



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, January 16, 2018, 6 P.M.
Monroe City Hall

2018 Committee
Councilmembers
Ed Davis
Kevin Hanford
Kirk Scarboro

AGENDA

- I. Call to Order**
- II. Approval Minutes** (August 8, 2017)
- III. Unfinished Business**
- IV. New Business**
 - A. Selection of 2018 Committee Chairperson
 - B. Confirmation of 2018 Regular Meeting Date
 - C. DRAFT 2018 Work Plan
 - D. East County Park and Recreation District
 - E. Proposed Amendments to Council Rules of Procedure (Regular Meetings/Study Session)
- V. Other**
- VI. Next Committee Meeting** (February 20, 2018)
- VII. Adjournment**



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, August 8, 2017, 6 P.M.
Monroe City Hall

2017 Committee
Councilmembers
Kevin Hanford
Jim Kamp
Kirk Scarboro

MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Legislative Affairs Committee was held on Tuesday, August 8, 2017. The meeting was called to order by Committee Chairman Kamp at 6:05 p.m. in the Permit Center area of City Hall.

Council Present: Kevin Hanford, Jim Kamp, and Kirk Scarboro¹
Staff Present: Elizabeth Adkisson, City Clerk; Becky Hasart, Finance Director; and David Moseley, Interim City Administrator
Others Present: Heather Rousey; Bryan Wahl, Green Light Strategies

II. Approval of Minutes (June 13, 2017)

Councilmember Hanford moved to approve the minutes of the Tuesday, June 13, 2017, Committee Meeting; the motion was seconded by Councilmember Kamp. Motion carried (2-0).

III. Unfinished Business - *NONE*

IV. New Business

A. 2017 Legislative Session/Priorities Recap

Mr. Bryan Wahl, Green Light Strategies, provided an overview of the 2017 Legislative Session, outcomes, and a preview of items for the 2018 Legislative Session. General discussion ensued regarding: the capital budget; Lake Tye and SR522 funding; discussion regarding the Hirst Decision; potential to pass the capital budget in 2018; the upcoming election cycle; sales tax projections; and PDR Fees.

B. DRAFT 2018 Legislative Priorities

Mr. Wahl presented the DRAFT 2018 Legislative Priorities; including: Transportation (SR522 and US2 Monroe Bypass Project); Capital Budget (Lake Tye Park Athletic Fields, Frontage Road 7/191st Extension, and Quiet Zone Rail Crossings); and GFS/Policy Issues (Fiscal Sustainability, Main Street Program Funding, Human Services/Homelessness/Affordable Housing, and Annexations). General discussion ensued regarding the draft priorities.

V. Other - *NONE*

¹ CLERK'S NOTE: Councilmember Scarboro arrived at approximately 6:26 p.m.
MCC LA Meeting, 08/08/2017

VI. Next Committee Meeting (September 12, 2017)

VII. Adjournment

Councilmember Hanford moved to adjourn the Tuesday, August 8, 2017, Legislative Affairs Committee Meeting; the motion was seconded by Councilmember Scarboro. Motion carried (3-0).

The meeting was adjourned at 6:54 p.m.



2018
MONROE CITY COUNCIL
Legislative Affairs Committee

Councilmembers
 Ed Davis
 Kevin Hanford
 Kirk Scarboro

2018 WORK PLAN

January	Admin	Parks & Rec. District
January	Council	Amend Rules of Procedure (Regular Meetings/Study Session)
February		
March		
April		
May	Admin	Lobbyist RFP
June		
July		
August	Admin	2019 Legislative Agenda
September	Admin	2019 Legislative Agenda
October	Admin	2019 Legislative Agenda
November		
December		



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, January 16, 2018, 6 P.M.

2018 Committee
 Councilmembers
 Ed Davis
 Kevin Hanford
 Kirk Scarboro

SUBJECT:	<i>East County Park and Recreation District</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/16/2018	Administration Parks	Deborah Knight Mike Farrell	Deborah Knight	New Business D.

Discussion: 01/16/2018

Attachments: 1. Revenue options to support parks

REQUESTED ACTION(S):

Review the information on the East County Park and Recreation District.
 Provide direction to contact the East County Park and Recreation District board to explore alternatives for funding Monroe parks maintenance, operations and capital improvements.

Issue:

The City’s parks and trails are frequently named as one of the community’s key assets. Lake Tye Park attracts tens of thousands of people each year to major sporting events. The City’s park system helps generate economic development and name recognition for the Monroe Community.

Although the park system is world-class, the City’s parks department has been operating on a limited budget since it was formed. The City Council has previously approved funding for parks maintenance workers, however, additional support for administration, park planning, special event management and regional coordination was postponed during the recession.

As part of the 2019 budget, the Mayor and City Staff would like council to consider alternatives for funding parks maintenance, operations and capital projects. One of the existing funding mechanisms is the existing East County Park and Recreation District.

The purpose of this agenda bill is to provide background information on the East County Park and Recreation District. *The policy question for the City Council Legislative Committee is whether to explore working with the East County Park and Recreation District to increase funding for parks.*

DESCRIPTION/BACKGROUND

There are limited revenue sources to support parks maintenance and operating expenses. The two primary sources of park revenue are the General Fund (property and sales taxes) and separately formed Park Districts.

General Fund

Funding for parks maintenance and operations is a general fund expense for cities and counties. The parks operating budget must be prioritized with other general fund expenses including public safety (police/fire, court, jail, etc), community development, building, information technology, and finance.

The City’s park budget and staffing were cut during the economic recession. Despite the recent recovery efforts, the city’s park budgets has not been fully restored even as new park facilities have been added to the city’s inventory.

The State Legislature has continued to divert or reduce shared revenues such as local liquor revenue, Streamlined Sales Tax, and marijuana revenue further limiting sources of park O&M funding. The latest State budget did not include a new local option to allow cities or counties to increase property taxes great than the one percent, or any other new “cap.” Expenses for parks and other City services are growing faster than revenues further straining the ability to maintain levels of service.

East County Park and Recreation District

One option to fund park services, outside the City’s General Fund, is to work with the East County Park and Recreation District (ECPRD) to explore proposing a voter approved maintenance and operations levy to support Monroe parks.

The East County Park and Recreation District (RCW 36.69) was formed by voters in 1970.

The District’s boundaries include the City of Monroe and are contiguous with the Monroe School District which includes the 1st and the 39th State Legislative Districts. The East County Park and Recreation District has approximately 40,000 residents. Approximately 45 percent of the district residents live within the City of Monroe.

The District is managed by five elected commissioners: George Barnecut, Chair; Brian Moody, Vice-Chair; Joel Selling, Treasurer; Brandon Dalke, Secretary; and Scott Painter, Commissioner at large. There is currently one unfilled position. Commissioners serve staggered four-year terms. The board meets on the second Tuesday of the month at the Monroe office of the Snohomish County PUD.

The District began with a vision of providing a community pool for City and County residents.

The East County Park and Recreation District (ECPRD) voters approved a \$2 million capital bond and a five-year \$.05/\$1,000 M&O levy in 1990 to build Maltby Community Park and complete Sky River Park in Monroe. The M&O levy was extended by voters in 1995 for five more years. Voters failed to renew the levy in 2000. The \$2 million bond is paid in full.

Today, the Maltby Community Park is the District’s only asset. Park operations are funded primarily through user group fees. Because of long-term agreements, use of the soccer and baseball fields are often reserved for team play during high-use periods.

Maltby Community Park is physically and culturally separated from the City of Monroe and Monroe residents. The Park is 6 miles southwest of Monroe via SR522. Monroe sports leagues do not use the park.

City staff are seeking direction from the committee whether to use existing sources of revenue to support parks or explore working with the East County Park and Recreation District to increase funding for parks.

ALTERNATIVES

Review the information provided on the East County Park and Recreation District.

Provide direction to staff to contact the ECPRD to explore using the district to fund Monroe park maintenance and operations expense.

Bring the issue to the full City Council for discussion.



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, January 16, 2018, 6 P.M.

2018 Committee
 Councilmembers
 Ed Davis
 Kevin Hanford
 Kirk Scarboro

SUBJECT:	<i>Proposed Amendments to Council Rules of Procedure (Regular Meetings/Study Sessions/Etc.)</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/16/2018	Administration City Clerk	Deborah Knight Elizabeth Adkisson	Deborah Knight Elizabeth Adkisson	New Business E.

Discussion: 01/16/2018

- Attachments:**
1. Jurisdictional Comparables (Local)
 2. Proposed Council Rules of Procedure (Amendments)
 3. Example Study Session Agenda

REQUESTED ACTION(S): Discussion and direction regarding the proposed amendments to the City Council Rules of Procedure.

DESCRIPTION/BACKGROUND

In 2017, at the direction of Mayor Thomas, the second and fourth regular meetings of each month included a ‘study session’ feature, where, upon conclusion of regular business and action items, the City Council would move into an informal table setting for discussion items, requiring no formal action. This is a common device utilized by many local jurisdictions (*see Attachment 1*). The Mayor and Staff would like to continue this format into 2018, and formally create two categories of regular meetings: Business Meetings and Study Sessions.

The City Council must amend Section 2.04.010; Section 3.1; and Section 7.14 of its Rules of Procedure in order to provide for Study Sessions on the second and fourth regular meetings. In addition, city staff is seeking amend Section 5.1.6 to rename “comments from citizens to “public comment”:

Monroe Municipal Code 2.04.010 provides for the ability to define this differentiation:

2.04.010 Regular meeting date established.

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

Study Sessions

In order to formalize this distinction, the following amendments to the City Council Rules of Procedure are proposed for Council’s consideration:

1. Amend Section 3.1 Regular Meetings, to provide for two categories of meetings (see Attachment 2, Page 1):
 - 3.1.2 – the first and third Tuesday of each month – “Business Meetings” – for all action items.
 - 3.1.3 – the second and fourth Tuesday of each month – “Study Session” – for presentations and discussion items; no action items. An example Study Session Agenda is included as a visual aid (*see Attachment 3*).

- Note – Per Section 3.2, Special Meetings of the City Council may be called as needed, with 24 hours' advance notice per the OPMA, should action items need to be addressed on a study session evening.

By adding this distinction between action and non-action meetings, additional amendments reading the readings of ordinances are proposed, in order to allow for the continued efficient processing of these items.

2. Amend Section 7.4, to provide for waiver of first reading of ordinances, as follows:

(see Attachment 2, Page 1):

- First reading shall be waived, if the ordinance is presented for discussion at a study session, provided that the Council recommends the ordinance be placed on a Business Meeting for final reading and adoption.

Comments from Citizens

In addition, the “Comments from Citizens” portion of the agenda is proposed to be renamed “Public Comments” in order to better represent those in attendance at Council meetings wishing to address the City Council.

3. Amend Section 5.1.6, amending references to “Comments from Citizens” to “Public Comments.” (see Attachment 2, Page 1).

Alternatives

1. Approve the amendments to the Council Rules of Procedure, as proposed; and recommend the item be brought before the full Council for consideration of adoption on Tuesday, January 23, 2018 (consent agenda).
2. Approve some amendments (to be determined); and recommend the item be brought before the full Council for consideration of adoption on Tuesday, January 23, 2018 (consent agenda); for example:
 - a. Approve only the amendment to create study sessions on the second and fourth Thursdays of each month.
 - b. Approve only the amendment to change from Comments from Citizens to “Public Comments.”
3. Schedule the matter for an upcoming full Council Meeting for discussion; and direct Staff to areas of concern.
4. Make no changes to Council Rules of Procedure at this time, and continue with the current format of Regular Meetings and discussion items.

Jurisdiction	Business Meetings	Study/Work Sessions	Committees	Meetings Public Comments Received	Public Comments Name
Monroe (current)	(4) First –through Fourth Tuesdays	None	(3) Each Committee meets once monthly	Business Meetings only	Comments from Citizens
Arlington	(2) First & Third Mondays	(2) Second & Fourth Mondays	None	Business Meetings & Work Sessions	Public Comments
Bothell	(2) First & Third Tuesdays	(1) Second Tuesdays	(4) Each Committee meets as needed	Business Meetings & Study Sessions	Visitor Comments
Duvall	(2) First & Third Tuesdays	None	(1) Committee of the Whole meets twice monthly	Business Meetings only	Comments from the Audience
Edmonds	(2) First & Third Tuesdays	None	(3) Each Committee meets once monthly	Business Meetings only	Audience Comments
Everett	(5) First through Fifth Wednesdays	As needed (preceding)	(1) Committee of the Whole meets as needed	Business Meetings only	Citizen Comments
Granite Falls	(2) First & Third Wednesdays	(1) Second Wednesdays	None	Business Meetings only	Public Comments
Kenmore	(3) Second through Fourth Mondays	None	None	Business Meetings only	Citizen Comments
Kirkland	(2) First & Third Tuesdays	(2) First & Third Tuesdays (preceding)	(4) Each Committee meets once monthly	Business Meetings only	Items from the Audience
Lake Stevens	(2) Second & Fourth Tuesdays	(3) First, Third & Fifth Tuesdays	None	Business Meetings only	Citizen Comments
Lynnwood	(2) Second & Fourth Mondays	(2) First & Third Wednesdays	(1) Finance Committee meets once monthly	Business Meetings only	Citizen Comments and Communications
Marysville	(2) Second & Fourth Mondays	(2) First & Third Mondays	None	Business Meetings only	Audience Participation
Mill Creek	(3) First, Second & Fourth Tuesdays	None	None	Business Meetings only	Audience Communication
Mountlake Terrace	(2) First & Third Mondays	(2) Thursdays preceding Business Meetings	None	Business Meetings & Study Sessions	Public Comments
Mukilteo	(2) First & Third Mondays	(1) Second Mondays as needed	(10) Each Committee meets once monthly	Business Meetings only	Public Comments
Redmond	(2) First & Third Tuesdays	(2) Second & Fourth Tuesdays	(4) Each Committee meets once monthly	Business Meetings only	Items from the Audience
Snohomish	(2) First & Third Tuesdays	(2) First & Third Tuesdays (preceding)	None	Business Meetings only	Citizen Comments
Snoqualmie	(2) Second & Fourth Mondays	None	(4) Each Committee meets twice monthly	Business Meetings only	Citizen Comments
Sultan	(2) Second & Fourth Tuesdays	None	None	Business Meetings only	Public Comments
Stanwood	(2) Second & Fourth Thursdays	None	(4) Each Committee meets once monthly	Business Meetings only	Citizen Comments
Woodinville	(2) First & Third Tuesdays	(1) Second Tuesdays	None	Business Meetings & Study Sessions	Public Comments

Items of Note:

Of the 20 jurisdictions noted (other than Monroe) – 60 percent (12 jurisdictions) utilize the business meeting/study session format and meet four or more times a month; and of the 40 percent remaining (8 jurisdictions) – 3 meet only three times a month and 5 only meet twice a month.

Half of the represented jurisdictions have City Council Committees which meet on a regular basis (10 jurisdictions); and only 25 percent of jurisdictions meet as a full Council more than 3 times a month AND utilize committees (Everett, Kirkland, Lynnwood, & Redmond).

SECTION 3. COUNCIL MEETINGS

3.1 REGULAR MEETINGS: Regular meetings of the Monroe City Council will be held the first four Tuesdays of each month at the Council Chambers in City Hall.¹ However, Council reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.

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

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

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

3.1.[2]4 Separate from public hearings and the designated **Public** Comments[~~from~~ Citizens] portion of each **Regular** Meeting, participation in City Council discussions is limited to Council members and those invited to speak by the Council.

SECTION 7. TYPES OF COUNCIL ACTION

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

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

The Mayor holds the exclusive power to review and veto Council’s ordinances.² Ordinances vetoed by the Mayor will be considered by Council in accordance with state law. Five affirmative votes, not including recusals, must be cast by Council members to override the Mayor’s veto.

¹ MMC 2.04.010: Provides for day and time of meetings. Also provides for study sessions.

² RCW allows Mayor 10 days from date of passage to veto.

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

SECTION 5. ORDER OF REGULAR COUNCIL MEETING AGENDA

5.1.6 **PUBLIC COMMENTS**~~[FROM CITIZENS]~~³ This time is set aside for members of the audience to speak to the City Council on any issue related to the City of Monroe, except any pending quasi-judicial matter subject to a public hearing (~~[CITIZENS]~~**members of the public** wanting to voice concerns about quasi-judicial matters must do so during and in accordance with the public hearing process). Those items are marked with an asterisk (*). You are welcome to address the Council on any other subject. Council usually does not take action on matters brought up during audience participation and may, if appropriate, schedule the matter for a subsequent meeting. Before making comments, the speaker is encouraged to state for the official record their name and address. Three minutes will be allowed per speaker when addressing Council. Documents received from ~~[CITIZENS]~~**members of the public** will not be read into the record by City Officials or staff but rather filed as part of the record. It may however be read into the record by the author or the author's designee. It is encouraged that the author for the official record, write their name and address on the document.

³ See Section 11, Presentations.



MONROE CITY COUNCIL

Study Session
Tuesday, February 13, 2018, 7:00 P.M.
Council Chamber, City Hall

Mayor
Geoffrey Thomas

Councilmembers
Jason Gamble, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Ed Davis; Jim Kamp;
Jeff Rasmussen & Kirk Scarboro

AGENDA*



CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (Councilmember _____)

ANNOUNCEMENTS/PRESENTATIONS

1. AB18-XXX:

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

DISCUSSION ITEMS

1. AB18-XXX:
2. AB18-XXX:

EXECUTIVE SESSION

1. If needed.

ADJOURNMENT (*majority vote to extend past 10:00 p.m.*)

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Clerk's Office at 360-863-4538 in advance of the meeting.

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