



**MONROE CITY COUNCIL**  
**Public Safety**  
**Committee Meeting**  
Tuesday, March 3, 2020, 6 P.M.  
Monroe City Hall, Permit Assistance Center

**2020 Committee**  
Councilmembers  
Patsy Cudaback  
Ed Davis  
Heather Rousey

# **AGENDA**

**I. Call to Order**

**II. Approval Minutes**

A. February 4, 2020, Committee Meeting [\[Page 2\]](#)

**III. New Business**

A. Draft Homelessness Communications Plan (Administration) [\[Page 4\]](#)

B. LEMAP Preview (Police) [\[Page 15\]](#)

C. Continuity of Government/Operations (Emergency Management) [\[Page 16\]](#)

D. MMC 2.60, Emergency Management, Amendments (Emergency Management) [\[Page 21\]](#)

**IV. Next Committee Meeting (April 7, 2020, 6 p.m.)**

A. April 7, 2020, Discussion Items: Judge Ness Update; Detective/Pro-Act Consolidation; Code Enforcement Update – Chronic Nuisance Properties

**V. Adjournment**



**MONROE CITY COUNCIL**  
**Public Safety Committee Meeting**  
Tuesday, February 4, 2020, 6 P.M.  
Monroe City Hall, Permit Assistance Center

**2020 Committee**  
Councilmembers  
Patsy Cudaback  
Ed Davis  
Kevin Hanford

**DRAFT MINUTES**

**I. Call to Order**

A regular meeting of the Monroe City Council Public Safety Committee was held on Tuesday, February 4, 2020. The meeting was called to order by Councilmember Davis at 6:02 p.m.; Permit Assistance Center (PAC), Monroe City Hall.

Council Present: Ed Davis, Patsy Cudaback, and Kevin Hanford  
Mayor: Geoffrey Thomas (left at 6:47 p.m.)  
Staff Present: Gina Pfister, Clerical Specialist; Jeffrey Jolley, Police Chief; Deborah Knight, City Administrator; Brad Feilberg, Director of Public Works  
Others Present: N/A

**II. Special Orders of the Day**

A. Select 2020 Committee Chair

Councilmember Hanford moved to appoint Councilmember Davis as the 2020 Public Safety Committee Chair. The motion was seconded by Councilmember Cudaback. The motion carried (3-0).

**III. Approval of Minutes**

A. Committee Meeting Minutes of December 3, 2019

Councilmember Hanford moved to approve the meeting minutes of December 3, 2019. The motion was seconded by Councilmember Davis. The motion carried (2-0-1) with Councilmember Cudaback abstaining for being absent from the meeting.

**IV. New Business**

A. Confirm Regular Meeting Dates and Time

The Committee will continue meeting on the first Tuesday of each month at 6 p.m.; excluding National Night Out, as it falls on a Committee meeting date; and possibly election night in November.

B. 2020 Work Plan

Ms. Knight reviewed the 2020 Work Plan, and the Committee discussed the schedule. Items to be added include: a legal update regarding firearms; and a discussion of IT security. Ms. Knight will present a final work plan at an upcoming Committee meeting.

### C. Homelessness Policy Advisory Committee (HPAC) Recommendations

Mayor Thomas provided background and history of the HPAC, and thanked staff for their efforts.

Ms. Knight reviewed the six focus areas identified by HPAC: housing, partners, prevention, policy and budget, public safety, and support services.

Discussion ensued regarding the following topics: regional resources, homeless data, accountability, education and communication, the HPAC Action Plan, and the newly formed Technical Advisory Committee (TAC).

### V. Next Committee Meeting (March 3, 2020, 6 p.m.)

Agenda Items: WASDOT / Target Zero Speed Reduction Grant; HPAC Communication Plan; LEMAP Preview; Continuity of Government; and a firearms legal update.

### VI. Adjournment

Councilmember Davis moved to adjourn the Tuesday, February 4, 2020, Public Safety Committee Meeting; the motion was seconded by Councilmember Hanford. Motion carried (3-0).

*The meeting was adjourned at 6:58 p.m.*



<b>SUBJECT:</b>	<b>Draft Homelessness Communications Plan</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/03/2020	Administration	Deborah Knight	Deborah Knight	<b>New Business A.</b>

**Discussion:** 02/04/2020; 11/12/2019  
**Attachments:** 1. Draft Homelessness Communications Plan

**REQUESTED ACTION:** Review the draft communications plan. Provide direction to Mayor Thomas and City Staff to bring the communications plan, with any recommended changes, to the full City Council for discussion on March 17, 2020.

**POLICY CONSIDERATIONS**

*The draft communications plan (Attachment 1) includes a number of policy recommendations on how to effectively dispel misinformation around homelessness, share what the City is doing to address homelessness, and offering opportunities for community members to volunteer. Implementing the plan may have budget impacts.*

*Mayor Thomas and City Staff are looking for feedback and direction from the City Council regarding the proposed plan.*

**DESCRIPTION/BACKGROUND**

The City Council approved a contract with Enviroissues on November 12, 2019, to develop a homelessness communications plan to dispel misinformation around homelessness and the City’s response. The final plan is intended to provide guidance for when and how to respond to community concerns regarding homelessness.

The City Council adopted the Homelessness Policy Advisory Committee recommendations through Resolution No. 002/2020 on February 25, 2020.

Implementing the communications plan is a part of the City’s overall strategy to address homelessness in Monroe and the Sky Valley.

The activities outlined in the plan are designed to reach Monroe residents (whether housed or unhoused) and business owners. The communications goals for 2020 include the following.

Monroe residents and business owners will ...

- Have a reality-based and unexaggerated understanding of homelessness in Monroe.
- Understand what the City is doing to ensure public safety and to help people experiencing homelessness.
- Understand individual constitutional rights and the City’s legal limitations.
- Understand the varied and systemic factors that can lead to homelessness.
- Feel heard and know what to do if they ...
  - Feel unsafe.
  - Are experiencing homelessness and need help.
  - Want to help someone who does not have a home.

There are also broader goals that were discussed by City Staff, including decreasing the number of illegal encampments, reducing property crime, and increasing the number of people who receive services and housing. These important goals will be addressed as the City moves forward on the HPAC recommendations. This plan builds a foundation for future campaigns to seek funding and support to implement those recommendations.

The plan calls for:

- Creating an “ambassadors” group.
- Increasing the City’s proactive publication of success stories.
- Educating residents and business owners about legal limitations and effective strategies to address homelessness.
- Providing opportunities for community members to volunteer and learn about homelessness.
- Producing and distributing an annual report to track progress and share findings.
- Increasing content on the City’s website.
- Managing social media comments.

**FISCAL IMPACTS**

<b>Program</b>	<b>Lead</b>	<b>Est. Budget</b>
Ambassadors	<p>EnviroIssues will provide initial training and support to establish the ambassadors program and recruit participants.</p> <p>They will work with the City and former HPAC members to identify co-leaders who will carry the work forward, convening ambassadors monthly to support one another, share success stories and challenges, and refine approaches.</p>	Included in Enviroissues contract approved by City Council
Education and Outreach	Once this plan is finalized, EnviroIssues will provide graphic design support to ensure all City communications about homelessness have a consistent look and feel. They will also make recommendations for photographs and imagery.	Included in Enviroissues contract approved by City Council
Volunteer and Learning Opportunities	Monroe Homeless Response Group	Staff time to coordinate efforts with volunteers
Annual Report	City	Staff time to gather data, design report and write content
Foundational Web Content	EnviroIssues will provide foundation content once this place is approved.	Included in Enviroissues contract approved by City Council
Managing Social Media	City staff and Ambassadors	Staff time to respond to social media posts

**TIME CONSTRAINTS**

There are no specific time constraints associated with approval of the communications plan. The plan is scheduled to go into effect following adoption of the HPAC recommendations. It's important to act quickly in order to maintain the momentum of the HPAC committee.

**ALTERNATIVES TO REQUESTED ACTION**

Identify areas of concern. Request Mayor Thomas and City Staff make revisions to the plan prior to bringing the plan back to the full City Council or to the committee for further discussion.



# Homelessness Communications Plan

February 13, 2020

## Purpose & Context

In November 2019, the City of Monroe hired EnviroIssues to develop a plan that would help the City and its partners communicate proactively, clearly, and consistently with Monroe residents about homelessness. The plan aims to dispel misinformation around this complex and charged issue. It also provides guidance for when and how to respond to social media posts and will include supportive web content and a sample social media calendar once the plan is approved.

This plan was informed by communications best practices, research regarding public response to homelessness, a review of existing materials and social media content produced by and about the City of Monroe, feedback from the Homelessness Policy Advisory Committee (HPAC), public comments provided at the HPAC Open House, and deeper conversations with the following City staff and HPAC members:

- Bridgette Tuttle, HPAC Member
- Debbie Willis, Administrative Bureau Director
- Deborah Knight, City Administrator
- Geoffrey Thomas, Mayor
- Jeff Jolley, Chief of Police
- Rachel Adams, HPAC Member
- Ryan Irving, Deputy Chief of Police

The activities outlined in this communications plan are intended to support the Draft HPAC Action Plan. In particular, the Action Plan recommends that the City create an education campaign about homelessness, including causes, prevention strategies, and alternatives. This communications plan is the first step towards that campaign.

## Goals & Audiences

The activities outlined in this plan are designed to reach Monroe residents (whether housed or unhoused) and business owners. Our communications goals for 2020 include the following. Monroe residents and business owners will ...

- Have a reality-based and unexaggerated understanding of homelessness in Monroe.
- Understand what the City is doing to ensure public safety and to help people experiencing homelessness.
- Understand individual constitutional rights and the City's legal limitations.
- Understand the varied and systemic factors that can lead to homelessness.
- Feel heard and know what to do if they ...
  - Feel unsafe.
  - Are experiencing homelessness and need help.
  - Want to help someone who does not have a home.

There are also broader goals that were discussed by City staff, including decreasing the number of illegal encampments, reducing property crime, and increasing the number of people who receive services and housing.

These important goals will be addressed as the City moves forward on the HPAC recommendations. This plan builds a foundation for future campaigns to seek funding and support to implement those recommendations.

## **Approach**

Shifting the narrative to fact-based information about homelessness in Monroe is a complicated task because public perception may be rooted in emotions and beliefs rather than facts. Those who are housed have any number of reactions to someone experiencing homelessness – fear, guilt, shame, anger, empathy, helplessness, frustration – and thus, our communications must address those base responses and foster a sense of shared humanity as well as provide clear and accurate information. The following combination of activities aims to strike that balance.

## **Ambassadors**

Ambassadors will be everyday Monroe residents and business owners who represent a cross-section of the area and collaborate with a member of the City staff. Ambassadors will carry the City’s message and bolster it with their own stories and experiences, dispelling misinformation – whether over coffee, on social media, or as a speaker at an event.

The ambassador group should include former HPAC members who are already incredibly knowledgeable about regional homelessness and who led a successful and well-attended open house. Former HPAC members shall help recruit others to join, focusing on under-represented groups and community leaders – ultimately building a team of 20-40 people.

The group will be formally trained and supported with:

- Consistent messaging that is adaptable so ambassadors can speak with their authentic voices.
- Constructive conversation training and practice (e.g. active listening, acknowledging the other person’s point of view, sharing how your own experience is different, knowing when to walk away if needed, etc.).
- Storytelling training and practice, so ambassadors are ready with examples that resonate.
- Opportunities to learn from police officers, service providers, and people experiencing homelessness.

EnviroIssues will provide initial training and support to establish the ambassadors program and recruit participants. We will also work with the City and former HPAC members to identify co-leaders who will carry the work forward, convening ambassadors monthly to support one another, share success stories and challenges, and refine approaches.

In addition to responsive communications, the ambassadors will also lead a “Get to Know Monroe” campaign. This campaign will elevate the commonalities among all Monroe residents and foster community. Similar to the [Humans of New York](#) series, Get to Know Monroe will feature a wide variety of community members – sharing quotes, values, fun facts, photos, and/or short videos.

Ambassadors will conduct the interviews for the campaign, ideally over coffee or a pint, so that in addition to gathering stories, they are making connections. The stories they gather will be featured on social media and possibly in local publications, on radio programs, or on a stand-alone website. Stories will feature both housed and unhoused residents, and while the campaign may eventually touch on the issue of homelessness, it will never disclose the housing status of those featured. And that will be the point. Because at the end of the day, we are all Monroe.

## **Consistent Outbound City Communications**

In addition to the ambassadors program, the City of Monroe and nonprofit partners should increase their own proactive storytelling. This effort has already begun with regular social media posts, media coverage of the outreach team, the HPAC Open House, and the Monroe This Week newsletter. We recommend building on this and diversifying the types of stories that are shared, including stories and social media posts that:



- Highlight bright spots and successes from the City's Outreach Team, municipal courts, and service providers.
- Share steps people can take if they feel unsafe, if they're worried about their business, if they are experiencing homelessness and need help, or if they want to help someone who is unsheltered.
- Demonstrate what it means to be a Monroe community member (e.g. a series from ambassadors that highlights why they are involved in solving homelessness and/or cross-promoting Get to Know Monroe stories).
- Combat stereotypes of people experiencing homelessness by featuring them – with their consent and input – as people, not just circumstances ([Facing Homelessness](#) does this well).
- Highlight the City's good work to ensure public safety, without stigmatizing those experiencing homelessness or being perceived as having "rose-colored glasses."

The City's outbound communications should also include specific content that supports the recommendations made in the HPAC Draft Action Plan, including:

- Educate property owners about laws, enforcement, and trespassing.
- Educate public about aggressive panhandling, property crime, and personal safety.
- Educate public about safety regarding vigilantism and bullying.

The City is currently using Facebook ([City of Monroe](#), [Monroe Police Department](#), and community-led [You Had Me at Monroe](#)), [Twitter](#), [Monroe This Week](#), word of mouth, flyers, events, and their [website](#) to reach their audience. These are a solid base that could be augmented by working with local publications and radio stations. To identify other channels, we recommend surveying Monroe community members and asking how they want to hear from the City).

Once this plan is finalized, EnviroIssues will provide graphic design support to ensure all City communications about homelessness have a consistent look and feel. We will also make recommendations for photographs and imagery.

### **Volunteer and Learning Opportunities**

Many people shut down when confronted with the complex challenges of homelessness. Research shows that individuals are more willing to help if there's just one person in need. But when there are hundreds or thousands of people to help, they feel overwhelmed. How could they possibly make a difference? So why do anything at all?

It is important to fight this feeling of helplessness – which can quickly turn to anger and frustration – by giving people simple things to do:

- Promote volunteer events and mentorship, coaching, or job training opportunities with local service providers.
- Share opportunities for people to donate food, essential items, or money to local shelters and service providers.
- Post reading lists and organize book clubs or discussion sessions where people can learn about systemic causes of homelessness and how to advocate for change. The Monroe library could be a good partner in this.
- Encourage civil behavior and to treat everyone, sheltered and unsheltered, the way we would like to be treated.

In terms of the last bullet, it is also important to ask people who are experiencing homelessness what would be helpful to them – what are they hoping for from their neighbors?

## Annual Report

Producing and distributing an annual report (in print, online, or via video) could be an excellent way for the City to report back to community members, particularly if the HPAC recommendations are implemented using public funds. It doesn't need to be long or complex – in fact, shorter and simpler will be more successful.

The report could include one or two success stories, data that demonstrates how the City has made progress (e.g. the growing number of people successfully housed thanks to new investments), lessons learned, and plans for the coming year. To keep it manageable, the report could be a compilation of existing stories and data. (It's okay to repeat stories!)

## Foundational Web Content

While most Monroe community members will not spontaneously visit the City of Monroe's webpages on homelessness, it is important to provide foundational messaging that serves as a resource for City staff and ambassadors (e.g. easy links to share in response to public concerns). This web content should include core messages about the City's beliefs and approach, answers to frequently asked questions, stories that demonstrate the City's efforts, stories and data that combat stereotypes and misperceptions about homelessness, and resources for those seeking help. EnviroIssues will provide foundation content once this place is approved.

## Managing Social Media Comments

### State a Clear Policy

The first step in managing social media comments is posting a clear policy around conduct and language. The City of Monroe may have this already, but it was not readily accessible. Here is an [example of a comment policy](#).

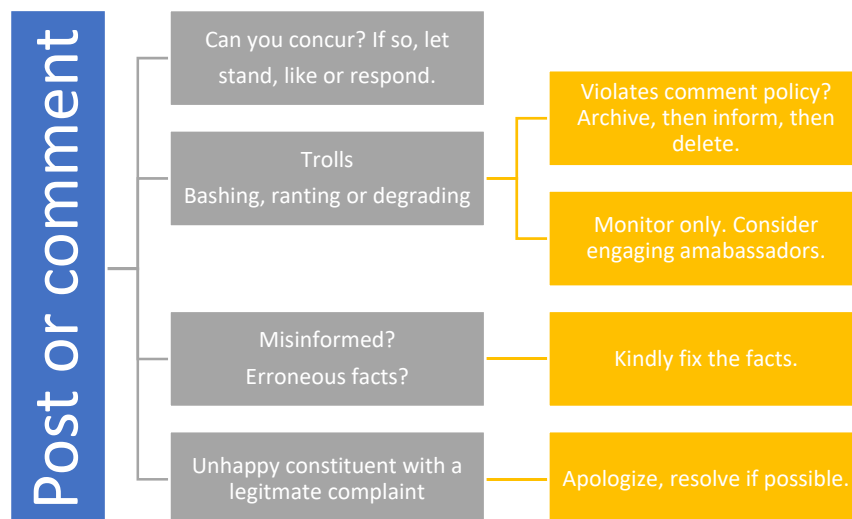
### Assign Roles

Identify who will be responsible for monitoring and responding to comments. Here is one option:

- Assign a City staff member and two alternates to monitor social media comments daily.
- Identify a team of 6-12 ambassadors who are available to provide supportive comments or help dispel misinformation when needed.
- Create a schedule so not all ambassadors need to be on call all the time (e.g. weekly rotations of three).

### Establish Criteria

Establish clear criteria for when and how to respond. Here are some guidelines:



Please note that this applies to City of Monroe social media sites, not to private Facebook groups. It is prudent to monitor private groups, but do not engage.

### **Draw on Existing Resources**

When the assigned person encounters a comment that needs a response (based on the criteria above):

- Review existing web content, FAQ, and key messages to inform response.
- Respond with relevant content and a link if helpful within one to three business days (if possible)
- If the comment is charged and could benefit from community confirmation, alert the ambassadors on-call and ask them to chime in with their experience to help shift the tenor of the conversation.
- Reminder about negative posts:
  - Treat negative comments and posts just as you would if you were talking face to face.
  - Respond to negative posts with a positive tone. Thank people for sharing their concerns or opinions.
  - You do not need to respond to every criticism or barb.

**City of Monroe Homelessness Communication Plan: Summary Table By Audience & Goal**

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
Monroe residents and business owners	Understand what the City is doing to increase public safety and to help people experiencing homelessness.	We believe that everyone in Monroe deserves to feel safe and supported. Our officers and Outreach Team are out every day, working to reduce crime and connect our unhoused neighbors with services and resources.	City of Monroe	City webpages that describe ongoing efforts Weekly social media updates (e.g. featured outreach stat, opportunity for Monroe residents to volunteer) Police blotter that tracks responses to public safety or disturbance and Outreach Team connections
			Outreach Team	Weekly bright spots: short personal reports that celebrate a success from the field (share on social media and embed on the website) Periodic bright spot features in local or regional media
			Ambassadors	Share above bright spots and other updates through personal social media and conversations.
	Have a reality-based and unexaggerated understanding of homelessness in Monroe.	<p>There are many factors that contribute to someone losing their home: the gap between wages and rising rents, illness or injury, domestic violence, struggles with addiction and/or mental health.</p> <p>The City of Monroe is working hard to help our unsheltered neighbors while holding them accountable for the steps they need to take.</p> <p>Criminal activity is not tolerated, but keep in mind that it is not a crime to be homeless.</p>	Ambassadors	<p>Conversations with other Monroe community members to dispel misinformation. Acknowledge their feelings and what is true in their statement. Ask questions. Share personal experiences and real-life stories to challenge and replace their narrative. Don't rely on data alone – a false story must be replaced with a more powerful true story.</p> <p>Respond to comments on social media using consistent messages (in your authentic language) and share links to relevant webpages to dispel misinformation.</p>
			City of Monroe	<p>Weekly stories and stats (e.g. % of working people who experience homelessness, \$100 rent increase = X% increase in homelessness) that educate and combat stereotypes and misconceptions.</p> <p>City webpages that describe varied and systemic roots of homelessness, dispelling myths and inviting empathy. Content should also clarify that homelessness can look very different from person to person. For instance, there are people who experience chronic homelessness, who are very visible, and sometimes refuse services. However, many people</p>

**City of Monroe Homelessness Communication Plan: Summary Table By Audience & Goal**

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
				experiencing homelessness are hidden, but are nonetheless affected by stereotypes and need help.
Monroe residents or business owners who are frustrated that the City doesn't arrest people who panhandle or live in public spaces	Understand individual constitutional rights and the City's legal limitations.	Every person in Monroe has constitutional rights. It is not a crime to be homeless and panhandling is protected as free speech. However, trespassing, aggressive behavior or blocking someone's path is not legal. If you experience this, please call 911.	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses Responses to social media and public comments
			Ambassadors	Responses to social media and conversations with fellow Monroe community members
Monroe residents or business owners who are frustrated and scared of people experiencing homelessness	Feel heard and know what to do if they feel unsafe.	Everyone in Monroe deserves to feel safe and supported. If you feel unsafe, please call 911.	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses Responses to social media and public comments
			Ambassadors	Responses to social media and in conversations with fellow Monroe community members
Monroe business owners or employees who are affected by homelessness	Feel seen and know what to do to reduce crime.	Thriving businesses are a vital part of our community. Please take these steps to reduce crime: (e.g. lock dumpsters, provide bright lighting, report trespassing)	City of Monroe	City website (homelessness FAQ, police department pages) Flyers delivered to Monroe businesses
Monroe residents who are experiencing homelessness	Feel supported and know where and how to find help.	Everyone in Monroe is welcome. If you need help, please call 211 or contact Take the Next Step.	City of Monroe	City website Flyers in public places (e.g. libraries) Resource card (see an <a href="#">example from Redmond</a> ) Conversations with partner agencies and organizations to ensure everyone is sharing the same information

**City of Monroe Homelessness Communication Plan: Summary Table By Audience & Goal**

Audiences	Goals	Key Messages	Messengers	Potential Activities & Channels
<p>Monroe residents or business owners who tend towards empathy for people experiencing homelessness</p>	<p>Understand the varied and systemic factors that can lead to homelessness and are willing to help.</p>	<p>Monroe is a place where we help each other. Together we can ensure all our neighbors are supported, housed, thriving, and accountable for their actions.</p>	<p>Ambassadors</p>	<p>Semi-weekly Get to Know Monroe stories on social media                      Monthly or periodic Get to Know Monroe stories in local publications and other media                      Monthly stories, photos, and experiences from volunteering with shelters or helping someone in need.                      Ambassador led book clubs, discussion sessions, and service days (or recruitment for local volunteer opportunities with service providers).</p>
			<p>City of Monroe</p>	<p>Weekly cross-promotion of Get to Know Monroe stories                      Website with information about systemic factors and the varied ways people can lose their home.                      Share posts, stories, volunteer opportunities, and events from service providers.</p>
<p>Monroe residents or business owners who want to help</p>	<p>Feel less helpless and know how they can make a difference.</p>	<p>We all have a part to play in ending homelessness. Here's how you can help: [e.g. donate to or volunteer/partner with a homelessness service provider, hand out resource care]</p>	<p>City of Monroe</p>	<p>Share posts, stories, volunteer opportunities, and events from service providers.</p>
			<p>Ambassadors</p>	<p>Share volunteer opportunities, fundraising drives, and events from service providers.                      Resource card (see an <a href="#">example from Redmond</a>)</p>



<b>SUBJECT:</b>	<b><i>Loaned Executive Management Assistance Program (LEMAP) Preview</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/03/2020	Police	Jeff Jolley	Jeff Jolley	<b>New Business B.</b>

**Discussion:** 03/03/2020  
**Attachments:** 1. None

<b>REQUESTED ACTION:</b> Provide comments on pending LEMAP assessment.
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**POLICY CONSIDERATIONS**

**DESCRIPTION/BACKGROUND**

The Loaned Executive Management Assistance Program, LEMAP, provides management consulting and technical assistance to law enforcement entities. LEMAP reviews provide agencies an opportunity to take a step towards excellence by subjecting agencies to a complete review of their organizational structure. The LEMAP team will be on site for the assessment of the Police Department on March 10<sup>th</sup> and 11<sup>th</sup>.

**Scope of Assessment:**

A full LEMAP review will look at the major functions outlined in the WASPC Law Enforcement and/or Jail Accreditation Programs. The LEMAP Program is used as a reference in an effort to get agencies in line with industry best practices and standards. Full reviews are encouraged when there is a change in agency leadership.

**Final Report:**

A full LEMAP review will look at the major functions outlined in the WASPC Law Enforcement and/or Jail Accreditation Programs. The LEMAP Program is used as a reference in an effort to get agencies in line with industry best practices and standards. Full reviews are encouraged when there is a change in agency leadership.



**MONROE CITY COUNCIL**  
 Public Safety Committee Meeting  
 Tuesday, March 3, 2020, 6 P.M.  
 Permit Assistance Center (PAC)

**2020 Committee**  
 Councilmembers  
 Patsy Cudaback  
 Ed Davis  
 Heather Rousey

<b>SUBJECT:</b>	<i>Continuity of Government/Operations</i>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/03/2020	Emergency Management Office	Brad Feilberg	Brad Feilberg	<b>New Business C.</b>

**Discussion:** 03/03/2020  
**Attachments:** 1. None

**REQUESTED ACTION:** Provide comments on operational priorities.

**POLICY CONSIDERATIONS**

*The City Council has established Legislative Committees in Section 14A. of the “Council Rules of Procedure.” The role of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.*

*This is the opportunity for the Public Safety Committee to review the foundation material for continuity of government/continuity of operations planning. The Committee members may want to direct modifications prior to further work being completed on this issue.*

**DESCRIPTION/BACKGROUND**

Every day, the City of Monroe conducts critical services and performs essential functions upon which the residents of Monroe depend. The ability to continually perform such services comprises an important component of resilience, the ability to prepare for, adapt to changing conditions, and recover rapidly from operational disruptions.

The development of a Continuity of Government/Continuity of Operations Plan will allow the City of Monroe to provide essential services and conduct these functions when normal operations are disrupted.

As the first step, each department provided a list of functions they perform and how long that function can be deferred.

The following table shows the responses.

Please review and provide feedback on the deferral/resumption of services.

Once we establish the level of service we can begin developing the plan to meet those expectations.



Department:	Function Performed:	Deferrable for:							Notes:
		≤ 12 hrs	24 hrs	48 hrs	1 wk	2 wks	1 mon	> 1 mon	
Community Development	Construction Inspections			X	X				
Community Development	Permit Review			X	X				
Community Development	Code Enforcement			X	X				
Finance	Payroll	X							
Finance	Utility Billing						X		
Finance	Accounts Payable					X			
Finance	Accounts Receivable							X	
Finance	Passports							X	
Parks & Recreation	Parks Landscape Maintenance			X					
Parks & Recreation	Trails/Medians Landscape Maintenance					X			
Parks & Recreation	Restroom Cleaning		X						
Parks & Recreation	Parks Litter/Garbage Service		X						
Parks & Recreation	Facilities Reservations & Accounting			X					
Parks & Recreation	Labor Tasks Collection			X					
Parks & Recreation	Department General Administration			X					
Parks & Recreation	Special Events & Tourism Administration			X					
Parks & Recreation	Volunteer Management			X					
Parks & Recreation	Capital Projects Administration				X				
Parks & Recreation	Parks & Trails Planning							X	
Parks & Recreation	Grant Management				X				
Police	Patrol	X							
Police	Traffic Enforcement						X		

Police	Fingerprinting non-criminal							X*	
Police	Welfare Checks	X							
Police	Parking Enforcement							X	
Police	Animal Control	X*							
Public Works Water	Routine Flushing							x	
Public Works Water	Non-Routine / Contamination Based Flushing	x							
Public Works Water	Routine Testing (affected by statutory limit WAC)					x			
Public Works Water	Non-Routine / Contamination Based Testing (affected by statutory limit WAC)	x							
Public Works Water	Routine Repairs							x	
Public Works Water	Non-Routine Repairs / Partial System Failure (Area able to be isolated)			x					
Public Works Water	Meter Reading							x	
Public Works Water	Routine Reservoir & Pump Station Inspections					x			
Public Works Water	Routine Reservoir & Pump Station Maintenance					x			
Public Works Water	Reservoir & Pump Station Non-Routine / Contamination Based Maintenance (affected by statutory limit WAC)	x							
Public Works Sewer	Routine Jetting							x	
Public Works Sewer	Non-Routine Jetting / Clearing Blockages	x							

Public Works Sewer	Routine Repairs / Maintenance								x	
Public Works Sewer	Non-Routine Repairs	x								
Public Works WWTP	Testing (NPDES daily requirement)	x								
Public Works WWTP	Treatment (Process and Biosolids)	x								
Public Works WWTP	Lift Station (Maintenance)				x					
Public Works WWTP	WWTP Maintenance				x					
Public Works WWTP	Non-routine Ops	x								
Public Works Streets	Routine CB Inspections (affected by statutory limit NPDES)								x	
Public Works Streets	Routine CB Cleaning (affected by statutory limit NPDES)								x	
Public Works Streets	Non-Routine CB Cleaning / Hazard Spill Response	x								
Public Works Streets	Routine Pond Inspections (affected by statutory limit NPDES)								x	
Public Works Streets	Routine Pond Cleaning								x	
Public Works Streets	Non-Routine Pond Cleaning /Hazard Spill Contamination (affected by statutory limit NPDES)			x						
Public Works Streets	Ditch Cleaning								x	
Public Works Streets	Sampling (affected by statutory limit NPDES)								x	
Public Works Streets	Spill Response (affected by statutory limit NPDES)	x								

Public Works Streets	Spill Response Reporting (affected by statutory limit NPDES)			x					
Public Works D&C	Right of Way Disturbance Permits		X			X			
Public Works D&C	Land Use Plan Review						X		
Public Works D&C	Building Permit Plan Review						X		
Public Works D&C	Construction Inspection				X				
Public Works D&C	Capital Projects							X	
Court	Arraignments - out of custody*					x			
Court	Arraignments – in custody			x					
Court	Search warrants	x							
Court	Restraining orders	x							
Court	Collection of fines						x		



**MONROE CITY COUNCIL**  
 Public Safety Committee Meeting  
 Tuesday, March 3, 2020, 6 P.M.  
 Permit Assistance Center (PAC)

**2020 Committee**  
 Councilmembers  
 Patsy Cudaback  
 Ed Davis  
 Kevin Hanford

<b>SUBJECT:</b>	<b>Monroe Municipal Code 2.60 – Emergency Management, Amendments</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/03/2020	Emergency Management Office	Brad Feilberg	Brad Feilberg	<b>New Business D.</b>

**Discussion:** 03/03/2020  
**Attachments:** 1. Proposed code changes (legislative format)

**REQUESTED ACTION:** Provide direction on proposed code amendments.

**POLICY CONSIDERATIONS**

*The City Council has established Legislative Committees in Section 14A. of the “Council Rules of Procedure.” The role of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.*

*This is the opportunity for the Public Safety Committee to review the draft changes to MMC 2.60 – Emergency Management proposed by city staff. The Committee members may want to direct modifications prior to presenting the proposed changes to the full city council for approval.*

**DESCRIPTION/BACKGROUND**

The state legislature, and subsequently the voters, approved an amendment to the Article II, Section 42 of the State Constitution at the November 2019 general election. This amendment added “catastrophic incident” to “enemy attack” to the situations when the legislature can take certain actions. This triggered a staff review of chapter 2.60 MMC originally adopted in 2002 with only minor changes since.

Summary of changes:

- Reformatted code to flow better.
- Combined definitions into a definitions section.
- Increase suggested preparedness to two weeks.
- Changed definition of Emergency or Disaster to combine RCW 38.52 and RCW 39.04 definitions.
- Both the Mayor and City Council can proclaim an emergency.
- Added examples to the Mayors duties.
- Added provisions for an Emergency Management Coordinating Committee.

RCW 38.52.070(1) and WAC 118-30-040(1) require the City of Monroe to establish an emergency management organization.

Chapter 2.60  
EMERGENCY MANAGEMENT

Sections:

- 2.60.010 Purpose.
- 2.60.020 Emergency management policy.
- 2.60.030 **Definintions**((Emergency management defined)).
- 2.60.040 **Mayor – Duties and powers**((Emergency or disaster defined)).
- 2.60.050 **Mayor - Succession**((Emergency management director defined)).
- 2.60.060 **Local organization for emergency management**((Emergency management plan)).
- 2.60.070 Emergency management **director**((program)).
- 2.60.080 **Comprehensive emergency management plan**((Mayor – Duties and powers)).
- 2.60.090 **Emergency management coordinating committee** ((Mayor – Succession)).
- ~~((2.60.100 ——— Emergency management director — Powers and duties.~~
- ~~2.60.110 — Functions and duties of department employees.))~~
- 2.60.120 Private liability.
- 2.60.130 Violation – Penalties.
- 2.60.140 Severability.

2.60.010 Purpose: **construction.**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for emergency mitigation, preparedness, response, and recovery for persons and property within the city of Monroe in the event of an emergency or disaster, and to provide for the coordination of emergency functions and services of the city of Monroe with all other public agencies and affected private persons, corporations, and organizations. Any expenditure made in connection with such emergency management activities, including mutual aid activities, **planning, training, and exercises**, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property within the city of Monroe. **This chapter shall be construed and administered in accordance with applicable state law, including without limitation chapter 38.52 RCW and chapter 39.04 RCW.**

2.60.020 Emergency management policy.

It is the policy of this city to make effective preparation and use of staff, resources, and facilities for dealing with any emergency or disaster that may occur. Disasters and emergencies by their very nature may disrupt or destroy existing systems and the capability of the city of Monroe to respond to protect life, public health, property, and essential city services. Therefore, citizens are advised to be prepared to be on their own

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**Commented [BF1]:** Recognizing that planning, training, and exercises comprise the majority of emergency management.

for **at least two weeks** ~~((up to seventy two hours))~~ should an emergency or disaster occur.

**Commented [BF2]:** Current best practice.

2.60.030 **Definitions** ~~((Emergency management defined)).~~

**Commented [BF3]:** Consolidate definitions into 1 section.

~~((“Emergency management” shall mean the preparations for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or manmade, and to provide support for search and rescue operations for persons and property in distress.~~

2.60.040 ~~Emergency or disaster defined.~~

**In this chapter, unless the context clearly requires otherwise,**

**A.** **“Emergency” or “disaster”** ~~((as used in this chapter shall))~~ means an event or set of circumstances which:

**Commented [BF4]:** Updated definition to include definitions from RCW 38.52 and 39.04

- 1. Present a real, immediate threat to the proper performance of essential functions;** ~~((A) demands immediate action to preserve public health, protect life, protect property, or to provide relief to any stricken neighborhood overtaken by such occurrences;))~~ or
- 2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; or**
- 3.** ~~((B))~~ reaches such a dimension or degree of destructiveness as to warrant the **mayor or** city council proclaiming **an** emergency ~~((the existence of a disaster))~~ or the Governor **proclaiming** ~~((declaring))~~ a state of emergency **pursuant to RCW 43.06.010** ~~((in accordance with appropriate local and state statute)).~~

**Commented [BF5]:** Add to be consistent with practice and RCW 39.04 and 38.52.

**Commented [BF6]:** Locals and state proclaim president declares.

**B. “Emergency management” means the preparations for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or human caused, and to provide support for search and rescue operations for persons and property in distress pursuant to chapter 38.52 RCW.**

**C. “Director” means the emergency management director for the City of Monroe.**

**D. “Office” means the City of Monroe Emergency Management Office.**

**2.60.040 Mayor – Duties and powers.**

**Commented [BF7]:** Replace MMC2.06.080 seems to flow better here.

**A. To the maximum extent allowed by law, the mayor shall have general responsibility for and control of the administration and operation of the emergency management office and for the emergency operations of the city.**

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**B. To the maximum extent allowed by law , the mayor is hereby empowered:**

- 1. To delegate emergency management functions to the director;**
- 2. To direct coordination and cooperation between departments and staff of the departments of this city in carrying out the provisions of emergency management plans, and to resolve questions of authority and responsibility that may arise among them;**
- 3. To recommend for adoption by the city council emergency management plans and mutual aid plans and agreements;**
- 4. To provide a means of compensating emergency workers pursuant to RCW 38.52.210;**
- 5. To issue a proclamation of the existence or threatened existence of an emergency, subject to the confirmation by the city council at the earliest practicable time;**
- 6. To take such other actions as are provided for the executive head of a political subdivision by the Washington Emergency Management Act, chapter 35.82 RCW.**
- 7. In the event of the proclamation of an emergency:**
  - a. To make and issue orders, rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency including but not limited to:**
    - i. An order directing evacuation or clearing of debris and wreckage caused by an emergency or disaster from publicly and privately owned lands and waters;**
    - ii. An order imposing and modifying a general curfew applicable to the City of Monroe as a whole, or to any geographical area or areas of the City of Monroe during any hours, as the executive deems necessary;**
    - iii. An order requiring any or all business establishments to close and remain closed until a further order;**
    - iv. An order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;**
    - v. An order temporarily suspending City of Monroe permit procedures for public work projects, as defined by RCW 39.04.010, responding to conditions of the emergency or for restoration of public facilities damages as a result of the emergency, PROVIDED, that all projects must comply with all applicable code requirements; and**
    - vi. Any other orders as are imminently necessary for the protection of life and property;**

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provided, however, such orders, rule, and regulations must be confirmed at the earliest practicable time by the city council;

Commented [BF8]: Expanded section with examples

b. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people and to bind the city for the fair value thereof, and, if required immediately, to commandeer the same for public use;

c. To utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the Monroe emergency management office upon request notwithstanding any other provision of law;

Commented [BF9]: Add section to reflect RCW 38.52..110(1).  
What does this mean regarding Fire District 7?

d. To execute all of the special powers conferred upon the mayor by this chapter, or by any other statute, agreement or lawful authority, as necessary.

8. In the event of the proclamation of an emergency or disaster by the Governor in the region the city is located:

a. To command the aid of as many citizens of this city as may be deemed necessary; except for first informer broadcasters such persons to be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers, pursuant to Chapter 38.52 RCW;

**2.60.050 Mayor – Succession.**

Commented [BF10]: Same succession as in current code.

For the purposes of this chapter and when acting as the executive head for purposes of chapter 38.52 RCW the order of succession shall be:

Commented [BF11]: RCW 38.52.010 (12)

- A. Mayor; if absent, or unable to perform the duties, then;
- B. Mayor pro tem; if absent, or unable to perform the duties, then;
- C. City administrator; if absent, or unable to perform the duties, then;
- D. Emergency management director; if absent, or unable to perform the duties, then;
- E. Finance director; if absent, or unable to perform the duties, then;
- F. Police chief.

Commented [BF12]: Avoiding the term “unavailable” which per RCW 42.14.010 requires a proclamation by the governor.

**2.60.060 Local organization for emergency management.**

Commented [BF13]: Replaced MMC 2.60.070(C), reflects language of RCW, establishes name.

A. As authorized and directed by RCW 38.52.070, the City of Monroe hereby establishes a local organization for emergency management. This organization shall be known as the Monroe Emergency Management Office.

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2.60.070((060)) Emergency management director((-defined)).

**A.** The mayor shall designate an emergency management director, ~~((, who shall be responsible for the organization, administration, and operation of the Monroe emergency management office, subject to the direction and control of the mayor and to legal requirements.))~~

**B. Subject to the direction and control of the mayor and to applicable legal requirements, the Emergency Management Director is responsible for:**

- 1. The organization, administration, and operation of the office;**
- 2. The preparation, maintenance, and implementation of emergency management plans of the city; and**
- 3. Representing the City of Monroe in dealing with issues pertaining to emergency management.**

2.60.080((060)) **Comprehensive e((E))** emergency management plan.

The **comprehensive** emergency management plan prepared by the emergency management director and promulgated by the mayor is the official emergency management plan of the city of Monroe. The emergency management director shall file a copy of said plan in the office of the city clerk, and distribute copies of said plan to appropriate city departments; **and to the state division of emergency management per WAC 118-30-040(2).**

**2.60.090 Emergency management coordinating committee.**

**There shall be an Emergency Management Coordinating Committee consisting of representatives of City departments, subject matter experts, and community stakeholders who have a key role or responsibility in emergency mitigation, prevention, protection, preparedness, response, or recovery.**

**A. The Director shall chair the Emergency Management Coordinating Committee.**

**B. The Emergency Management Coordinating Committee shall meet at the places and times as shall be prescribed by the Director, no less than quarterly, and shall:**

- 1. Advise the Mayor and City Council on all matters pertaining to emergency readiness and response capabilities within the City;**
- 2. Periodically review and make recommendations for the revision and/or maintenance of up-to-date disaster plans for the City consistent with chapter 38.52 RCW and chapter 118-30 WAC and including:**
  - a) Preparations for and the carrying out of executive emergency powers;**
  - b) The delegation and subdelegation of administrative authority by the Mayor;**
  - c) The performance of emergency functions including firefighting, police, medical and health, welfare, rescue, engineering,**

Commented [BF14]: Created to ensure input from a board range of stakeholders rather than one person.

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transportation, communications and warning services, evacuation of persons from stricken areas, plant protection, restoration of utility services, and other functions relating to civilian protection together with all activities necessary or incidental to the preparation for and carrying out of such functions; and

d) Requirements for department operation including management succession, procedures for providing 24-hour capability, mobilization procedures, special disaster response procedures, plans for records protection, personnel procedures, finance plans, and training procedures for disaster response.

3. Provide cooperation and coordination with the disaster response plans of other local organizations and agencies;

4. Prepare and recommend to the Mayor plans for mutual aid operations;

5. Strategically plan and build capabilities for city-wide emergency preparedness;

6. Recommend expenditures for disaster preparations and training.

C. The Emergency Management Office may convene subcommittees of the Emergency Management Committee as necessary to focus greater attention to any specific emergency management initiatives.

~~((2.60.070 — Emergency management program.~~

~~The emergency management program of the city of Monroe is hereby created, and shall consist of:~~

~~A. The mayor, who shall be the administrative head of and have direct responsibility for the organization, administration and operation of the emergency management program for the city of Monroe and for the emergency operations of the city.~~

~~B. The emergency management director shall develop and maintain the emergency management plan and program of the city, and shall have such other duties as may be assigned by the mayor.~~

~~C. The city may establish its own department of emergency management, or be a member of a joint local organization pursuant to Chapter 38.52 RCW.~~

~~2.60.080 — Mayor — Duties and powers.~~

~~The mayor is hereby empowered to:~~

~~A. Request the city council to proclaim the existence, or threatened existence, of a disaster and the termination thereof or to issue such proclamation, if the city council is not in session, subject to confirmation by the city council at the earliest practicable time;~~

~~B. Direct coordination and cooperation between departments and staff of the departments of this city in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise among them;~~

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~~C. Recommend for adoption by the city council emergency management plans and mutual aid plans and agreements;~~

~~D. In the event of the proclamation of a disaster as herein provided, or the proclamation of a state of extreme emergency by the Governor or the State Director of Emergency Management, the mayor is hereby empowered:~~

~~1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;~~

~~2. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people and to bind the city for the fair value thereof, and, if required immediately, to commandeer the same for public use;~~

~~3. To control and direct the efforts of the emergency management organization of this city for the accomplishment of the purposes of this chapter;~~

~~4. To require emergency services of any city officer or employee and, in the event of the proclamation of a state of extreme emergency by the Governor in the region in which this city is located, to command the aid of as many citizens of this city as may be deemed necessary in the execution of the mayor's duties; such persons to be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers, pursuant to Chapter 38.52 RCW;~~

~~5. To requisition necessary personnel or material of any city department or agency;~~

~~6. To execute all of the special powers conferred upon the mayor by this chapter, or by any other statute, agreement or lawful authority, as necessary.~~

~~2.60.090 Mayor Succession.~~

~~For the purpose of the city of Monroe emergency management program, the issuance of emergency proclamations, and the performance of duties as outlined in MMC 2.60.080, the order of succession shall be:~~

~~A. Mayor; if incapacitated or unavailable then;~~

~~B. Mayor pro tem; if incapacitated or unavailable then;~~

~~C. City administrator; if incapacitated or unavailable then;~~

~~D. Emergency management director; if incapacitated or unavailable then;~~

~~E. Finance director; if incapacitated or unavailable then;~~

~~F. Police chief.~~

~~2.60.100 Emergency management director Powers and duties.~~

~~The emergency management director is hereby empowered to:~~

~~A. Represent the city of Monroe in dealing with issues pertaining to emergency management;~~

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~~B. Prepare, maintain, and implement the emergency management plan of the city and manage the day-to-day responsibilities of the emergency management program activities of the city.~~

~~2.60.110 Functions and duties of department employees.~~

~~The city council hereby assigns to the various departments and to the officers and employees thereof the functions, duties and powers set forth in the emergency management program referenced in MMC 2.60.070-))~~

Commented [BF15]: Redistributed to other sections.

2.60.120 Private liability.

No individual, firm, association, corporation or other party owning, maintaining or controlling any building or premises who voluntarily and without compensation grants to the city of Monroe a license or privilege or otherwise permits said city to inspect, designate and use the whole or any part or parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, or their successors in interest, or the agents or employees of any of them shall be subject to liability for injuries sustained by any person while in or upon said building or premises as a result of any act or omission in connection with the upkeep or maintenance thereof, except a willful act of misconduct, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or an attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

2.60.130 Violation – Penalties.

Any person who:

A. Willfully obstructs, hinders, or delays any ((~~member of the emergency management organization~~)) **emergency worker as defined in RCW 38.52.010** in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;

B. Does any act forbidden by any lawful rules or regulations issued pursuant to this chapter if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this city, or to prevent, hinder or delay the defense or protection thereof;

C. Wears, carries or displays, without authority, any means of identification specified by the **Monroe Emergency Management Office or state division of emergency management**((~~emergency management agency of the state~~)); shall be in violation of the provisions of this chapter and shall be guilty of a misdemeanor, and any person found guilty thereof shall be punished by a fine not to exceed one thousand dollars or imprisonment in jail not to exceed ninety days or by both such fine and imprisonment, in the discretion of the court.

2.60.140 Severability.

If any portion of this chapter as now or hereafter amended, or its application to any person or circumstances, is held invalid or unconstitutional, such adjudication shall not affect the validity of the chapter as a whole, or any section, provision or part thereof not

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adjudged to be invalid or unconstitutional and its application to other persons or circumstances shall not be affected.

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