

**MONROE CITY COUNCIL**  
Regular Business Meeting  
February 23, 2016, 7:00 P.M.

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

**AGENDA**

Call To Order

Roll Call

Pledge Of Allegiance

1. Councilmember Kamp

Announcements And Presentations

1. Swearing-In Ceremony: Police Officers Van Eaton and Robertson

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; testimony is limited to 5 minutes per speaker.**]

Consent Agenda

1. Approval of the Minutes; February 16, 2016, Regular Business Meeting

Documents: [20160223 CA1 MCC Minutes 20160216.pdf](#)

2. AB16-022: Authorize Mayor to Sign Customer Service Contract with Snohomish County PUD No. 1 for Tjerne Place SE Extension Project

Documents: [AB16-022\\_Contact with SnSoPUD re Tjerne PI SE Extension.pdf](#)

3. AB16-023: Resolution No. 002/2016: Certifying Emergency Conditions and Authorizing the Emergency Procurement of Materials, Supplies, Equipment and Services

Documents: [AB16-023\\_RES 002 2016\\_Certifying Emergency.pdf](#)

4. AB16-024: Resolution No. 003/2016: Declaring an Emergency Relating to the Disposal of Biosolids and Waiving the Formal Request for Proposal Requirements

Documents: [AB16-024\\_RES 003 2016\\_Declaring Emergency\\_Disposal of Biosolids.pdf](#)

New Business

1. AB16-025: Discussion: Municipal Campus Planning

Documents: [AB16-025\\_Discussion\\_Municipal Campus Planning.pdf](#)

Councilmember Reports

Staff/ Department Reports

## Mayor/ Administrative Reports

### 1. Monroe This Week (February 19, 2016, Edition No. 7)

Documents: [20160223 MR1 Monroe This Week Edition No. 7.pdf](#)

### 2. Lobbyist Report (Green Light Strategies)

Documents: [20160223 MR2 Lobbyist Report\\_GLS.pdf](#)

### 3. Draft Agenda for March 1, 2016, Regular Business Meeting

## Executive Session

*If needed.*

## Adjournment

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

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

Accommodations for people with disabilities will be provided upon request. Please call City Hall at  
360-794-7400. Please allow 48 hours advance notice.

**CALL TO ORDER, ROLL CALL AND PLEDGE**

The February 16, 2016, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:00 p.m.; Council Chambers, City Hall.

Councilmembers present: Davis, Gamble, Hanford<sup>1</sup>, Rasmussen, and Scarboro.

Staff members present: Brazel, Feilberg, Lande, Nelson, Osaki, Quenzer, and Smoot.

The Pledge of Allegiance was led by Councilmember Gamble.

Mayor Thomas noted, without objection, the excused absence of Councilmember Cudaback, and stated Councilmember Kamp provided notice that he would be late for the meeting<sup>2</sup>. No objections were noted.

**COMMENTS FROM CITIZENS**

There were no persons present wishing to address Council.

**CONSENT AGENDA**

1. Approval of the Minutes; February 9, 2016, Regular Business Meeting
2. Approval of AP Checks and ACH Payments (*Check Nos. 86674 through 86711, and ACH Payments, in a total amount of \$870,847.26*)
3. AB16-020: Authorize Mayor to Sign Interagency Agreement with the Department of Energy Services for WWTP Energy Conservation Project, Phase II

Councilmember Rasmussen moved to approve the Consent Agenda; the motion was seconded by Councilmember Davis. On vote,  
Motion carried (5-0).

**UNFINISHED BUSINESS**

1. AB16-021: Discussion: Strategic Financial Planning - Prioritization

Mayor Thomas presented background information on AB16-021 and discussion on strategic financial planning for the next five years; specifically on prioritization of items presented and funding sources.

General discussion ensued regarding: funding sources, property and sales tax per capita comparisons to nearby cities, banked capacity, and prioritization. City Council reviewed the listing of non-utility operations/maintenance and capital items for funding, and assigned each a rating of low, medium, or high. Items assigned a medium or high designation will come back for further discussion on funding at a future Council meeting.

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<sup>1</sup> CLERK'S NOTE: Councilmember Hanford arrived at approximately 7:01 p.m.

<sup>2</sup> CLERK'S NOTE: Councilmember Kamp did not attend the meeting.

**COUNCILMEMBER REPORTS**

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

Councilmember Davis reported on items discussed at the Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee meeting, including: selection of 2016 chairperson (Davis); 2016 Committee Work Plan; and Impact Fee Deferral System.

2. Individual Reports

Councilmember Gamble commented on the Monroe High School Freshman Orientation event, and the President's Day holiday weekend.

Councilmember Rasmussen commented on the President's Day holiday weekend.

**STAFF/DEPARTMENT REPORTS**

1. Finance Update

Ms. Dianne Nelson, Finance Director, noted the report included in the Meeting's agenda packet materials, and thanked Council for the Strategic Financial Planning discussion.

**MAYOR/ADMINISTRATIVE REPORTS**

1. Monroe This Week (*February 12, 2016, Edition No. 6*)

Mayor Thomas reported on meetings held and events attended the previous week and other forthcoming items; including upcoming tours of local businesses with Economic Alliance and a meeting with the Monroe Chamber of Commerce Board.

2. SR-522 Update

Mayor Thomas provided an update on meetings held in regards to the funding of unfinished SR-522 projects.

3. Lobbyist Report (*Green Light Strategies*)

Mr. Gene Brazel, City Administrator, noted information in the agenda packet provided by Green Light Strategies, the City's Lobbying Firm, regarding proposed bills of interest to the City, and a listing of the bills currently being monitored. Mr. Brazel noted two bills currently being monitored by Council are now dead – SB6115 and HB2816.

3. Draft Agenda for February 23, 2016, Regular Business Meeting

Mr. Brazel reviewed the draft agenda for the February 23, 2016, Monroe City Council Regular Business Meeting, the extended agenda, and additions/edits thereto.

**ADJOURNMENT**

There being no further business, the motion was made by Councilmember Hanford and seconded by Councilmember Gamble to adjourn the meeting. On vote,  
Motion carried (5-0).

**MEETING ADJOURNED: 8:21 p.m.**

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Geoffrey Thomas, Mayor

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Elizabeth M. Smoot, MMC, City Clerk

*Minutes approved at the Regular Business Meeting of February 23, 2016.*



# MONROE CITY COUNCIL

## Agenda Bill No. 16-022

<b>SUBJECT:</b>	<i>Authorize Mayor to Sign Customer Service Contract with Snohomish County PUD No. 1 for Tjerne Place SE Extension Project</i>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
02/23/2016	Public Works – Design & Construction	Scott Peterson	Brad Feilberg	<b>Consent Agenda #2</b>

**Discussion:** 02/23/2016

**Attachments:** 1. Snohomish County PUD Customer Service Contract

**REQUESTED ACTION:** Authorize the Mayor to sign the Customer Service Contract with Snohomish County PUD No. 1, for the Tjerne Place SE Extension Project; and expressly authorize further minor revisions as deemed necessary or appropriate.

### DESCRIPTION/BACKGROUND

The Tjerne Place SE Extension Project is well underway. Part of the design includes installing street illumination along the north side of the roadway. This work element was not included in the scope of work outlined in the contract with Trimaxx Construction, Inc. (Contractor), as it was believed the lighting work would be performed under separate contract by Snohomish County PUD No. 1.

The construction schedule is at a point where the lighting needs to be planned and installed. Through favorable market conditions staff has authorized Trimaxx Construction, Inc. to install the underground conduit associated with the illumination system. The remaining work will need to be performed by PUD forces, as it is PUD's protocol to self-perform the pole install and wiring if they are to maintain this lighting system. Having PUD maintain lighting in the City is common and is preferred, when applicable.

### IMPACT – BUDGET

The Customer Service Contract (see attached) is estimated in the amount of \$28,800, to be billed on a time and material basis. Any remaining amount will be returned to the City, or conversely, additional costs would be invoiced later.

During project planning, it was estimated that the illumination system would cost approximately \$50,000. Today's estimate has the illumination component closer to \$45,000 (including Trimaxx Construction, Inc.'s portion) – approximately \$5,000 less than originally anticipated.

### TIME CONSTRAINTS

As soon as possible, in order to keep with the Tjerne Place SE Extension construction schedule and minimize the potential for delay claims.



Public Utility District No. 1 of Snohomish County
CUSTOMER SERVICE CONTRACT

1474 REV 10/2015

Describe work location and work to be performed:

Date: 2/23/16

Install nine (9) 1L902 fiberglass street light standards and small lighting peds as needed. PUD will run conductors and make connections. City to be responsible for all restoration work.

CUSTOMER AUTHORIZATION and COMMITMENT: I authorize Public Utility District No. 1 of Snohomish County (the "District") to perform the work described above and agree to pay the estimated amount within 15 days from the date of this contract and prior to the District scheduling any work to be performed.

Estimated Amount: \$ 28,800 Date Paid: Receipt #

BILLING INSTRUCTIONS

[X] Time and Materials (actual cost)

Special Billing Instructions for the Time and Materials option: When all job costs have been accumulated, refund or invoice the customer any differential between the actual and estimated costs.

CUSTOMER INFORMATION:

Charge to: Authorization
City of Monroe
Name: Authorization (P. O. Number):
806 W Main Street
Address: Authorized by:
Monroe, WA 98272 Geoffry Thomas, Mayor
City/State/Zip: Print Name & Title:
Scott Peterson 360-863-7400
Attention: Telephone Number:

DISTRICT APPROVALS:

Requested by: Dave Lindemuth Date:
Approved by: Date:

SERVICE ORDER: 100002718 OPERATION: 0030 CONTRACT NUMBER:

Distribution:
\* Original to General Accounting
\* Customer receives copy after District signature and approval



# MONROE CITY COUNCIL

## Agenda Bill No. 16-023

<b>SUBJECT:</b>	<b><i>Resolution No. 002/2016: Certifying Emergency Conditions and Authorizing the Emergency Procurement of Materials, Supplies, Equipment and Services</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
02/16/2016	Public Works – O&M Division	Jakeh Roberts	Brad Feilberg	<b>Consent Agenda #3</b>

**Discussion:** 2/9/2016

**Attachments:**  
1. Resolution No. 002/2016  
2. SERVPRO Estimate

**REQUESTED ACTION:** Move to approve Resolution No. 002/2016, declaring the existence of an emergency due to the extensive water damage in the Donnetta Walser Building hereby waiving formal bidding requirements.

### DESCRIPTION/BACKGROUND

On Monday, February 8, 2016, at approximately 5:45 a.m., a major water leak was discovered in the Donnetta Walser Building located at 769 Village Way (housing Public Works/Parks and Recreation employees).

In addition to saturating the carpet, the water has warped door frames and been absorbed approximately one foot up the dry wall in about thirty percent (30%) of the building.

Due to conditions that “will likely result in material loss or damage to property” SERVPRO was immediately contacted to assist with water removal and building restoration.

Due to the large area of water saturation there is a high potential for mold growth and further property damage necessitating immediate action without the necessary time for the standard bidding process.

Mayor Thomas declared an emergency on February 9, 2016, and in order to comply with applicable RCW and City policy, adoption of a resolution certifying the emergency is necessary.

### IMPACT – BUDGET

The City’s insurance deductible for this claim is \$5000.00.

### TIME CONSTRAINTS

The City Procurement Policies and Procedures Section 4.3.3.5 specifies that the City Council to should adopt a resolution certifying the emergency no later than February 22, 2016.

**CITY OF MONROE  
RESOLUTION NO. 002/2016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DECLARING THE EXISTENCE OF AN EMERGENCY DUE TO THE EXTENSIVE WATER DAMAGE IN THE DONNETTA WALSER BUILDING HEREBY WAIVING FORMAL BIDDING REQUIREMENTS

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WHEREAS, the City of Monroe Donnetta Walser Building located at 769 Village Way, housing Public Works and Parks and Recreation employees, has been flooded from a broken water heater; and

WHEREAS, the time necessary to comply with competitive bidding requirements will result in a material loss and damage to property; and

WHEREAS, the City recognizes the need for additional assistance and resources to repair the damage, prevent further damage, and restore essential functions; and

WHEREAS, the City of Monroe Procurement Policy and Procedures, Section 4.3.3.5, specifies that the Monroe City Council adopt a resolution certifying an emergency situation existed no later than two weeks following the award of a contract.

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

Designated departments are authorized under RCW 38.52.070(2) to enter into contracts and incur obligations necessary to combat this emergency. Each designated department is authorized to exercise powers vested in this proclamation in light of demands of this emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

Adopted:  
Effective:

CITY OF MONROE, WASHINGTON:

(SEAL)

\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth M. Smoot, MMC, City Clerk



## SERVPRO of Seattle Northwest

SERVPRO of Seattle Northwest - 10256  
 SERVPRO of Shoreline/Woodinville - 10027  
 7533 W. Bostian Rd. Woodinville, WA 98072  
 (425) 486-8383 Office (24/7) (425) 482-1757 Fax  
 Tax I.D.# 45-3355728  
 LYork@SERVPRO10027.com

Insured: City of Monroe-Public Works  
 Property: 769 Village Way  
 Monroe, WA 98272

Home: (360) 863-4502  
 E-mail: jroberts@monroewa.gov

Estimator: Charlie Brand

Business: (206) 909-1487

Reference:

Business: (425) 486-8383

Company: Servpro of Seattle Northwest 10027

Business: 7533 W. Bostian Rd.  
 Woodinville, WA 98072

**Claim Number:** N/A

**Policy Number:** N/A

**Type of Loss:** Water Damage

Date Contacted: 2/8/2016

Date of Loss: 2/8/2016

Date Inspected: 2/8/2016

Date Received: 2/8/2016

Date Entered: 2/8/2016

Price List: WAEV8X\_FEB16  
 Restoration/Service/Remodel  
 Estimate: 2016-02-09-1321WTR

**SERVPRO of Seattle NW and Woodinville/Shoreline has been asked to provide an Invoice for remediation at the above address. All work was performed per IICRC S-500 standards as well as other professional guidelines in our industry.**

**This was a category 1/2 class 2 loss due to water heater failure.**

**SERVPRO appreciates the opportunity to mitigate your water damage. If you have any questions or concerns please contact us during regular business hours at 425.486.8383**

**Thank you,**

**-Charlie R. Brand**

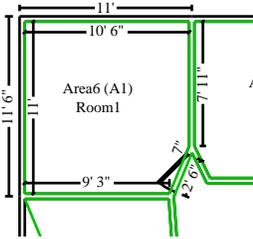


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2016-02-09-1321WTR

## Main Level



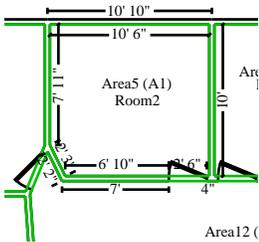
### Room1

Height: 8'

335.93 SF Walls  
 449.51 SF Walls & Ceiling  
 12.62 SY Flooring  
 41.99 LF Ceil. Perimeter

113.58 SF Ceiling  
 113.58 SF Floor  
 41.99 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	113.58 SF	0.00	0.46	4.65	56.90
Tear out trim	41.99 LF	0.42	0.00	1.57	19.21
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	113.58 SF	0.00	0.22	2.22	27.21
Totals: Room1				12.86	157.43



### Room2

Height: 8'

321.83 SF Walls  
 425.80 SF Walls & Ceiling  
 11.55 SY Flooring  
 40.23 LF Ceil. Perimeter

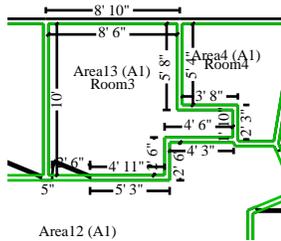
103.97 SF Ceiling  
 103.97 SF Floor  
 40.23 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	103.97 SF	0.00	0.46	4.26	52.09
Tear out trim	40.23 LF	0.42	0.00	1.50	18.40
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	103.97 SF	0.00	0.22	2.04	24.91
Totals: Room2				12.22	149.51



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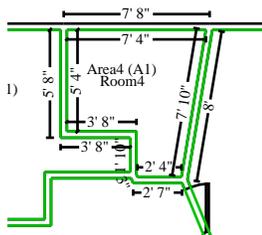
## Room3

**Height: 8'**

354.67 SF Walls  
 444.22 SF Walls & Ceiling  
 9.95 SY Flooring  
 44.33 LF Ceil. Perimeter

89.56 SF Ceiling  
 89.56 SF Floor  
 44.33 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	89.56 SF	0.00	0.46	3.67	44.87
Tear out trim	44.33 LF	0.42	0.00	1.66	20.28
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	89.56 SF	0.00	0.22	1.75	21.45
<b>Totals: Room3</b>				<b>11.50</b>	<b>140.71</b>



## Room4

**Height: 8'**

231.58 SF Walls  
 274.63 SF Walls & Ceiling  
 4.78 SY Flooring  
 28.95 LF Ceil. Perimeter

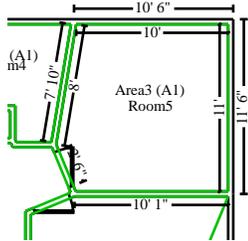
43.05 SF Ceiling  
 43.05 SF Floor  
 28.95 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	43.05 SF	0.00	0.46	1.76	21.56
Tear out trim	28.95 LF	0.42	0.00	1.08	13.24
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	43.05 SF	0.00	0.22	0.84	10.31
<b>Totals: Room4</b>				<b>8.10</b>	<b>99.22</b>



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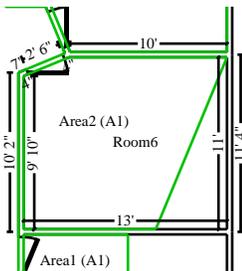
## Room5

**Height: 8'**

339.10 SF Walls  
 456.33 SF Walls & Ceiling  
 13.03 SY Flooring  
 42.39 LF Ceil. Perimeter

117.24 SF Ceiling  
 117.24 SF Floor  
 42.39 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	117.24 SF	0.00	0.46	4.80	58.73
Tear out trim	42.39 LF	0.42	0.00	1.58	19.38
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	117.24 SF	0.00	0.22	2.30	28.09
<b>Totals: Room5</b>				<b>13.10</b>	<b>160.31</b>



## Room6

**Height: 8'**

376.31 SF Walls  
 517.58 SF Walls & Ceiling  
 15.70 SY Flooring  
 47.04 LF Ceil. Perimeter

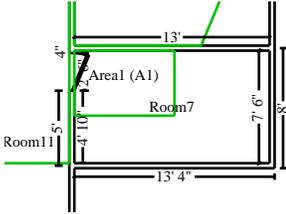
141.26 SF Ceiling  
 141.26 SF Floor  
 47.04 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	98.88 SF	0.00	0.46	4.05	49.53
Tear out trim	32.93 LF	0.42	0.00	1.23	15.06
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	98.88 SF	0.00	0.22	1.94	23.69
<b>Totals: Room6</b>				<b>11.64</b>	<b>142.39</b>



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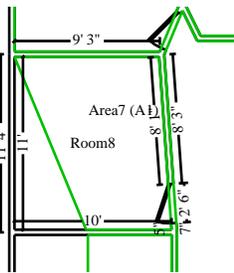


## Room7

**Height: 8'**

328.00 SF Walls	97.50 SF Ceiling
425.50 SF Walls & Ceiling	97.50 SF Floor
10.83 SY Flooring	41.00 LF Floor Perimeter
41.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	48.75 SF	0.00	0.46	2.00	24.43
Tear out trim	24.60 LF	0.42	0.00	0.92	11.25
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	58.50 SF	0.00	0.22	1.15	14.02
<b>Totals: Room7</b>				<b>8.49</b>	<b>103.81</b>



## Room8

**Height: 8'**

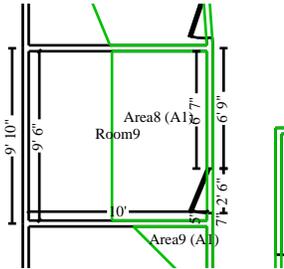
329.70 SF Walls	105.51 SF Ceiling
435.21 SF Walls & Ceiling	105.51 SF Floor
11.72 SY Flooring	41.21 LF Floor Perimeter
41.21 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	84.41 SF	0.00	0.46	3.46	42.29
Tear out trim	32.97 LF	0.42	0.00	1.23	15.08
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	84.41 SF	0.00	0.22	1.65	20.22
<b>Totals: Room8</b>				<b>10.76</b>	<b>131.70</b>



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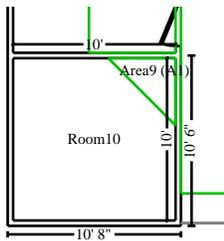


## Room9

**Height: 8'**

312.00 SF Walls	95.00 SF Ceiling
407.00 SF Walls & Ceiling	95.00 SF Floor
10.56 SY Flooring	39.00 LF Floor Perimeter
39.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	66.50 SF	0.00	0.46	2.72	33.31
Tear out trim	27.30 LF	0.42	0.00	1.02	12.49
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	66.50 SF	0.00	0.22	1.30	15.93
<b>Totals: Room9</b>				<b>9.46</b>	<b>115.84</b>



## Room10

**Height: 8'**

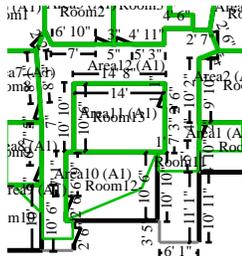
320.00 SF Walls	100.00 SF Ceiling
420.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	40.00 LF Floor Perimeter
40.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	30.00 SF	0.00	0.46	1.23	15.03
Tear out trim	12.00 LF	0.42	0.00	0.45	5.49
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	40.00 SF	0.00	0.22	0.78	9.58
<b>Totals: Room10</b>				<b>6.88</b>	<b>84.21</b>



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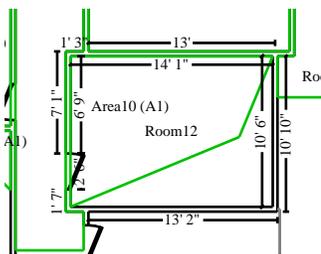
## Room11

**Height: 8'**

1,334.48 SF Walls	427.37 SF Ceiling
1,761.85 SF Walls & Ceiling	427.37 SF Floor
47.49 SY Flooring	166.81 LF Floor Perimeter
166.81 LF Ceil. Perimeter	

Missing Wall	4' 9" X 8'	Opens into Exterior
Missing Wall	6' 1 1/16" X 8'	Opens into Exterior
Missing Wall	3' 5 1/16" X 8'	Opens into Exterior
Missing Wall	1 15/16" X 8'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	341.89 SF	0.00	0.46	14.00	171.27
Tear out trim	133.45 LF	0.42	0.00	4.99	61.04
Water Extraction & Remediation Technician - per hour 2 men 1 hours	2.00 HR	0.00	49.69	8.84	108.22
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	363.26 SF	0.00	0.22	7.11	87.03
<b>Totals: Room11</b>				<b>34.94</b>	<b>427.56</b>



## Room12

**Height: 8'**

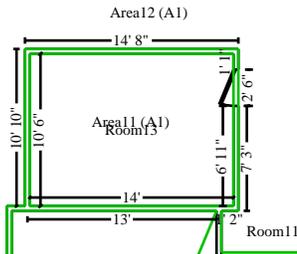
393.33 SF Walls	147.88 SF Ceiling
541.21 SF Walls & Ceiling	147.88 SF Floor
16.43 SY Flooring	49.17 LF Floor Perimeter
49.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	103.51 SF	0.00	0.46	4.24	51.85
Tear out trim	34.42 LF	0.42	0.00	1.29	15.75
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	118.30 SF	0.00	0.22	2.32	28.35
<b>Totals: Room12</b>				<b>12.27</b>	<b>150.06</b>



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## Room13

**Height: 8'**

391.50 SF Walls	146.56 SF Ceiling
538.06 SF Walls & Ceiling	146.56 SF Floor
16.28 SY Flooring	48.94 LF Floor Perimeter
48.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Water extraction from carpeted floor	146.56 SF	0.00	0.46	6.00	73.42
Tear out trim	48.94 LF	0.42	0.00	1.83	22.38
Water Extraction & Remediation Technician - per hour 2 men .5 hours	1.00 HR	0.00	49.69	4.42	54.11
<i>Time will be needed to drill holes in lower walls for efficient drying</i>					
Apply anti-microbial agent	146.56 SF	0.00	0.22	2.87	35.11
<b>Totals: Room13</b>				<b>15.12</b>	<b>185.02</b>
<b>Total: Main Level</b>				<b>167.34</b>	<b>2,047.77</b>

## Miscellaneous

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Emergency service call - after business hours	1.00 EA	0.00	208.68	18.57	227.25
Equipment setup, take down, and monitoring (hourly charge)	12.00 HR	0.00	49.69	53.07	649.35
<i>2 men per each day of equipment set up/monitoring/and pick up</i>					
Haul debris - per pickup truck load - including dump fees	1.00 EA	147.70	0.00	13.15	160.85
Add for personal protective equipment	4.00 EA	0.00	9.49	3.38	41.34
Cleaning & Remediation - Supervisory - per hr	2.00 HR	0.00	52.17	9.29	113.63
Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	74.45	13.25	162.15
Equipment decontamination charge - per piece of equipment	10.00 EA	0.00	32.91	29.29	358.39
<i>Air filtration devices, dehumidifiers, and extractor/hoses/floor tools</i>					
Add for HEPA filter (for negative air exhaust fan)	2.00 EA	0.00	189.95	33.81	413.71



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**CONTINUED - Miscellaneous**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Dehumidifier (per 24 hour period) - Large - No monitoring 6 for 7 days	42.00 EA	0.00	71.34	266.67	3,262.95
Air mover (per 24 hour period) - No monitoring 42 for 7 days	294.00 EA	0.00	26.19	685.29	8,385.15
Power distribution box (per week)	1.00 WK	0.00	225.00	20.03	245.03
Content Manipulation charge - per hour 2 men 3 hours	6.00 HR	0.00	37.90	20.24	247.64
Totals: Miscellaneous				1,166.04	14,267.44
<b>Line Item Totals: 2016-02-09-1321WTR</b>				<b>1,333.38</b>	<b>16,315.21</b>

**Grand Total Areas:**

5,368.43 SF Walls	1,728.48 SF Ceiling	7,096.91 SF Walls and Ceiling
1,728.48 SF Floor	192.05 SY Flooring	671.05 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	671.05 LF Ceil. Perimeter
1,728.48 Floor Area	1,870.78 Total Area	5,368.43 Interior Wall Area
1,593.24 Exterior Wall Area	189.85 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



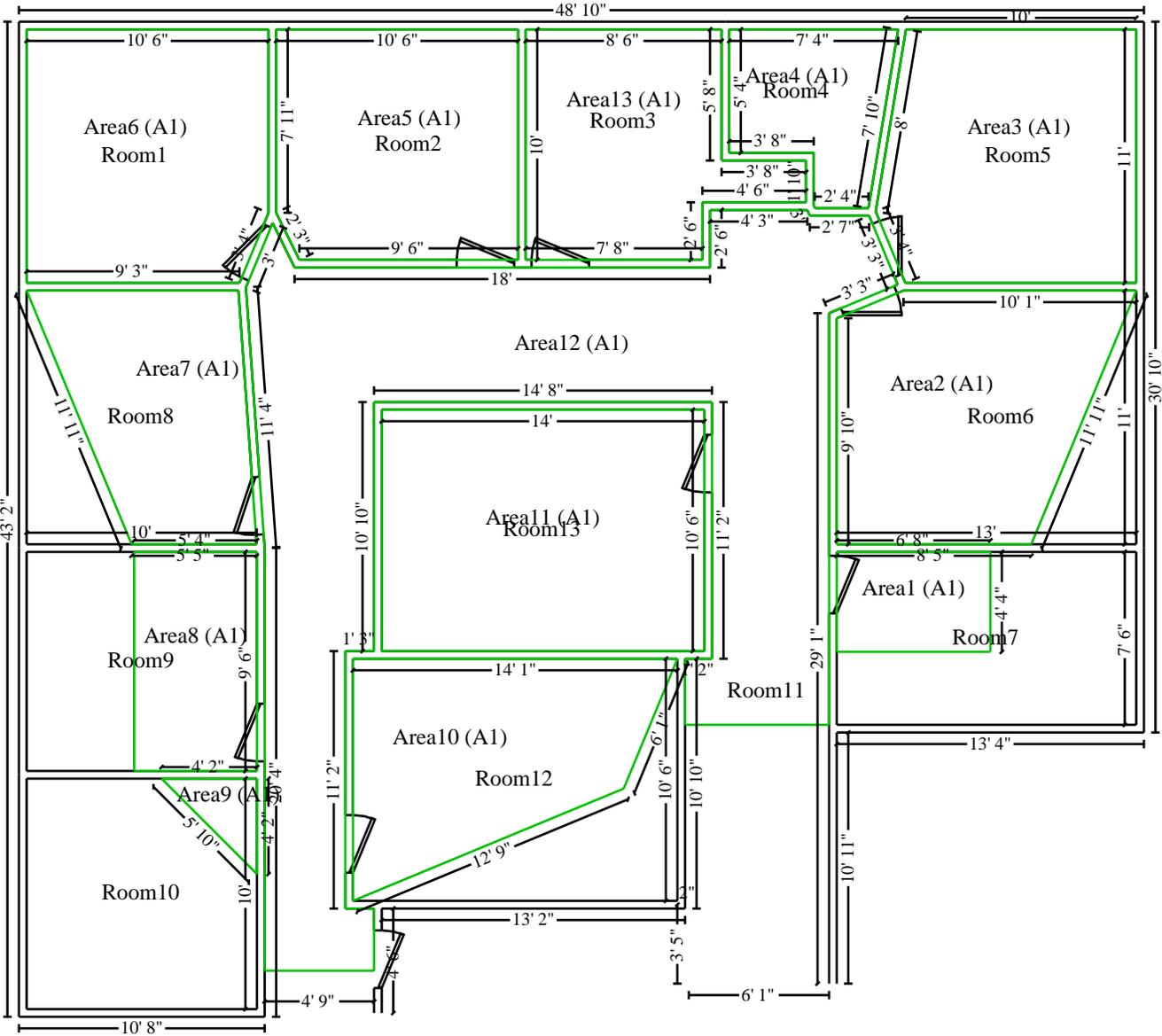
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### Summary for Dwelling

Line Item Total	14,981.83
Sales Tax	1,333.38
<b>Replacement Cost Value</b>	<b>\$16,315.21</b>
<b>Net Claim</b>	<b>\$16,315.21</b>

Charlie Brand



Main Level



# MONROE CITY COUNCIL

## Agenda Bill No. 16-024

<b>SUBJECT:</b>	<i>Resolution No. 003/2016: Declaring an Emergency Relating to the Disposal of Biosolids and Waiving the Formal Request for Proposal Requirements</i>
-----------------	---

<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
02/23/2016	Public Works – WWTP	John Lande	Brad Feilberg	<b>Consent Agenda #4</b>

**Discussion:** 10/20/2015; 02/23/2016

**Attachments:** 1. Resolution No. 003/2016

**REQUESTED ACTION:** Move to approve Resolution No. 003/2016, declaring the existence of an emergency relating to the disposal of biosolids and waiving the formal request for proposal requirements the City of Monroe procurement policy.

### DESCRIPTION/BACKGROUND

The City entered into a contract with Cascade Materials & Aggregate, LLC on January 23, 2013, for biosolids management services. The biosolids are collected in Monroe and the applied to agricultural land that is permitted to receive biosolids. The current contract requires 90-day notice when they are no longer able to dispose of our biosolids. However, we were recently informed that Cascade Materials & Aggregate, LLC, no longer has a permit to dispose of our biosolids.

In order to comply with the City of Monroe Purchasing Policy a formal request for proposal process needed to be completed to obtain biosolid management services from another vendor. This process was expected to take approximately 90 days.

As the City generates approximately eight wet tons of biosolids per day and does not have adequate storage for 90 days of generated biosolids the City Council declared an emergency to allow the City to contract with a biosolids management services provider immediately while going through the request for proposals process to select a long term service provider.

The City advertised for a biosolids management company and received one responsive proposal. The City has been working with this company in an effort to negotiate an agreement. The City and the company have not been able to reach an agreement based on issues with insurance and liability language in the contract.

Following that declaration on October 20, 2015, the City contracted with Tenelco to perform the permitted biosolids management activity; who has performed adequately up to this point and the City will request they perform this service until a new company can be hired through a second request of proposals process which could last up to 120 days.

### IMPACT – BUDGET

None. Biosolids management is adequately budgeted for 2016.

**TIME CONSTRAINTS**

As soon as possible. The Resolution No. 021/2015(SUB) 120 day interim period expires February 20, 2016.

**CITY OF MONROE  
RESOLUTION NO. 003/2016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DECLARING THE EXISTENCE OF AN EMERGENCY RELATING TO THE DISPOSAL OF BIOSOLIDS AND WAIVING THE FORMAL REQUEST FOR PROPOSAL REQUIREMENTS THE CITY OF MONROE PROCUREMENT POLICY

---

WHEREAS, the City of Monroe entered into a contract with Cascade Materials & Aggregate, LLC, on January 23, 2013, for biosolids management services including the requirement of ninety days' notice prior to terminating service to the City; and

WHEREAS, Cascade Materials & Aggregate, LLC, no longer has access to a permitted Beneficial Use Facility for the disposal of biosolids; and

WHEREAS, Cascade Materials & Aggregate, LLC, could not provide a ninety day termination notice; and

WHEREAS, the Monroe City Council declared an emergency on October 20, 2015 to allow the City to contract for interim biosolids management services during the competitive procurement process; and

WHEREAS, following a complete procurement process the City of Monroe has not been able to reach an agreement on insurance and liability issues with the only responsive contractor; and

WHEREAS, the City of Monroe is repeating the competitive procurement process to obtain the services of another biosolids management company which will take approximately ninety days; and

WHEREAS, the City of Monroe does not have adequate storage for ninety days of generated biosolids.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. The recitals set forth above are incorporated herein in full by this reference.

Section 2. Unforeseen circumstances beyond the control of the City of Monroe exist which presented a real and imminent threat to the proper performance of essential function and was likely to result in a material loss or damage to property if immediate action was not taken; therefore, an emergency is hereby formally declared for the above

stated reasons which will allow City of Monroe staff to take immediate actions to procure the necessary biosolids management services without further delay.

Section 3. In order to address and resolve the emergency situation, City of Monroe staff is hereby authorized to obtain and award all necessary contracts on behalf of the City of Monroe to provide for the proper interim handling of biosolids from the City of Monroe Waste Water Treatment Plant, during the pendency of the current competitive procurement process, but in no event for a period longer than 120 days.

Section 4. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Adopted: February 23, 2016  
Effective: February 23, 2016

CITY OF MONROE, WASHINGTON:

(SEAL)

\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth M. Smoot, MMC, City Clerk



# MONROE CITY COUNCIL

## Agenda Bill No. 16-025

<b>SUBJECT:</b>	<i>Discussion: Municipal Campus Planning</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/23/2016	Public Works Administration Finance	Brad Feilberg Gene Brazel Dianne Nelson	Brad Feilberg	<b>New Business #1</b>

**Discussion:** 02/23/2016

- Attachments:**
1. City of Monroe Campus Master Plan (2008)
  2. Bothell City Hall Fact Sheet/Costs and Financing Plan
  3. Types of Public-Private Partnerships

**REQUESTED ACTION:** Council Discussion.

**DESCRIPTION/BACKGROUND:**

The City, over the past twenty-six years, has studied and evaluated the needs of the municipal campus to prepare for the continued growth of the community and city services. The existing City Hall building was constructed in 1977 with the exception of the maintenance building that was constructed in the early 1970's. During the 1990 Campus Space Study, the building was found to have inefficiencies including incomplete roofs, ADA and circulation issues and unsafe exit doors. The parking areas were also found to be inefficient. This plan recommended repair and expansion of City Hall including the the Police and Utilities Department areas.

The 1999 Municipal Campus Study found the City Hall, Police and Public Works spaces to be inadequate and failed to meet existing or future needs. It described the City Hall HVAC system to be wholly inadequate which was causing health issues due to poor air circulation. In addition, as result of the numerous building remodels, the toilet exhaust fans and sewer vents weren't extended discharging sewer gases into the attic space violating the Washington State Indoor Air Quality Code (this violation was resolved following the study). The study went on to talk about the poor roof conditions, electrical system being at capacity and numerous areas of rot and water leaks. The Police Department was built in 1991 and including 1,000 square feet for Public Works. The study talked about the building's HVAC system being at max capacity and wouldn't support an expansion of the building. However, a building expansion was recommended along with a new building to house Public Works. The estimated cost for the Police Department expansion was \$485,408 and the New Public Works building, \$2,993,602.

The 2008 Municipal Campus Planning Study determined that a consolidated facility at a central campus would best accommodate all the City's operations. It stated that previous studies had found operational deficiencies with the existing multiple-building campus, including a lack of physical space. A consolidated municipal facility could create operational efficiencies among the departments and common facilities could be more easily shared. Finally stating that consolidation could foster better communication between departments and ultimately improve service delivery to the public. This study detailed a five phase approach with two optional additional phases. Phase four includes the construction of a new municipal building to house Police and City operations. The City started implementing this plan around 2009 and is currently mid-way through phase two.

Currently the City Hall building has exceeded its life expectancy and reached maximum occupancy along with the Police Department and Public Works/Parks. The 2008 Municipal Campus Plan needs to be revisited to ensure safe and healthy working conditions for the employees. This revisit will include a review of the existing 2008 plan, evaluation of major renovation of existing structures, evaluating construction of a new municipal services building on existing and adjacent properties.

<b>Space summary</b>	<b>Current (sq ft)</b>	<b>Projected Need (sq ft)</b>
Office and support space	28,224	50,000
Shops and Storage	25,141	36,141

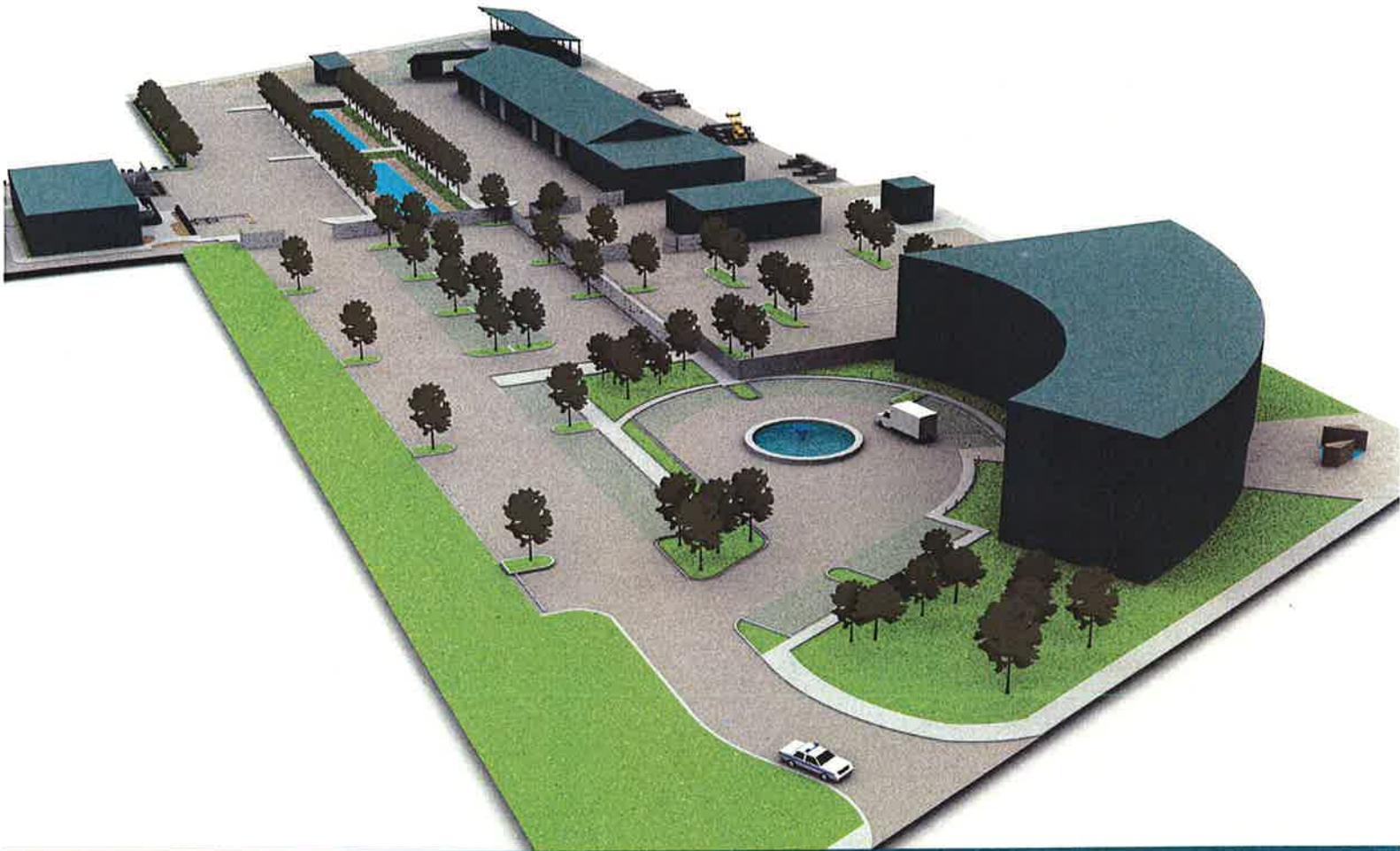
**IMPACT – BUDGET**

To be determined.

**TIME CONSTRAINTS**

City buildings are currently at maximum occupancy for office space.

# City of Monroe Campus Master Plan



Final Report  
June 30, 2008

**rolluda architects**  
architecture planning interior design

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Appendix 4: Departmental Survey Responses 37

## introduction

The Municipal Campus Planning Study was undertaken in March of 2008 by Rolluda Architects on behalf of the City of Monroe. The purpose of the study was to examine the possible future consolidation of all City operations at the downtown municipal campus into a single facility. The goal is to create a "one stop shop" at City Hall. Currently the City of Monroe operates out of several overcrowded buildings, portables, and pre-engineered buildings that have reached the end of their useful lives. Previous studies have indicated that the City Hall and the Police Department Buildings cannot accommodate the projected future growth of City departments. The existing facilities are not adequate for the functions they serve and could have a negative impact on the quality of service that the city offers to the public.

To minimize disruptions to City operations and to mitigate financial impacts on the City, the consultant team divided each development scenario into discrete construction phases. Using this phased approach, each City department is able to function undisturbed until its portion of the new facility is built, and most departments only need to move once. In addition, a phased approach would minimize the impact on the operation of the campus by reducing the number of concurrent construction projects. This approach also allows the City to schedule project phases as funding becomes available.

The architectural consultant team's primary contact for this project was Gene Brazel, Public Works Director, with review and input provided by other departments coordinated through Gene Brazel.

All City departments participated in a Departmental Survey regarding their specific spatial needs and operations. The survey was conducted in March of 2008. Information from the survey is included in this report.

## executive summary

The City of Monroe has determined that a consolidated facility at a central campus would best accommodate all the City's operations. Previous studies have found operational deficiencies with the existing multiple-building campus, including a lack of physical space. A consolidated municipal facility could create operational efficiencies among the departments and common facilities could be more easily shared. Consolidation could foster better communication between departments and ultimately improve service delivery to the public.

### *Program Verification Study*

The City asked the design team to study how best to consolidate City departments into a single facility at the downtown municipal campus. As part of the Municipal Campus Planning Study, Rolluda Architects conducted a program verification study. To begin the Study, the team examined the City's existing space, and current and future spatial and operational needs. Each of the following departments participated in a survey to provide input as a part of the Study:

Administration and Council Chambers	Planning
Public Works	Engineering
Finance	Parks
Police	I.T.

The survey responses are attached as Appendix 4. Based on the surveys, the design team determined the square footage and operational needs for a future consolidated City Municipal Facility. The program verification survey was not meant to be an in depth exhaustive survey but merely an overview of the current and projected needs. The design team also explored approaches to construction which would minimize disruptions to department operations.

### *27,745 Square Feet Existing*

The square footage of existing office facilities on campus is roughly 27,745 square feet, broken down as follows:

City Hall	9,500 sf
Police Building	9,500 sf
Portable A	2,000 sf
Portable B	2,000 sf
Village Way Building	4,745 sf

### *44,592 Square Feet Needed*

The design team combined information provided by each City department with projected growth and required support spaces, to determine a total of 44,592 enclosed square feet is needed. A copy of the Square Footage Tabulation Chart is included as Appendix 2 of this report.

### *Available Buildable Space*

The ideal location for the new consolidated municipal building is at the northwest corner of the municipal campus adjacent to the existing City Hall Building (Building 806). This location provides good visibility as well as easy public access. Siting the building in this location would also offer the least disruption to city operations during construction. For the purposes of this study, the assumption was made that it is possible to tear down a portion of the existing building in order to create the maximum size footprint for the new consolidated municipal facility.





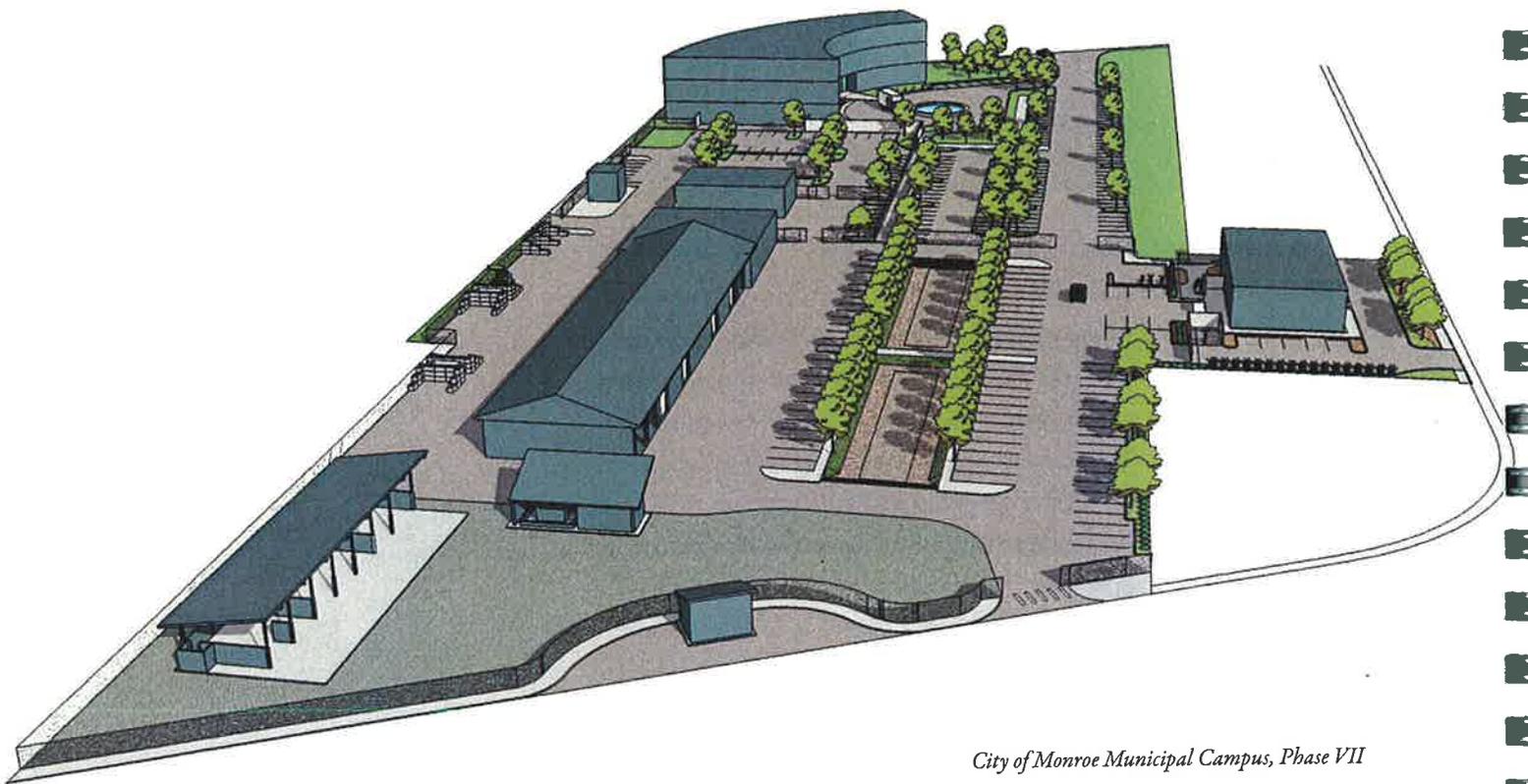
### *Code Restrictions*

The current zoning for the municipal campus is “PS” – Public Service and Parks. This zoning classification allows a maximum building height of 35 feet. Under the current zoning classification, a Conditional Use Permit (CUP) would be required to exceed this limit.

The total projected square footage of the consolidated municipal facility is approximately 45,000 square feet. The maximum building footprint available at the preferred location is approximately 15,000 square feet. Industry standards for the floor to floor height of a facility of this type are between 13 and 14 feet. In order to accommodate the required space, the consolidated municipal facility would need to be at least three (3) stories in height, and would exceed the 35 foot limit. A CUP would be therefore be required.

### *Minimizing Disruptions to City Departments*

One of the goals of the consolidation effort was to minimize disruptions to City operations. Most City departments would remain at their present locations until the consolidated facility is complete. After extensive planning, no development scenarios were discovered that did not involve a temporary move by some departments. However, temporary moves were kept to a minimum and should not have a negative impact on city operations or service delivery.



*City of Monroe Municipal Campus, Phase VII*

## phasing plans

The following phasing diagrams examine the full build-out of the downtown municipal campus on a phase-by-phase basis. This phased approach was selected to reduce disruptions to City operations, minimize multiple moves of City departments and to allow time to identify funding sources in support of new construction.



West Main Street



	Existing Buildings
	New Construction
	Demolition
	Relocation

# phase I

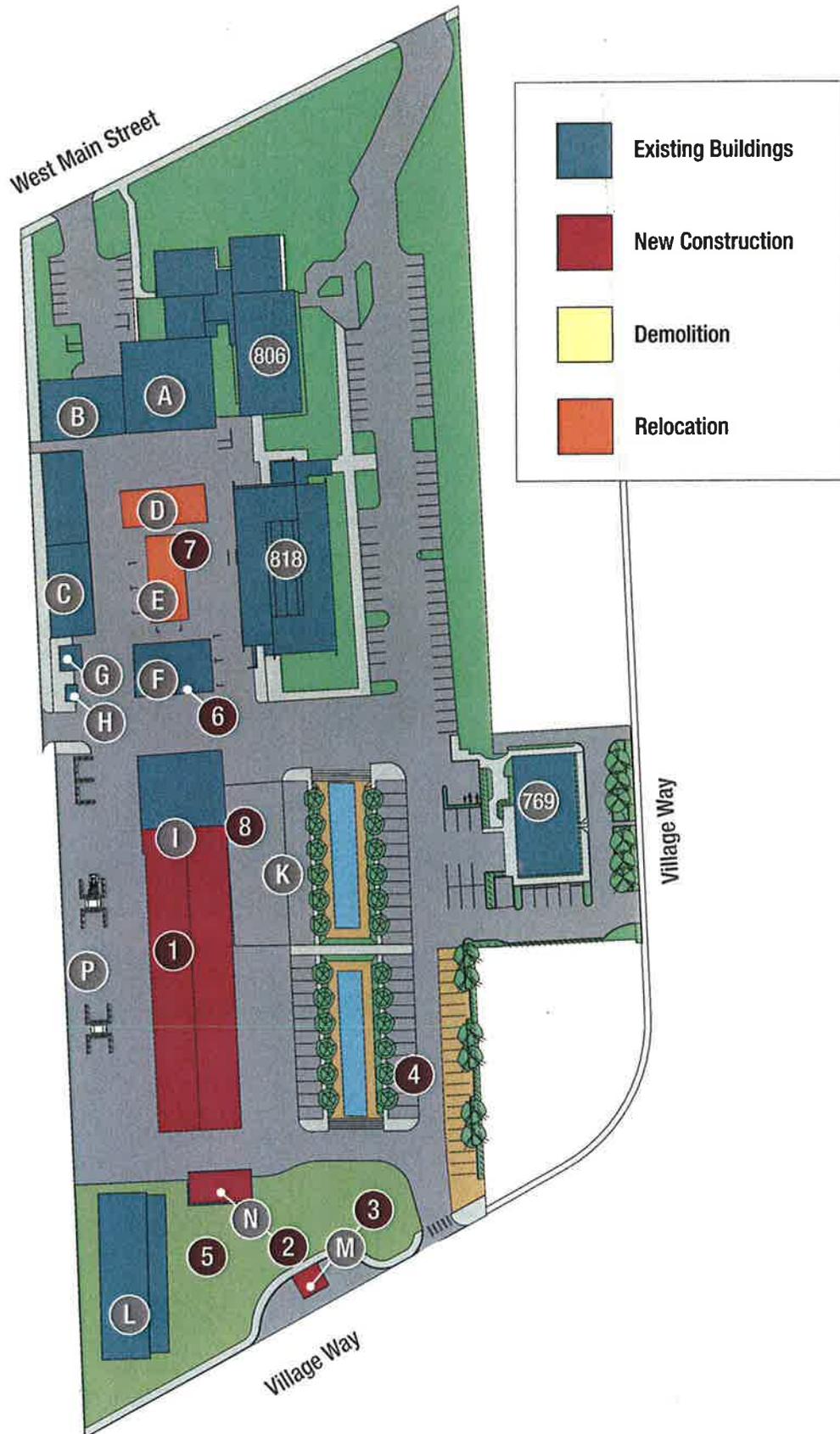
During Phase I of the City Campus Development, the new Decant Facility will be constructed, and the existing Decant Facility will be demolished. The new Public Works Building on Village Way will be remodeled. Public Works will move from Portables D and E to a the remodeled facility (Building 769) on Village Way.

## Work Summary

- 1 New Decant Facility
- 2 Relocate Public Works to Newly Renovated Building 769

## Building Key

- |   |  |
|---|--|
| 769 Renovated Public Works & Parks Building | F Parks Equipment                            |
| 806 City Hall                               | G Generator                                  |
| 818 Police Department                       | H Fuel Shed                                  |
| A Public Works Shop                         | I Police Evidence Storage and Parks Building |
| B Storage                                   | J Existing Decant Facility                   |
| C Storage                                   | K Police Impound Yard                        |
| D Parks Portable                            | L New Decant Facility                        |
| E Public Works Portable                     |  |



# phase II

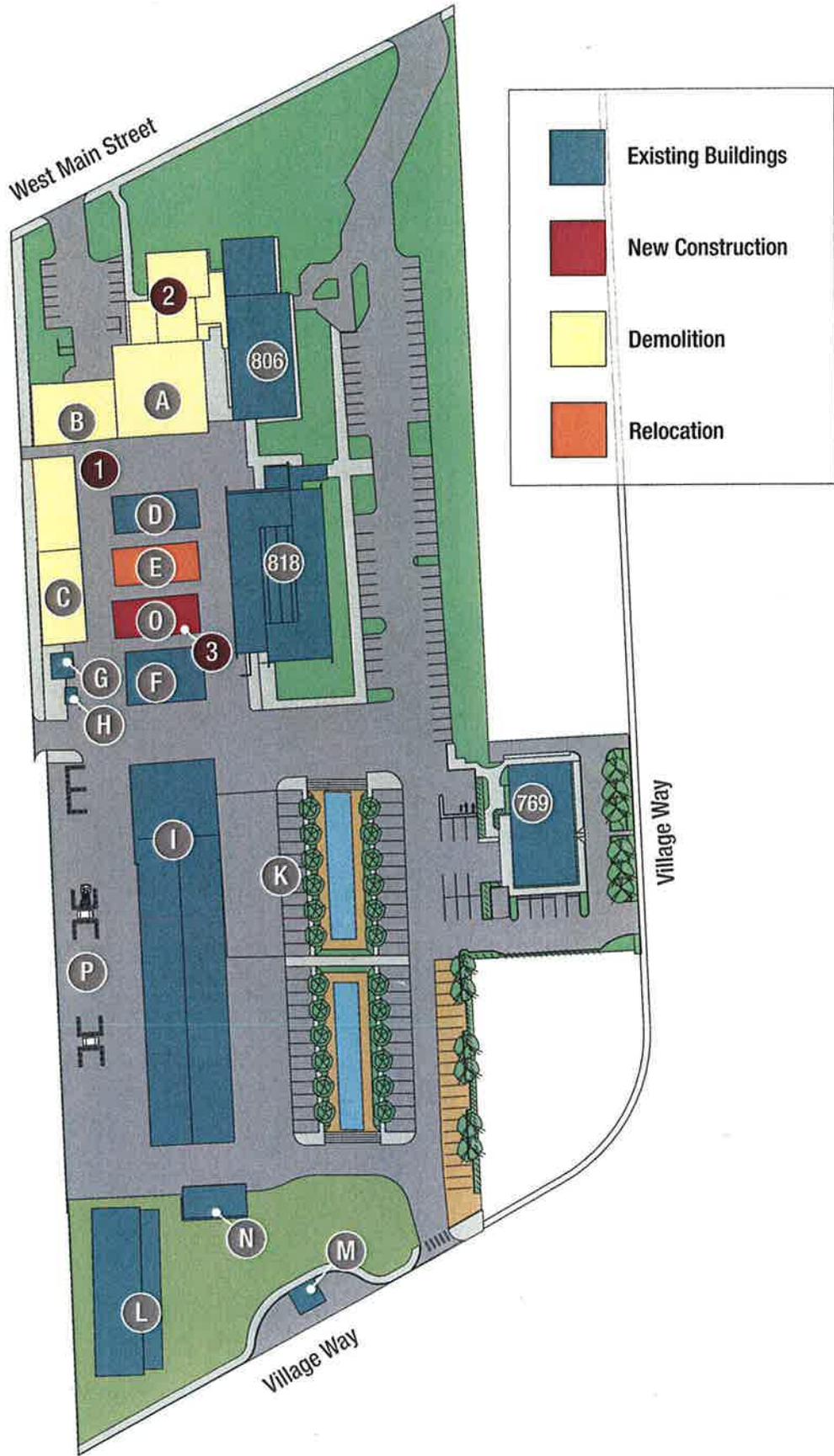
In Phase II, a new Public Works and Parks Shop and Storage Building at the south end of the campus will be constructed, in addition to a new Fuel Shed and a Water Purchase Station. The south entrance to the campus will be reconfigured. A bio-swale for storm-water detention for run-off from impervious surfaces will be added. The Engineering Department will move from the 806 Building to Portables D and E. The Police Evidence Room will move from Building I to Building F.

## Work Summary

- 1 New Public Works and Parks Shop
- 2 New Fuel Shed
- 3 New Water Purchase Station
- 4 New Drive, Parking & Bio-Swale Water Detention
- 5 New Grass-Crete Surface in South Campus
- 6 Relocate Police Evidence Room
- 7 Relocate Engineering to Portables D and E.
- 8 Temporary Police Impound Lot

## Building Key

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 769 Public Works and Parks Building | G Generator                       |
| 806 City Hall                       | H Fuel Shed                       |
| 818 Police Department               | I New Public Works and Parks Shop |
| A Public Works Shop                 | K Temporary Police Impound Yard   |
| B Storage                           | L Decant Facility                 |
| C Storage                           | M New Water Purchase Station      |
| D Engineering Portable              | N New Fuel Shed                   |
| E Engineering Portable              | P Materials Bins                  |
| F Police Evidence Storage           |                                   |



# phase III

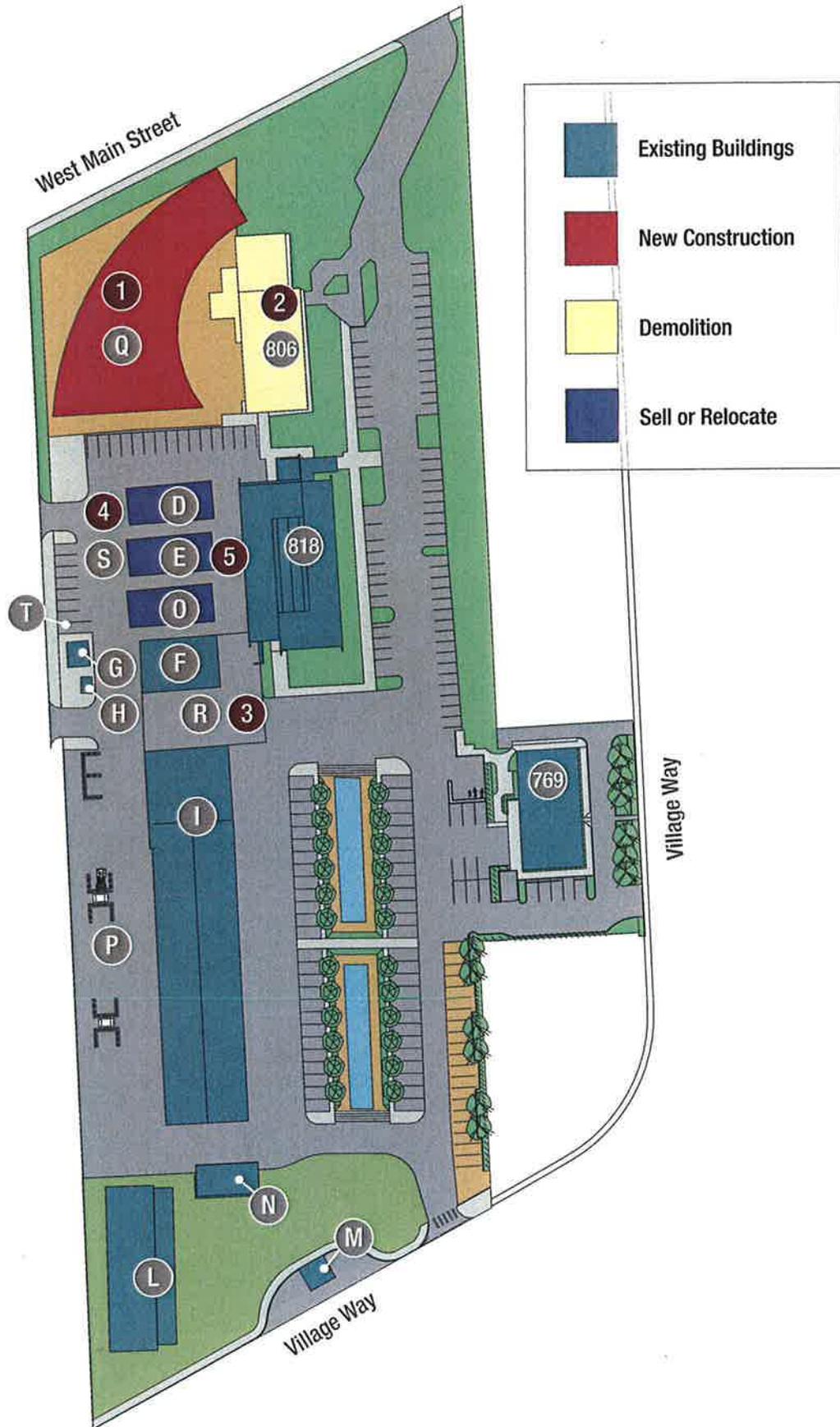
In Phase III, shop and storage Buildings A, B and C will be demolished. Portable Building E will be rotated to make room for new Portable Building O. Planning and Community Development, occupying the west portion of Building 806, will move into new Portable Building O. Building 806 will be partially demolished to make way for police department fleet parking and construction of a new consolidated municipal facility.

## Work Summary

- 1 Demolish Shop and Storage Buildings A, B and C
- 2 Partially Demolish Shop and City Hall 806 Building
- 3 Portable E is rotated. Planning and Community Development moves to new Portable O

## Building Key

- |     |                                 |   |   |
|-----|---------------------------------|---|---|
| 769 | Public Works and Parks Building | G | Generator                                       |
| 806 | City Hall                       | H | Fuel Shed                                       |
| 818 | Police Department               | I | Public Works and Parks Shop                     |
| A   | Public Works Shop               | K | Police Impound Yard                             |
| B   | Storage                         | L | Decant Facility                                 |
| C   | Storage                         | M | Water Purchase Station                          |
| D   | Engineering Portable            | N | Fuel Shed                                       |
| E   | Engineering Portable            | O | New Planning and Community Development Portable |
| F   | Police Evidence Storage         | P | Materials Bins                                  |



# phase IV

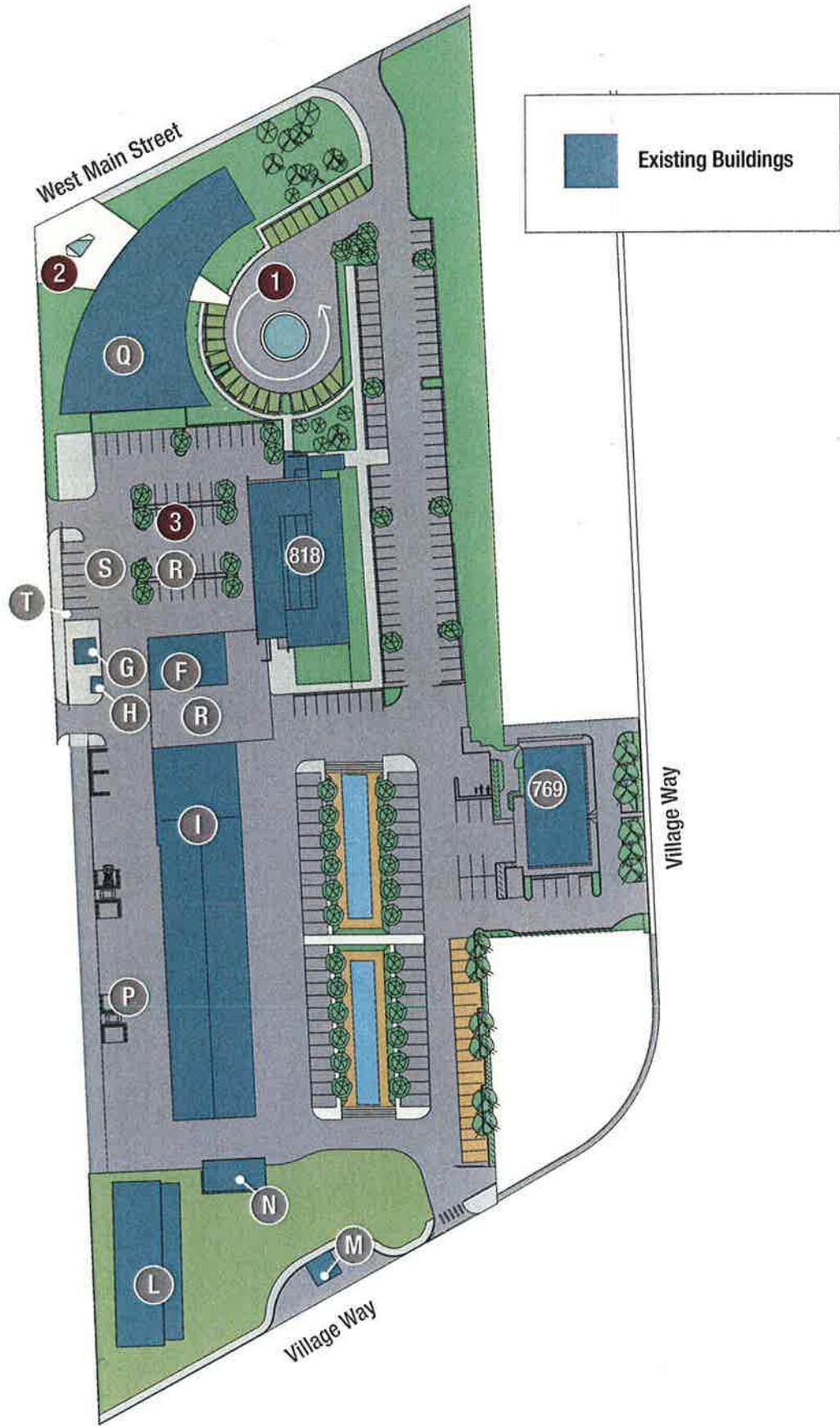
In Phase IV, the remainder of Building 806 will be demolished. The new consolidated municipal facility will be built, with a new dedicated ingress/egress drive on the west side of campus for Police Department operations. City Departments from the 806, 818 and 769 Buildings and all portables will move into the new consolidated facility during this phase.

## Work Summary

- 1 New Municipal Building. All Departments from 769, 806 and 818 Buildings Move to New Building.
- 2 Demolish Remainder of City Hall 806 Building
- 3 New Police Impound Yard
- 4 New Drive and Fleet Parking for Police Department
- 5 Sell or Relocate Vacated Portables.

## Building Key

- |                                     |   |
|-------------------------------------|---|
| 769 Public Works and Parks Building | L Decant Facility                             |
| 806 City Hall                       | M Water Purchase Station                      |
| 818 Police Department               | N Fuel Shed                                   |
| D Engineering Portable              | O Planning and Community Development Portable |
| E Engineering Portable              | P Materials Bins                              |
| F Police Evidence Storage           | Q New Municipal Building                      |
| G Generator                         | R New Police Impound Yard                     |
| H Fuel Shed                         | S New Police Fleet Parking                    |
| I Public Works and Parks Shop       | T New EOC Bus Parking                         |



# phase V

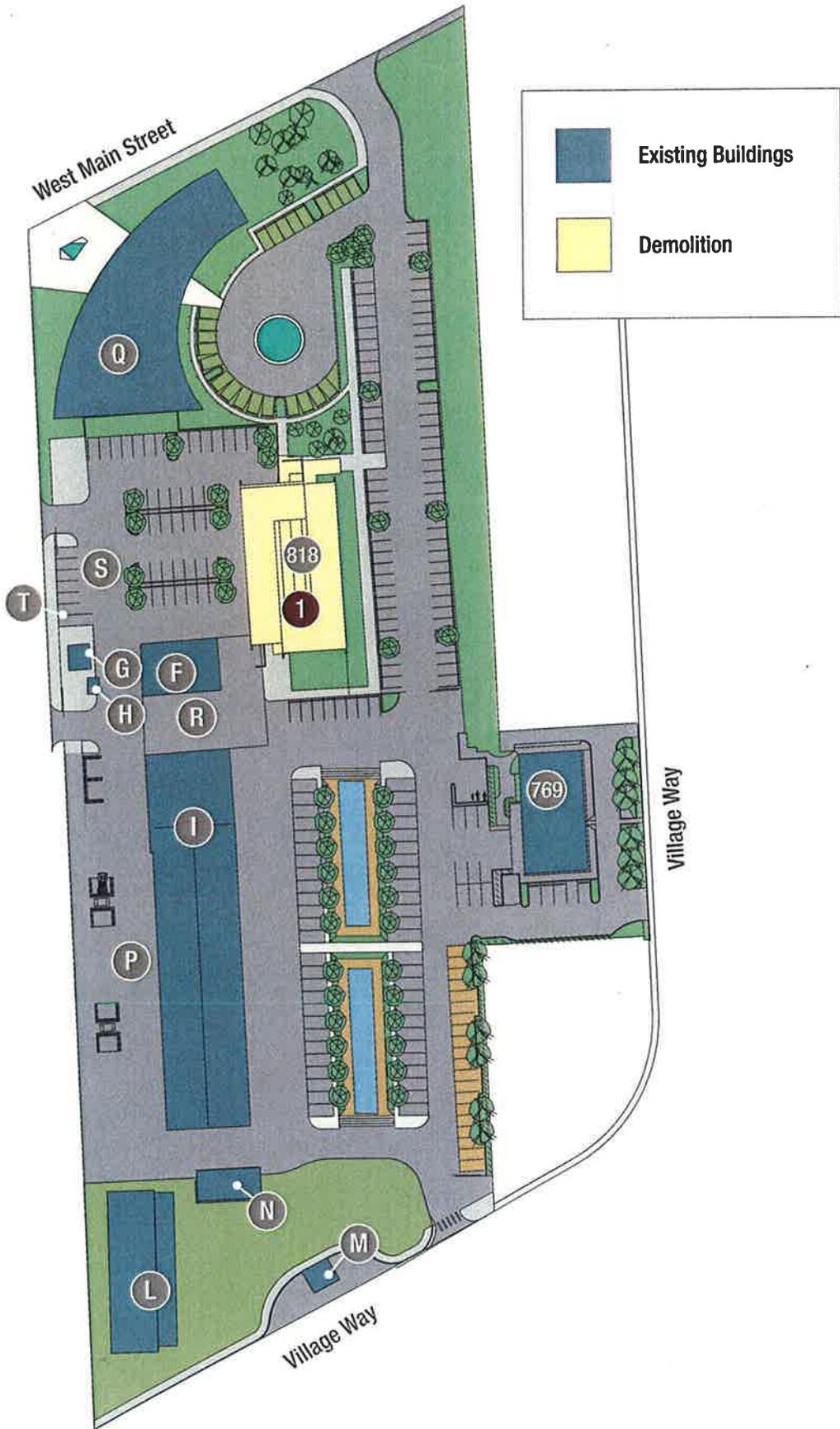
A new entry drive from West Main Street, and a public plaza fronting Main Street will be constructed in Phase 5. A reconfigured public and employee parking area will be added to the east of the new consolidated municipal facility. New uses will be found for the 769 and 818 buildings.

## Work Summary

- 1 New Drive and Parking with Required Truck Turning Radius
- 2 New Public Plaza
- 3 New Police Fleet Parking

## Building Key

- |  |                          |
|--|--------------------------|
| 769 (Former) Public Works Parks Building | M Water Purchase Station |
| 818 (Former) Police Department           | N Fuel Shed              |
| F Police Evidence Storage                | P Materials Bins         |
| G Generator                              | Q Municipal Building     |
| H Fuel Shed                              | R Police Impound Yard    |
| I Public Works and Parks Shop            | S Police Fleet Parking   |
| L Decant Facility                        | T EOC Bus Parking        |



# phase VI (optional)

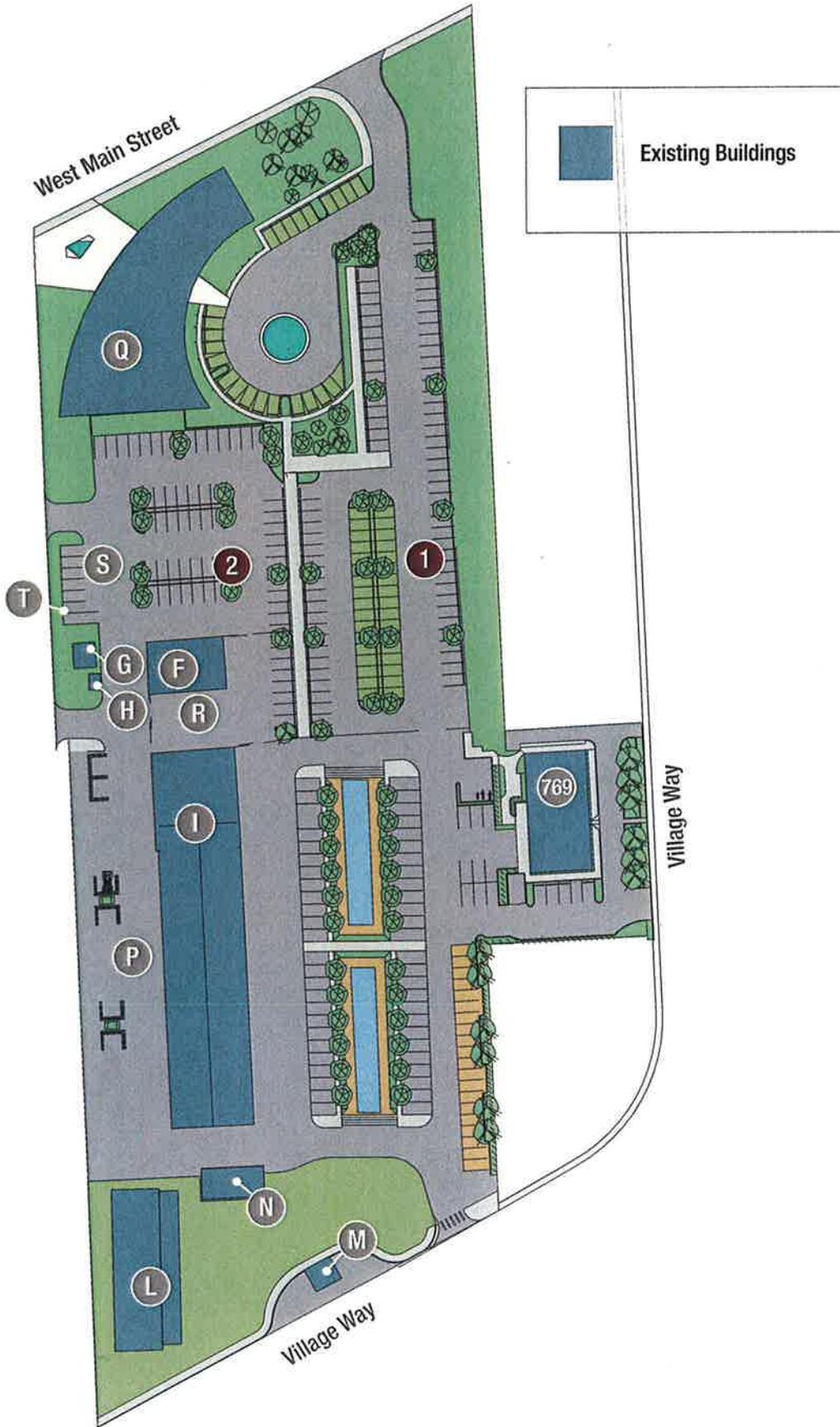
An optional phase could be included in the campus development plan if the City finds it desirable to demolish the existing Building 818 (Police Department Building). This would make it possible to provide additional public parking and more secure employee parking.

## Work Summary

- 1 Demolish Building 818

## Building Key

- |  |                          |
|--|--------------------------|
| 769 (Former) Public Works & Parks Building | M Water Purchase Station |
| 818 (Former) Police Department             | N Fuel Shed              |
| F Police Evidence Storage                  | P Materials Bins         |
| G Generator                                | Q Municipal Building     |
| H Fuel Shed                                | R Police Impound Yard    |
| I Public Works and Parks Shop              | S Police Fleet Parking   |
| L Decant Facility                          | T EOC Bus Parking        |



# phase VII (optional)

Reconfigured employee and public parking completes the full build-out of the downtown municipal campus.

## Work Summary

- 1 Additional Public and Employee Parking
- 2 Additional Fleet Parking

## Building Key

- |  |                        |
|--|------------------------|
| 769 (Former) Public Works & Parks Building | N Fuel Shed            |
| F Police Evidence Storage                  | P Materials Bins       |
| G Generator                                | Q Municipal Building   |
| H Fuel Shed                                | R Police Impound Yard  |
| I Public Works and Parks Shop              | S Police Fleet Parking |
| L Decant Facility                          | T EOC Bus Parking      |
| M Water Purchase Station                   |                        |

# stacking diagram

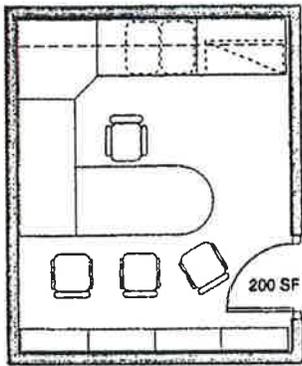
Based on the preliminary information gathered from the departmental surveys, this stacking diagram indicates a preliminary layout of the consolidated municipal facility. Final determination of departmental locations would be further defined with additional departmental input.



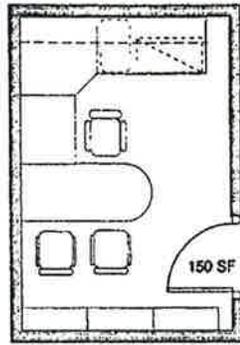
# appendix 1

## Workstation Standards

The fine print: These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



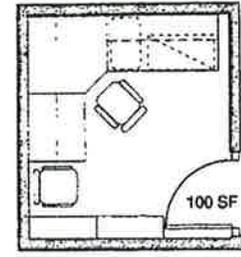
PO-1



PO-2

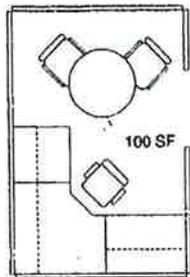


PO-3

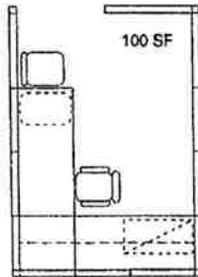


PO-4

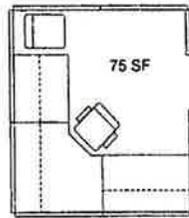
**Private Offices**



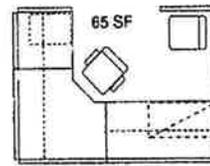
SP-1



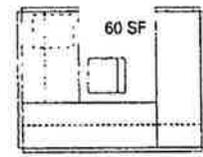
SP-1a



SP-2

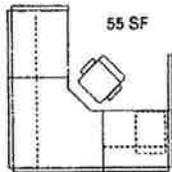


SP-3

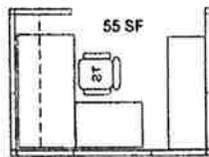


SP-4

**Semi-Private Workstations**

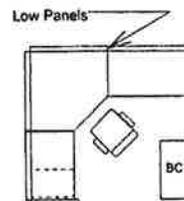


SP-5

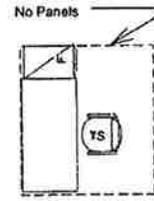


SP-5a

Standard Desk & Credenza  
w/ System panels



OW-1



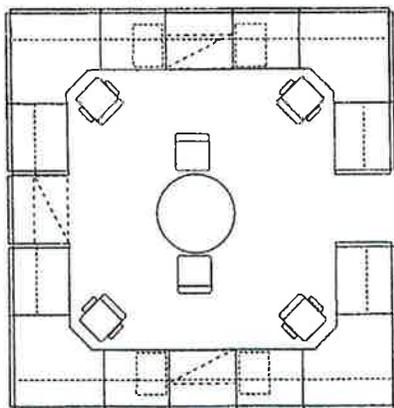
OW-2

Standard furniture,  
no panels

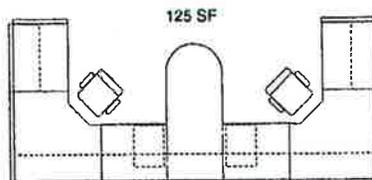


OW-3

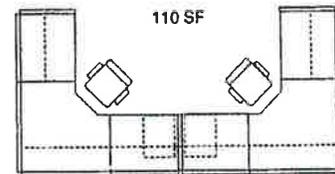
**Open Workstations**



300 SF



SW-1



SW-2

**Typical Shared or "Team" Spaces - Semi-Private**

**CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES**

**ROLLUDA ARCHITECTS**

architecture · planning · interior design

# appendix 2

## Square Footage Tabulation Chart

## Square Footage Tabulation Chart

A survey was developed by the architectural team and reviewed by city staff. This survey was then sent out to all City Departments in March, 2008. All city departments responded with a completed survey. Copies of these surveys are included in this appendix. In cases where square footage of existing space was not known, it was calculated based on the number and types of offices indicated on the survey in addition to any ancillary or support spaces. From this number, a growth factor and a circulation factor was added to the base square footage to develop a total square footage for each department.

Department	Base SQFT	Sq Ft w/ Growth and Circ. Factors	Private Support Area	Sq Ft	Total
<b>Admin</b>	720	1215	Storage Area		<b>3910</b>
			Conference Room	120	
			Mail / Work Room	175	
			Supply Room	100	
			Council Chambers	2000	
			Ante-Chamber	300	
			Sub Total	2695	
<b>Parks</b>	1265	2135	Storage Areas	200	<b>2810</b>
			Mail / Work Room	175	
			File Room	100	
			Supply Room	100	
			Equipment Room	100	
			Sub Total	675	
<b>Public Works</b>	4200	4200			<b>4200</b>
			Sub Total	0	
<b>Police</b>	8069	12250	Reception Area		<b>13877</b>
			Lunchroom Area	600	
			Storage Area		
			Conference Room	300	
			Training Room		
			Interview Room		
			Mail / Work Room	175	
			File Room		
			Supply Room		
			Evidence Warehouse		
			Armory		
			Mud Room (Haz Mat)		
Equipment Storage					
Holding Cell (BAC Room)					

Sally Port	
Shower Facilities	
Locker Room	300
Private Toilet Facilities	252
Sub Total	1627

<b>Planning (Community Development)</b>	1390	2345	Storage Area	100	<b>2445</b>
			Sub Total	100	

<b>Engineering</b>	1310	2210	Supply Room	100	<b>2410</b>
			Equipment Storage	100	
			Emergency Operations Center		
			Sub Total	200	

Department	Base SQFT	Sq Ft w/ Growth and Circ.		Private Support Area	Sq Ft	Total
			Factors			
<b>Finance</b>	1155	1949		Storage Areas	100	<b>2299</b>
				Mail / Work Room	150	
				File Room	100	
				Sub Total	350	
<b>I.T.</b>	520	878		Computer Work Room	150	<b>1278</b>
				File Room	250	
				Sub Total	400	
<b>Support Spaces</b>		0		Reception	200	<b>11363</b>
				Lunchroom Area	600	
				Conference Room	800	
				EOC	1500	
				Employee Lounge (incl)		
				Supply Room (incl)		
				Locker Room	500	
				Toilets	3@ 252	7563
				Receiving / Shipping	200	
				Sub Total	11363	
<b>Total Square Footage</b>						<b>44592</b>

# appendix 3

## Zoning and Code Requirements

City of Monroe  
 806 W Main St  
 Monroe, WA 98272  
 (360) 863-4500

## Zoning and Code Requirements

Zoning: Public Service and Parks (PS)

Lot Area: 339,650 sq ft  
 Building Footprints: 53,707 sq ft  
 Impervious Parking: 61,000 sq ft (Verify)

Maximum Lot Coverage  
 18.10.220

Maximum lot coverage and setbacks shall be the same as the closest most restrictive zone: MR6000

MR 6000 = Not more than 60% of the lot area

Main campus  
 Front Yard Setback  
 18.10.140

324,420 sq ft x 60% = 194,652 sq ft

20' From all street right of ways

Side Yard Setback  
 18.10.140

5' For single story plus 2' for each additional story

Rear Yard  
 18.10.140

5'

Maximum Height  
 18.10.140

35' (higher with CUP)

Parking  
 18.86.050  
 (requirements based on email from  
 Kate Galloway)

1 Stall for each 400 square feet of gross floor area (office) + 1 stall for every four persons based on occupancy load or seats (if fixed)

29,044 sq ft Existing Office Space / 400 sq ft  
 = 73 parking spaces

Proposed Campus Sq ft  
 Landscaping  
 MMC 18.78

70,770 / 400 = 177 Parking Spaces

# appendix 4

## Departmental Survey for Municipal Campus Planning Study Responses

## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

- 1. Administration and Council Chambers *City Admin, HR, City Clerk, Mayor*
- 2. Planning *Risk Mgt*
- 3. Public Works
- 4. Engineering
- 5. Finance
- 6. Parks
- 7. Police
- 8. I.T.

### Person Responding to Survey:

Title:

- 1. What are the primary functions and activities of this Department?  
*General admin.*
- 2. What is the primary orientation of your department's activities?
  - a) General Public: Frequent Infrequent
  - b) Other Departments
  - c. Vendors, Contractors, etc
- 3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels? *Admin - 3rd floor HR - 1st floor*
- 4. Does your department require after hours access?  
*Council Chambers - probably 1st, could be 3rd or 2nd*
- 5. Are most of your departments functions performed on site or is their frequent work that is performed off campus? *Most onsite*
- 6. What City Departments do you have frequent contact with? *All*
- 7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with?  
*Mayor - Clerk - City Admin*

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 mail@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

*Mayor & City Adm 3.5*  
*City Clerk 1*  
*HR & Risk Mng 2*  


---

*6.5*

8. What is the current number of staff employed by your department?
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? *7*
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department?

11. Do you know the current square footage that your department occupies? *No*

*770 x 1.35 = 1039.5*  
*x 1.35 = 1212.825*

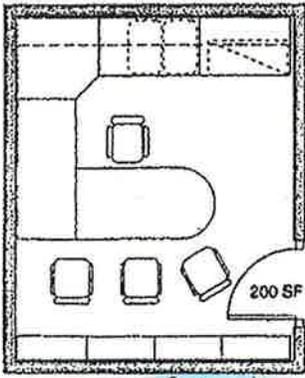
- Is this current square footage adequate for your present needs? - *yes - for 6/15/16*

12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private" or if they can be "shared" with other departments.

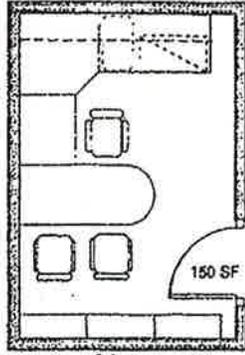
	Private	Shared
a. Reception Area		
b. Lunchroom Area		
c. Employee Lounge		
d. Storage Areas <i>files (HR confidential)</i>		
e. Receiving Shipping		
f. Conference Room(s)		
g. Mail/Work Room		
h. File Room		
i. Supply Room		<i>✓ (20)</i>
j. Mud Room		
k. Equipment Storage		
l. Holding Cells		
m. Sally Port		
n. Shower Facilities		
o. Locker Room		
p. Private toilet facilities		
q. Council Chambers		
r. Ante-Chamber		
s. Emergency Operations Center		

End of Survey

The fine print: These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



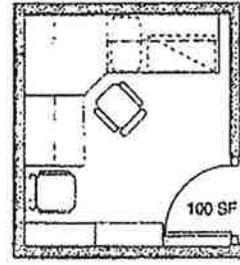
PO-1 City Admin.



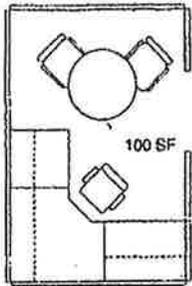
PO-2 Mayor N/R Exec Assist



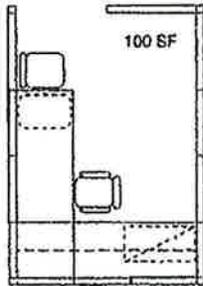
OR -> PO-3 Mayor



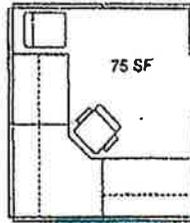
PO-4 Private Offices



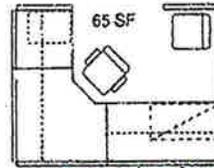
SP-1



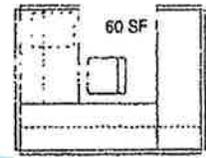
SP-1a



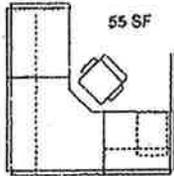
SP-2 City Clerk Risk Mgr



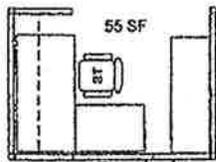
SP-3 City Clerk Risk Mgr



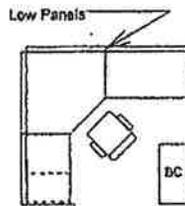
SP-4 Semi-Private Workstations



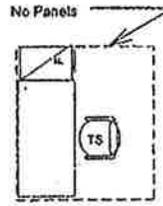
SP-5



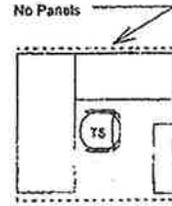
SP-5a Part-time Clerical Standard Desk & Credenza w/ System panels



OW-1

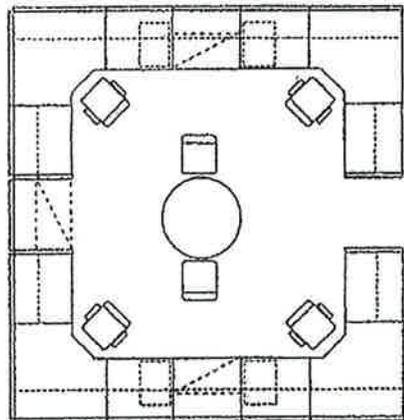


OW-2 Standard furniture, no panels

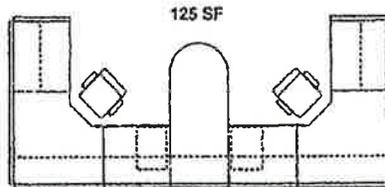


OW-3

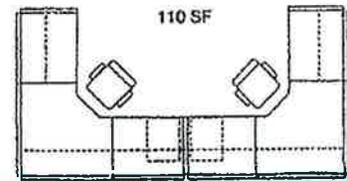
Open Workstations



300 SF



SW-1



SW-2 Part-time Clerical 1 of 2

Typical Shared or "Team" Spaces - Semi-Private

## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

1. Administration and Council Chambers
2. Planning
3. **Public Works**
4. Engineering
5. Finance
6. Parks
7. Police
8. I.T.

### Person Responding to Survey:

Title: *Public Works Director, Utilities Manager*

1. What are the primary functions and activities of this Department? *Provide essential services such as water, sewer and storm water to the citizens of Monroe, maintain the City's infrastructure, and respond to citizen concerns, meter reading and plan review for construction activities.*
2. What is the primary orientation of your department's activities?
  - a. General Public: *Infrequent*
  - b. Other Departments: *Frequent*
  - c. Vendors, Contractors, etc: *Frequent*
3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels? *Office staff could be located on an upper level but field staff would be best on ground floor.*
4. Does your department require after hours access? *Yes*
5. Are most of your departments functions performed on site or is their frequent work that is performed off campus? *The office staff primarily performs on site but field staff works off site but reports back for breaks and meetings.*

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6. What City Departments do you have frequent contact with?  
 Office staff: Administration, Planning, Engineering, Finance, Parks and Police  
 Field staff: Finance, Parks and Planning
7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with? *In regards to the Office staff, primarily Administration, Engineering, Parks and Finance. Each of these departments are contacted daily to exchange information, and work cohesive on projects.*
8. What is the current number of staff employed by your department?  
 Office staff: 8  
 Field staff: 19  
                   27
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? 29
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department?
11. Do you know the current square footage that you department occupies?  
 Office staff: 4,200 including lunchroom  
 Field staff: 13,728 covered space/shop  
                   85,800 open yard space

  - Is this current square footage adequate for your present needs? *If we change our operation by hauling out waist material on a more frequent schedule and in cooperate high-bay stake storage utilizing shelving units.*

12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private" or if they can be "shared" with other departments.

- a. Reception Area
- b. Lunchroom Area
- c. Employee Lounge
- d. Storage Areas
- e. Receiving/Shipping
- f. Conference Room(s)
- g. Mail/Work Room
- h. File Room
- i. Supply Room
- j. Mud Room
- k. Equipment Storage
- l. Holding Cells

Private	Shared
	Shared
	Shared
	"
	"
	"
	"
	"
	"
	"
	"
	"
	"

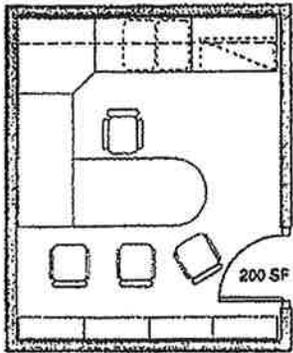
# ROLLUDA ARCHITECTS

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mail@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

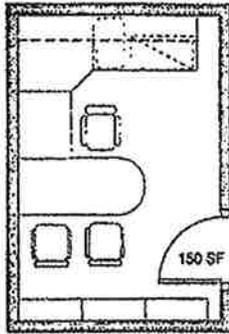
- m. Sally Port
- n. Shower Facilities
- o. Locker Room
- p. Private toilet facilities
- q. Council Chambers
- r. Ante-Chamber
- s. Emergency Operations Center

	Shared
	Shared

End of Survey

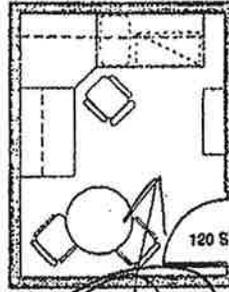


PO-1

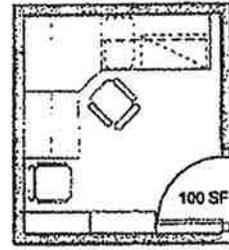


PO-2

The fine print: These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.

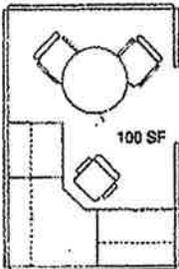


PO-3

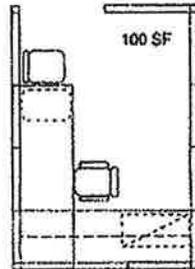


PO-4

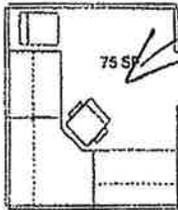
Private Offices



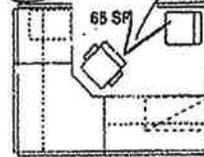
SP-1



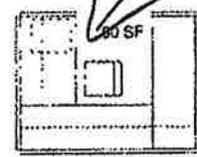
SP-1a



SP-2

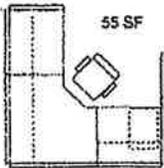


SP-3

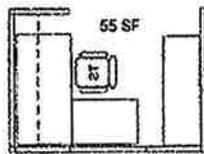


SP-4

Semi-Private Workstations

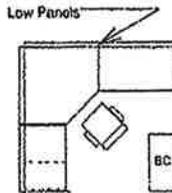


SP-5

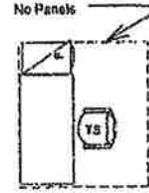


SP-5a

Standard Desk & Credenza w/ System panels

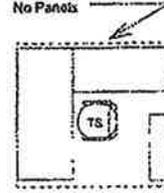


OW-1



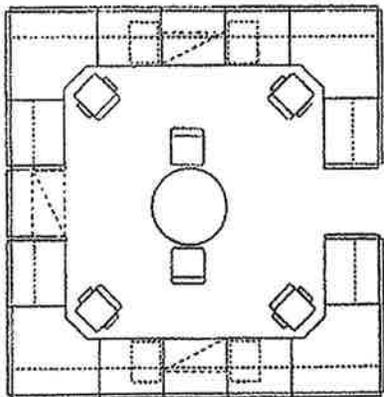
OW-2

Standard furniture, no panels

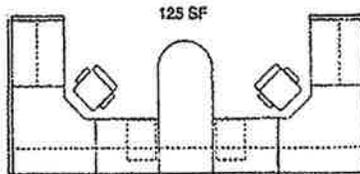


OW-3

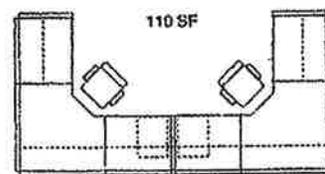
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES

**ROLLU DA**  
**ARCHITECTS**  
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## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

1. Administration and Council Chambers
2. Planning/Building
3. Public Works
4. Engineering
5. Finance
6. Parks
7. Police
8. I.T.

Person Responding to Survey: *Alicer West*  
Title: *Director*

1. What are the primary functions and activities of this Department?  
*Building + development permits, long-range planning.*
2. What is the primary orientation of your department's activities?  
  - a. General Public  Frequent  Infrequent
  - b. Other Departments
  - c. Vendors, Contractors, etc
3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels?  
*ground floor*
4. Does your department require after hours access? *yes*
5. Are most of your departments functions performed on site or is their frequent work that is performed off campus?  
*both*
6. What City Departments do you have frequent contact with? *Engineering, Finance, Parks*
7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with?  
*Engineering* *Fis*

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*1398 x 1.35 = 1877*  
*1398 x 1.35 = 1877*  
*1398 x 1.35 = 1877*

8. What is the current number of staff employed by your department? *//*
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? *13* *234*
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department?
11. Do you know the current square footage that your department occupies? *No* *3345 SF*
  - Is this current square footage adequate for your present needs? *Yes, but could be better*
12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private or if they can be "shared" with other departments.

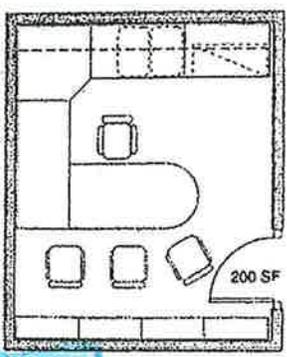
	Private	Shared
a. Reception Area		✓
b. Lunchroom Area		✓
c. Employee Lounge		
d. Storage Areas	✓	
e. Receiving Shipping		
f. Conference Room(s)		✓
g. Mail/Work Room		
h. File Room		✓
i. Supply Room		
j. Mud Room		
k. Equipment Storage		✓
l. Holding Cells		
m. Sally Port		
n. Shower Facilities		
o. Locker Room		
p. Private toilet facilities		✓
q. Council Chambers		
r. Ante-Chamber		
s. Emergency Operations Center		

End of Survey.

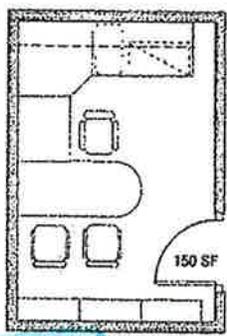
West

Mid

Banner  
Galloway

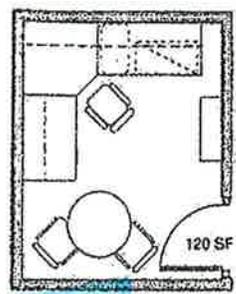


PO-1



PO-2

The fine print: These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



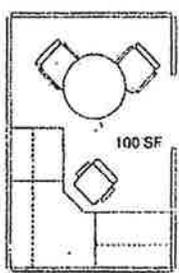
PO-3



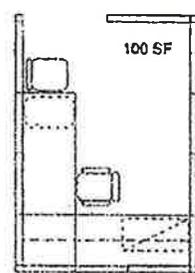
PO-4

Shaw  
Wright  
Swanson  
Joyce  
Dove

Private Offices

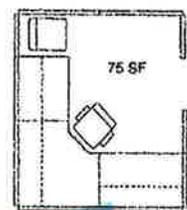


SP-1

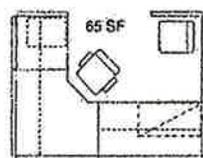


SP-1a

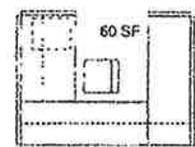
Judy Kaitic + 2



SP-2

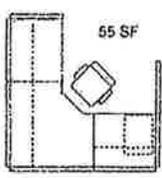


SP-3

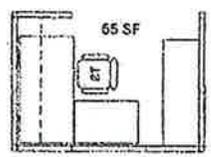


SP-4

Semi-Private Workstations

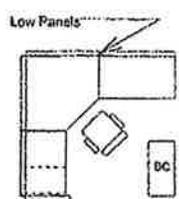


SP-5

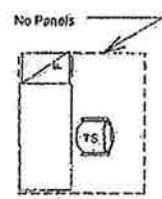


SP-5a

Standard Desk & Credenza  
w/ System panels

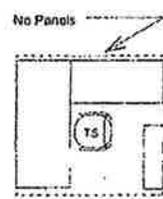


OW-1



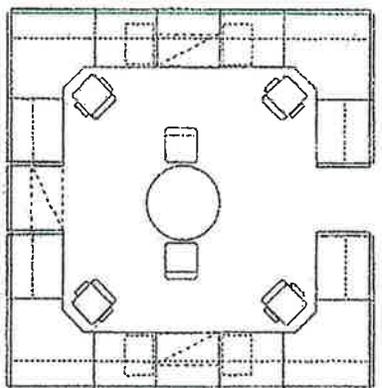
OW-2

Standard furniture,  
no panels

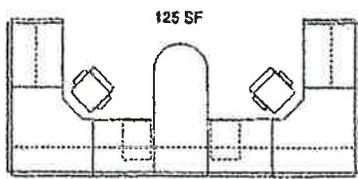


OW-3

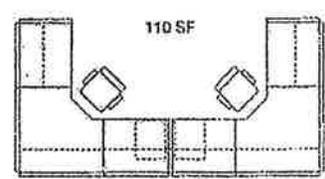
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES

ROLLUDA  
ARCHITECTS  
architecture · planning · interior design

## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

- 1. ~~Administration and Council Chambers~~
- 2. ~~Planning~~
- 3. ~~Public Works~~
- 4. Engineering
- 5. ~~Finance~~
- 6. ~~Parks~~
- 7. ~~Police~~
- 8. ~~I.T.~~

### Person Responding to Survey: Title:

- 1. What are the primary functions and activities of this Department?  
Plan review, inspections, policy development
- 2. What is the primary orientation of your department's activities?  
Equally divided among all three.
  - a. General Public: Frequent Infrequent
  - b. Other Departments
  - c. Vendors, Contractors, etc
- 3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels?  
Doesn't matter
- 4. Does your department require after hours access?  
Yes
- 5. Are most of your departments functions performed on site or is their frequent work that is performed off campus? Office people onsite, field people in field.
- 6. What City Departments do you have frequent contact with?  
Public Works, Community Development

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7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with? None, if this means can't walk to see them. Idea: central reception area with three "wings" for Eng, PW, CD
8. What is the current number of staff employed by your department?  
11
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? Depends on what reorganization activities take place and how many clerical reception positions are shared.
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department?

Engineering Director	PO-1
Managing Engineer	PO-2
Senior Engineer	PO-3
Civil Designer	PO-4
GIS/CAD Specialist	SP-1a
Administrative Coordinator	PO-3
Project Coordinator	PO-3
Project Assistant	SP-1a
Engineering Technician	SP-1
Construction Inspector	SP-1a
Construction Inspector	SP-1a

Although, this may be different depending on how the reception activities for the building are going to be laid out. Will there be a whole "Engineering Wing" with a greeter or will all reception activities take place a one point and customers then go directly to a staff person?

11. Do you know the current square footage that you department occupies?  
 Don't know
  - Is this current square footage adequate for your present needs?  
No.

*1310 x 1.35 = 1768.5*  
*1768.5 x 1.35 = 2387.25*

12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private" or if they can be "shared" with other departments.

	Private	Shared
a. Reception Area		X
b. Lunchroom Area		X
c. Employee Lounge		X
d. Storage Areas		X
e. Receiving Shipping		
f. Conference Room(s)		X
g. Mail/Work Room		
h. File Room		X
i. Supply Room	X	x
j. Mud Room		X

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k. Equipment Storage	X	X
l. Holding Cells		
m. Sally Port		
n. Shower Facilities		
o. Locker Room		X
p. Private toilet facilities		
q. Council Chambers		
r. Ante-Chamber		
Emergency Operations Center	X	X

Once again, most of the above can be shared but they must be fairly close. If the shared facilities are too far away private ones will be needed.

Also, functional operations of the community coordination center need to be reviewed.  
 Also, need someplace convenient and secure to park the mobile communications center.  
 It would be best to have this parked immediately adjacent to a ground floor entrance the community coordination center.  
 Also, need lots of conduit for antennas to roof.

End of Survey

## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

1. Administration and Council Chambers
2. Planning
3. Public Works
4. Engineering
5. Finance
6. Parks
7. Police
8. I.T.

Person Responding to Survey: Carol Grey  
Title: Finance Director

1. What are the primary functions and activities of this Department?  
Providing Financial support for the City of Monroe including budgeting, Financial reporting for State Auditors, Annual Audit, monthly financial up-dates, daily balancing of cash, investments, payroll, tax reporting, preparation of time sheets, accounts payable/receivable, Customer service, receipting payments, utility billing, purchasing, issuance of bonds, Preparation of warrants for City Council approval,
2. What is the primary orientation of your department's activities?
  - a. General Public: Frequent Infrequent
  - b. Other Departments Frequent
  - c. Vendors, Contractors, etc Billing: Frequent
3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels? It can function on upper levels.
4. Does your department require after hours access?  
Only for emergencies.
5. Are most of your departments functions performed on site or is their frequent work that is performed off campus? On-site, except for monthly meter readings for utility billing.

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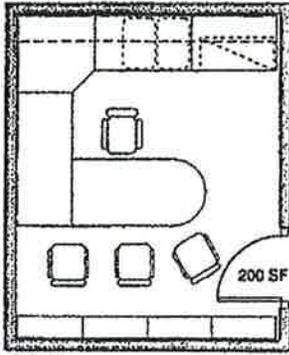
6. What City Departments do you have frequent contact with?  
All
7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with? Monthly time sheets need to be provided to the payroll department weekly, Meter reads, Accounts Payable/Receivable
8. What is the current number of staff employed by your department? 8
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? 10-11
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department? Cubicles
11. Do you know the current square footage that you department occupies? No  
 • Is this current square footage adequate for your present needs? No, we will need 2-3 additional cubicles. *1112x1, 353=1559*  
*1559x1=2359*  
*1549*
12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private or if they can be "shared" with other departments.

	Private	Shared
a. Reception Area	Shared	
b. Lunchroom Area	Shared	
c. Employee Lounge	Shared	
d. Storage Areas		Private 100
e. Receiving Shipping	Shared	
f. Conference Room(s)	Private/Shared	
g. Mail/Work Room		Private 50
h. File Room		Private 100
i. Supply Room	Shared	
j. Mud Room	N/A	
k. Equipment Storage	N/A	
l. Holding Cells	N/A	
m. Sally Port	N/A	
n. Shower Facilities	N/A	
o. Locker Room	Shared	
p. Private toilet facilities	Shared	
q. Council Chambers	Shared	
r. Ante-Chamber	?	
s. Emergency Operations Center	Shared	

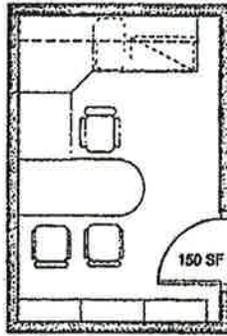
*Finance per JR.*

The fine print:

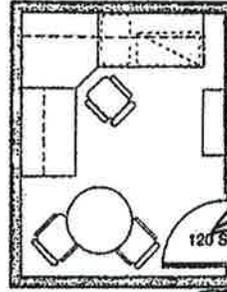
These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



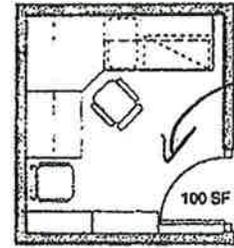
PO-1



PO-2



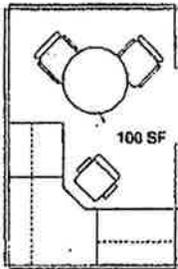
PO-3



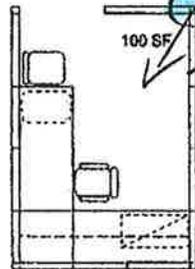
PO-4

*1 Landy*

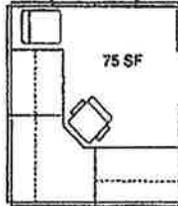
**Private Offices**



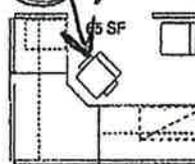
SP-1



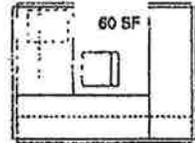
SP-1a



SP-2



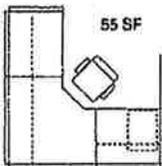
SP-3



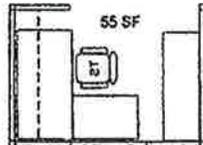
SP-4

*3 Hurst Rose Ruth*  
*7 Vicki Beth Kim R. Denise*  
*Now employees (3)*

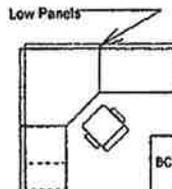
**Semi-Private Workstations**



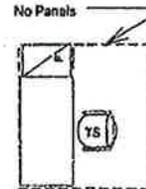
SP-5



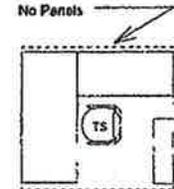
SP-5a



OW-1



OW-2

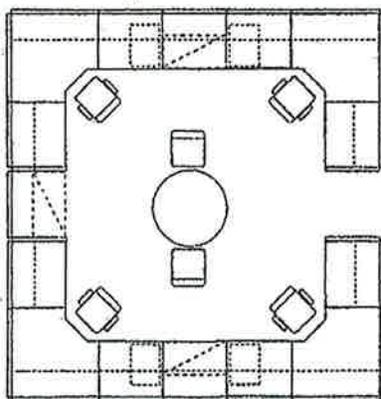


OW-3

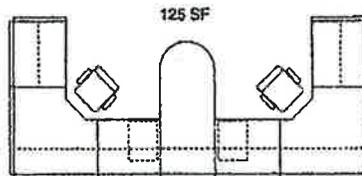
Standard Desk & Credenza  
w/ System panels

Standard furniture,  
no panels

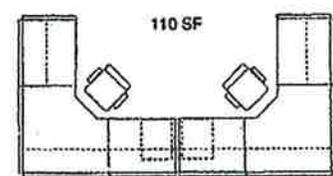
**Open Workstations**



300 SF



SW-1



SW-2

**Typical Shared or "Team" Spaces - Semi-Private**

**CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES**

**ROLLU DA  
ARCHITECTS**  
architecture · planning · interior design

## Departmental Survey for Municipal Campus Planning Study

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### City of Monroe Departments (Circle your department)

1. Administration and Council Chambers
2. Planning
3. Public Works
4. Engineering
5. Finance
6. Parks
7. Police
8. I.T.

**Person Responding to Survey:** Denise Bremner  
**Title:** Information Technology Manager

1. What are the primary functions and activities of this Department?  
Technical Support for all departments.
2. What is the primary orientation of your department's activities?
  - a. General Public: Infrequent
  - b. Other Departments: Frequent
  - c. Vendors, Contractors, etc: Infrequent
3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels?  
Can function on upper level.
4. Does your department require afterhours access?  
Yes, 24x 7 access.
5. Are most of your departments functions performed on site or is their frequent work that is performed off campus?  
On-Site
6. What City Departments do you have frequent contact with?  
All Departments



Police -  
See attached

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### City of Monroe Departments (Circle your department)

- 1. Administration and Council Chambers
- 2. Planning
- 3. Public Works
- 4. Engineering
- 5. Finance
- 6. Parks
- 7. Police
- 8. I.T.

### Person Responding to Survey: Title:

- 1. What are the primary functions and activities of this Department?
- 2. What is the primary orientation of your department's activities?
  - a. General Public: Frequent Infrequent
  - b. Other Departments
  - c. Vendors, Contractors, etc
- 3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels?
- 4. Does your department require after hours access?
- 5. Are most of your departments functions performed on site or is their frequent work that is performed off campus?
- 6. What City Departments do you have frequent contact with?

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7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with?
8. What is the current number of staff employed by your department?
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now?
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department?
11. Do you know the current square footage that you department occupies?
  - Is this current square footage adequate for your present needs?
12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private or if they can be "shared" with other departments.

	Private	Shared
a. Reception Area		
b. Lunchroom Area		
c. Employee Lounge		
d. Storage Areas		
e. Receiving Shipping		
f. Conference Room(s)		
g. Mail/Work Room		
h. File Room		
i. Supply Room		
j. Mud Room		
k. Equipment Storage		
l. Holding Cells		
m. Sally Port		
n. Shower Facilities		
o. Locker Room		
p. Private toilet facilities		
q. Council Chambers		
r. Ante-Chamber		
s. Emergency Operations Center		

End of Survey

## Monroe Police Department Rolluda Architects Response

City of Monroe Department –

Police

Person Responding to Survey -  
Title -

Debbie Willis  
Administrative Director

1. **What are the primary functions and activities of this Department?**
  - a. Police response to emergency and routine calls for service
  - b. Proactively enforcement of traffic laws and municipal codes
  - c. Investigation of crimes and arrest of offenders
  - d. Community education and crime prevention
  - e. Administrative functions for the department:
    - i. Retention and processing of police records
    - ii. Collection and preservation of evidence
    - iii. Customer service to the public by phone and in person
    - iv. Managing department inventory and supplies
    - v. Compiling accident and traffic data
    - vi. Budget and crime analysis
    - vii. Victim Services, Registered Sex Offender monitoring
    - viii. Parking, nuisance, sign violations and animal control.
  
2. **What is the primary orientation of your department's activities?**
  - a. General Public – Frequent
  - b. Other Departments – Infrequent
  - c. Vendors – Infrequent
  
3. **In a multistory building, does your department need to be located on the ground floor or can it function on upper levels?** Patrol and Customer service functions would need to be located on the ground floor. Evidence, logistics and armory would also need to be on the ground floor. Command, Investigations and some administrative functions could be on a top level.
  
4. **Does your department require after hours access?** Patrol functions in our department are 24 / 7. All other functions are mostly weekdays, 8a – 5pm. Future growth of our department may require evening and Saturday public access.
  
5. **Are most of your department functions performed on site or is their frequent work that is performed off campus?** Most patrol functions occur off campus but their administrative work is completed on campus. All other functions are performed primarily on campus.
  
6. **What City Departments do you have frequent contact with?**
  - a. Finance
  - b. I.T.
  - c. Administration and Council Chambers
  - d. Public Works

7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with? None
8. What is the current number of staff employed by your department? 52
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? 58
10. See attached form

11. Do you know the current square footage that your department occupies?

- Building 6,869 sq ft
- Auxiliary (Evidence) 1,200 sq ft
- Sally Port 520 sq ft
- Total 8,589 sq ft

*Handwritten notes:*  
 8067 x 1.25 = 10,086 SF  
 + Sally Port  
 + Auxiliary  
 -----  
 EST'D FOOTPRINT  
 9307 x 1.25 = 11,634 SF

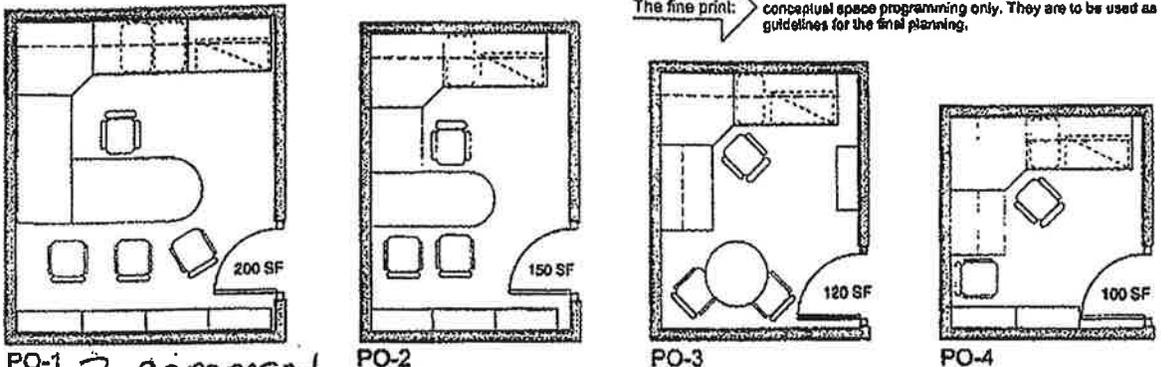
- a. Is this current square footage adequate for your present needs? No

12. Ancillary or support areas our department requires:

- |                                |                         |
|--------------------------------|-------------------------|
| a. Reception Area              | Private                 |
| b. Lunchroom Area              | Private                 |
| c. Storage Areas               | Private                 |
| d. Conference Room(s)          | Private and Shared      |
| e. Training Room               | Private and / or Shared |
| f. Interview Room(s)           | Private                 |
| g. Mail / Work Room            | Private                 |
| h. File Room                   | Private                 |
| i. Supply Room                 | Private                 |
| j. Evidence Warehouse          | Private                 |
| k. Armory                      | Private                 |
| l. Mud Room (Haz Mat )         | Private                 |
| m. Equipment Storage           | Private                 |
| n. Holding Cells (BAC room)    | Private                 |
| o. Sally Port                  | Private                 |
| p. Shower Facilities           | Private                 |
| q. Locker Room (s)             | Private                 |
| r. Private Toilet facilities   | Private                 |
| s. Emergency Operations Center | Shared                  |

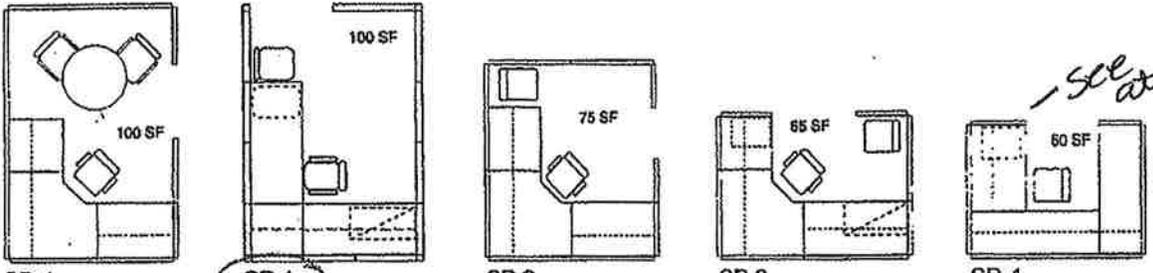
Chief's office - larger than 200 sq ft to include conference table

The fine print: These are examples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



PO-1 3-command staff

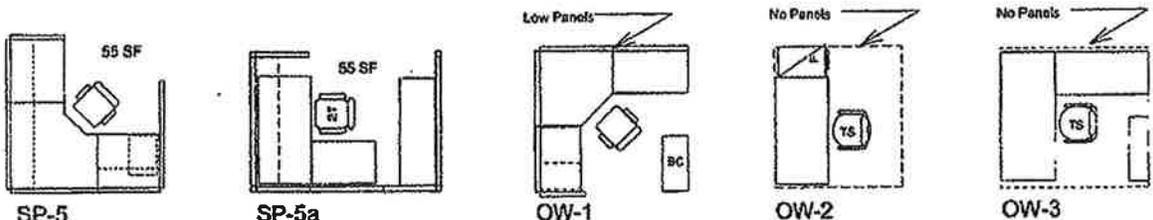
Private Offices



SP-1a 7-8 Supervisors

Semi-Private Workstations

- see attached  
- 9 admin  
- 4 detectives

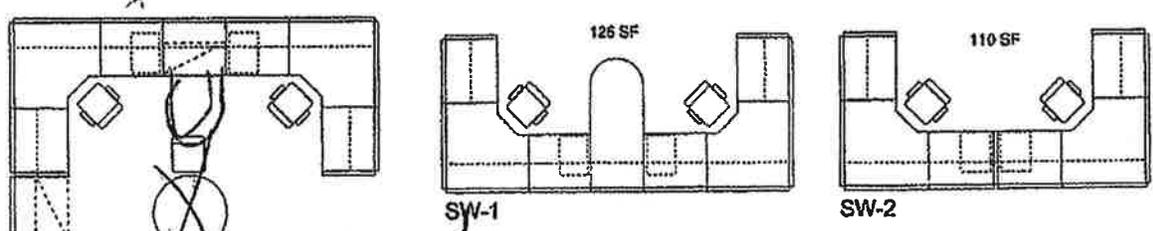


Standard Desk & Credenza w/ System panels

Standard furniture, no panels

Open Workstations

- 4 admin



Typical Shared or "Team" Spaces - Semi-Private

Patrol area - 6 computers

CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES

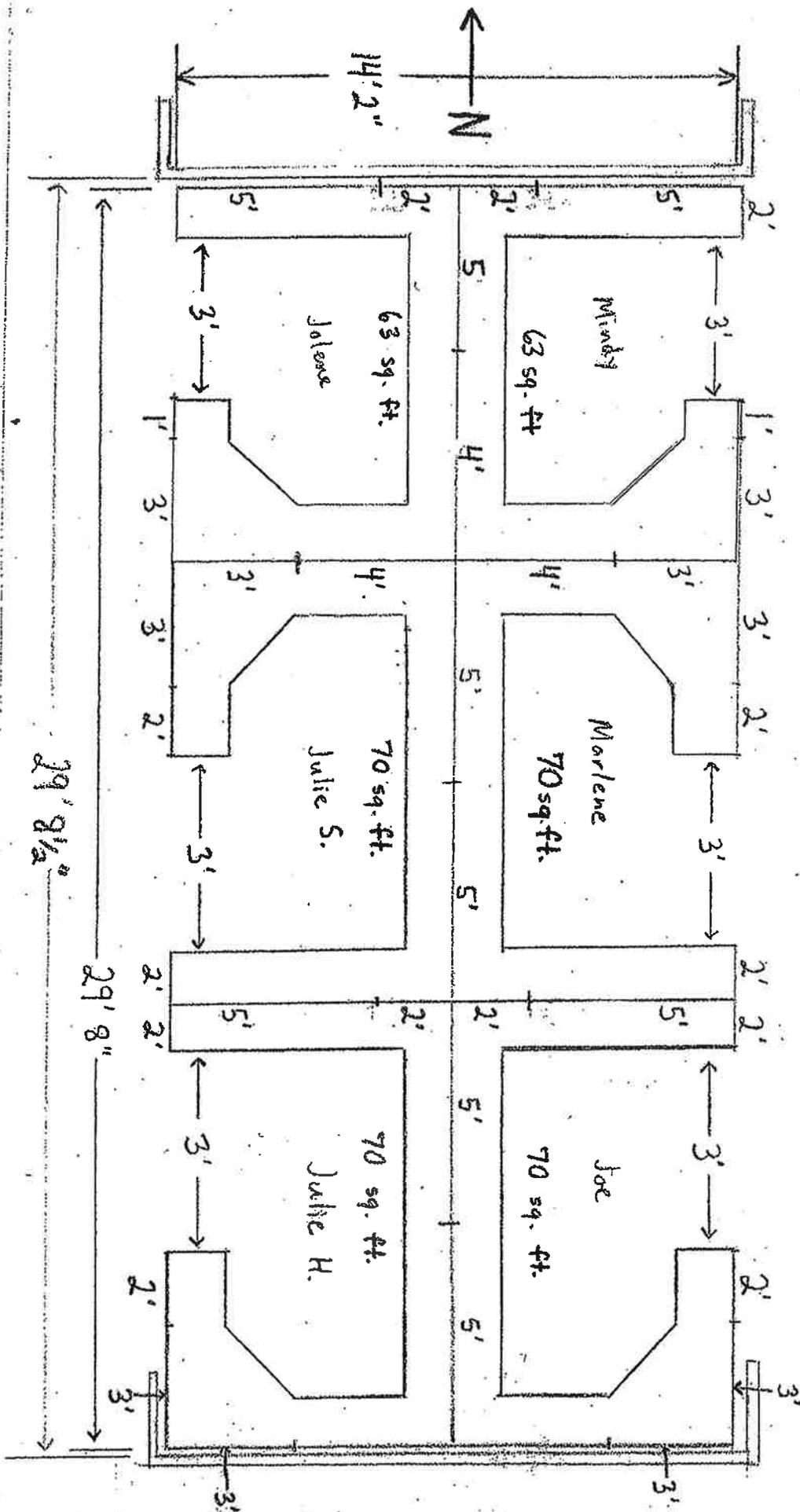
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Items Needed:

Walls -	Desks -
2 - 1" (with power)	8 - 2'
3 - 5'	2 - 1'
1 - 4'	6 - 5'
1 - 2'	2 - 4'

P.D. Admin. Cubicles

← P.D. Front Desk



## Departmental Survey for Municipal Campus Planning Study

The Rolluda Architects project team is conducting a survey of existing city departments to determine the approximate square footage and operational needs for a future consolidated City Municipal Campus. We have been tasked with determining if all City departments can be accommodated on one municipal campus. If so, how can this be phased to provide minimum disruptions to City operations. The departments listed below are asked to complete the attached survey to the best of their abilities. Provide as much information as is available to you. If need be, the team will follow-up with questions to clarify your answers.

### City of Monroe Departments (Circle your department)

1. Administration and Council Chambers
2. Planning
3. Public Works
4. Engineering
5. Finance
6. Parks & Recreation
7. Police
8. I.T.

### Person Responding to Survey:

Title:

1. What are the primary functions and activities of this Department?  
Manage parks, provide recreation services, implement and maintain trails, greenways and streetscapes, and to be an integral part of open space planning and resource management for the community. Parks Operations entails in-house maintenance, repairs and construction services; Parks Administration, Planning & Recreation services entails office/technical and customer service support services.
2. What is the primary orientation of your department's activities? Equally in all areas.
  - a. General Public: Frequent Infrequent
  - b. Other Departments
  - c. Vendors, Contractors, etc
3. In a multistory building, does your department need to be located on the ground floor or can it function on upper levels? Parks/Rec Administration, Recreation services and Planning can function in either level as long as there is public access to them. Parks Operations will continue to need a maintenance facility.
4. Does your department require after hours access? Occasionally – public meetings and operations services.

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5. Are most of your departments functions performed on site or is their frequent work that is performed off campus? Operations a mix of on-site and off-site; Administration, Planning & Receptions services mainly on-site, with occasional off-site work.
6. What City Departments do you have frequent contact with? Public Works, Planning, Finance, Administration(Risk Manager).
7. Of the departments mentioned in Question 6, which ones do you require a direct physical relationship with? Public Works.
8. What is the current number of staff employed by your department? 11 FTE (Director, Admin. Assistant, Operations Supervisor, Landscape Specialist and 7 Maintenance Workers), 6 part-time seasonal maintenance staff.
9. Given your current growth rate, what size would you estimate your staff to be 5 years from now? 14 FTE (same staff with addition of Recreation Coordinator, Park Planner and Operations Leadworker), 8 part-time seasonal maintenance staff.
10. On the attached form, identify the kinds of work spaces that would work best for each employee of your department? Will do for office staff; maintenance staff need maintenance facility accommodations.
11. Do you know the current square footage that you department occupies? No.
  - Is this current square footage adequate for your present needs? No.
12. Please circle the types of ancillary or support areas that your department requires. Please indicate if these spaces are "private or if they can be "shared" with other departments.

*1265 x 1.33  
 1707 x 1.25  
 = 2135*

	Private	Shared
a. Reception Area		X
b. Lunchroom Area		X
c. Employee Lounge		X
d. Storage Areas	X 200	X
e. Receiving Shipping		X
f. Conference Room(s)		X
g. Mail/Work Room	X 300 175	X
h. File Room	X 200	X
i. Supply Room	X 100	X
j. Mud Room		X
k. Equipment Storage	X	X
l. Holding Cells		
m. Sally Port		X
n. Shower Facilities		X

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- o. Locker Room
- p. Private toilet facilities
- q. Council Chambers
- r. Ante-Chamber
- s. Emergency Operations Center

	X <i>3/1/16</i>
	X

End of Survey

# PARKS & RECREATION

INCLUDES CURRENT & PROJECT GROWTH

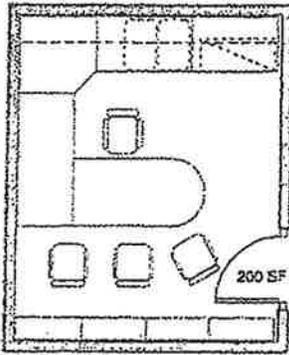
OPERATIONS SUPERVISOR,  
DIRECTOR, RECREATION

COORDINATOR

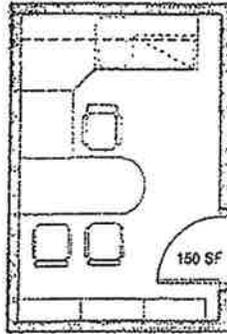
PARK PLANNER (4)

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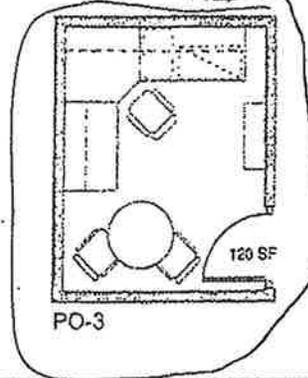
These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



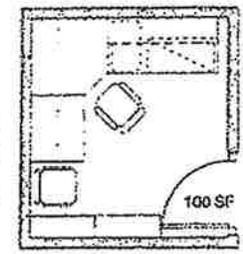
PO-1



PO-2

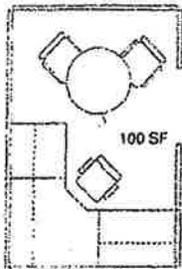


PO-3

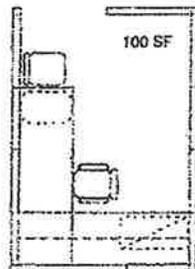


PO-4

Private Offices



SP-1

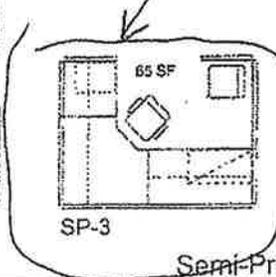


SP-1a

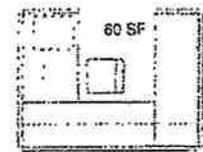
EITHER / OR



SP-2



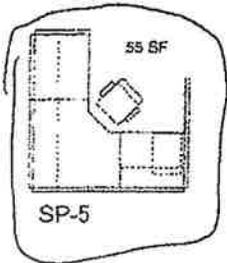
SP-3



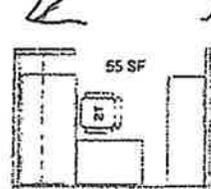
SP-4

LEADWORKER, LANDSCAPE SPECIALIST (2)

Semi-Private Workstations

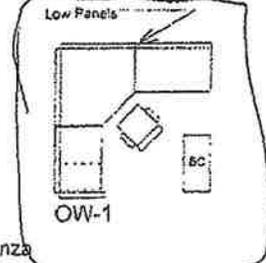


SP-5

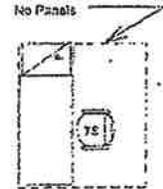


SP-5a

Standard Desk & Credenza w/ System panels



OW-1



OW-2

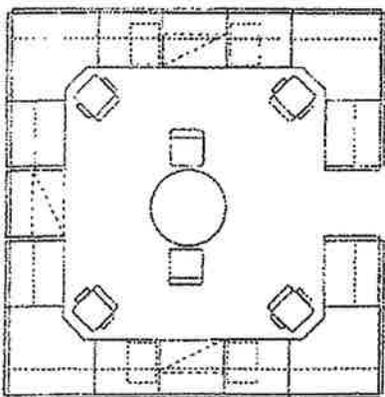
Standard furniture, no panels



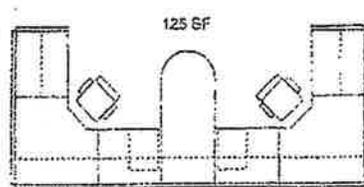
OW-3

Open Workstations

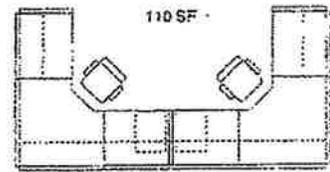
ADMINISTRATIVE ASSISTANT (1)



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

TOTAL OF (7) WORKSTATIONS \*

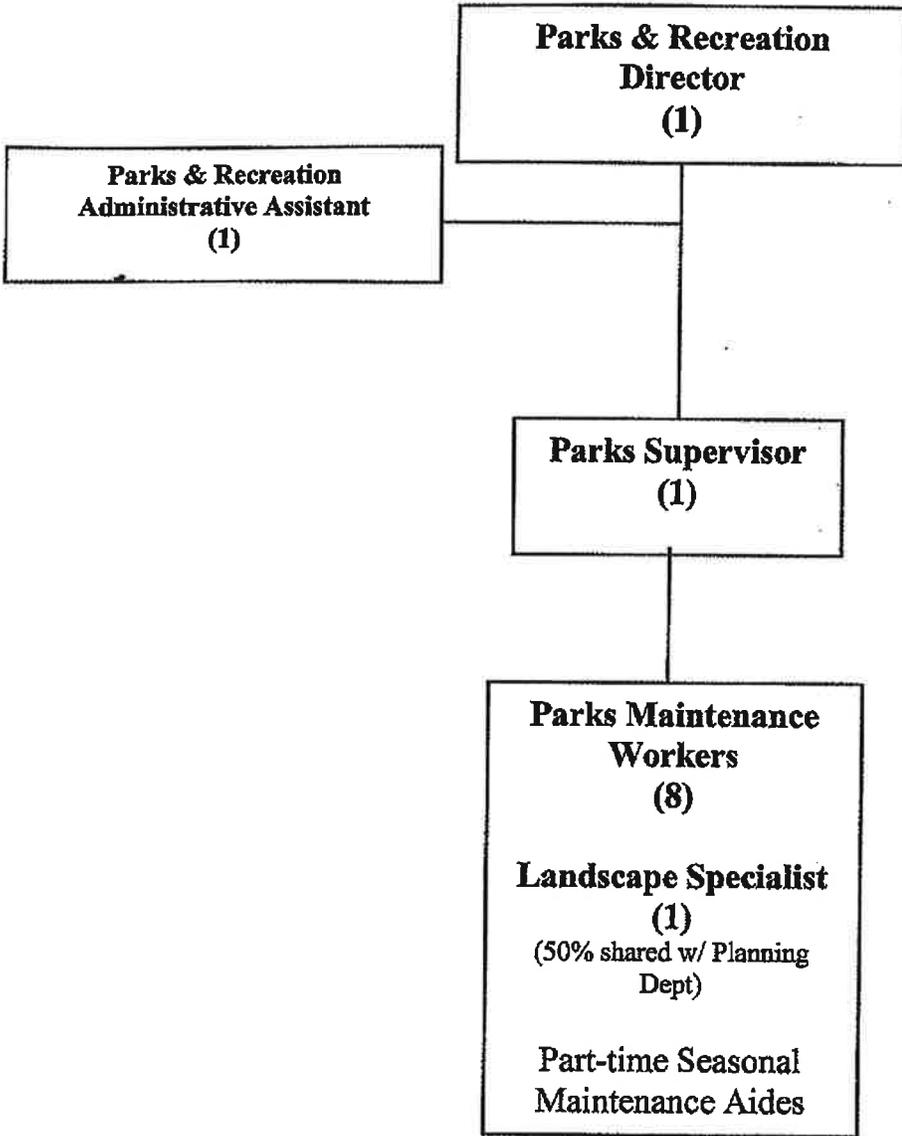
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CITY OF MONROE - MUNICIPAL CAMPUS STUDY  
SAMPLE WORKSTATION TYPES

\* MAINTENANCE CREW WORK AREAS  
NOT INDICATED ON THIS WORKSHEET

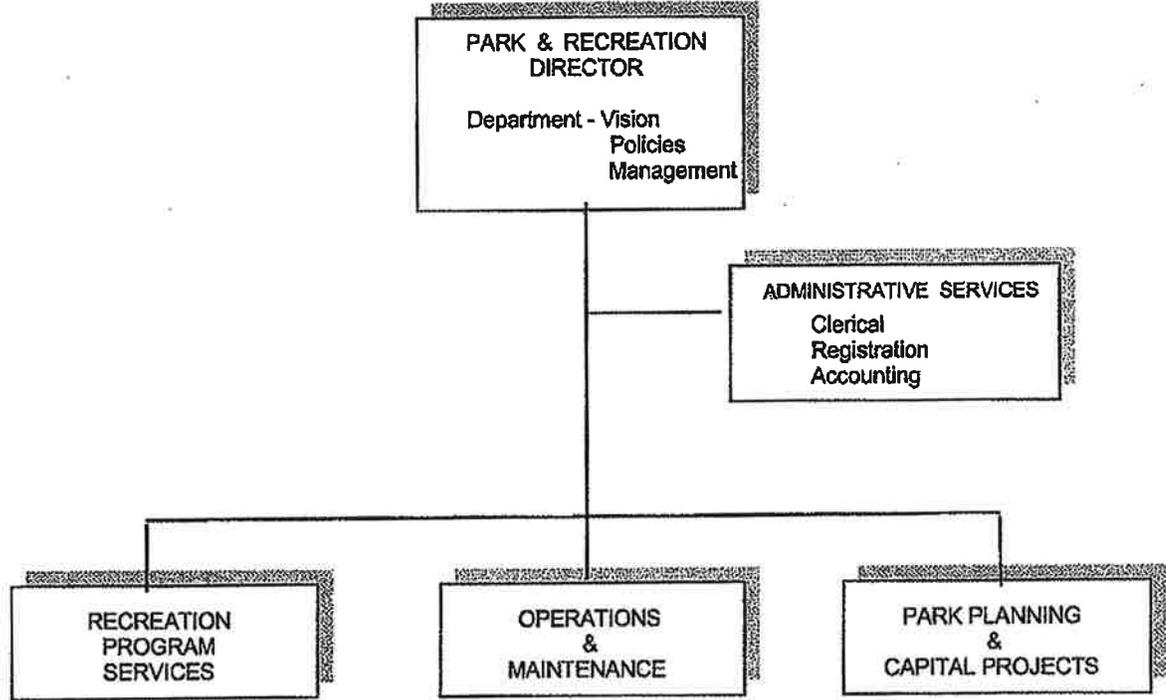
**Parks & Recreation  
Department 2008** (EXISTING)



~~ADVIS~~

CURRENT & FUTURE  
FUNCTIONS

**City of Monroe  
Parks & Recreation Department  
Functional Organization Chart**



- Scheduling
- Sports Leagues
- Special Events
- Advertising
- Promotions
- Cultural/ Historical
- Interpretive
- Educational
- Youth & Teen

- Park Maintenance
- Deferred Maintenance
- Minor Capital Projects
- Warehousing
- Equipment Management
- Maintenance Contracts

- Land Acquisition
- Park Planning
- Facilities Design
- Construction Management

**Association of Washington Cities (AWC) summary job descriptions for Parks and Recreation Department functional staff**

**Parks & Recreation Director** – Plans, organizes, directs and controls the functions of a parks and recreation department. Develops and implements policies, procedures and practices related to acquisition, development, construction, restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs.

Typically requires a minimum of a four year degree and 5-8 years of experience, including some management experience.

**Administrative Assistant** – Independently performs a variety of responsible secretarial and administrative duties typically required by a department head. Requires an advanced ability to use office software and extensive knowledge of the department's services, policies and practices. Types, proofreads, and edits content of documents; schedules meetings. Using initiative and independent judgement relieves superior of administrative details. May direct the work activities of lower classified clerical employees. Typically requires 3-4 years experience.

**Recreation Coordinator** – Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies and procedures under general supervision. Directs work activities of part time and contract instructors, seasonal workers and volunteers. Typically requires four year degree and two years experience.

**Park Maintenance Supervisor** – Plans, schedules and monitors the work of crews performing the maintenance of public parks and the repair of related equipment. Coordinates, schedules and supervises maintenance and construction work in the parks and other recreation sites. May operate all types of equipment and accomplish the more complex problems subordinate employees cannot resolve. This is a first-line supervisory position. Typically requires 3-4 years experience.

**Maintenance Worker** – Performs entry-level manual labor in the parks division requiring entry level skills in the use of hand tools and the operation of simple power tools. Typically works as a crew member under frequent supervision in installation, repair and maintenance work in areas of assignment. May operate light equipment on occasion.

**Park Planner** – Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short and long-term planning projects and programs. Participates in the departmental goals and objectives. Provides staff support for a variety planning boards, commissions and committees. May supervise lower-level employees. Typically requires a four year degree and four years experience.

JR



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architecture **planning** interior design





City of Bothell

## City Hall Fact Sheet

Nov. 10, 2015

<b>Development Team:</b>	City Investors Development, an affiliate of Vulcan Real Estate The Miller Hull Partnership GLY Construction National Development Council
<b>Address:</b>	18415 101 <sup>st</sup> Ave NE Bothell, WA 98011
<b>Completion of Public plaza:</b>	Spring 2016
<b>Grand opening:</b>	Nov. 7, 2015
<b>Opening date:</b>	Oct. 26, 2015
<b>Groundbreaking:</b>	Sept. 3, 2014
<b>Total square feet:</b>	53,096 above grade 82,040 below grade
<b>Parking stalls:</b>	254
<b>Sustainable features:</b>	Designed to meet a target of LEED Gold, includes many energy efficient features: <ul style="list-style-type: none"><li>• Building has been oriented to control solar heat gain</li><li>• A solar array will save the city energy costs</li><li>• On-site storm water treatment in a rain garden adjacent to outdoor public spaces</li><li>• Living wall is part of the one percent for art program</li><li>• Located in the downtown core where walkability and access to public transportation will help reduce vehicle emissions</li><li>• Charging stations for electric vehicles</li></ul>
<b>Other key features:</b>	<ul style="list-style-type: none"><li>• Planned to provide optimal flexibility for the City over time to accommodate services needed for annexation</li><li>• Unique integration of civic and private uses planned for City Center block</li><li>• Mechanical systems are configured for ease of replacement</li></ul>

**Employees moving in:** 119

**Total staff capacity:** 194

**Council chambers maximum occupancy:** 314

**Year old city hall built:** 1938

**Population in 1938:** 800

**Current population:** About 42,000

**Total project cost:** \$46.7 million (Reduced by about \$2 million since original 2011 estimate)

**Funding:** Under the 6320 method, a nonprofit facilitating entity enters into a lease and development agreement with the City. The nonprofit is contractually obligated to deliver the completed project to the City on time and within budget. This method typically produces superior results for less cost.

**Financing terms:** 25-year financing period starting at \$3.1 million in 2016, and ending at \$3.3 million in 2039 (original estimated annual budget = \$3.4 million)

**Started planning for new city hall:** 2006

**Compelling reasons for new city hall:**

- Leverages redevelopment effort and completes adopted redevelopment strategy
- Merges multiple buildings and services under one roof, improves customer service
- Replaces old, increasingly costly and physically inadequate public building that underserves citizens
- Supports workforce, allows for unified workforce culture, and enhances employment retention and recruitment for the benefit of the public
- Took advantage of Guaranteed Maximum Price under 6320 method and historically low interest rates

**Year City first broke ground on downtown revitalization projects:** 2010

**City investments in downtown infrastructure and facility improvements:** \$150 million

**Private investment in downtown to date:** \$300 million

**Total private investment projected:** \$650 million over 25 years



## City Hall Costs and Financing Plan

### How did the City build and finance the City Hall?

The City Hall project is coming in on time and well under budget. We used a public-private partnership model that blends tax-exempt bond debt with private development expertise. This approach has several advantages over the traditional design-bid-build approach which has been known to give rise to adversarial relationships among and between the participants, resulting in financial change orders that increase project costs. Advantages include:

- The City was able to achieve a guaranteed maximum price for the facility, avoiding costly overruns.
- It produces a superior building product geared to community needs while ensuring cost containment.
- The bond debt is paid by the City via a "lease" payment and once the bond debt is retired, the City has full ownership of the building at no additional cost.

### How does the City Hall cost compare to other municipal buildings?

The City's capital cost under the Guaranteed Maximum Price was \$46.7 million. We are on track to save well over a million dollars in construction expenses.

Based on its total square footage (above and below ground), the City Hall costs approximately \$342 per square foot. Other municipal buildings that were built between 2008 and 2010 (Kenmore, Puyallup, Shoreline, Olympia) range in cost from a low of \$464 to \$623 per square foot. These examples exclude dissimilar project features such as off-site expenses, parking, plazas, furniture and fixtures, land sales, and sales tax. Utilizing this same approach for Bothell's above ground City Hall facility, our cost is \$552 per square foot, still in the middle of the range of the above examples. Adjusted for inflation, Bothell's cost per square foot for its energy-efficient building achieves an even greater cost efficiency.

### Why was City Hall built at this location rather than renting an existing building in a business park?

Nearly a decade ago, after extensive outreach and testimony, the community identified the need for a new City Hall and overwhelmingly preferred that it be built at the current City Center site. The City's strategy was that a new City Hall should be designed and constructed to leverage more economic development. A new City Hall positively impacts the health of existing businesses. It also supports new business opportunities that could provide amenities to Bothell residents and boost sales tax revenues within the City. The building includes a 254-stall parking garage, available for other downtown patrons in the evening and on weekends. Furthermore, the City plans to lease approximately 100 garage spaces for two hotels (approximately 187 rooms) that are planned to locate on the City Center block. If the City had not taken the opportunity to build extra downtown parking, this type of Downtown development and on-going revenues would not have been possible.

Renting space in a business park is significantly different than the ownership and public-private partnership model described above. The new City Hall will be a public building that is owned by the City in 25 years or less if the bond debt is paid off early. The building will have a useful life of at least 75 years. Paying rent over that same 75 plus year period would not be a fiscally prudent decision.



City of Bothell™

## City Hall Quick Facts

Total Expected Cost:	\$45.7 million or less
Total Square Feet:	136,000 (above and below ground)
Number of Underground Parking Spaces:	254
Total Cost per Square Feet:	\$342
Expected Life of Building:	75 plus years and designed to expand as growth occurs

## TYPES OF PARTNERSHIPS

Public-Private Partnerships (P3) come in a variety of forms and no two P3 projects are exactly alike. *The below definitions were extracted from “Public-Private Partnerships: Terms Related to Building and Facility Partnerships”, Government Accounting Office, April 1999. The National Council for Public-Private Partnerships was a resource used in developing the GAO report.*

### **O&M: Operations and Maintenance**

A public partner (federal, state, or local government agency or authority) contracts with a private partner to provide and/or maintain a specific service. Under the private operation and maintenance option, the public partner retains ownership and overall management of the public facility or system.

### **OMM: Operations, Maintenance & Management**

A public partner (federal, state, or local government agency or authority) contracts with a private partner to operate, maintain, and manage a facility or system providing a service. Under this contract option, the public partner retains ownership of the public facility or system, but the private party may invest its own capital in the facility or system. Any private investment is carefully calculated in relation to its contributions to operational efficiencies and savings over the term of the contract. Generally, the longer the contract term, the greater the opportunity for increased private investment because there is more time available in which to recoup any investment and earn a reasonable return. Many local governments use this contractual partnership to provide wastewater treatment services.

### **DB: Design-Build**

A DB is when the private partner provides both design and construction of a project to the public agency. This type of partnership can reduce time, save money, provide stronger guarantees and allocate additional project risk to the private sector. It also reduces conflict by having a single entity responsible to the public owner for the design and construction. The public sector partner owns the assets and has the responsibility for the operation and maintenance.

### **DBM: Design-Build-Maintain**

A DBM is similar to a DB except the maintenance of the facility for some period of time becomes the responsibility of the private sector partner. The benefits are similar to the DB with maintenance risk being allocated to the private sector partner and the guarantee expanded to include maintenance. The public sector partner owns and operates the assets.

### **DBO: Design-Build-Operate**

A single contract is awarded for the design, construction, and operation of a capital improvement. Title to the facility remains with the public sector unless the project is a design/build/operate/ transfer or design/build/own/operate project. The DBO method of contracting is contrary to the separated and sequential approach ordinarily used in the United States by both the public and private sectors. This method involves one contract for design with an architect or engineer, followed by a different contract with a builder for project construction, followed by the owner's taking over the project and operating it.

A simple design-build approach creates a single point of responsibility for design and construction and can speed project completion by facilitating the overlap of the design and construction phases of the project. On a public project, the operations phase is normally handled by the public sector under a separate operations and maintenance agreement. Combining all three passes into a DBO approach maintains the continuity of private sector involvement and can facilitate private-sector financing of public projects supported by user fees generated during the operations phase.

**DBOM: Design-Build-Operate-Maintain**

The design-build-operate-maintain (DBOM) model is an integrated partnership that combines the design and construction responsibilities of design-build procurements with operations and maintenance. These project components are procured from the private section in a single contract with financing secured by the public sector. The public agency maintains ownership and retains a significant level of oversight of the operations through terms defined in the contract.

**DBFOM: Design-Build-Finance-Operate-Maintain**

With the Design-Build-Finance-Operate-Maintain (DBFOM) approach, the responsibilities for designing, building, financing, operating and maintaining are bundled together and transferred to private sector partners. There is a great deal of variety in DBFOM arrangements in the United States, and especially the degree to which financial responsibilities are actually transferred to the private sector. One commonality that cuts across all DBFOM projects is that they are either partly or wholly financed by debt leveraging revenue streams dedicated to the project. Direct user fees (tolls) are the most common revenue source. However, others ranging from lease payments to shadow tolls and vehicle registration fees. Future revenues are leveraged to issue bonds or other debt that provide funds for capital and project development costs. They are also often supplemented by public sector grants in the form of money or contributions in kind, such as right-of-way. In certain cases, private partners may be required to make equity investments as well. Value for money can be attained through life-cycle costing.

**DBFOMT: Design-Build-Finance-Operate-Maintain-Transfer**

The Design-Build-Finance-Operate-Maintain-Transfer (DBFOMT) partnership model is the same as a DBFOM except that the private sector owns the asset until the end of the contract when the ownership is transferred to the public sector. While common abroad, DBFOMT is not often used in the United States today.

**BOT: Build-Operate-Transfer**

The private partner builds a facility to the specifications agreed to by the public agency, operates the facility for a specified time period under a contract or franchise agreement with the agency, and then transfers the facility to the agency at the end of the specified period of time. In most cases, the private partner will also provide some, or all, of the financing for the facility, so the length of the contract or franchise must be sufficient to enable the private partner to realize a reasonable return on its investment through user charges.

At the end of the franchise period, the public partner can assume operating responsibility for the facility, contract the operations to the original franchise holder, or award a new contract or franchise to a new private partner. The BTO model is similar to the BOT model except that the transfer to the public owner takes place at the time that construction is completed, rather than at the end of the franchise period.

**BOO: Build-Own-Operate**

The contractor constructs and operates a facility without transferring ownership to the public sector. Legal title to the facility remains in the private sector, and there is no obligation for the public sector to purchase the facility or take title. A BOO transaction may qualify for tax-exempt status as a service contract if all Internal Revenue Code requirements are satisfied.

**BBO: Buy-Build-Operate**

A BBO is a form of asset sale that includes a rehabilitation or expansion of an existing facility. The government sells the asset to the private sector entity, which then makes the improvements necessary to operate the facility in a profitable manner.

## **Developer Finance**

The private party finances the construction or expansion of a public facility in exchange for the right to build residential housing, commercial stores, and/or industrial facilities at the site. The private developer contributes capital and may operate the facility under the oversight of the government. The developer gains the right to use the facility and may receive future income from user fees.

While developers may in rare cases build a facility, more typically they are charged a fee or required to purchase capacity in an existing facility. This payment is used to expand or upgrade the facility. Developer financing arrangements are often called capacity credits, impact fees, or extractions. Developer financing may be voluntary or involuntary depending on the specific local circumstances.

## **EUL: Enhanced Use Leasing or Underutilized Asset**

An EUL is an asset management program in the Department of Veterans Affairs (VA) that can include a variety of different leasing arrangements (e.g. lease/develop/operate, build/develop/operate). EULs enable the VA to long-term lease VA-controlled property to the private sector or other public entities for non-VA uses in return for receiving fair consideration (monetary or in-kind) that enhances VA's mission or programs.

## **LDO or BDO: Lease-Develop-Operate or Build-Develop-Operate**

Under these partnerships arrangements, the private party leases or buys an existing facility from a public agency; invests its own capital to renovate, modernize, and/or expand the facility; and then operates it under a contract with the public agency. A number of different types of municipal transit facilities have been leased and developed under LDO and BDO arrangements.

## **Lease/Purchase**

A lease/purchase is an installment-purchase contract. Under this model, the private sector finances and builds a new facility, which it then leases to a public agency. The public agency makes scheduled lease payments to the private party. The public agency accrues equity in the facility with each payment. At the end of the lease term, the public agency owns the facility or purchases it at the cost of any remaining unpaid balance in the lease.

Under this arrangement, the facility may be operated by either the public agency or the private developer during the term of the lease. Lease/purchase arrangements have been used by the General Services Administration for building federal office buildings and by a number of states to build prisons and other correctional facilities.

## **Sale/Leaseback**

This is a financial arrangement in which the owner of a facility sells it to another entity, and subsequently leases it back from the new owner. Both public and private entities may enter into sale/leaseback arrangements for a variety of reasons. An innovative application of the sale/leaseback technique is the sale of a public facility to a public or private holding company for the purposes of limiting governmental liability under certain statutes. Under this arrangement, the government that sold the facility leases it back and continues to operate it.

## **Tax-Exempt Lease**

A public partner finances capital assets or facilities by borrowing funds from a private investor or financial institution. The private partner generally acquires title to the asset, but then transfers it to the public partner either at the beginning or end of the lease term. The portion of the lease payment used to pay interest on the capital investment is tax exempt under state and federal laws. Tax-exempt leases have been used to finance a wide variety of capital assets, ranging from computers to telecommunication systems and municipal vehicle fleets.

**Turnkey**

A public agency contracts with a private investor/vendor to design and build a complete facility in accordance with specified performance standards and criteria agreed to between the agency and the vendor. The private developer commits to build the facility for a fixed price and absorbs the construction risk of meeting that price commitment. Generally, in a turnkey transaction, the private partners use fast-track construction techniques (such as design-build) and are not bound by traditional public sector procurement regulations. This combination often enables the private partner to complete the facility in significantly less time and for less cost than could be accomplished under traditional construction techniques.

In a turnkey transaction, financing and ownership of the facility can rest with either the public or private partner. For example, the public agency might provide the financing, with the attendant costs and risks. Alternatively, the private party might provide the financing capital, generally in exchange for a long-term contract to operate the facility.



# MONROE THIS WEEK

Edition 7 February 19, 2016



**Mayor**

*Geoffrey Thomas*  
[gthomas@monroewa.gov](mailto:gthomas@monroewa.gov)

**Councilmembers**

*Patsy Cudaback*  
*Kevin Hanford*  
*Ed Davis*  
*Jason Gamble*  
*Jim Kamp*  
*Jeff Rasmussen*  
*Kirk Scarboro*  
[councilmembers@monroewa.gov](mailto:councilmembers@monroewa.gov)

**City Hall**

*806 West Main Street*  
*Monroe, WA 98272*  
*Phone: 360.794.7400*  
*Open 8AM – 5PM, M-F*

**Appointment Openings**

*No Openings At This Time*

**Job Openings**

*Construction Inspector*  
*Public Works O&M Seasonal*  
*Laborer*  
*Seasonal Parks*

**Events this Week**

- 02/23 City Council Meeting, Council Chambers, City Hall, 7PM*
- 03/01 City Council Meeting, Council Chambers, City Hall, 7PM*

From the Office of Mayor Thomas

To highlight some of the things going on in our community, I am writing this weekly city update, "Monroe This Week. If you have any suggestions or questions regarding "Monroe This Week" or the stories below, please contact me at [GThomas@MonroeWa.gov](mailto:GThomas@MonroeWa.gov).

Yours in Service,

Mayor Geoffrey Thomas

## Be In The Know!

### Made In Monroe

City staff, members of the Chamber of Commerce, and I, had the pleasure of touring three manufacturing businesses in Monroe; Cutwater Boats, Canyon Creek Cabinet Company, and Rhino Mfg. Inc.(metal fabrication). These three businesses alone employ about 500 people. Interesting facts learned on the tour were a 24' boat from Cutwater costs about \$90,000, Canyon Creek averaged about \$53 million in sales last year, and Rhino maintains a family company and solid workforce with little turnover. The Economic Alliance of Snohomish County coordinated the tours and it was interesting to all involved! THANK YOU ALL!

### Monroe Chamber of Commerce

We have an AMAZING Chamber! Our Monroe Chamber provides visitor services, promotes businesses in our community, organizes networking opportunities, acts as a liaison and advocates for businesses, and organizes community events which help promote our community including the Monroe Fair Days' Parade. Monthly, I have lunch with their Board to listen and share ideas and thoughts. THANK YOU to our Chamber and volunteer board members for enhancing opportunities and quality of life in Monroe!!

## City of Monroe Year-to-Date Comparisons

*The following are year-to-date comparisons*

Sales Tax Revenues  
'15 to 1/31/15: \$278,286  
'16 to 1/31/16: \$308,703  
**UP \$30,417 or 10.93%**

Real Estate Excise Tax  
'15 to 1/31/15: \$23,286  
'16 to 1/31/16: \$74,152  
**UP \$50,865 or 218.44%**

Lodging Tax Revenues  
'15 to 1/31/15: \$3,945  
'16 to 1/31/16: \$5,407  
**UP \$1,462 or 37.05%**

Business License Fees  
'15 to 1/31/15: \$4,318  
'16 to 1/31/16: \$5,229  
**UP \$912 or 21.12%**

Building Permit Revenues  
'15 to 1/31/15: \$23,749  
'16 to 1/31/16: \$16,374  
**DOWN \$7,375 or -31.05%**

Planning Fee Revenues  
'15 to 1/31/15: \$1,950  
'16 to 1/31/16: \$1,700  
**DOWN \$250 or -12.82%**

New House Permits  
'15 to 1/31/15: 5  
'16 to 1/31/16: 2\*  
**DOWN 3 units or 60%**  
*\*9 new single family permits were submitted in Jan. '16*

Multi-Family Permits (# units)  
'15 to 1/31/15: 0  
'16 to 1/31/16: 2 units  
**UP 2 units**

Building Division Inspections  
'15 to 1/31/15: 91  
'16 to 1/31/16: 131  
**UP 40 or 43.96%**

## Wayfinding Signs

THANK YOU to our Chamber of Commerce for securing grants for four new signs for Downtown Monroe!!! Thank you to our partners including our City Council (\$5,000 from Lodging Tax Funds and labor), Chamber (\$1,000 in matching funds and labor), and Snohomish County (\$10,000 from Tourism Promotion Funds) for your leadership and support!!! The signs were grant funded by hotel/motel stays and will help promote the Downtown area!

## Got Drugs?

The Monroe Police Department accepts unused, unwanted and expired prescription drugs that may pose a risk to you, your family and your community. Improper disposal may lead to illegal use or contamination of our waters. For proper disposal, bring your unwanted medicines to the police department at 818 West Main Street, Monday – Friday 8 am – 5 pm.

## We're Hiring!

The City of Monroe is hiring! Openings for Seasonal Parks and Public Work laborer are available! For more information and to fill out an application, visit: [www.monroewa.gov/jobs](http://www.monroewa.gov/jobs).

## Request of Proposal

The City of Monroe is accepting Requests For Proposals for concessionaire services to provide quality food and beverage service at Sky River and Lake Tye Park. This is a great opportunity to become involved in your community! Detailed proposal packets may be picked up at the Monroe City Hall, M-F 8am-5pm at 806 W. Main Street, Monroe WA 98272. Pick up a packet today!

## Rural Tourism Workshop Sessions!!

Get involved in developing tourism in the Skykomish and Snohomish River Valleys. A workshop series is being held beginning on March 7th and 8th at The Rock Church in Monroe. The topic for March 7th will be "Create the Vision" and March 8th will be "Make the Plan to Tell the Story."

To sign up for these all-day workshops, please contact the Snohomish Tourism Bureau: email: [Terry@Snohomish.org](mailto:Terry@Snohomish.org); phone: 425.348.5802.

More info is at: <https://www.eventbrite.com/e/skykomish-and-snohomish-river-...>



# City of Monroe

Legislative Update (2/19/16)

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**Requested Action:** Throughout the legislative session, Green Light Strategies will provide the City with regular reports of legislative activity affecting the City. At the end of each update, we provide a list of bills we are tracking during the Legislative Session. Please note legislation discussed in the **AWC/City Legislative Priorities/Issues** section to see important issues under consideration. Please review the bills, confirm the City's position and provide direction.

## CITY OF MONROE 2016 LEGISLATIVE PRIORITIES

**SR 522:** Working with the 1<sup>st</sup> and 39<sup>th</sup> Legislative delegations, we have requested a budget proviso to allocate \$300,000 in the supplemental transportation budget in order to perform practical design assessments of the SR 522 Interchange and Widening projects. Practical design is a critical first step to produce updated design concepts and the accompanying design and construction estimates needed to position the project to be constructed when new funds become available. In addition, we are working with Transportation Committee leadership to allow funds allocated in the Connecting WA account for the interchange to also be used for widening SR-522.

**Lake Tye Park Athletic Fields:** We are continuing to work with the city's delegation to advance this Capital Budget request. The Capital Budget Committees are compiling all requests and determining which projects will be included in the proposed supplemental capital budgets. Because this is a supplemental budget year, there will be limited funding for new projects. If not funded this year, these efforts have laid significant groundwork for the 2017-19 budget.

## 2016 LEGISLATIVE SESSION UPDATE

The cutoff for passing bills out of their house of origin (House or Senate) was this past Wednesday. Hundreds of good bills "died" when they were not brought up for a vote (on the flip side, hundreds of bad bills also will no longer be considered this session). Any legislation passed by its originating chamber will now be considered by the opposite chamber, and must meet the following deadlines to continue moving through the process:

**February 26:** Last day to pass bills out of policy committees from the opposite house

**February 29:** Last day to pass bills out of fiscal committees from the opposite house

**March 4:** Last day to pass bills out of the opposite house (except budgets, matters necessary to implement budgets, and differences between the houses)

**March 10:** Last day of the regular session

[GreenLightStrategies.com](http://GreenLightStrategies.com)

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## STATE SUPPLEMENTAL BUDGETS

Supplemental budget proposals will be released Monday, February 22. By tradition, the House and Senate alternate which chamber releases its budget proposal first. This year, it is the House's turn. We're likely to see the Senate proposals shortly thereafter.

## AWC/CITY LEGISLATIVE PRIORITIES/ISSUES

**Liquor Revenue Legislation:** [HB 2438](#) and [SB 6425](#) implement a phased approach for increasing liquor revenue distributions to local governments, restoring the 50/50 sharing relationship of this revenue stream between the state and local governments. Neither bill was brought forward for executive action by their respective fiscal committees and will likely not see further action this session. *(MONROE: SUPPORT; AWC: SUPPORT)*

**Marijuana/Cities Regulatory Limitations:** [HB 1438](#), limiting cities' ability to prohibit the production, processing and sale of marijuana in their communities by requiring any such prohibition only by public vote, was not voted on by the House prior to the legislative cut-off and is now considered "dead" for this session. *(MONROE: OPPOSE; AWC: OPPOSE)*

**Water and Sewer Utility Taxes:** [SB 6115](#), capping city utility tax rates on water and sewer at six percent unless the rate is first approved by a majority of the voters, was heard in committee but failed to be brought up for further action prior to the committee cut-off. Therefore, no further action will be taken this year. *(MONROE: OPPOSE; AWC: OPPOSE)*

**Public Records:** [HB 2576](#), regarding public records requests to local agencies, passed out of the policy and fiscal committees, was not voted on by the House prior to the legislative cut-off. AWC is working to exempt this bill from cut-off and hopes to see floor action this week. *(MONROE: MONITOR; AWC: SUPPORT)*

**Fireworks Regulation:** [HB 2348](#), allowing cities to restrict the use of fireworks less than one year after adoption if an extreme fire hazard or imminent threat of wildfire due to drought conditions exists, was not voted on by the House prior to the legislative cut-off and is now considered "dead" for this session. *(MONROE: MONITOR; AWC: SUPPORT)*

**Transportation Benefit Districts:** [HB 2816](#), increasing the maximum sales and use tax rate that can be imposed by a transportation benefit district after voter approval from 0.2 percent to 0.6 percent, was heard by the H Transportation Committee. However, the bill was not brought up for further action prior to the committee cut-off and is now considered "dead" for this session. *(MONROE: SUPPORT)*



## 2016 BILL TRACKING

Bill	Title	Status	Sponsor	Position
SHB 1438	Marijuana, prohibiting/vote	H 2nd Reading	Sawyer	OPPOSE
HB 1517	Liquor revenue distribution	H Approps	Reykdal	Monitor
HB 1582	Traffic violation penalties	H Trans	Fey	Monitor
E2SHB 1605	Fire protection/benefit chrg	S GovtOp&Sec	Peterson	Monitor
SHB 1684	Public records, charges for	H Rules R	Takke	Monitor
E2SHB 1745	Voting rights	S GovtOp&Sec	Moscoco	Monitor
HB 1802	Long range planning costs	H Local Govt	Fitzgibbon	Monitor
SHB 2029	Public trans benefit areas	H Rules R	Fey	Monitor
HB 2097	Ltd jurisdiction courts/fees	H Rules R	Kirby	Monitor
2SHB 2146	Public works requirements	H Rules R	Kilduff	Monitor
HB 2290	Public record request limits	H State Governme	MacEwen	Monitor
HB 2310	Fire prevention/2016	H Ag & Nat Res	Van De Wege	Monitor
HB 2321	Fire authority formation	S GovtOp&Sec	Stokesbary	Monitor
SHB 2348	Local fireworks ordinances	H Rules R	Hawkins	Monitor
HB 2353	OPMA civil penalties	H Rules R	Hunt, S.	Monitor
HB 2358	Water sewer districts	H Rules R	Kochmar	Monitor
HB 2362	Recordings/law enf., etc.	H 2nd Reading	Hansen	Monitor
HB 2376	Operating sup budget 2016	H Approps	Dunshee	Monitor
HB 2380	Supplemental capital budget	H Cap Budget	Tharinger	Monitor
HB 2395	Condominium conversion fee	H Comm Dev, Hous	McBride	Monitor
HB 2397	Housing demolitions fee	H Comm Dev, Hous	McBride	Monitor
SHB 2427	Local gov. modernization	S GovtOp&Sec	Springer	Monitor
HB 2438	Excess liquor revenue dist.	H Approps	Nealey	SUPPORT
HB 2442	Affordable housing zones	H Comm Dev, Hous	Appleton	Monitor
HB 2460	Firearms/public places	H Judiciary	Walkinshaw	Monitor
SHB 2486	Environmental statutes	H Rules R	Fitzgibbon	Monitor
SHB 2509	Wildlife and recreation prg.	H Rules R	Tharinger	Monitor
SHB 2519	Nuisance abatement costs	S GovtOp&Sec	McCaslin	Monitor
HB 2524	Trans sup budget 2015-2017	H Trans	Clibborn	Monitor
SHB 2544	Affordable housing options	H Finance	Frame	Monitor
HB 2565	Local sales & use tx changes	S Ways & Means	Vick	Monitor
2SHB 2576	Local agency public records	H 2nd Reading	McBride	Monitor
SHB 2583	Local creative districts	S Trade & Economi	McBride	Monitor
HB 2617	District based elections	H State Governme	Manweller	Monitor
ESHB 2647	Tax foreclosed prop./housing	S HumSer/MenHlth/	Jinkins	Monitor
HB 2688	Historic building rehab. tax	H Comm Dev, Hous	Pettigrew	Monitor
HB 2689	Historic building preserv.	H Comm Dev, Hous	Pettigrew	Monitor
ESHB 2708	Fire district formation	S GovtOp&Sec	Appleton	Monitor
HB 2732	Fire district annexations	H Rules R	Peterson	Monitor

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HB 2741	State & local fiscal agents	S Ways & Means	Kuderer	Monitor
HB 2764	Public defense fund distrib.	S Ways & Means	Jenkins	Monitor
HB 2788	Municipal water rights	H Ag & Nat Res	Shea	Monitor
HB 2816	Trans. benefit district tax	H Trans	Muri	SUPPORT
HB 2864	Trans. benefit tax increase	H Trans	Hunt, S.	Monitor
EHB 2959	Business tax & licenses	S Trade & Economi	Lytton	Monitor
EHB 2971	Real estate/local government	S Ways & Means	McBride	Monitor
E2SSB 5109	Infrastructure/local govt	H Comm Dev, Housi	Brown	Monitor
ESB 5111	Econ devel & transp projects	S 3rd Reading	Brown	Monitor
ESSB 5343	Transit construction/parking	H Trans	Hasegawa	Monitor
2ESB 5624	Essential infrastructure	H Cap Budget	Keiser	Monitor
ESSB 5694	Nuisance abatement	H Local Govt	Padden	Monitor
SSB 5767	Local govt treasuries	H Local Govt	Cleveland	Monitor
SB 5896	Liquor revenue distribution	S Ways & Means	Fraser	Monitor
SB 6031	Public works contractors/DES	S GovtOp&Sec	Chase	Monitor
ESB 6100	Economic gardening pilot pr.	H Tech & Econ De	Chase	Monitor
SB 6115	Water, sewerage businesses	S GovtOp&Sec	Chase	OPPOSE
SB 6129	District based elections	S 2nd Reading	Roach	Monitor
SB 6147	Water-sewer districts	H Local Govt	Roach	Monitor
SB 6150	Water pollution loans/term	H Cap Budget	Honeyford	Monitor
SSB 6152	I-405 express toll lanes	S 2nd Reading	Hill	Monitor
SB 6159	Counties/independent counsel	S Law & Justice	Dammeier	Monitor
SB 6171	OPMA civil penalties	H State Governmen	Roach	Monitor
SB 6183	Local school district levies	S EL/K-12	McAuliffe	Monitor
SB 6201	Supplemental capital budget	S Ways & Means	Honeyford	Monitor
SB 6204	Fire authority formation	S Rules 2	Roach	Monitor
SSB 6211	Nonprofit homeownership dev.	H Comm Dev, Housi	Dammeier	Monitor
SSB 6227	Wildlife and recreation prg.	H Cap Budget	Honeyford	Monitor
2SSB 6239	Affordable housing options	H Comm Dev, Housi	Fain	Monitor
SB 6247	On-site sewage system fees	S Ways & Means	Angel	Monitor
SSB 6315	Local gov. modernization	S 2nd Reading	Roach	Monitor
SSB 6387	Fire district formation	S 2nd Reading	Roach	Monitor
SB 6422	Affordable housing	S HumSer/MenHlth	Miloscia	Monitor
SB 6425	Excess liquor revenue dist.	S Ways & Means	Hewitt	SUPPORT
ESSB 6426	School siting	H Local Govt	Conway	Monitor
SB 6508	Public works assist. loans	S Ways & Means	Chase	Monitor
SB 6567	State route number 2 trestle	S Transportation	Hobbs	Monitor
SSB 6570	Toxic pollution cleanup	S Ways & Means	Erickson	Monitor