November 13, 2019. The Notice of Application was issued on November 25, 2019. The comment/appeal period ends December 9, 2019.
Staff contact – Amy Bright
2. Eaglemont 7 Plat and PRD – 44 Lots
After the approval of the Gilmartin Plat, the property was purchased by MainView Homes. MainView annexed the adjacent parcel 13107 Chain Lake Road. MainView submitted for Eaglemont Division 7 Preliminary Plat and PRD on March 28, 2019. The project was deemed complete on April 15, 2019. Comments were sent to the applicant on July 24, 2019. At this time, the applicant is working with the City of Monroe and Snohomish County regarding the realignment of Brown Road.
Staff contact – Amy Bright
3. Suschik Reasonable Use and Variance
The applicant is requesting Reasonable Use of their property located at 13290 Chain Lake Road for the construction of a single family residence. The property is almost entirely encumbered by wetland and associated buffers. The proposal was deemed complete on November 13, 2019. The Notice of Application was issued on November 25, 2019. The comment/appeal period ends December 9, 2019.

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

Staff contact – Amy Bright

4. Belmark Apartments , SEPA2019-16, 15125 179th Ave. SE
The applicant is requesting site plan approval for 20 new multi-family residential apartment units on approximately .86 acres in the Mixed Use – General (MG) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. The existing single-family residence will remain. The DNS has been issued. The comment/appeal period ends December 2, 2019. Out for comments.
Staff contact – Anita Marrero
5. Eastside Masonry, SLSP2019-01, 13800 Fryelands Blvd.
Demolition of the existing structures and proposed grading to provide temporary stormwater detention and treatment for future development of the site, which is approximately 6.82 acres. A Notice of Application was issued on May 9, 2019. The project was approved by the Hearing Examiner on August 15, 2019 and an NOD was issued. The project is currently in the appeal period with the WA Department of Ecology. Project has been approved. Demolition work has begun.
Staff contact – Anita Marrero
6. Belmont Terrace Preliminary Plat/PRD, PLPRD2019-01, 18830 134th Street SE
Preliminary plat and planned residential development approval for a 19-lot subdivision on approximately 4.75 acres in the Urban Residential (UR9600) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. A Notice of Application was issued on February 27, 2019. The application is under review. The project was approved by the Hearing Examiner and an NOD was issued. No appeals were received. The applicant has submitted for civil review.
Staff contact – Anita Marrero
7. Garibaldi Preliminary Plat/PRD, PLPRD2018-02, 13624 & 13424 Chain Lake Road
CPH Consultants, on the behalf of Garibaldi Lake, LLC, is requesting preliminary plat approval for a 61-lot Subdivision/Planned Residential Development. The application was submitted on December 19, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. There is a Category III wetland and unclassified stream onsite. The existing single-family residences and outbuildings will be demolished. The proposed development will take access off of Chain Lake Road. A Notice of Application was issued on January 16, 2019. The application is under review. A review comment letter was sent to the applicant. The application is on hold.
Staff contact – Anita Marrero
8. Woods Creek Highlands Preliminary Plat/PRD, PLPRD2018-03, 13327 Chain Lake Road
Barghausen Consulting Engineers, Inc., on the behalf of Woods Creek Development Inc., is requesting preliminary plat approval for a 24-lot Subdivision/Planned Residential Development. The application was submitted on December 21, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. The existing single-family residence will be demolished. The proposed development will take access off of Chain Lake Road via 134th Street SE. A Notice of Application was issued on January 25, 2019. Application is under review. The proposed project is scheduled for a public hearing before the hearing examiner in June. The Hearing Examiner approved and an NOD was issued. No appeals were received. The applicant has submitted for civil review. The applicant has applied for a minor modification to the preliminary plat/PRD approval. The NOA was issued. The minor modification was approved. Under civil review.
Staff contact – Anita Marrero
9. Rivers Edge Affordable Housing Project, SLDP2018-03, SLVR2018-01, 147 S. Ann Street
The project consists of demolition of the existing structures, identifying and removing contaminants related to the legacy of industrial use, grade/prepare the site to construct a 166-unit multi-family residential affordable housing development on approximately 9.6 acres. The proposal includes access, parking, connection to existing utilities, a stormwater plan, and pedestrian access trail. A compensatory mitigation plan has been designed to offset impacts to the shorelines/critical areas resulting from this project. The application was submitted on November 2, 2018. A comment

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

review letter has been sent to the applicant. On hold. The project went to the Hearing Examiner on March 21st and the HE recommended approval to city council. DOE approved the Shoreline Variance. Grading and building permits have been issued. Under construction.

Staff contact – Anita Marrero

10. Kestrel Ridge PLPRD2018-01, 13217 & 13305 Chain Lake Road

The applicant, Prospect Development is requesting preliminary approval for a 31-lot Planned Residential Development. The proposal includes all associated improvements and open space. The application was deemed complete on September 21, 2018. The applicant is revising the site plan to include an adjacent parcel, change the location of one cut onto Chain Lake Road. Staff is currently waiting for a response to plan review comments or a redesign. A resubmittal of the project is expected in December.

Staff contact – Amy Bright

11. Sunnyside Gardens Townhomes, SEPA2018-03, 17510 West Main Street

The project consists of a mixed-use development with 11 multi-family buildings for a total of 46 townhome units and 1 commercial building on two parcels approximately 1.81 acres. The entrance will be off of West Main Street with an internal fire apparatus road that will provide access to each unit. The application was submitted on June 27, 2018. The project is under civil review. The applicant has submitted building permit applications for all buildings. A review comment letter has been sent to the applicant. On hold. Project has been approved. Grading permits have been issued. Under construction.

Staff contact – Anita Marrero

12. Clothier Short Plat SP2017-01, 13813 Chain Lake Road

The applicant, Shanna Clothier, is requesting preliminary short plat approval for a 7-lot short subdivision on approximately 3.62 acres in the Residential 4 Dwellings per acre (R4) zoning district. The property contains a Category II wetland and an existing single-family residence that will remain. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 30, 2018 and are under current review. A Notice of Decision was issued and no appeals were received. Under construction.

Staff contact – Anita Marrero

13. Main Brook Townhomes Plat, PL2017-02, XXXX W Main Street

The applicant, Hanson Homes, is requesting preliminary plat approval for a 19-lot subdivision containing eighteen (18) zero lot-line townhome lots and one (1) commercial lot to be developed in two (2) phases on approximately 1.42 acres in the Mixed-Use Commercial (MUC) zoning district. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 17, 2018 and are under current review. A hearing date has been set for Thursday, February 22, 2018. The Hearing Examiner approved the project. The applicant has submitted for civil plan review. The applicant has submitted a major preliminary plat amendment. The major amendment proposes to change the use of lot 19 from commercial to residential for a 10-unit apartment building. The project is scheduled to go to hearing in May. The project was approved and a Notice of Decision was issued. The applicant submitted for Final Plat Approval. The Final Plat has been recorded. The applicant has submitted for building permits.

Staff contact – Anita Marrero

14. Skyview Ridge – 42 Lot Plat/PRD

Council adopted ordinance No. 016/2017 on June 20, 2017 approving the final plat and planned residential development for the Skyview Ridge Subdivision (FPLPRD2017-01). The ordinance was published on June 23, 2017 and was effective on June 28, 2017. This plat was purchased by MainVue and is now known as Eaglemont Div. 6. Building permits have been submitted. A final plat application has been submitted for Phase II.

Staff contact – Anita Marrero

15. Bear Mountain Phase II Plat and PRD – 58 Lots – Final Plat

Final Plat of Phase II was approved.

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

Staff contact – Amy Bright

16. Foxborough Plat – 18 Lots - Civil Review

The Civil Review application was submitted November 3, 2016. Council approved the Foxborough preliminary plat on November 15, 2016. Civil review comments were sent to the applicant on November 23, 2016. The applicant submitted corrections on January 25, 2017. A second plan review letter was sent on February 15, 2017. The applicant resubmitted on April 21, 2017. Revised plans were submitted May 18, 2017. The civil permits were issued on June 6, 2017.

Staff contact – Shana Restall

17. Iron Eagle (Hager) Plat and Rezone – 29 Lots

The preliminary plat for Iron Eagle was approved by City Council on July 24, 2016. A demolition permit for the existing church on site was submitted on March 6, 2017 and issued on April 14, 2017. Early Clear and Grade and Forest Practice permit applications were submitted for review on May 18, 2017, and the permits were issued July 7, 2017. The civil plans were submitted on June 19, 2017 and permits were issued on September 1, 2017. The applicant submitted for Final Plat in April 2018. Council adopted ordinance No. 007/2018 on June 12, 2018 approving the final plat and planned residential development for the Iron Eagle Subdivision (FP2018-02). The ordinance was published on June 15, 2018 and will be effective on June 20, 2018. Building permits have been submitted.

Staff contact – Amy Bright

18. Sweetbriar (Worthington Heights) Plat, PRD, and Rezone – 100 Lots

The applicant withdrew the original submittal and resubmitted on March 10, 2017. The withdrawal and resubmittal were due to code changes in density credits. Submitting under the new code will allow for a larger quantity of lots. City staff issued a Notice of Complete Application on March 10, 2017. A SEPA Determination of Non-significance was issued on April 3, 2017. A public hearing in front of the Hearing Examiner to consider the plat was initially scheduled for April 27, 2017 and notice was issued on April 3, 2017. The applicant had been informed previously that they would not be able to go forward with a public hearing if they did not submit to the City a letter from Williams authorizing proposed improvements within the Northwest Natural Gas Pipeline easement; a portion of which is located on the subject site. The applicant did not provide to the City said letter within a week of the scheduled hearing. Consequently, the April 27, 2017 hearing was cancelled. A subsequent hearing date was set for May 11, 2017 and notice was issued on April 24, 2017. Once again, a letter was not submitted to the City at least one week in advance of the hearing, and the second hearing date was cancelled. The applicant was informed that a public hearing will not be scheduled until written authorization from Williams is received by the City. Authorization from Williams was provided to the City on May 19, 2017. A public hearing for the proposed rezone was held on June 12, 2017 with the Planning Commission. The Planning Commission recommended approval of the rezone. First reading of Ordinance 015/2017 for the Worthington Heights rezone was held by the Council on June 20, 2017 and the ordinance was adopted on June 27, 2017. The public hearing for the proposed preliminary plat/PRD with the Hearing Examiner was held on June 29, 2017. Preliminary plat and PRD approval was granted on issued on July 19, 2017. No appeals were received. Grading and civil permits were issued on July 21, 2017. The applicant submitted the final plat on March 30, 2018. Staff is currently waiting on the applicant. Building permits have been submitted.

Staff contact – Shana Restall

19. Eaglemont Division IV Plat and PRD – 115 Lots

The preliminary plat and PRD of Eaglemont Division IV was granted preliminary approval on March 14, 2017. An Early Clear and Grade permit was issued on July 7, 2017. The Forest Practices permit was issued on May 2, 2017. Permits for retaining walls were issued on May 19, 2017. Grading permits were issued July 7, 2017. The applicant submitted a Civil Review application on March 13, 2017. Staff mailed a corrections letter to the applicant on April 5, 2017. The City received a response from the applicant on April 25, 2017. A second corrections letter was sent on July 10, 2017. Revised plans were submitted by the applicant on August 22, 2017. The civil permits were issued on August 24, 2017. The applicant submitted for the Final Plat of Phase 4B on October 28, 2019. Comments were sent on December 3, 2019.

Staff contact – Amy Bright

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

20. Currie Farms Plat, PRD, and Rezone – 25 Lots

An open record hearing was held on December 15, 2016 and continued to January 5, 2017. The Hearing Examiner recommended approval of the Currie Farms preliminary plat, PRD, and rezone on January 19, 2017. Preliminary approval of the plat and PRD, as well as approval of the rezone was approved by the City Council on March 7, 2017. The applicant submitted for civil review on January 31, 2017. The City sent a plan review letter on February 27, 2017 and the applicant resubmitted Public Works corrections on March 23, 2017 and landscaping corrections on March 27, 2017. A second review letter from Public Works was mailed to the applicant in April 18, 2017. A second landscaping corrections letter was sent to the applicant on May 5, 2017. The civil permits were issued on May 9, 2017. Grading permits were issued on July 7, 2017. The applicant submitted a final plat for review. The City Council approved the final plat on November 21, 2017. Building permits have been submitted.

Staff contact – Shana Restall

21. Raspberry Hill Plat, PRD, and Rezone – 26 Lots

An application was submitted on October 27, 2016 for the Raspberry Hill preliminary plat, PRD, and rezone. A comment letter was mailed to the applicant on February 16, 2017, and, at this time, the clock is stopped. Resubmittal on June 15, 2017. The resubmittal was deemed complete on July 3, 2017. The Planning Commission Public Hearing for the Rezone Application was held on August 28, 2017. Findings of Fact and Conclusions for Raspberry Hill Rezone (RZ2016-03) to be approved by the Planning Commission at the September 11th meeting. First reading before council is set for September 26, 2017. The rezone was approved by council on October 3, 2017. The Preliminary Plat/PRD went to a Public Hearing before the Hearing Examiner on November 16, 2017. The Hearing Examiner issued a decision and approved with conditions the Preliminary Plat/PRD. Under construction. Model home permits have been issued.

Staff contact – Anita Marrero

22. Dickinson Short Plat – 3 Lots

Preliminary approval of the Dickinson Short Plat was granted by the City on May 2, 2017. The appeal period ended on May 16, 2017. No appeals were received. Civil construction plans have been submitted. Under review.

Staff contact – Anita Marrero

23. Wolf Short Plat – 5 Lots

The applicant has submitted required bonds. A corrections letter was sent to the applicant on July 5, 2017. The review is presently on hold awaiting the submittal of additional materials by the applicant. Mylars were submitted and signed by the city. The applicant recorded the short plat with the county.

Staff contact – Shana Restall

24. Genesee Short Plat – 2 Lots

An application was submitted on November 15, 2016. A notice of application was published and posted on December 20, 2016. At this time, the City is waiting on the Applicant. The applicant is planning on re-submitting in November. The Preliminary Short Plat was approved. The applicant has submitted for final short plat approval. The applicant has submitted for a minor modification due to the discovery of a gravel access easement in the wetland buffer.

Staff contact – Anita Marrero

25. Westcott Short Plat – 2 Lots

An application for a preliminary Short Plat was submitted on May 14, 2018. A notice of application was published and posted on June 7, 2018. A decision of Approval with Conditions of the Preliminary Short Plat was made on September 11, 2018. The Final Short Plat was applied for on November 30, 2018. A decision of Approval was made on January 17, 2019.

Staff contact – Amy Bright

26. Eaglemont Division V Plat – 16 Lots

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

An application for the fifth phase of the Eaglemont subdivision was submitted on August 30, 2017. A notice of application was published and posted on September 15, 2017. A DNS was issued on October 9th and the comment period ended on October 23rd. The preliminary plat hearing was held on January 4, 2108. The Hearing Examiner approved the Preliminary Plat with conditions. Final Plat was submitted on August 28, 2018. Final Plat was approved with conditions on November 13, 2018.

Staff contact – Amy Bright

27. Skyview Ridge - BLA

MainVue Homes submitted a BLA for the previously approved Skyview Ridge project. This BLA will eliminate one lot and change the lot lines of three lots to allow MainVue to build their product in this plat. The Planning Director approved the BLA on February 22, 2018.

Staff contact – Amy Bright

28. Blueberry Meadows Plat – 36 Lots

An application for the Blueberry Meadows 36-lot plat was received by the City in April 2019. The Hearing Examiner granted preliminary approval on February 25, 2020.

Staff contact – Shana Restall

C. Building Permits Reviewed

There were 5 single-family building permits issued in January 2020. In contrast, 10 single-family building permits had been issued in January 2019. The building department conducted 180 inspections in the month of January 2020.



Staff contact – Jessica Lether

D. Building/Code Enforcement

1. Code enforcement committee continues to look at policies and procedures for new position.
2. Continued work on MMC updates for code enforcement, nuisances and building code chapters.
3. Code Enforcement interviews went well and we will be bringing one of the candidates back for a second interview.

E. Business Licenses

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

There were 49 business license applications and 71 business license renewals received in February. An increase in business licensing is due to new code changes effective in January 2019, requiring contractors who gross more than \$2000 per year within the City of Monroe to hold a City endorsement.

1. New Business Applications – 49 total

Name	Address
JASMINE'S CLEANING	16624 167TH AVE SE MONROE WA 98272-2891
EASY GREEN LANDSCAPING LLC	252 E MCDUGALL ST MONROE WA 98272-2390
HERBAL COMMONS APOTHECARY	14751 N KELSEY ST STE 107107 MONROE WA 98272-1414
VANGUARD EXCAVATING LLC	16750 WALES ST SE MONROE WA 98272-2647
RICARDO'S LANDSCAPING	15435 ESTHER AVE SE MONROE WA 98272-2667
BLUEGILL TECHNOLOGIES LLC	14090 FRYELANDS BLVD SE STE 230 MONROE WA 98272-2763
24FEET COMMUNITY SERVICES NETWORK	19989 RAVENWOOD RD SE MONROE WA 98272-8322
BILL POINT GUITARS, LLC	10 E CASINO RD APT 8 EVERETT WA 98208-2630
J & L BBQ	19191 STATE ROUTE 2 STE 127 MONROE WA 98272-1553
DERRICK HOUGER	13448 SUMMIT AVE SE MONROE WA 98272-8778
OIL SPA	375 BUTLER AVE MONROE WA 98272-1527
ALTA CUSTOMS LLC	17461 147TH ST SE STE 14 MONROE WA 98272-2735
HARD GROUND EXCAVATION LLC	15611 179TH AVE SE MONROE WA 98272-1711
OIL SPA	375 BUTLER AVE MONROE WA 98272-1527
NEW X, INC	19916 OLD OWEN RD # 7 MONROE WA 98272-9778
BURGER KING #7960	19257 STATE ROUTE FRNT 2 MONROE WA 98272
DANA BECKER LLC	115 3/4 W MAIN ST STE 209 MONROE WA 98272-1804
LEWIS AND MAIN	104 N LEWIS ST MONROE WA 98272-1502
LAILEY CREATIVE	20696 134TH ST SE MONROE WA 98272-8424
CLARITY LEGAL NURSE CONSULTING LLC	17071 CURRIE RD SE MONROE WA 98272-2926
FULL ORBIT GAMES	20751 134TH ST SE MONROE WA 98272-8422
DISCOVER CHIROPRACTIC	603 W MAIN ST MONROE WA 98272-2101
ONE22 SUPPLY	19916 OLD OWEN RD # 501 MONROE WA 98272-9778
NIELSEN BROS. CARPET	8130 240TH ST SW # B-2 EDMONDS WA 98026-9119
BABBITT SEPTIC DESIGN, INC.	25113 90TH ST E BUCKLEY WA 98321-8994
MC CONSTRUCTION SERVICES LLC	4426 331ST AVE SE FALL CITY WA 98024-8723
RUBICON CONSTRUCTION, LLC	17001 INGLEWOOD RD NE UNIT 208 KENMORE WA 98028-3964
WESTERN EXTERMINATOR COMPANY	1105 10TH ST MARYSVILLE WA 98270-4217
COMPLETE TRENCHLESS	5608 17TH AVE NW SEATTLE WA 98107-5232
ALL CLIMATE, INC.	17527 NE 67TH CT REDMOND WA 98052-4939
ITM FIRE, LLC	3416 BROADWAY STE 3 EVERETT WA 98201-5082
INTERNATIONAL SECURITY SERVICE	702 W CASINO RD APT M101 EVERETT WA 98204-1675
TLC INVESTMENTS LLC	1244 GALLATIN PIKE S MADISON TN 37115-4613
MPH LLC	15021 228TH AVE SE MONROE WA 98272-9490
ASHLEY D SCHEIDER PHOTOGRAPHY	28616 SE 204TH ST UNIT RENTAL MAPLE VALLEY WA 98038-7822
HORIZON COMMUNICATIONS, INC.	6501 212TH ST SW LYNNWOOD WA 98036-7476
CAVALIERE CONSTRUCTION COMPANY, LLC.	7806 232ND ST SE WOODINVILLE WA 98072-4704
CONNECTING WITH HOMEOWNERS AND MANAGING THEIR	19716 61ST AVE SE SNOHOMISH WA 98296-8361

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

SPECIALTY DOOR SERVICE	23102 55TH AVE W MOUNTLAKE TERRACE WA 98043-4712
SIMPLY FLAWLESS SKIN & BEAUTY LLC	7500 212TH ST SW STE 218 EDMONDS WA 98026-7618
GLACIER BACKFLOW	7010 73RD PL SE SNOHOMISH WA 98290-5906
KPG, P.S.	3131 ELLIOTT AVE STE 400 SEATTLE WA 98121-1006
BOB'S HEATING & AIR CONDITIONING, LLC	14148 NE 190TH ST WOODINVILLE WA 98072-8437
STRIPE RITE, INC.	1813 137TH AVE E SUMNER WA 98390-9645
INTERIOR SPECIALISTS, INC.	10 BUNSEN IRVINE CA 92618-4210
TP PLUMBING & DRAINS LLC	12015 MARINE DR TULALIP WA 98271-9306
SOJEN YOGA AND ENERGY	1802 131ST DR NE LAKE STEVENS WA 98258-9709
UNIPLEX CONSTRUCTION, LLC	14737 NE 87TH ST REDMOND WA 98052-6500
CADMAN, INC.	7554 185TH AVE NE STE 100 REDMOND WA 98052-8566

Business License Renewals – 71 total
Staff contact – Amy Bright

LONG RANGE PLANNING

A. Comprehensive Plan

1. 2018-2019 Comprehensive Plan Cycle

The 2018 – 2019 Comprehensive Plan Amendment Docket was remanded by the City Council back to the Planning Commission for additional review. A new public hearing was initially scheduled for March 23, 2020, but has been delayed until Planning Commission is able to meet.

Staff contact – Shana Restall

2. 2020-2021 Comprehensive Plan Cycle

A notice announcing that the City is accepting annual Comprehensive Plan amendments will be published in May 2020. Applications for amendments to the Comprehensive Plan will be accepted by the City until July 31, 2020, after which they will be processed pursuant to Chapter 22.74 MMC, Comprehensive Plan Amendments.

Staff contact – Shana Restall

B. Code Amendments

1. Affordable Housing Code Amendment

Staff is in the process of updating its Affordable Housing code. To accomplish this, staff is forming an Affordable Housing Committee that will consist of community members, planning commissioners, and affordable housing proponents. The goal of the Affordable Housing Committee will be to draft a code that will address the affordable housing crisis and implement regulations that will allow and encourage more affordable forms of housing.

Staff contact – Anita Marrero

2. WCF Code Amendment

In September 2018, the Federal Communications Commission (FCC) issued a Declaratory Ruling and Order, FCC 18-133: Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment (“Order”) intended to facilitate and streamline implementation of small cell deployment infrastructure. The FCC Order requires amendments to the City’s municipal code. The amendments primarily pertain to, but not exclusively, small cell technology. The FCC Order became effective on January 14, 2019.

The FCC Order essentially makes it easier for private companies to take local governments to court if they believe municipal policies are effectively prohibiting network investment. To comply with this order, the City is proposing a new code chapter to regulate small wireless facilities as well as updating the current WCF code, MMC 22.62 Large Wireless Communication Facilities.

Staff contact – Anita Marrero

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

3. Floodplain Regulations Code Amendment

On December 19, 2019, the Federal Emergency Management Agency (FEMA) sent the City correspondence relating to the new Snohomish countywide Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) that will become effective for the City of Monroe on June 19, 2020.

The City is required to adopt both the updated FIRMs and to update the flood damage prevention ordinance in order to remain in good standing with the National Flood Insurance Program (NFIP).
Staff contact – Anita Marrero

4. UDR Code Housekeeping

As the UDR has been in use for nearly a year, staff is in the process of identifying and preparing amendments to rectify discrepancies and omissions.
Staff contact – Shana Restall

5. Temporary Encampments Regulations

The City’s temporary encampment regulations were not updated for compliance with state law when it changed in 2010. Additionally, Staff is updating the City’s regulations for conformance with changes that would be instituted under HB 1754, which, as of March 11, 2020, was awaiting signature by Governor Inslee.
Staff contact – Shana Restall

C. Online Inspection Requests

1. Currently our customers use a voicemail system to request building, planning and public works inspections. Often times these requests are missing information, the connection is not clear or there is a language barrier that may impede us from having enough information to do the requested inspection. Staff from building, planning, fire and public works have been working together to create an online request form specific to each department to provide another option for our customers. This form will be accessed through our website and will feature required field tabs like address, permit number and contact info, a comments tab for important information, and a list of inspections that they can click on to save time.

We are approximately 80% completed with the web link and department inspection forms, but we want to make sure the message gets out before we go live. This includes notices at the front counter, a group email list to current permit holders, changing the voicemail message, stickers to modify existing permit cards and several news releases. Our goal is to roll this out by the first of the year and encourage people to start using this more convenient option. We are also aware that some people might not want to use this option, so the standard voicemail system will be used at this time.

D. Monroe – Duvall Shuttle

Ridership

Month	Days	Total	Adult	Youth	Senior
August, 2018	23	55	47	0	7
September, 2018	19	103	57	23	23
October, 2018	23	124	82	19	23
November, 2018	20	102	65	18	15
December, 2018	19	69	57	5	7
January, 2019	21	83	75	5	2
February, 2019	16	42	39	0	1

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2020

March, 2019	21	89	75	3	2
April, 2019	22	112	103	0	4
May, 2019	22	112	104	0	2
June, 2019	20	79	40	31	2
July, 2019	22	201	99	72	27
August, 2019	22	142	66	48	20
September, 2019	20	136	65	61	6
October, 2019	23	306	137	145	20
Total	313	1755	1111	430	161

Miscellaneous

1. Ranger Tugs (aka Fluid Motion)

In October 2019, City staff and Fire District 7 notified Ranger Tugs over potential code violations at the boat manufacturing facility in Monroe. City staff, Fire and the Ranger Tugs worked cooperatively to address these issues by addressing health and safety concerns. Although there are a few outstanding issues, Ranger Tugs was highly responsive to the City/Fire concerns by immediately addressing the most pressing issues. Please see the additional information in the attached email from Ranger Tugs to the City's Building Official.

2. Eastside Masonry

The demolition of the buildings has been completed and grading and clearing of the property will be ongoing until all materials and cleanup of the site has been accomplished. The intent of the owner is to develop a "pad ready" ready site in anticipation of a new structure. The type and use of the structure is unknown at this time.

Staff contact – Anita Marrero

3. Housing Action Plan

In October 2019, the City of Monroe applied for a Department of Commerce grant funded through HB1923, which provided \$5 million to increase residential building capacity in Washington communities. Of the list of eligible activities, as defined in the bill, the City choose to adopt a Housing Action Plan with a total funding request of \$50,000. The City Council accepted the grant funding at the January 21, 2020 council meeting.

The goal of a housing action plan is to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family market.

Staff contact – Anita Marrero

CURRENT PLATS

Plats

10 Lots or Greater

Recorded Final Plats

Name of Plat	# Lots
A Bear Mountain Estates Phase II	15
B Currie Farms	25
C Eaglemont Division IV	115
D Eaglemont Division V	16
E Eaglemont Division VI	42
F Iron Eagle	29
G Mainbrook Townhomes	19
H Sweetbriar	100

Plats with Preliminary Approval

Name of Plat	# Lots
I Belmont Terrace	19
J Blueberry Meadows	36
K Foxborough	18
L Raspberry Hills	26
M Wood Creek Highlands	24

Plats in Preliminary Review

Name of Plat	# Lots
N Eaglemont Division VII	44
O Garibaldi	61
P Kestrel Ridge	31
Q Stanton Station	22

Short Plats

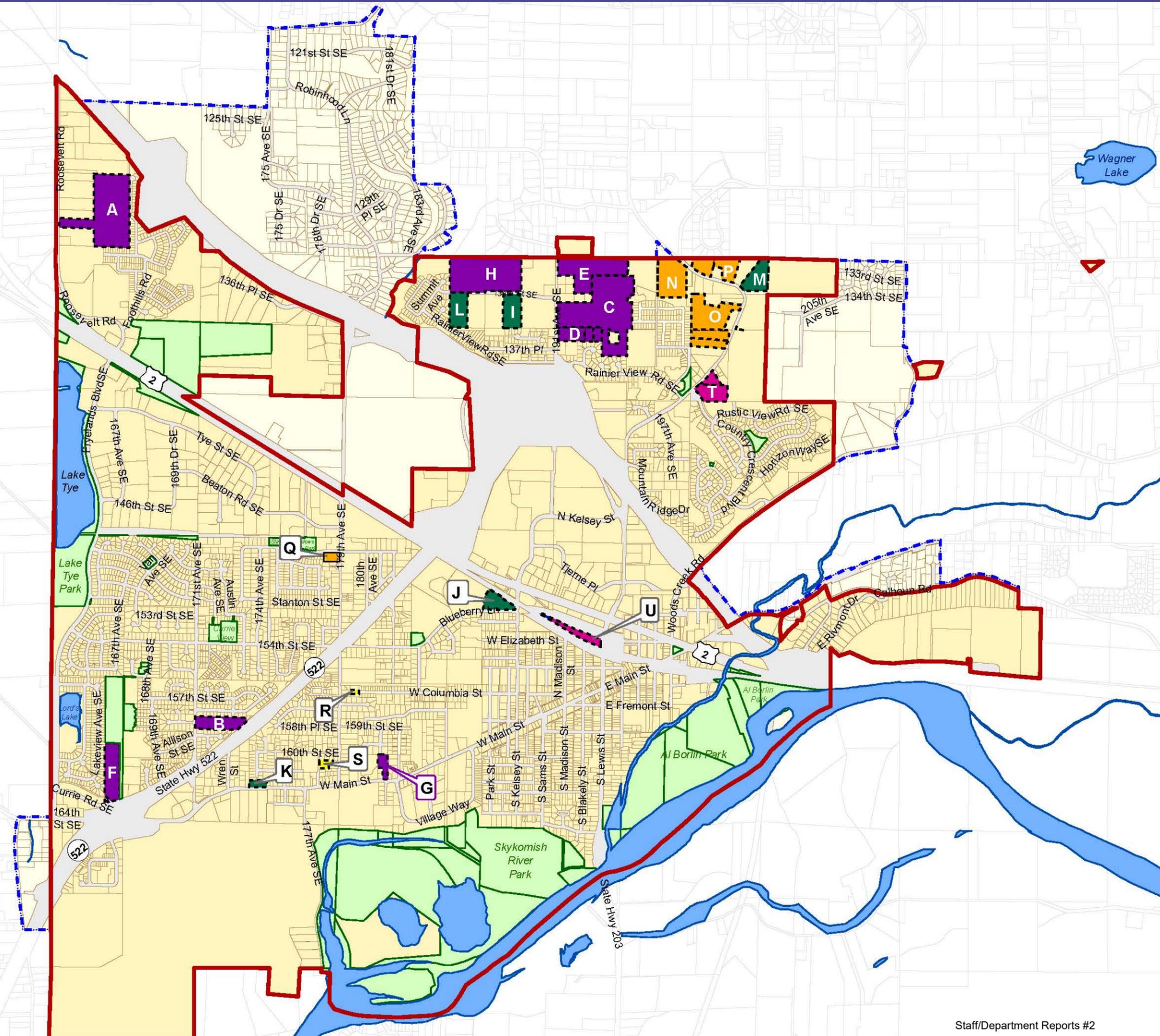
9 Lots or Less

Recorded Final Short Plats

Name of Plat	# Lots
R Wescott	2
S Wolfe	5

Short Plats with Preliminary Approval

Name of Plat	# Lots
T Clothier	7
U Genessee	2



BOUNDARIES

- Monroe City Limits
- Urban Growth Area
- Parks
- Streets

