

MONROE CITY COUNCIL

Regular Business Meeting
October 11, 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 Gamble

Announcements And Presentations

1. AB16-132: Confirmation: Parks Board Appointment

Documents:

[AB16-132_Confirmation_Parks Board Appointment.pdf](#)

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 3 minutes per speaker.**]

Consent Agenda

1. Approval of the Minutes; October 4, 2016, Regular Business Meeting

Documents:

[20161011 CA1 MCC Minutes 20161004.pdf](#)

2. Approval of Payroll Warrants and ACH Payments

Documents:

[20161011 CA2 AAA FORM PAYROLL WARR APPROVAL.pdf](#)

3. AB16-133: Ordinance No. 016/2016, Extension of East Monroe Interim Zoning; Final Reading

Documents:

[AB16-133_ORD 016 2016_Interim Zoning Extension_East Monroe.pdf](#)

New Business

1. AB16-134: 2017 Budget - Presentation of General & Internal Service Funds

Documents:

[AB16-134_Presentation_2017Budget_GF_ISF.pdf](#)

2. AB16-135: Ordinance No. 017/2016, Setting 2017 Property Tax Levy;
First Reading

Documents:

[AB16-135_ORD 017 2016_2017 Property Tax Levy.pdf](#)

3. AB16-136: Discussion: Municipal Campus Planning

Documents:

[AB16-136_Discussion_Municipal Campus Planning.pdf](#)

Councilmember Reports

1. City Council Legislative Affairs Committee (Councilmember Kamp) --
CANCELLED
2. Community Transit Board of Directors Meeting (Councilmember
Cudaback)
3. Snohomish Health District Board of Directors (Councilmember
Rasmussen)
4. Snohomish County Tomorrow Steering Committee (Councilmember
Kamp)

Staff/ Department Reports

1. Monroe Municipal Court

Mayor/ Administrative Reports

1. Monroe This Week (October 7, 2016, Edition No. 38)

Documents:

[20161011 MR1 Monroe This Week Edition 38.pdf](#)

2. Draft Agenda for October 18, 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.



MONROE CITY COUNCIL

Agenda Bill No. 16-132

SUBJECT:	Confirmation: Monroe Parks Board Appointment
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/11/2016	Administration	Elizabeth Smoot	Geoffrey Thomas	Announcements and Presentations #1

Discussion:: 10/11/2016

Attachments: 1. J. Yap Park Board Application

REQUESTED ACTION: Move to confirm the Mayor's appointment of James Yap to the Monroe Parks Board.

DESCRIPTION/BACKGROUND

A vacancy exists on the City of Monroe Parks Board due to the departure of Park Boardmember Lara Ramey. Mr. James Yap has been selected through the application and interview process to fill this vacancy. Mr. Yap's term of appointment shall be October 11, 2016, through December 31, 2016. The Mayor is seeking Council's confirmation of this appointment.

IMPACT – BUDGET

N/A

TIME CONSTRAINTS

Confirmation of this appointment ensures continuity of the Park Board in a timely manner.

ALTERNATIVES TO REQUESTED ACTION

Choose not to confirm the appointment; and direct the Mayor and Staff to re-open the application process.



CITY OF MONROE

BOARDS AND COMMISSIONS APPLICATION

NAME: James Yap E-MAIL ADDRESS: [REDACTED]
HOME ADDRESS: [REDACTED]
HOME PHONE: [REDACTED] BUSINESS PHONE: [REDACTED] CELL PHONE: _____

BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING: Park

ARE YOU INTERESTED IN SERVING ON ANOTHER BOARD/COMMISSION IF NOT CHOSEN FOR THE ABOVE? No IF YES, 2ND CHOICE: No 3RD CHOICE: No

PLEASE LIST ANY PREVIOUS CITY APPOINTMENTS/OFFICES: None

WHY ARE YOU INTERESTED IN SERVING IN THIS POSITION? To provide assistance in planning for the City's current and future growth and preserving lands to meet the needs, goals and objectives of the city's GMP. Parks and recreation are essential in the socio-economic impetus for all communities.

WHAT COMMUNITY ACTIVITIES OR OTHER EXPERIENCE DO YOU BRING TO THIS POSITION, INCLUDING LEADERSHIP ROLES? I have served in the State Landscape Architects Board as a member and an officer overseeing professional practices, updating WAC and RCW pertaining to the Landscape Architecture discipline. I was also an official for the United State Swimming Organization for about ten years officiating in both regular and championship meets in the Pacific Northwest. In addition, I have conducted summer league swimming championship meet for two consecutive years that was held at the Snohomish Aquatic Center. Currently, I am the Park Planning Supervisor in the Capital Division for Snohomish County Parks and Recreation Department. Prior to this position, I was working in Central Park, New York, as a Landscape Architect and the Chief of Construction.

DO YOU HAVE ANY SPECIAL SKILLS OR EXPERTISE APPLICABLE TO THIS POSITION? As a Landscape Architect for over 30 years and an arborist (over 4 years), I have performed all aspects of park planning, design and development, construction documentations, budget and setting project priorities. I am involved in site assessment for land suitability for potential future park development prior to acquisition. I review and comment on consultants design and provide directions to meet the program elements. I have conducted public meetings and presented plans and ideas to the public. I am very familiar with park benefits and issues, maintenance and operations and have provide ideas and solutions to help make park a better place to recreate.

ANY ADDITIONAL COMMENTS/INFORMATION YOU WISH TO PROVIDE FOR CONSIDERATION? _____

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

SIGNATURE: James Yap [REDACTED] DATE: 9/19/2016

Please submit completed applications to: City Clerk, City of Monroe, 806 West Main Street, Monroe, WA 98272; esmoot@monroewa.gov; 360-794-4007 (fax); please contact the City Clerk for more information – 360-863-4538

CALL TO ORDER, ROLL CALL AND PLEDGE

The October 4, 2016, Regular Business Meeting of the Monroe City Council was called to order by Mayor Geoffrey Thomas at 7:01 p.m.; Council Chambers, City Hall.

Councilmembers present: Cudaback, Davis, Gamble, Hanford, Kamp, Rasmussen, and Scarboro.

Staff members present: Brazel, Farrell, Feilberg, Nelson, Osaki, Quenzer, and Smoot; City Attorney Lell.

The Pledge of Allegiance was led by Councilmember Kamp.

PUBLIC HEARING

1. AB16-127: 2017 Budget Revenue Sources

Ms. Dianne Nelson, Finance Director, provided background information on AB16-127 and the required public hearing for the 2017 Budget revenue sources.

Mayor Thomas opened the public hearing. There were no persons present wishing to provide testimony.

Councilmember Rasmussen moved to close the citizen testimony portion of the public hearing; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (7-0).

Councilmember Cudaback moved to close the public hearing; the motion was seconded by Councilmember Kamp. On vote,

Motion carried (7-0).

2. AB16-128: Extension of East Monroe Interim Zoning; Ordinance No. 016/2016; First Reading

Mr. Dave Osaki, Community Development Director, provided background information on AB16-128 and the proposed ordinance extending East Monroe Interim Zoning.

Mayor Thomas opened the public hearing. There were no persons present wishing to provide testimony.

Councilmember Hanford moved to close the citizen testimony portion of the public hearing; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (7-0).

Councilmember Hanford moved to close the public hearing; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (7-0).

Councilmember Hanford moved to accept as first reading Ordinance No. 016/2016, extending for an additional six month period, interim zoning adopted May 3, 2016, under Ordinance No. 003/2016; formally expressing the City Council's acknowledgement and intent regarding the continued designation of the East Monroe area as Limited Open Space following the Growth Management Hearings Board's decision in CPSGMHB Case No. 14-3-0006c; adopting findings; providing for severability and establishing an effective date; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (7-0).

COMMENTS FROM CITIZENS

There were no persons present wishing to address Council.

CONSENT AGENDA

1. Approval of the Minutes; September 27, 2016, Regular Business Meeting
2. Approval of AP Checks and ACH Payments (*Check Nos. 87263 through 87319, and ACH/EFT Payments, in a total amount of \$1,279,605.20*)
3. AB16-129: Acceptance of CIP Project/Begin Lien Period - Lewis Street Combined Sewer Separation Project
4. AB16-130: Acceptance of CIP Project/Begin Lien Period - Monroe Board and Blade Park Project

Councilmember Rasmussen moved to approve the Consent Agenda; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (7-0).

NEW BUSINESS

1. MMC 2.26, Term Limits for Elected Officials/At-Large Council Position

City Administrator Gene Brazel and City Attorney J. Zachary Lell provided information on Monroe Municipal Code 2.26, Term Limits for Elected Officials and the Monroe City Council two year At-Large Council Position.

General discussion ensued regarding applicable state law, transitioning the two year at-large position to a four year position, elections cycles/set-up, term limits/advisory vote, districting, and potential amendments to MMC 2.26 - Term Limits for Elected Officials.

By general consensus, the Council requested an ordinance be prepared transitioning the two year at-large position to a four year position, and additional information regarding potential amendments to MMC 2.26 - Term Limits for Elected Officials.

2. AB16-131: Lodging Tax Advisory Committee (LTAC) Appointments

Mr. Brad Feilberg, Public Works Director, provided background information on AB16-131 and the proposed LTAC Appointments.

Councilmember Rasmussen moved to appoint Geoffrey Thomas, Doug Hobbs, Lisa Martin, Bill Shin, and Bridgette Tuttle, to the Lodging Tax Advisory Committee for the term of July 1, 2016, to June 30, 2017; the motion was seconded by Councilmember Kamp.

Mayor Thomas responded to a Council inquiry regarding the LTAC meeting schedule.

On vote,

Motion carried (7-0).

COUNCILMEMBER REPORTS

1. ~~City Council Finance & Human Resources Committee (Councilmember Gamble) -~~
CANCELLED
2. Individual Reports

Councilmember Kamp commented on lighting at Lake Tye Park and requested that a discussion on bioswales be added to the extended agenda.

Councilmember Davis stated he will be absent from the October 11, 2016, regular business meeting.

Councilmember Scarboro inquired as to the Downtown lighting grant; Mr. Osaki provided a brief update on the grant application/review schedule.

STAFF/DEPARTMENT REPORTS

1. Individual Reports

Mr. Mike Farrell, Parks and Recreation Director, reported on the following topics: upcoming Harvest Festival at Lake Tye Park, and Evergreen State Fair three-on-three basketball tournament.

Mr. Osaki reported on the following topics: award received from the Planning Associations of Washington for public/citizen involvement with the Comprehensive Plan process, and the Downtown Monroe stakeholders meeting with the strategic consultant.

Mr. Feilberg reported on paving and striping projects.

MAYOR/ADMINISTRATIVE REPORTS

Mr. Brazel reported on a citizen inquiry regarding Washington State Department of Transportation fencing on 154th and requested repairs thereto.

1. ~~Monroe This Week (No September 30, 2016, Edition issued)~~

Mayor Thomas reported on the following items: 2017 Preliminary Budget, boards and commissions interviews, and an upcoming 522 stakeholders meeting.

2. Draft Agenda for October 11, 2016, Regular Business Meeting

Mr. Brazel reviewed the draft agenda for the October 11, 2016, Monroe City Council Regular Business Meeting, the extended agenda, and additions/edits thereto.

Councilmember Gamble stated he will be absent from the November 1, 2016, regular business meeting, and noted the potential cancellation of the Finance and Human Resources Committee Meeting that evening.

Councilmember Kamp noted the cancellation of the October 11, 2016, Legislative Affairs Committee Meeting.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Rasmussen and seconded by Councilmember Kamp to adjourn the meeting. On vote,
Motion carried (7-0).

MEETING ADJOURNED: 8:25 p.m.

Geoffrey Thomas, Mayor

Elizabeth M. Smoot, MMC, City Clerk

Minutes approved at the Regular Business Meeting of October 11, 2016.



MONROE CITY COUNCIL

Agenda Bill No. 16-133

SUBJECT:	Ordinance No. 016/2016, Extension of East Monroe Interim Zoning; Final Reading
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/11/2016	Community Development	Dave Osaki	David Osaki	Consent Agenda #3

Discussion: 05/03/2016; 06/21/2016; 10/04/2016; 10/11/2016
Public Hearings: 06/21/2016; 10/04/2016
First Reading: 10/04/2016

- Attachments:**
1. Draft Ordinance No 016/2016
 2. Ordinance No. 003/2016
 3. Resolution No. 008/2016

REQUESTED ACTION: Move to adopt Ordinance No. 016/2016 extending for an additional six month period, interim zoning adopted May 3, 2016, under Ordinance No. 003/2016; formally expressing the City Council's acknowledgement and intent regarding the continued designation of the East Monroe area as Limited Open Space following the Growth Management Hearings Board's decision in CPSGMHB Case No. 14-3-0006c; adopting findings; providing for severability and establishing an effective date.

DESCRIPTION/BACKGROUND

On April 1, 2016, the Growth Management Hearings Board (GMHB) issued an Order Finding Continuing Non-Compliance for the East Monroe Comprehensive Plan Map amendment and Zoning Map amendment (GMHB Case No. 14-3-0006c). The GMHB Order Finding Continuing Non-Compliance set a compliance deadline of September 28, 2016.

On May 3, 2016, the Monroe City Council passed Ordinance No. 003/2016 (*attachment 2*), which adopted interim zoning pursuant to RCW 36.70A.390, RCW 36.70A.302, and RCW 35A.63.220.

Specifically, Ordinance No. 003/2016 adopted and reaffirmed the continued zoning designation of the East Monroe area (consisting of Snohomish County tax assessor parcel numbers 270706-001-025-00, 270705-002-061-00, 270705-002-062-00, 270705-002-063-00, and 270705-002-064-00) as Limited Open Space (LOS) during the compliance remand period in CPSGMHB Case No. 14-3-0006c; adopted supportive findings; provided for severability; declared an emergency; and provided for an immediate effective date. The LOS Zoning designation was shown on Ordinance No. 003/2016, Exhibit A, and incorporated as if set forth in full.

On June 21, 2016, the Monroe City Council held a public hearing on Ordinance No. 003/2016 as required by RCW 35A.63.220 and RCW 36.70A.390. Immediately following the June 21, 2016, public hearing, the Monroe City Council approved Resolution No. 008/2016 (*attachment 3*), adopting legislative findings in support of Ordinance No. 003/2016 pursuant to RCW 35A.63.220 and RCW 36.70A.390.

The interim zoning approved by Ordinance No. 003/2016 on May 3, 2016, is to automatically sunset six (6) months from its effective date unless terminated earlier or extended by subsequent

City Council action. At the time of Ordinance No. 003/2016's passage, the GMHB Order Finding Continuing Non-Compliance compliance deadline was September 28, 2016.

Since the time of the April 1, 2016, GMHB Order Finding Continuing Non-Compliance the Heritage Baptist Church filed a legal challenge of the GMHB Order in Superior Court. The Heritage Baptist Church also requested certification by the Superior Court for direct review by the Court of Appeals. That certification was granted.

On August 8, 2016, the Washington State Court of Appeals Division I granted Heritage Baptist Church's motion for direct review. This means the case will bypass Superior Court and proceed directly to the adjudication by the Court of Appeals.

By Notation Ruling dated September 16, 2016, the Washington State Court of Appeals granted an extension to the September 28, 2016 compliance schedule deadlines for CPSGMHB Case No. 14-3-0006c while judicial review of the underlying CPSGMHB order is pending.

An extension of the interim zoning formally expressing the City Council's acknowledgement and intent regarding the continued designation of the East Monroe area as Limited Open Space is expressly authorized by Washington law, and is necessary to protect the public health, safety or welfare and is a legitimate exercise of the City's police power. A public hearing is required for the extension of the interim zoning.

The interim zoning extension is not to be construed as limiting or otherwise abridging the City Council's discretion in selecting a method by which to achieve compliance with CPSGMHB Case No. 14-3-0006c; regarding which the City Council has not yet acted.

First reading of this ordinance was accepted on October 4, 2016; and there have been no changes to the ordinance since that time.

IMPACT – BUDGET

N/A

TIME CONSTRAINTS

The Interim zoning passed under Ordinance No. 003/2016 is effective for a six month period and will expire November 3, 2016 unless extended.

CITY OF MONROE
ORDINANCE NO. 016/2016

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, EXTENDING FOR AN ADDITIONAL SIX MONTH PERIOD, INTERIM ZONING ADOPTED MAY 3, 2016 UNDER ORDINANCE NO. 003/2016; FORMALLY EXPRESSING THE CITY COUNCIL'S ACKNOWLEDGEMENT AND INTENT REGARDING THE CONTINUED DESIGNATION OF THE EAST MONROE AREA AS LIMITED OPEN SPACE FOLLOWING THE GROWTH MANAGEMENT HEARINGS BOARD'S DECISION IN CPSGMHB CASE NO. 14-3-0006c; ADOPTING FINDINGS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on May 3, 2016, the Monroe City Council passed Ordinance No. 003/2016, which adopted interim zoning pursuant to RCW 36.70A.390, RCW 36.70A.302, and RCW 35A.63.220; and

WHEREAS, Ordinance No. 003/2016 adopted and reaffirmed the continued zoning designation of the East Monroe area (consisting of Snohomish County tax assessor parcel numbers 270706-001-025-00, 270705-002-061-00, 270705-002-062-00, 270705-002-063-00, and 270705-002-064-00) as Limited Open Space (LOS) during the compliance remand period in CPSGMHB Case No. 14-3-0006c; adopted supportive findings; provided for severability; declared an emergency; and provided for an immediate effective date; and

WHEREAS, the May 3, 2016, adoption of Ordinance No. 003/2016 as an interim measure was necessary to prevent any uncertainty regarding the zoning designation of the East Monroe property and prevent any future disputes regarding the accrual of vested rights during the pendency of the remand period; and

WHEREAS, on June 21, 2016, the Monroe City Council held a public hearing on Ordinance No. 003/2016 as required by RCW 35A.63.220 and RCW 36.70A.390; and

WHEREAS, immediately following the June 21, 2016, public hearing, the Monroe City Council approved Resolution No. 008/2016, adopting legislative findings in support of Ordinance No. 003/2016 pursuant to RCW 35A.63.220 and RCW 36.70A.390; and

WHEREAS, the interim zoning approved by Ordinance No. 003/2016 on May 3, 2016, was to automatically sunset six (6) months from its effective date unless terminated earlier or extended by subsequent Council action; and

WHEREAS, by Notation Ruling dated September 16, 2016, the Washington State Court of Appeals granted an extension to the compliance schedule deadline for CPSGMHB Case No. 14-3-0006c while judicial review of the underlying CPSGMHB Order is pending; and

WHEREAS, the Monroe City Council continues to desire to formally designate and reaffirm that the East Monroe Area is, and will remain, in its original Limited Open Space (LOS) designation during the on-going remand period in CPSGMHB Case No. 14-3-0006c; and

WHEREAS, a City Council public hearing on the extension of Ordinance No. 003/2016 was held on October 4, 2016; and

WHEREAS, an extension of the interim zoning formally expressing the City Council's acknowledgement and intent regarding the continued designation of the East Monroe area as Limited Open Space is expressly authorized by Washington law, is necessary to protect the public health, safety or welfare and is a legitimate exercise of the City's police power; and

WHEREAS, nothing herein shall be construed as limiting or otherwise abridging the City Council's discretion in selecting a method by which to achieve compliance with CPSGMHB Case No. 14-3-0006c; regarding which the City Council has not yet acted.

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

Section 1. Adoption of Findings. The recitals set forth in Ordinance No. 003/2016, Resolution No. 008/2016, and as also set forth in the recitals above, as well as information contained in Agenda Bill 16-128, the October 4, 2016, staff report associated with this ordinance, are hereby adopted as the City Council's findings in support of the interim zoning extension provided by this Ordinance.

Section 2. Interim Zoning Extended. The interim zoning formally expressing the City Council's acknowledgement and intent regarding the continued designation of the East Monroe area as Limited Open Space, passed by Ordinance No. 003/2016 on May 3, 2016, is hereby extended for an additional six month period to commence concurrently with the scheduled expiration of the original term of Ordinance No. 003/2016. The six month effective period of said extension shall begin November 3, 2016.

Section 3. Reaffirmation of LOS Zoning Designation. The zoning designation of the East Monroe area (consisting of Snohomish County tax assessor parcel numbers 270706-001-025-00, 270705-002-061-00, 270705-002-062-00, 270705-002-063-00, and 270705-002-064-00) shall continue to be as Limited Open Space (LOS) during the compliance remand period in CPSGMHB Case No. 14-3-0006c.

Section 4. Copy to Department of Commerce. Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law; provided, that the six-month extension of the interim zoning established by Ordinance No. 003/2016 shall commence on November 3, 2016, concurrently with the scheduled expiration of the original term of said ordinance, and shall sunset automatically six (6) months from November 3, 2016, unless terminated earlier or extended by subsequent council action.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2016.

First Reading: October 4, 2016
Adoption: October 11, 2016
Published: October 18, 2016
Effective: October 23, 2016

CITY OF MONROE, WASHINGTON:

Geoffrey Thomas, Mayor

(SEAL)

ATTEST:

APPROVED AS TO FORM:

Elizabeth M. Smoot, MMC, City Clerk

J. Zachary Lell, City Attorney

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

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, ADOPTING AN INTERIM ZONING ORDINANCE PURSUANT TO RCW 36.70A.390, RCW 36.70A.302 AND RCW 35A.63.220; ADOPTING AND REAFFIRMING THE CONTINUED ZONING DESIGNATION OF THE EAST MONROE AREA AS LIMITED OPEN SPACE (LOS) DURING THE COMPLIANCE REMAND PERIOD IN CPSGMHB CASE NO. 14-3-0006c; ADOPTING SUPPORTIVE FINDINGS; PROVIDING FOR SEVERABILITY; DECLARATING AN EMERGENCY; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE

WHEREAS, Ordinance Nos. 015/2015 and 016/2016, reclassifying and rezoning the East Monroe property as General Commercial, respectively, were invalidated by the Central Puget Sound Growth Management Hearings Board in an Order Finding Continuing Noncompliance on or about April 1, 2016; and

WHEREAS, the City Council desires to formally designate and reaffirm that the East Monroe Area is, and will remain, in its original Limited Open Space (LOS) designation during the remand period in CPSGMHB Case No. 14-3-0006c while the City determines an appropriate permanent compliance method; and

WHEREAS, it is necessary to immediately adopt this ordinance as an interim measure to prevent any uncertainty regarding the zoning designation of the East Monroe property and prevent any future disputes regarding the accrual of vested rights during the pendency of the remand period; and

WHEREAS, nothing herein shall be construed as limiting or otherwise abridging the City Council's discretion in selecting a method by which to achieve compliance with the CPSGMHB Case No. 14-3-0006c, regarding which the City Council has not yet acted;

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

Section 1. Reaffirmation of LOS Zoning Designation. The Monroe City Council hereby designates and reaffirms the continued zoning reclassification of certain property located north of US-2 near the eastern City limits, commonly known as the East Monroe Area, and consisting of tax parcel numbers 270706-001-025-00, 270705-002-061-00, 270705-002-062-00, 270705-002-063-00, and 270705-002-064-00, as Limited Open Space (LOS), as shown on the attached Exhibit A and incorporated by this reference as if set forth in full. The City Council hereby authorizes and directs that the official Zoning Map of the City reflect this interim action.

Section 2. Public Hearing. The City Clerk is hereby directed to schedule a public hearing on this ordinance within sixty (60) days of its adoption. At the conclusion of said hearing, the City Council shall adopt legislative findings in support of this ordinance.

Section 3. Copy to Department of Commerce. Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

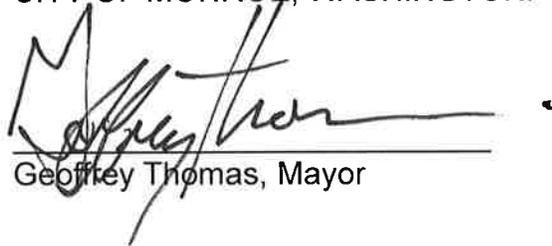
Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date; Duration; Declaration of Emergency. Based upon the recitals above, and as will be further explained in post-adoption findings, the City Council hereby declares an emergency requiring this ordinance to take effect immediately upon passage, and the ordinance shall sunset automatically six (6) months from its effective date unless terminated earlier or extended by subsequent Council action.

ADOPTED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 3RD day of May, 2016.

Adopted: May 3, 2016
Effective: May 3, 2016
Published: May 10, 2016

CITY OF MONROE, WASHINGTON:



Geoffrey Thomas, Mayor

(SEAL)

ATTEST:

APPROVED AS TO FORM:



Elizabeth M. Smoot, MMC, City Clerk



J. Zachary Lell, City Attorney



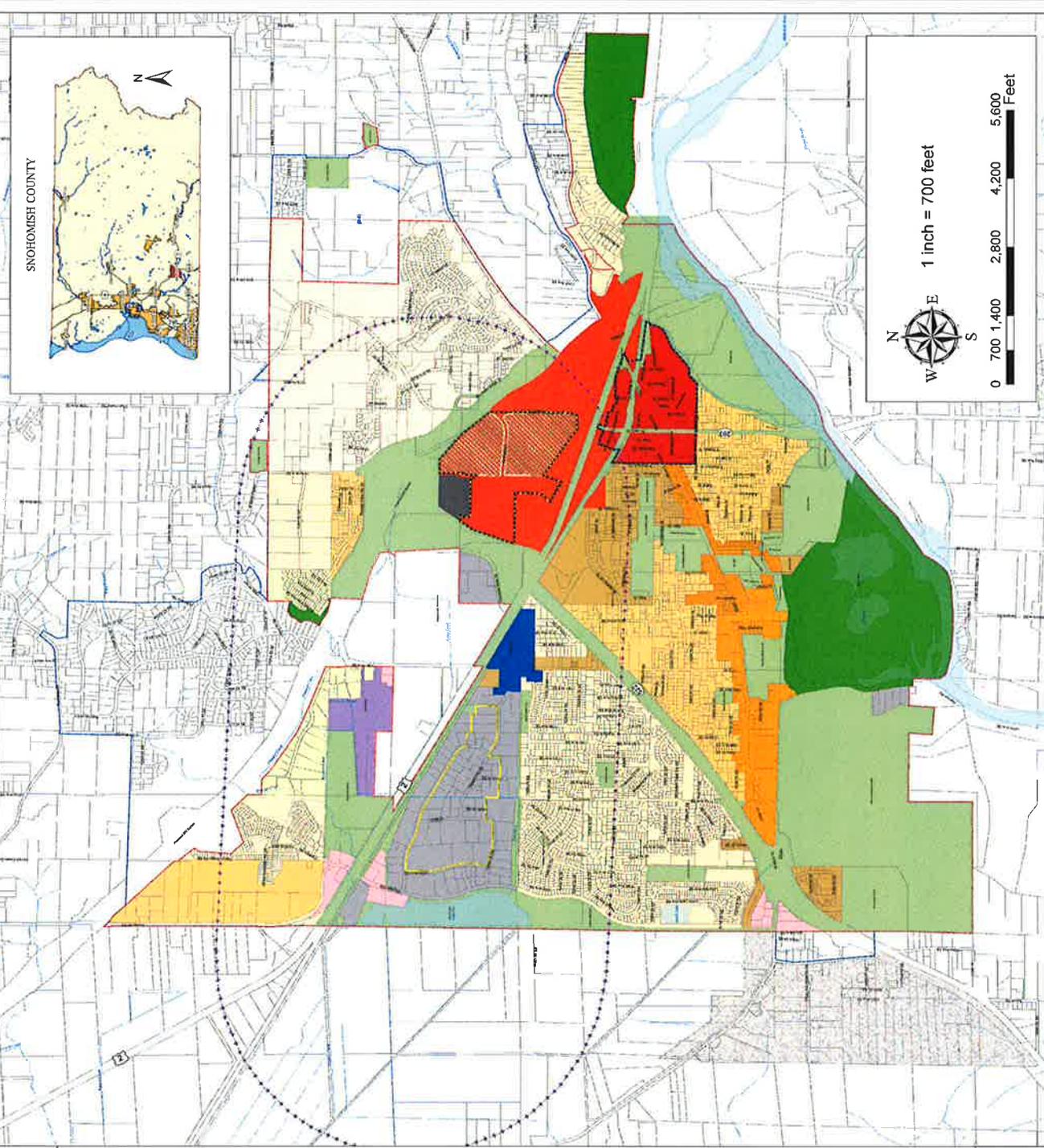
- ZONING DISTRICTS**
- (DC) - Downtown Commercial
 - (GC) - General Commercial
 - (MUNC) - Mixed Use Neighborhood Commercial
 - (MUC) - Mixed Use Commercial
 - (SC) - Service Commercial
 - (PC) - Professional Office
 - (GI) - General Industrial
 - (LI) - Light Industrial
 - (LOSA) - Limited Open Space-Airport
 - (LOS) - Limited Open Space
 - (PS) - Public Open Space
 - (MR6000) - Multi-Family Residential
 - (UR6000) - Urban Residential
 - (UR9600) - Urban Residential
 - (R4) - Residential 4 Dwellings Per Acre
 - (SR15000) - Suburban Residential

- OVERLAY ZONES**
- North Kelsey Planning Area (ORD 009/2010)
 - North Kelsey Planned Dev Area (ORD 009/2010)
 - Downtown Planning Area (ORD 036/2008)
 - Airport Overlay Zone (ORD: 026-2006)
 - AEO-SOB Boundary (ORD 029/2003)

- BOUNDARIES**
- Southwest Study Area
 - Urban Growth Area
 - Monroe City Limits

Official City of Monroe 2015 Zoning Map
 This is to certify that this is the official zoning map referred to in the zoning ordinance of the City of Monroe, Washington.
 Adopted
 (Signed Copy in City Records)

Map data shown is the property of the City of Monroe & Snohomish County. Inaccuracies may exist and the City of Monroe & Snohomish County imply no warranties or guarantees regarding any aspect of data depiction. No real estate decisions are to be made using this map. Please contact the City of Monroe Planning and Permitting Department to verify the designations(s).



**CITY OF MONROE
RESOLUTION NO. 008/2016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, ADOPTING FINDINGS IN SUPPORT OF INTERIM ORDINANCE NO. 003/2016 PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; FORMALLY EXPRESSING THE CITY COUNCIL'S ACKNOWLEDGEMENT AND INTENT REGARDING THE CONTINUED DESIGNATION OF THE EAST MONROE AREA AS LIMITED OPEN SPACE FOLLOWING THE GROWTH MANAGEMENT HEARINGS BOARD'S DECISION IN CPSGMHB CASE NO. 14-3-0006c; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Monroe's previous actions redesignating the East Monroe area from Limited Open Space to General Commercial under Ordinance Nos. 022/2013, 024/2013, 015/2015, and 016/2015 have been rejected and invalidated by the Growth Management Hearings Board in CPSGMHB Case No. 14-3-0006c; and

WHEREAS, the Monroe City Council has not yet taken formal, permanent legislative action to achieve compliance in CPSGMHB Case No. 14-3-0006c; and

WHEREAS, the City Council adopted interim Ordinance No. 003/2016 on May 3, 2016, in order to publicly clarify and reaffirm the continued designation of the East Monroe area as Limited Open Space during the compliance remand period in CPSGMHB Case No. 14-3-0006; and

WHEREAS, pursuant to RCW 35A.63.220 and RCW 36.70A.390, the Council may adopt supportive findings following the public hearing on a previously enacted interim ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE AS FOLLOWS:

Section 1. Findings. The above recitals are hereby adopted by reference as findings in support of this resolution. The City Council further adopts by reference the additional findings contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Legislative Intent; Continued Acknowledgement of Limited Open Space Designation. Based upon the determinations of invalidity entered in CPSGMHB Case No. 14-3-0006c with respect to Ordinance Nos. 022/2013 (in relevant part), 024/2013, 015/2015, and 016/2015, the City Council formally acknowledges that the reclassification and rezoning of the East Monroe property to General Commercial under said ordinances is presently null and void. The City Council further formally

acknowledges and expresses its legislative intent that under both the *status quo ante* and Ordinance No. 003/2016, the current designation of the East Monroe area is and continues to be Limited Open Space.

Section 3. Reservation. The foregoing is without prejudice to the City Council's ultimate policy discretion in selecting a permanent compliance approach in CPSGMHB Case No. 14-3-0006c.

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 21st day of June, 2016.

CITY OF MONROE, WASHINGTON



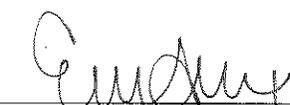
~~Geoffrey Thomas, Mayor~~

Palma Cadeback, Mayor Pro Tem



(SEAL)

ATTEST:



Elizabeth M. Smoot, MMC, City Clerk

EXHIBIT A

MONROE CITY COUNCIL

LEGISLATIVE FINDINGS OF FACT FOR ORDINANCE NO. 003/2016

In addition to the recitals contained in Ordinance No. 003/2016, the City Council further enters the following findings pursuant to RCW 36.70A.390 and RCW 35A.63.220.

1. On May 3, 2016, the Monroe City Council passed Ordinance No. 003/2016. Ordinance No. 003/2016 adopted interim zoning regulations pursuant to RCW 36.70A.390, RCW 36.70A.302, and RCW 35A.63.220; adopting and reaffirming the continued zoning designation of the East Monroe area as Limited Open Space (LOS) during the compliance remand period in Central Puget Sound Growth Management Hearings Board (CPSGMHB) Case No. 14-3-0006c; adopting supportive findings; providing for severability; declaring an emergency; and providing for an immediate effective date.
2. More specifically, Ordinance No.003/2016 reaffirms and designates the continued Limited Open Space (LOS) Zoning designation of certain property(ies) located north of US-2 near the eastern City limits, commonly known as the "East Monroe Area" and consisting of tax parcel numbers 270706-001-025-00, 270705-002-061-00, 270705-002-062-00, 270705-002-063-00, and 270705-002-064-00. The LOS Zoning designation was shown on Exhibit A to Ordinance No. 003/2016. Exhibit A was incorporated into Ordinance No. 003/2016 as if set forth in full.
3. Ordinance No. 003/2016 became effective immediately upon passage.
4. Ordinance No. 003/2016, Section 2 provides that the City Clerk schedule a public hearing on Ordinance No. 003/2016 within 60 days of its adoption pursuant to RCW 36.70A.390 and RCW 35A.63.220. Ordinance No. 003/2016, Section 2, also provides that at the conclusion of said public hearing, the City Council shall adopt legislative findings of fact justifying its action in support of the ordinance (Ordinance No. 003/2016).
5. Pursuant to Ordinance No. 003/2016, Section 2, a City Council public hearing for Ordinance No. 003/2016 was scheduled for and held on June 21, 2016.

6. On December 26, 2013, the Monroe City Council adopted Ordinance Nos. 022/2013 and 024/2013, which, *inter alia*, amended the City's Comprehensive Plan Land Use Map and Zoning Map to reclassify and rezone a forty-three (43) acre area of vacant land commonly known as the "East Monroe Area" from Limited Open Space (LOS) to General Commercial (GC).
7. The East Monroe Area reclassification and rezone collectively was subsequently challenged before the Growth Management Hearings Board (GMHB) by multiple parties.
8. After briefing and a hearing on the merits, the GMHB issued its Final Decision and Order (FDO) in CPSGMHB Case No. 14-3-0006c on August 26, 2014.
9. Although the FDO rejected the vast majority of the legal challenges that had been asserted against the East Monroe proposal, the GMHB ultimately determined that the Final Environmental Impact Statement (FEIS) dated September 27, 2013, that had been prepared in conjunction with the East Monroe Area was inadequate due to a few alleged deficiencies.
10. As a result of this conclusion, the GMHB issued a Finding of Noncompliance and a Determination of Invalidity dated August 26, 2014, with respect to the East Monroe Area Comprehensive Plan amendment and zoning map amendment. In summary, the GMHB Order found that:
 - The City failed to comply with RCW 43.21C.030(c), and the Final Environmental Impact Statement for Ordinance No. 022/2013 and Ordinance No. 024/2013 was inadequate because it failed to consider a reasonable range of alternatives and failed to adequately analyze environmental impacts on the entire 43-acre rezone.
 - The City's adoption of Ordinance No. 022/2013 and Ordinance No. 024/2013 was not guided by and substantially interferes with the fulfillment of Growth Management Act (GMA) Planning Goal 10.

A determination of invalidity was entered for Ordinance No. 022/2013, Section 3, and related attachments including Exhibit G, and Ordinance No. 024/2013.

11. In response to the August 26, 2014, GMHB FDO, the City of Monroe coordinated with consultants hired by landowner/applicant, Heritage Baptist Church, to prepare a Supplemental Environmental Impact Statement (SEIS) to address the deficiencies identified in the FDO.

12. The SEIS was issued on November 2, 2015.
13. On November 24, 2015, the Monroe City Council passed Ordinance No. 015/2015 and Ordinance No. 016/2015, which readopted the substance of the East Monroe Area reclassification and the rezone proposal with the support of the November 2, 2015, SEIS.
14. On January 20, 2016, a GMHB compliance hearing was held.
15. On or about April 1, 2016, the GMHB issued an Order Finding Continuing Noncompliance deeming the SEIS inadequate under State Environmental Policy Act (RCW Chapter 43.21C). The GMHB Order Finding Continuing Non-Compliance found that the City of Monroe's November 2, 2015, Supplemental Environmental Impact Statement (SEIS) was inadequate and failed to comply with the requirements of the State Environmental Policy Act, RCW Chapter 43.21C.

The GMHB Order Finding Continuing Noncompliance further:

- Remanded Ordinance No. 015/2015 and Ordinance No. 016/2015 to the City to be brought into compliance with the GMA and Chapter 43.21C; and
 - Entered an order of invalidity with regard to Ordinance No. 015/2015 and Ordinance No. 016/2015.
16. The GMHB Order Finding Continued Non-Compliance provides for a compliance due date of September 28, 2016.
 17. In summary, the City of Monroe's previous actions reclassifying and rezoning the East Monroe area from Limited Open Space to General Commercial under Ordinance No. 022/2013 (in relevant part), Ordinance No. 024/2013, Ordinance No. 015/2015, and Ordinance No. 016/2015, have been rejected and invalidated by the GMHB in CPSGMHB Case No. 14-3-0006c.
 18. The effect of the GMHB's invalidation of the City's various ordinances that attempted to redesignate the East Monroe area as General Commercial is to restore the original Limited Open Space designation of the property.

19. Applicable state law, including without limitation RCW 36.70A.390, RCW 35A.63.220, and RCW 36.70A.302(5), authorizes cities to adopt interim zoning amendments.
20. Based on the GMHB's Order Finding Continuing Non-Compliance issued on or about April 1, 2016, with regards to Ordinance No. 015/2015 and Ordinance No. 016/2015, and the GMHB's determinations of invalidity with respect to Ordinance No. 022/2013 (in relevant part) and Ordinance No. 024/2013, and in order to conclusively eliminate any public uncertainty regarding the current land use designation of the East Monroe area, the City Council's acknowledgement of the Limited Open Space Zoning designation for the East Monroe Area during the remand period for CPSGMHB Case No. 14-3-0006c is appropriate while the City determines a permanent compliance method.
21. The City Council's adoption of Ordinance No. 003/2016 is intended to remove any public uncertainty regarding the existing Zoning designation of the East Monroe Area as its original Limited Open Space (LOS) designation, and shall serve to prevent any future disputes regarding the accrual of vested rights during the pendency of the remand period.
22. It is and has been the City Council's express understanding and legislative intent that the East Monroe property is, and shall remain until further provided by the Council, designated as Limited Open Space and not General Commercial.



MONROE CITY COUNCIL

Agenda Bill No. 16-134

SUBJECT:	2017 Budget - Presentation of General & Internal Service Funds
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/11/2016	Finance	Dianne Nelson	Dianne Nelson	New Business #1

Discussion: 10/11/2016
Public Hearing: *Scheduled for 10/18/2016 & 11/15/2016*
First Reading: *Scheduled for 12/06/2016*
**Second Reading/
Adoption** *Scheduled for 12/13/2016*

Attachments: 1. PowerPoint presentation of 2017 Preliminary Budget for General Fund and Internal Service Funds

REQUESTED ACTION: None; presentation only.

DESCRIPTION/BACKGROUND

This is the first of two presentations of the 2017 Preliminary Budget. On October 18, 2016, a presentation will be given on the budgets for the Capital Improvement Projects Funds and the Utility Funds.

Public hearings on the 2017 Budget will be held at the Monroe City Council Regular Business Meetings of October 18, and November 15, 2016.

The ordinance adopting the 2017 Budget will be read at the December 6, and December 13, 2016, Council Meetings.

GENERAL FUND, CONTINGENCY FUND & INTERNAL SERVICE FUNDS



2017 Preliminary Budget
October 11, 2016

General Fund

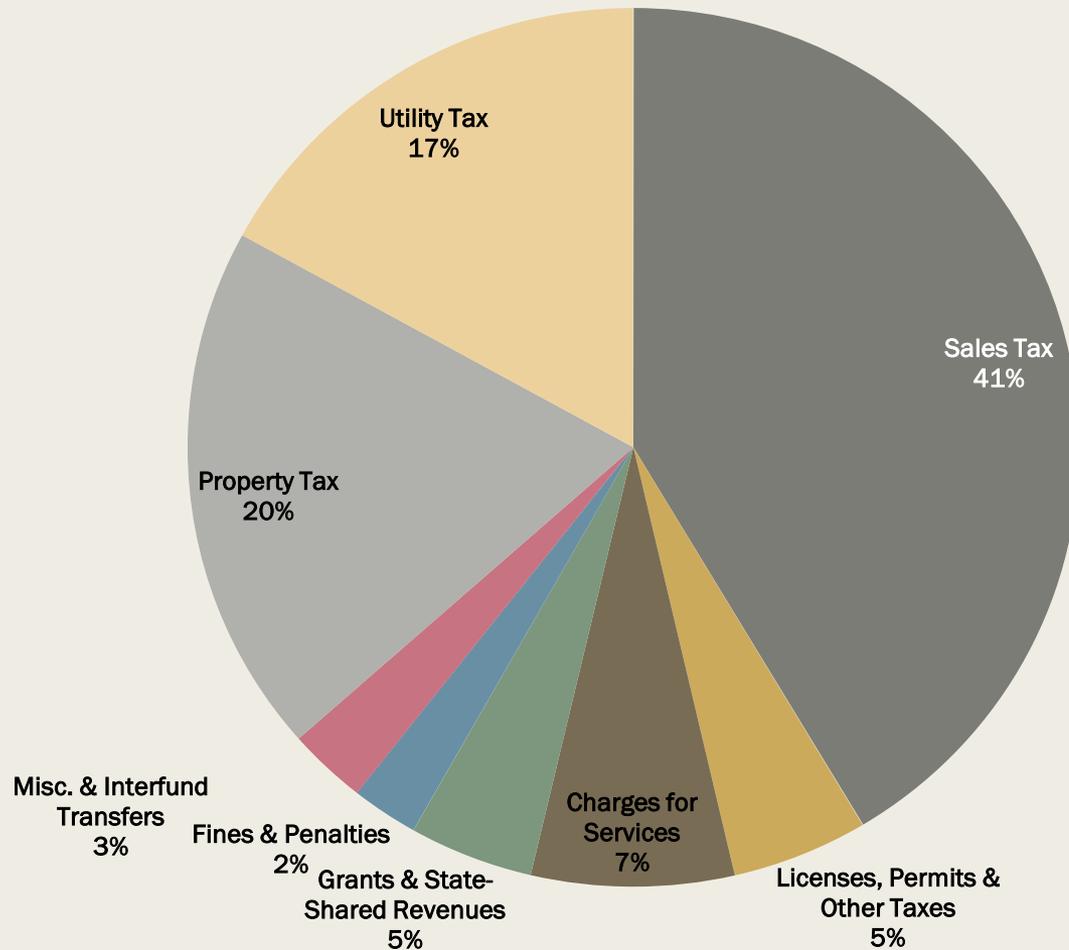
- Covers all governmental operations, except street maintenance & utilities
- Main focus of the budget process
- Generally supported by tax dollars



General Fund 2015 Budget

Revenues	\$13,152,049
Operating Expenditures	\$13,261,882
One-Time Project Expenditures	\$321,187

General Fund Revenues



Property Tax Revenue

- Property Tax revenues are estimated to be \$2,565,566

- Preliminary budget does not utilize the 1% levy increase allowed by law

- Total levy increases:
 - \$33,530 *from new construction*
 - \$484,312 *from banked capacity*

Sales Tax Revenue

- Total Sales Tax revenue estimated to be \$5,447,080, broken down as follows:
 - \$406,197 from voted increase for public safety purposes
 - \$285,883 from county sales tax for criminal justice
 - \$4,755,000 for general operations

 - *The local sales tax levy for streets goes to a separate TBD Fund. Revenues are estimated to be \$1,000,000. \$850,000 will be transferred to the Street Funds for road projects, and \$22,500 will be expended on liability insurance and state auditor fees.*

Utility Tax Revenue

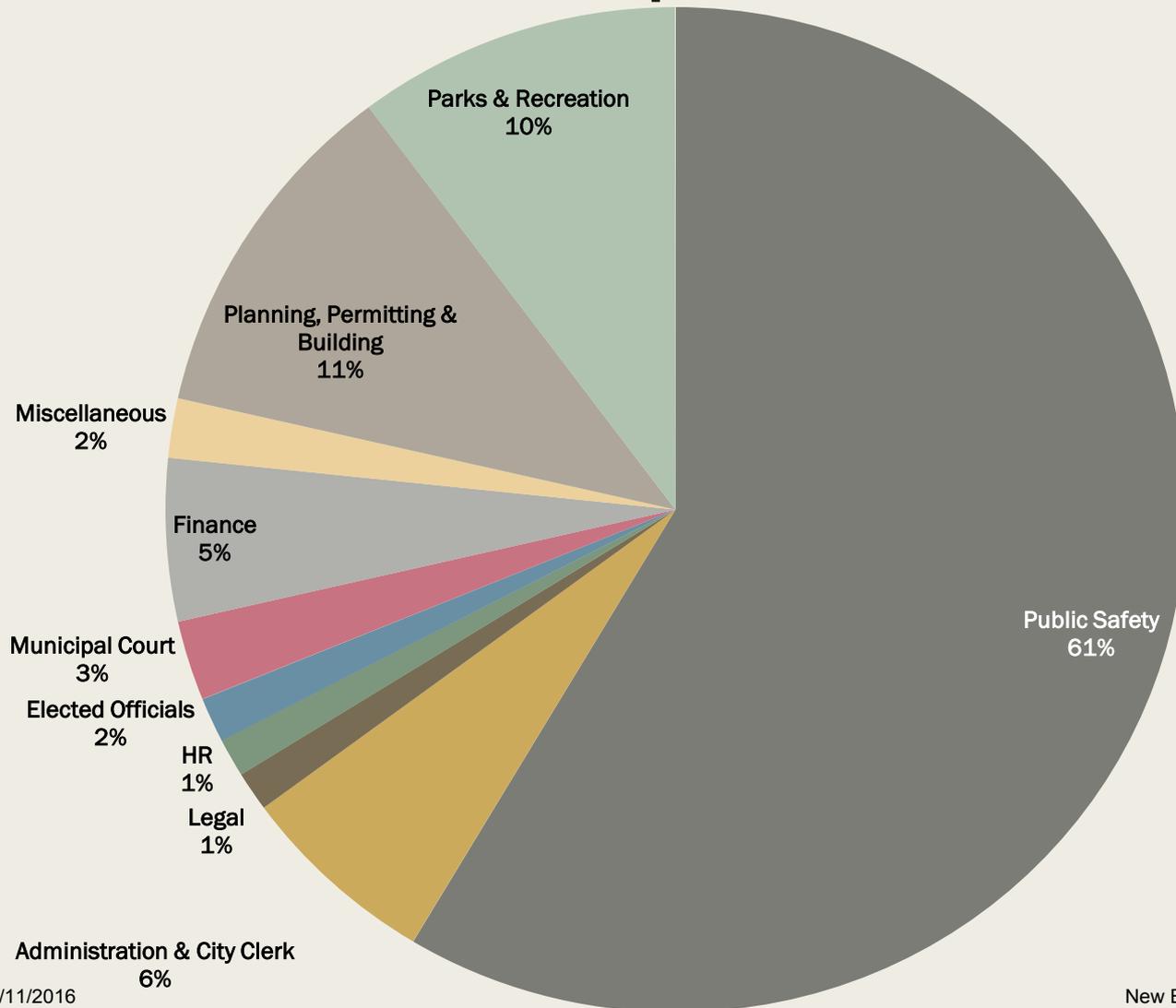
- Total Utility Tax revenue estimated to be \$2,236,673

- Increase of approximately 5% over 2016 revenues
 - *Revenue increases with growth, and when utility rates increase (tax on gross)*

Planning & Building Fees

	2016 Budget	2016 Yr-End Estimate	2017 Budget
Building Permit Fees	\$300,000	\$500,000	\$300,000
Planning & Zoning Fees	\$50,000	\$70,000	\$30,000
Bldg Plan Check Fees	\$184,000	\$295,000	\$160,000

General Fund Expenditures



Personnel

- Three New FTE's:
 - *Accountant*
 - *Parks Supervisor*
 - *Planning Technician/Code Enforcement*
- Teamster Unions currently in negotiations (contract expires 12/31/16)
- 10% increase for L&I premiums
- 10% increase for Teamsters Medical Insurance (includes Non-Rep), and 5% increase for Police Guild Medical Insurance
- 5% increase for Dental Insurance for Teamster, and no increase for Non-Reps & Police Guild Dental Insurance



Items of Note

- \$15,000 grant to East County Senior Center (Administration Department)
- \$25,000 Downtown Main Street Program (Planning Department)
- \$30,000 Downtown Furniture Replacement (Parks Department)
- \$3,000 grants for Downtown Events (Parks Department)

2016 Ending Fund Balance

General Fund	
Undesignated Ending Fund Balance	\$140,591
Restricted For Emergencies	\$2,254,520
Restricted For Public Safety	\$321,427
Total Ending Fund Balance	\$2,716,538

Contingency Fund

- Fund balance \$1,061,176
- Fund Balance includes residual equity transfer from Solid Waste Fund of \$788,000
- Contingency Fund is now fully funded per the Reserve Policy

Municipal Court



■ 2016 Accomplishments

- *Fully implemented in custody video court*
- *Increased court days to accommodate caseload*
- *Recognized successful completion of treatment programs by defendants*
- *Held 2 jury trials*

■ 2017 Goals

- *Continue to improve citizens' access to court services*
- *Encourage self initiated treatment plans*
- *Utilize alternative sentencing programs such as community service and out of custody work crew*

Community Development Department

■ 2016

- Permit processing (on-going) - Pre-application meetings, Land use permits (e.g. plats), Building permits, customer inquiries
- Building Inspection Services contract to maintain service levels
- Adoption of State Building Code (done every 3 years)
- Impact Fee Deferral Ordinance (required by State law)
- Permit Processing/Customer Service Improvements - (Building/planning forms updated)
- East Monroe - Response to Hearings Board Order

going)

■ 2017

- Permit processing (on-going)
- Development regulations - Zoning code (and other codes) amendments/rezoning
- Permit Process Improvements (on-going code amendments)
- Economic Development - Permitting/marketing
- Code enforcement

■



Monroe Police Department



2016 Accomplishments:

- Fully implemented New World technology
- Pilot test and implementation of Body Cameras
- Development of Five Year Strategic Plan
- Increased Social Media – Facebook, Twitter and Nextdoor
- Wings and Wheels Event benefiting Special Olympics

2017 Challenges:

- Further develop Homeless Assistance Program
- Implementation of Strategic Plan

Parks & Recreation

2016 Accomplishments -

- Maintained 240 acres of parks;10 miles of trails
- Supported events bringing over 600,000 people and approximately \$26 million in economic revenues to our community
- Volunteer programs - 1,000+ service hours; donations valued at \$10,000+
- Skate park renovation completed with state grant funding, county grants awarded for new event fencing and tourism-branded street-pole banners, ordered new portable performance stage, new downtown art sculpture – Wagner Swifts.

New for 2017 -

- Playground renovation – Lake Tye Park
- Realignment of Entry to Fairfield Park in partnership with Snohomish County Parks
- Master planning of Cadman Pit site and Lake Tye Park
- Design synthetic turf field upgrade - Lake Tye Park

Internal Service Funds

- Information Technology Fund
- Fleet & Equipment Maintenance Fund
- Facilities Management Fund



Information Technology Fund

- Total Expenses = \$532,476
 - *Continuing use of contracted network services*
- Restricted Ending Fund Balance per Replacement Schedule = \$75,000
- Ending Fund Balance: \$162,298
- 2016
 - *Upgrade servers*
 - *Light release of VPN for a select user group*
 - *Release of Office 2013*
- 2017
 - *Implement Security Information Event Manager (SIEM) software*
 - *Upgrade Domain to 2012 R2*
 - *Upgrade Exchange to 2013*

Fleet & Equipment Maintenance Fund

- Total Expenses = \$1,914,656
- Includes:
 - *Fuel \$120,000*
 - *Maintenance and repair services, parts and supplies \$274,519*
 - *Scheduled Replacements \$1,286,012*
 - *Salaries/Fees/Equipment Rentals \$237,125*
- Ending Fund Balance per Policy & Replacement Schedule \$3,351,734

Facilities Management Fund

- Total Expenses = \$1,257,026
- Includes:
 - *Facility Utility Charges (Natural Gas, Power, Garbage, Water, Sewer, Stormwater) \$433,000*
 - *Street Lighting Charges (PUD) \$110,000*
 - *Contract services and supplies \$120,500*
 - *WWTP repair and maintenance costs \$165,000*
 - *Facility maintenance and repairs \$ 43,000*

Ending Fund Balance Per Policy = \$126,000

Budget Process: Next Steps

- 10/11/16 – 1st reading of ordinance setting the property tax levy
- 10/18/16 – 2nd reading of ordinance setting the property tax levy
- 10/18/16 – Presentation on Utility Funds, CIP Funds, and Special Revenue Funds
- 10/18/16 – 1st public hearing on 2017 Budget
- 11/15/16 – 2nd public hearing on 2017 Budget
- 12/6/16 – 1st reading of ordinance for 2017 Budget
- 12/13/16 – 2nd reading of ordinance for 2017 Budget



MONROE CITY COUNCIL

Agenda Bill No. 16-135

SUBJECT:	Ordinance No. 017/2016, Setting 2017 Property Tax Levy; First Reading
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/11/2016	Finance	Dianne Nelson	Dianne Nelson	New Business #2

Discussion: 10/11/2016
Public Hearing 10/04/2016
First Reading 10/11/2016
Second Reading/ Adoption *Scheduled for 10/18/2016*

Attachments: 1. Proposed Ordinance No. 017/2016

REQUESTED ACTION: Move to accept as first reading Ordinance No. 017/2016, fixing the amount of taxes to be levied by the City for the calendar year 2017.

DESCRIPTION/BACKGROUND

The City Council sets the property tax levy annually to fund City operations of general government services.

Early in 2016, the Mayor opened a conversation with the City Council about positions, facilities, and services that could be added to meet increasing and changing City needs and about funding alternatives. Although Council did not take formal action at the time, there was consensus about funding for a few of the positions and for additional capital projects by using banked capacity.

For 2017, the Mayor directed Staff to develop a status quo preliminary budget. As with prior years, direction was to ensure that the status quo could be maintained with reasonable estimates of revenues for the next five years so that budget decisions in 2017 would not result in deficit spending after 2017. After developing this status quo budget, banked capacity from property tax in the amount of \$485,000 was applied to fund three FTE's (an accountant, a parks supervisor position, and a planning tech/code enforcement position) and to provide additional funding for capital projects. When applying the proposed amount of banked capacity, the total amount of the property tax paid by the average home in 2017 will be lower than in 2016 due to other levies that are sun-setting at the end of 2016 and due to the increase in new construction assessed values. Further, additional banked capacity remains available should needs arise in the future.

IMPACT – BUDGET

2017 budgeted revenues from property tax: \$2,565,566.

TIME CONSTRAINTS

Property Tax levy must be adopted and filed with the county before November 30, 2016, in order to collect ANY property tax revenue in 2017.

**CITY OF MONROE
ORDINANCE NO. 017/2016**

AN ORDINANCE OF THE CITY OF MONROE,
WASHINGTON, FIXING THE AMOUNT OF TAXES TO BE
LEVIED BY THE CITY FOR THE CALENDAR YEAR 2017

WHEREAS, the City Council of the City of Monroe, Washington, has met and considered its budget for the calendar year 2017; and

WHEREAS, the City's actual levy amount from the previous year was \$2,047,723.73; and

WHEREAS, the population of this City is more than 10,000.

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

Section 1. Property Tax Levy. The regular property tax levy for the calendar year 2017 is hereby increased by \$484,312, which is a 23.685 percent increase from the previous year's levy. The levy amount is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five (5) days after publication.

ADOPTED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2016.

First Reading: October 11, 2016

Final Reading:

Published:

Effective:

(SEAL)

ATTEST:

CITY OF MONROE, WASHINGTON:

Geoffrey Thomas, Mayor

APPROVED AS TO FORM:

Elizabeth M. Smoot, MMC, City Clerk

J. Zachary Lell, City Attorney



MONROE CITY COUNCIL

Agenda Bill No. 16-136

SUBJECT:	<i>Discussion: Municipal Campus Planning</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/11/2016	Public Works	Brad Feilberg	Brad Feilberg	New Business #3

Discussion: 02/23/2016, 10/11/2016

Attachments: 1. Campus Master Plan -- Phase II
2. Campus Master Plan

REQUESTED ACTION: Move to maintain the Municipal Campus on the current site and bring forth a bond authorization to proceed with Phase II redevelopment including construction of a building to house the functions performed by buildings A, B, C, D, E, and F in the 2008 Campus Plan.

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 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. The City started implementing this plan around 2009 and has currently completed two of the eight tasks in Phase II.

The 2008 Municipal Campus Plan was revisited in February of this year to check if the proposal still meets the City's needs. This revisit included 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, alternative locations, and partnering with other governmental entities.

Mayor and staff have determined that the redevelopment of the existing municipal campus without partners is currently the preferred option. This is based on the following factors:

1. Overall project cost;
2. Ownership of the current site;
3. Complexities of differing funding mechanisms among partners;
4. Cost of acquiring additional property; and
5. Logistics of relocating existing occupants of other properties.

In addition to the larger redevelopment concept, the planned future location of City facilities will be used to determine what interim repair work is done on existing facilities.

If the City Council decides to keep the Municipal Campus at this location, no matter whether a completely new combined city hall is built or the existing city hall and police building are kept and a new central entry is constructed, a new shop building is needed.

The Mayor and Staff recommend that work continue on Phase II of the 2008 Campus Master Plan with the construction of a new building south of the Police Building to house the public works shops (mechanic, facilities, utilities, and streets, and signs), weather sensitive vehicles (vactors and sweepers), locker room, lunch room, training facilities, community coordination center, and records archives. This will necessitate the issuance of approximately \$3 million bonds.

IMPACT – BUDGET

Approximately \$4 million in expenditures from water, sewer, storm, streets, parks, and general funds. Approximately ninety percent (90%) will come from the utility funds.

TIME CONSTRAINTS

November 6, 2016 -- 1st reading of Bond issuance ordinance

December 6, 2016 -- 1st reading of 2017 Budget ordinance

ALTERNATIVES TO REQUESTED ACTION

Direction to bring additional information (specified) to Council for review and consideration.



West Main Street



	Existing Buildings
	New Construction
	Demolition
	Relocation

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.

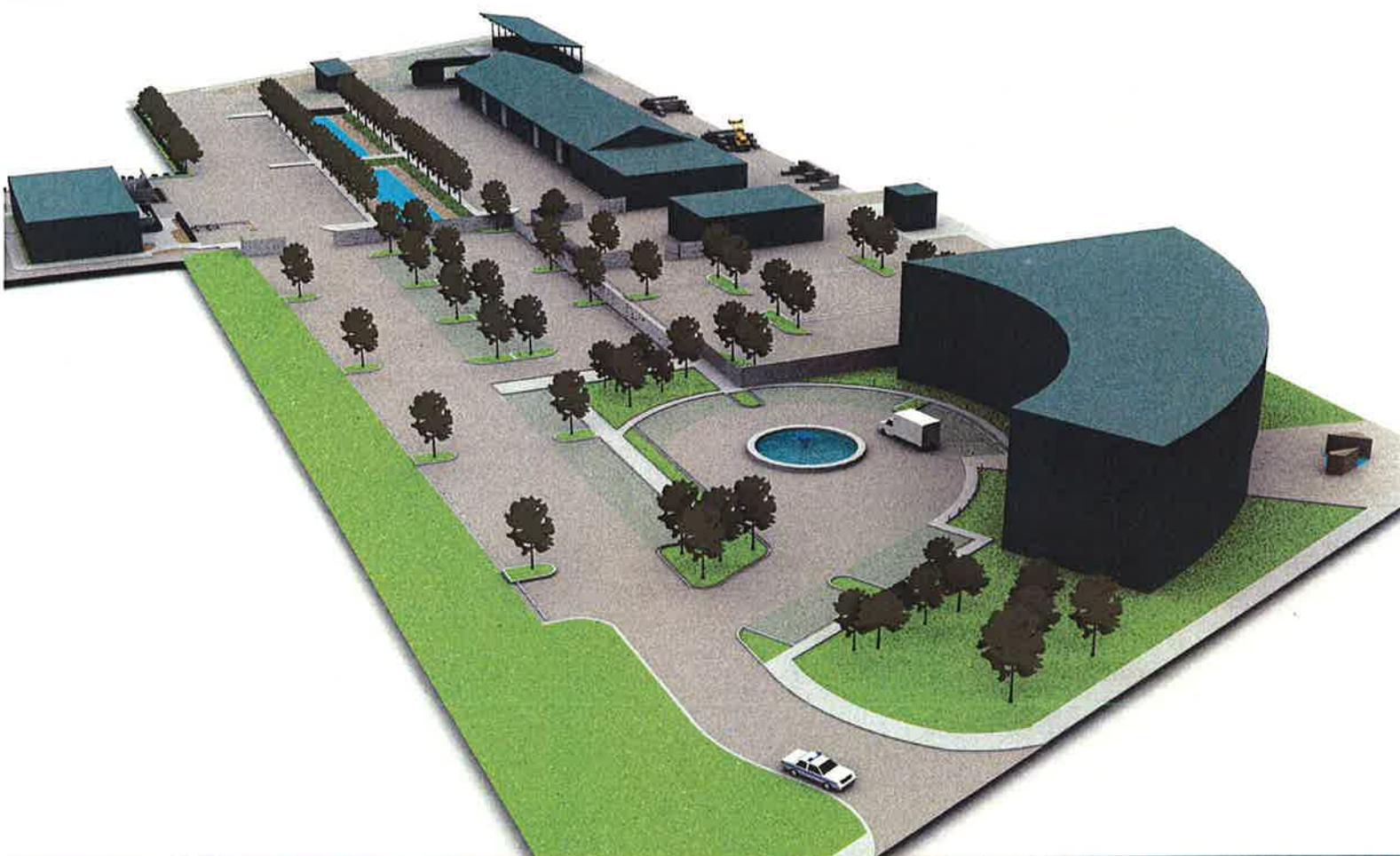
Work Summary

- 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 | | |

City of Monroe Campus Master Plan



Final Report
June 30, 2008

rolluda architects
architecture planning interior design

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Executive Summary 3

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Stacking Diagram 23

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Appendix 3: Zoning and Code Requirements 33

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.





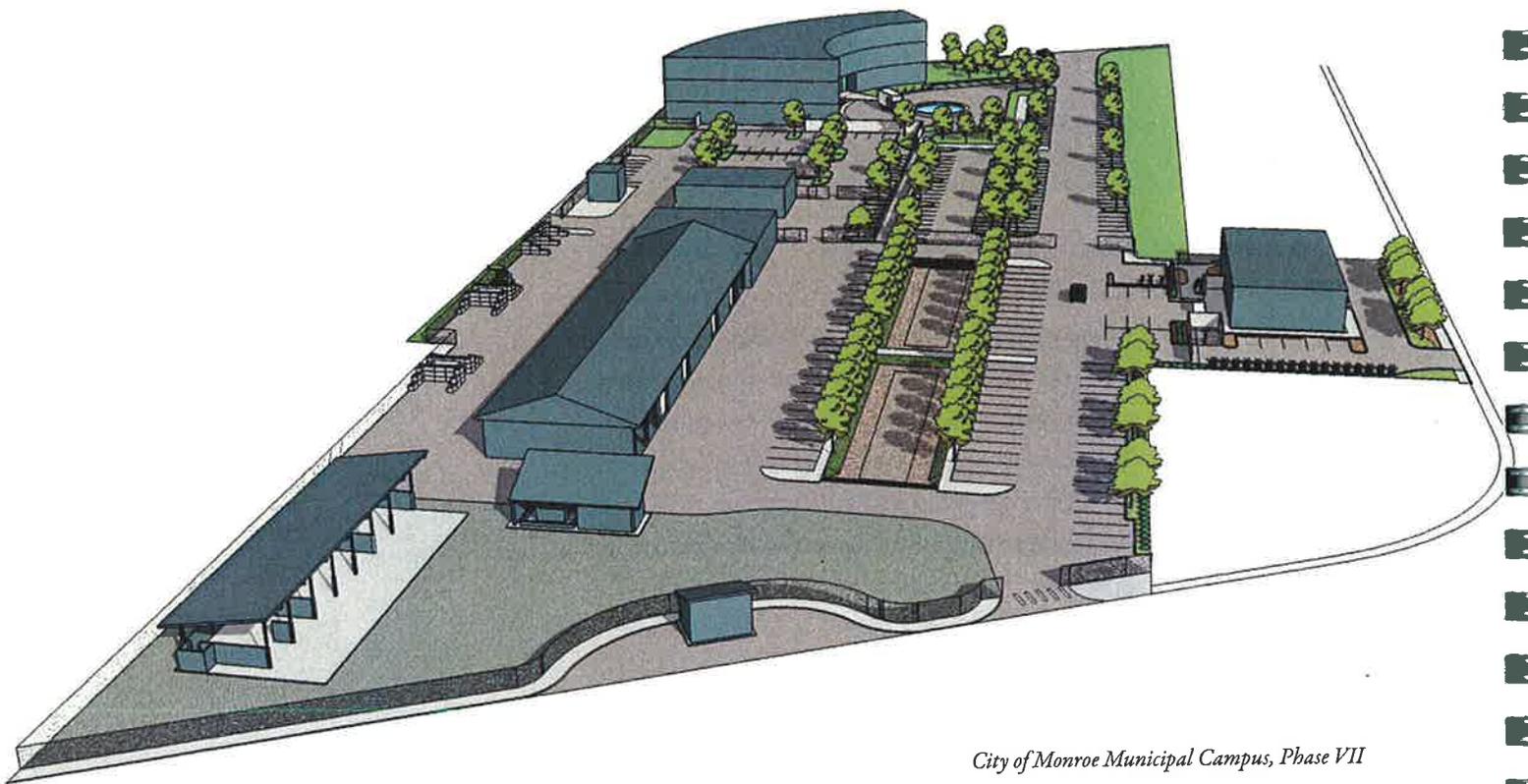
Code Restrictions

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

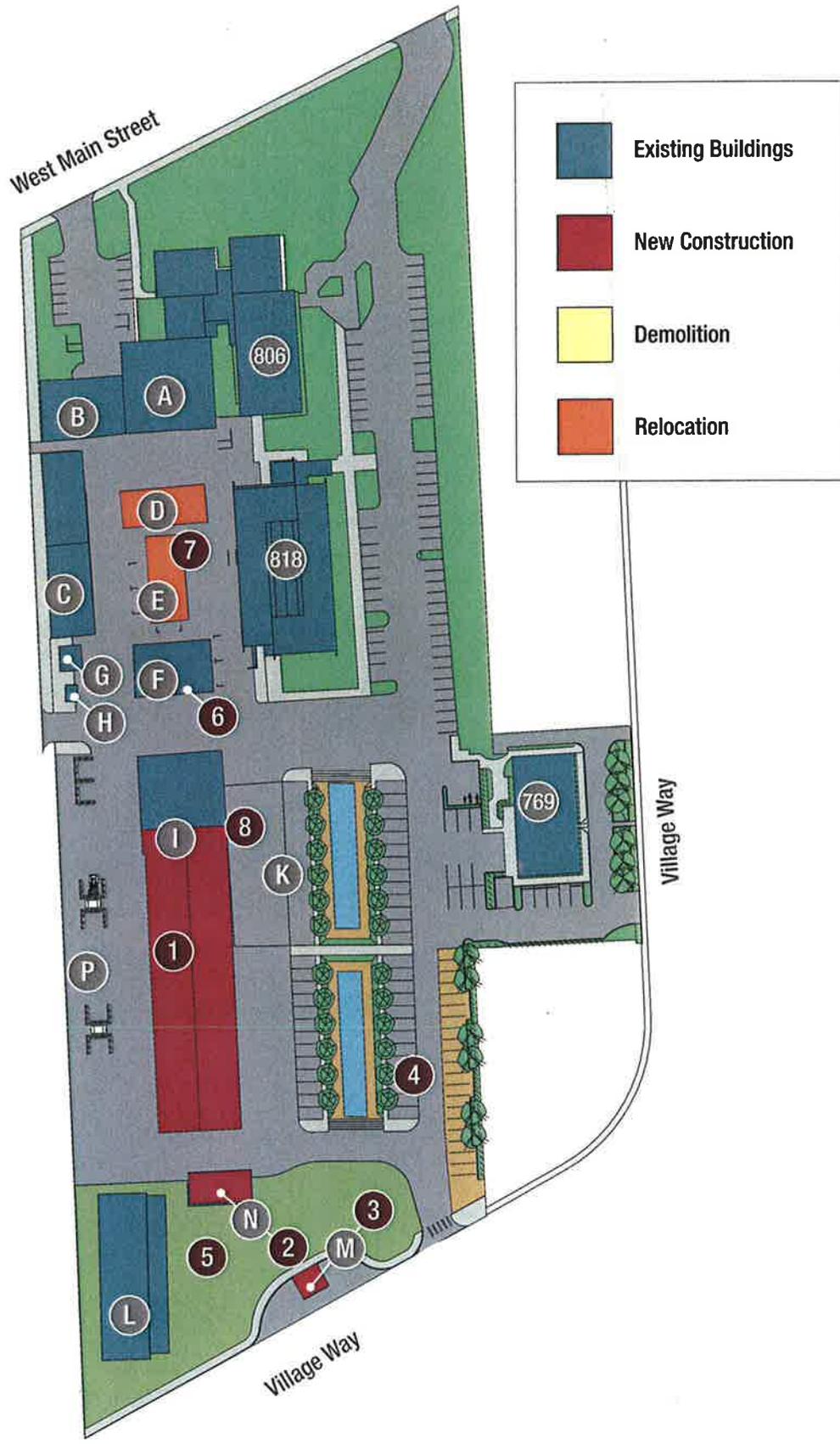
During Phase I of the City Campus Development, the new Decant Facility will be constructed, and the existing Decant Facility will be demolished. The new Public Works Building on Village Way will be remodeled. Public Works will move from Portables D and E to a the remodeled facility (Building 769) on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

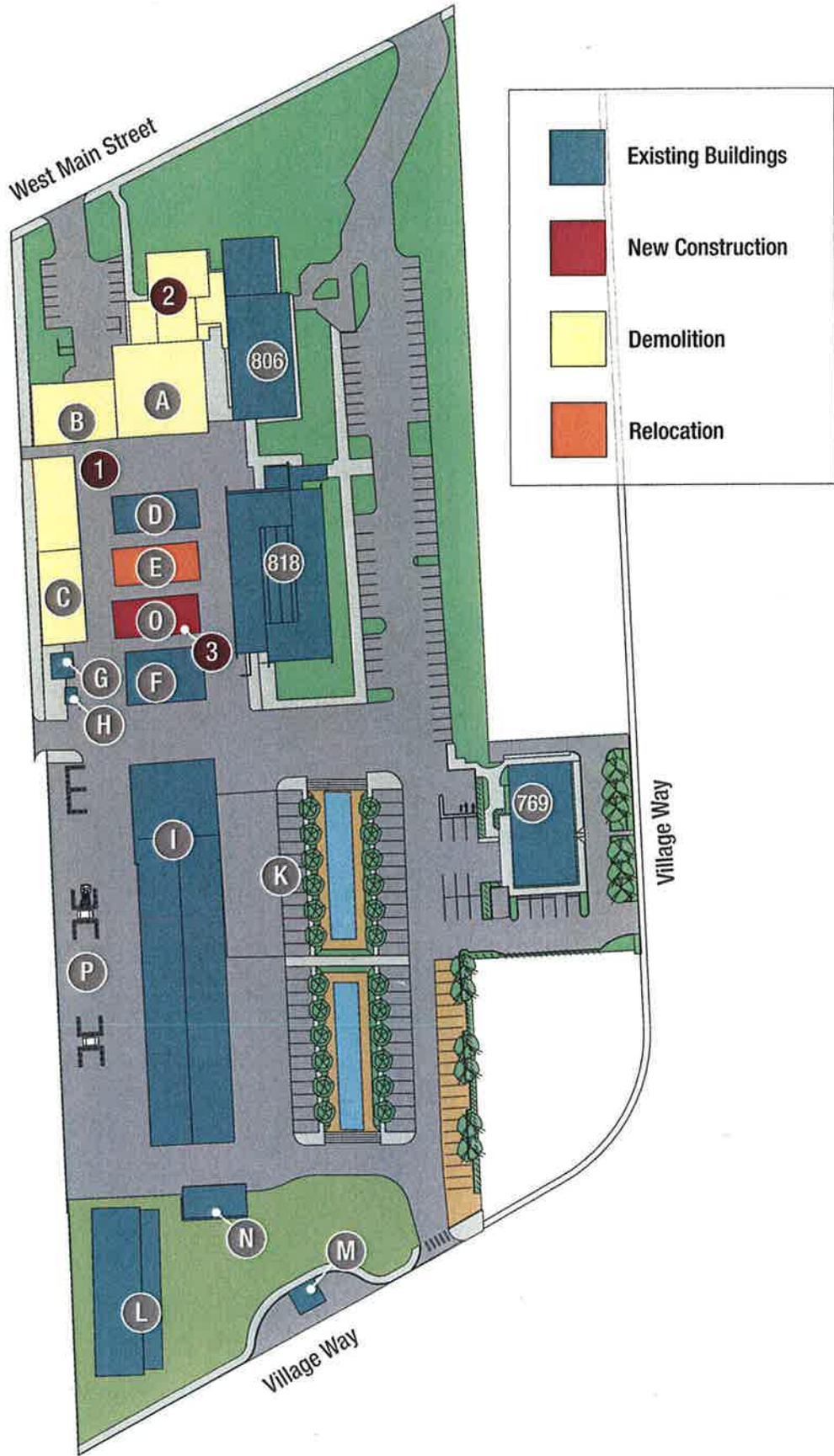
In Phase II, a new Public Works and Parks Shop and Storage Building at the south end of the campus will be constructed, in addition to a new Fuel Shed and a Water Purchase Station. The south entrance to the campus will be reconfigured. A bio-swale for storm-water detention for run-off from impervious 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

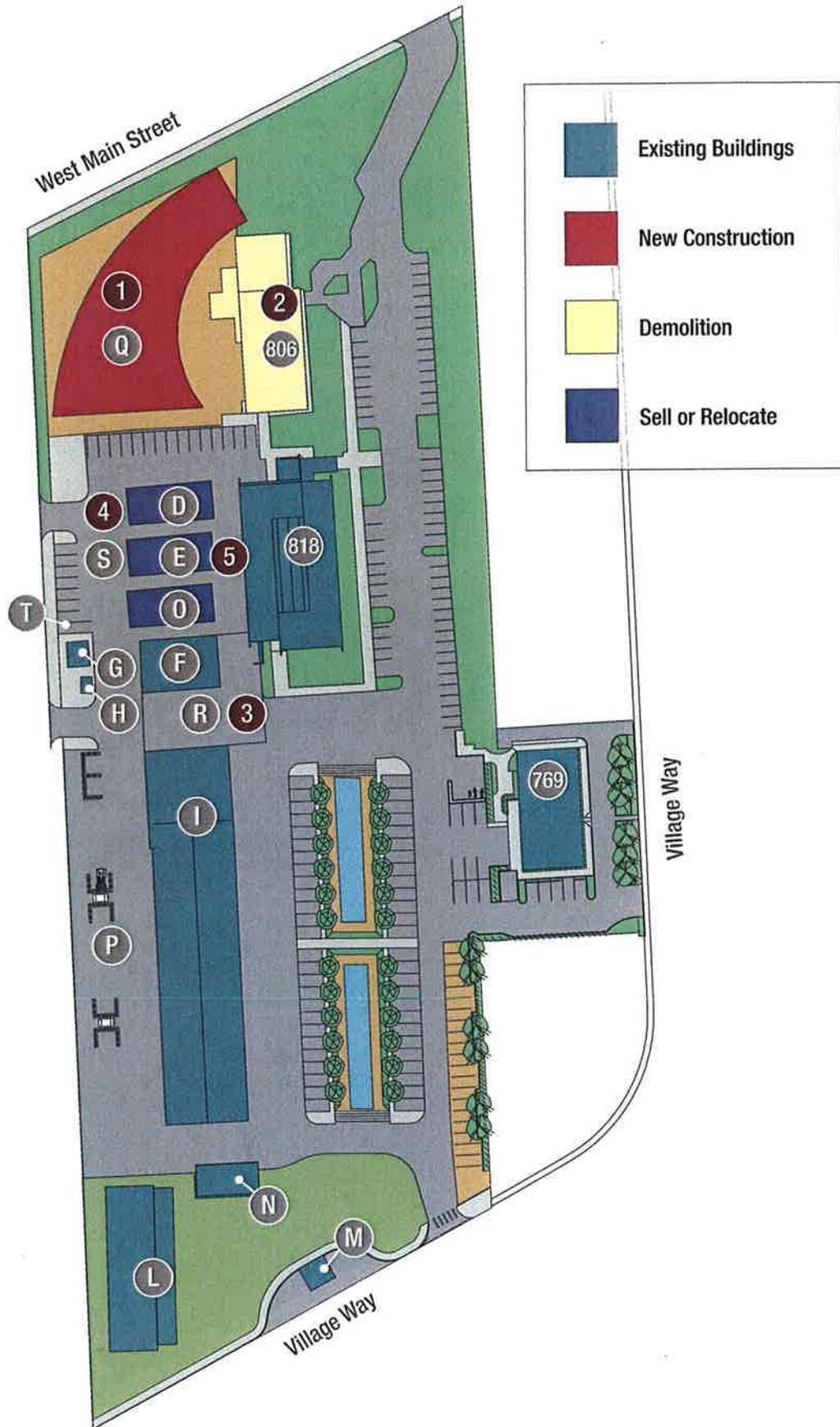
In Phase III, shop and storage Buildings A, B and C will be demolished. Portable Building E will be rotated to make room for new Portable Building O. Planning and Community Development, occupying the west portion of Building 806, will move into new Portable Building O. Building 806 will be partially 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

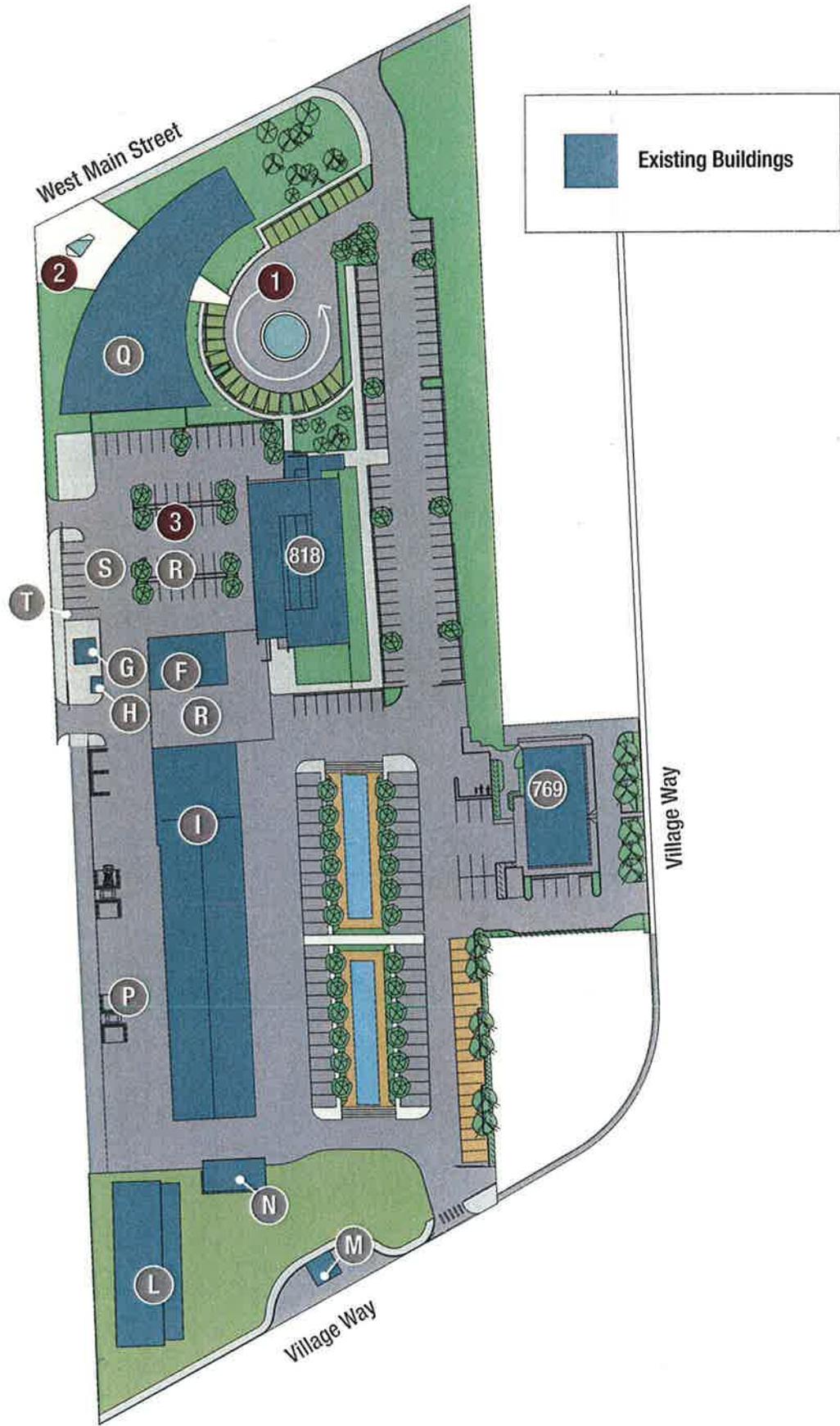
In Phase IV, the remainder of Building 806 will be demolished. The new consolidated municipal facility will be built, with a new dedicated ingress/egress drive on the west side of campus for Police Department operations. City Departments from the 806, 818 and 769 Buildings and all portables will move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

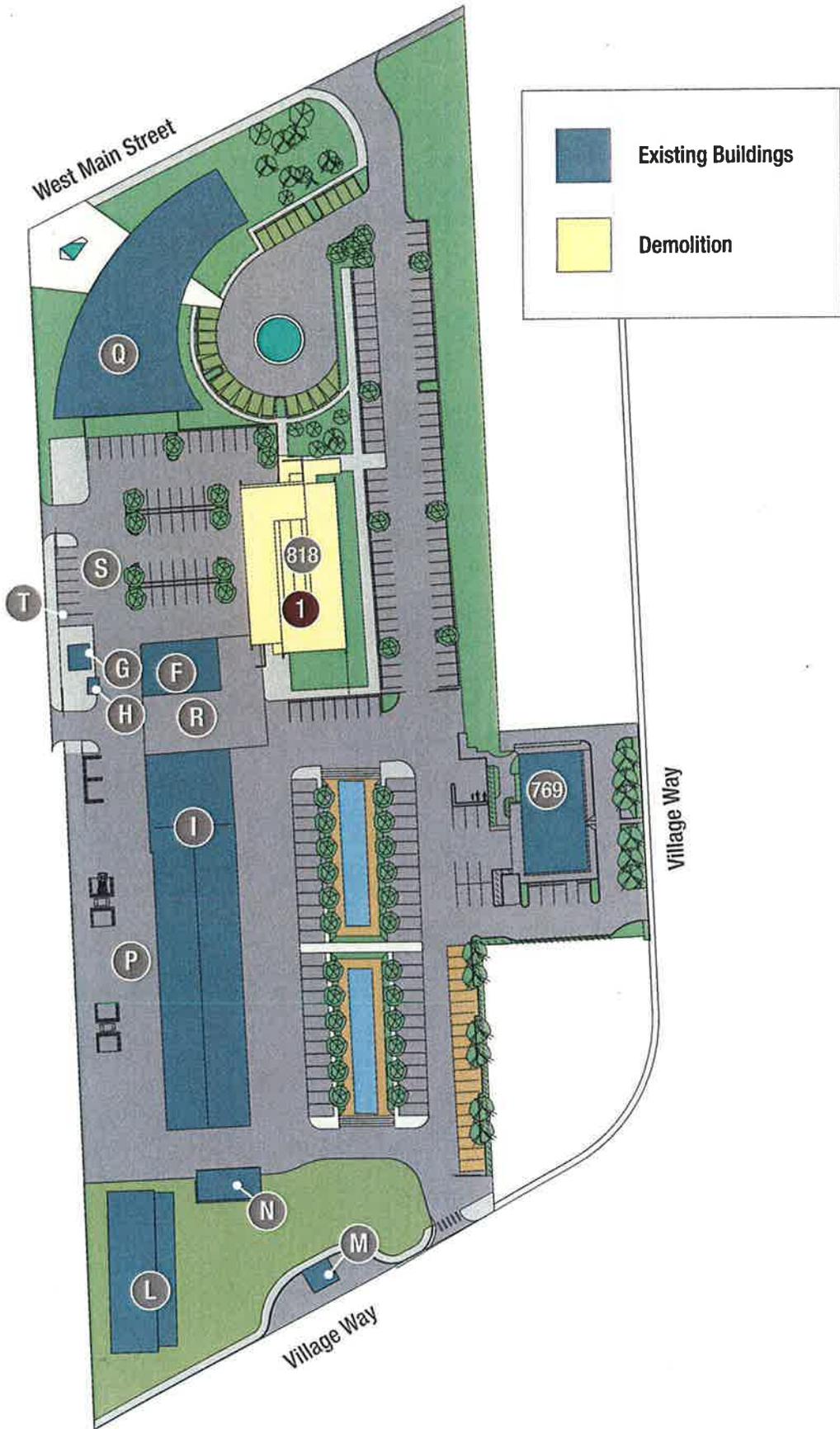
A new entry drive from West Main Street, and a public plaza fronting Main Street will be constructed in Phase 5. A reconfigured public and employee parking area will be added to the east of the new consolidated municipal facility. New uses will be found for the 769 and 818 buildings.

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)

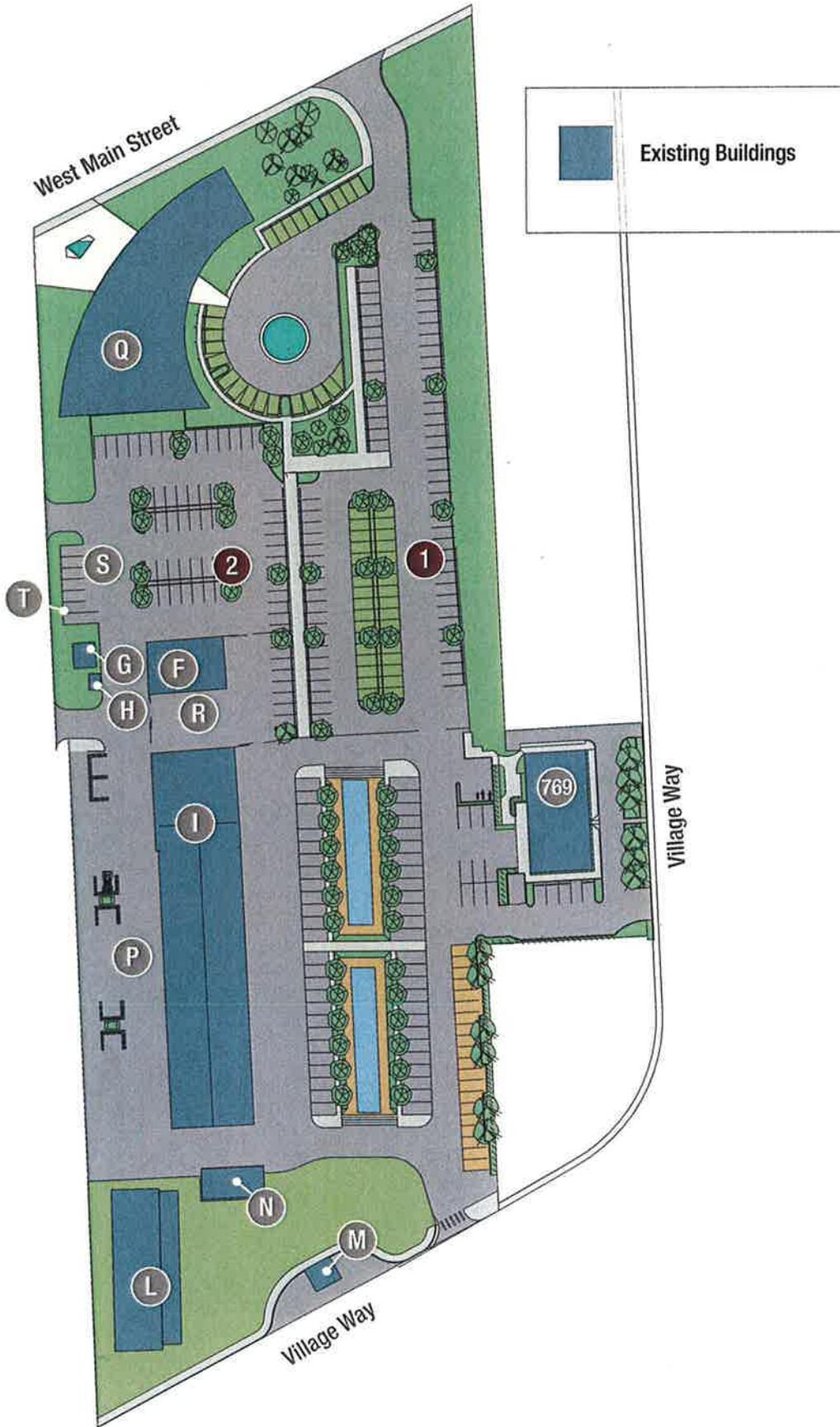
An optional phase could be included in the campus development plan if the City finds it desirable to demolish the existing Building 818 (Police Department Building). This would make it possible to provide additional public parking and more secure employee parking.

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

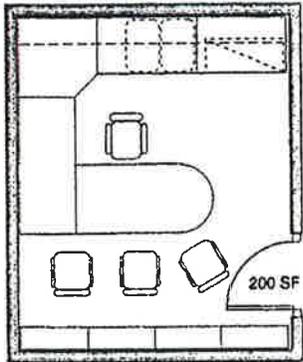
Based on the preliminary information gathered from the departmental surveys, this stacking diagram indicates a preliminary layout of the consolidated municipal facility. Final determination of departmental locations would be further defined with additional departmental input.



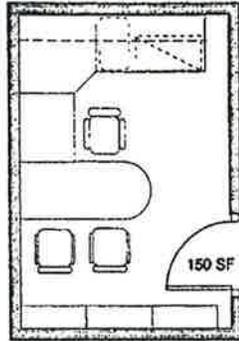
appendix 1

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.



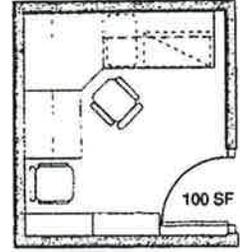
PO-1



PO-2

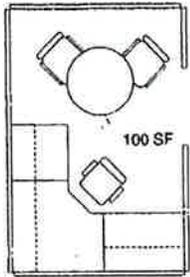


PO-3

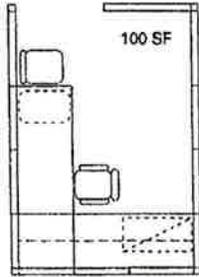


PO-4

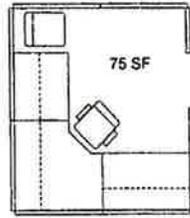
Private Offices



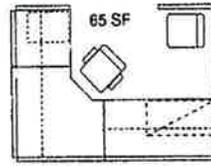
SP-1



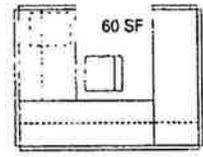
SP-1a



SP-2

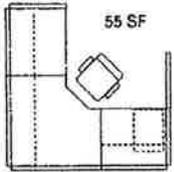


SP-3

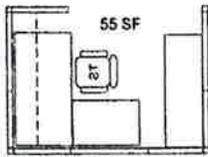


SP-4

Semi-Private Workstations

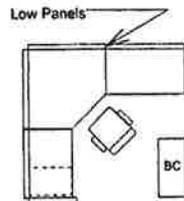


SP-5

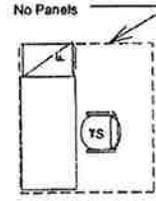


SP-5a

Standard Desk & Credenza
w/ System panels



OW-1



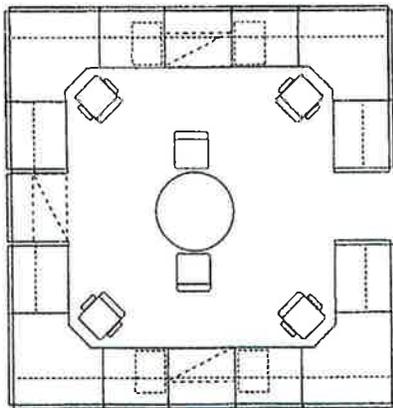
OW-2

Standard furniture,
no panels

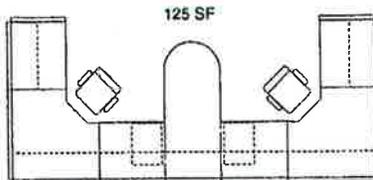


OW-3

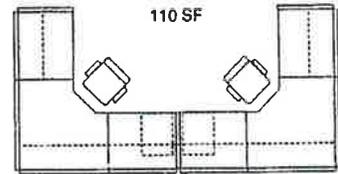
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

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

**ROLLUDA
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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
Admin	720	1215	Storage Area		3910
			Conference Room	120	
			Mail / Work Room	175	
			Supply Room	100	
			Council Chambers	2000	
			Ante-Chamber	300	
			Sub Total	2695	
Parks	1265	2135	Storage Areas	200	2810
			Mail / Work Room	175	
			File Room	100	
			Supply Room	100	
			Equipment Room	100	
			Sub Total	675	
Public Works	4200	4200			4200
			Sub Total	0	
Police	8069	12250	Reception Area		13877
			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)					

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?
Admin - Yes but non public
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 = 1212.8

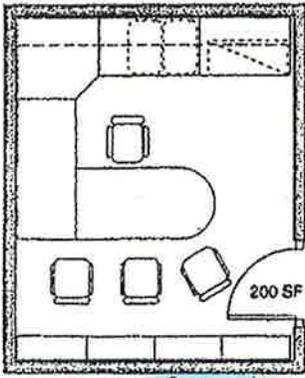
- Is this current square footage adequate for your present needs? - *yes - for 6/15/16*

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.

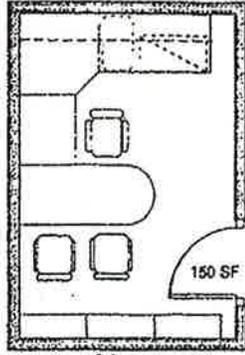
	Private	Shared
a. Reception Area		
b. Lunchroom Area		
c. Employee Lounge		
d. Storage Areas <i>files (HR confidential)</i>		
e. Receiving Shipping		
f. Conference Room(s)		
g. Mail/Work Room		
h. File Room		
i. Supply Room		<i>✓ (20)</i>
j. Mud Room		
k. Equipment Storage		
l. Holding Cells		
m. Sally 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.



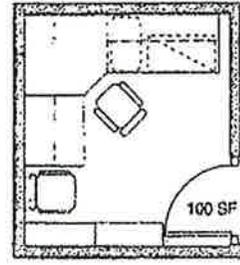
PO-1 City Admin.



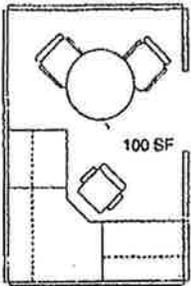
PO-2 Mayor N/R/Exec Assist



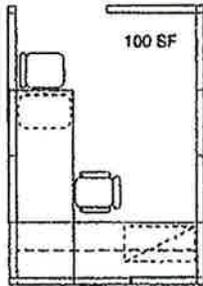
OR -> PO-3 Mayor



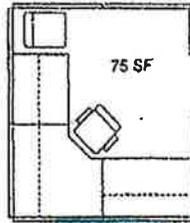
PO-4 Private Offices



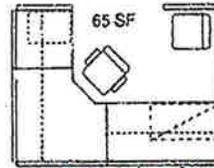
SP-1



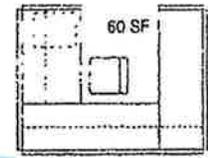
SP-1a



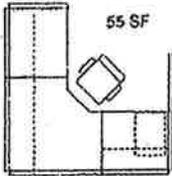
SP-2 City Clerk Risk Mgr



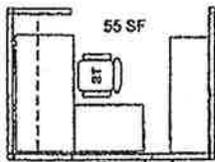
SP-3 City Clerk Risk Mgr



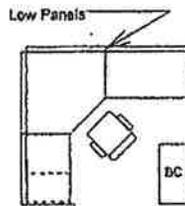
SP-4 Semi-Private Workstations



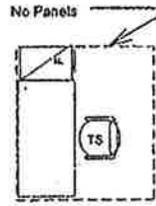
SP-5



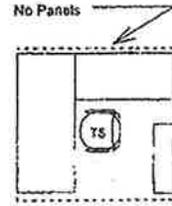
SP-5a Part-time Clerical Standard Desk & Credenza w/ System panels



OW-1

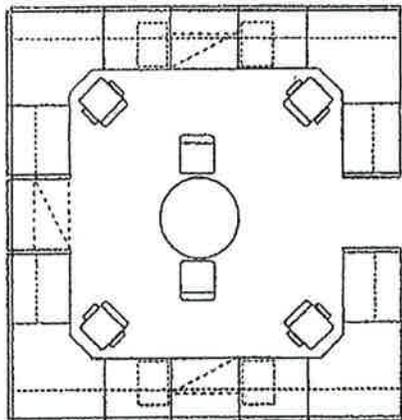


OW-2 Standard furniture, no panels

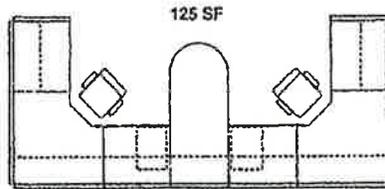


OW-3

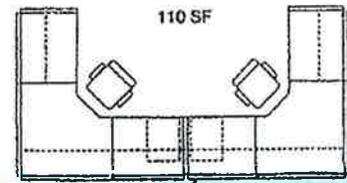
Open Workstations



300 SF



SW-1



SW-2 Part-time Clerical if 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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 mail@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

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
	"
	"
	"
	"
	"
	"
	"
	"
	"
	"

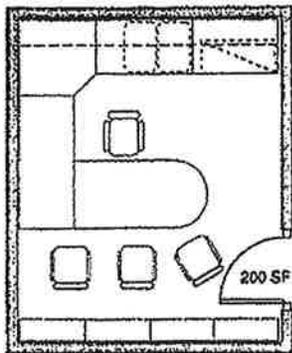
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mail@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

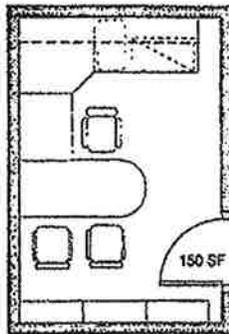
- m. Sally Port
- n. Shower Facilities
- o. Locker Room
- p. Private toilet facilities
- q. Council Chambers
- r. Ante-Chamber
- s. Emergency Operations Center

	Shared
	Shared

End of Survey



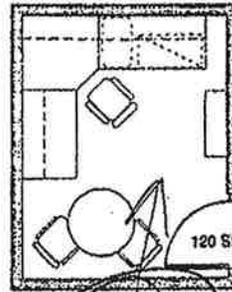
PO-1



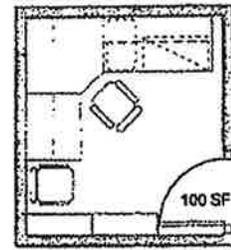
PO-2

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.

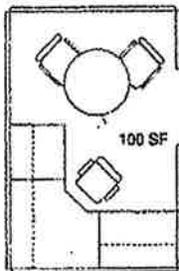


PO-3

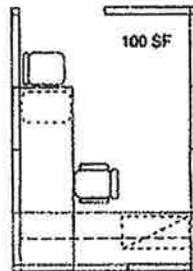


PO-4

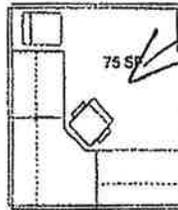
Private Offices



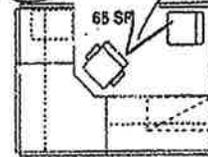
SP-1



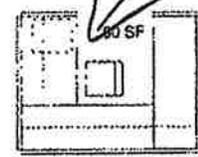
SP-1a



SP-2

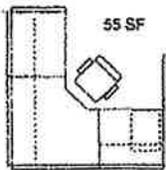


SP-3

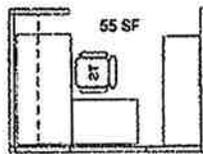


SP-4

Semi-Private Workstations

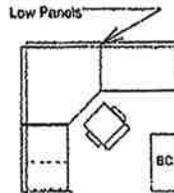


SP-5

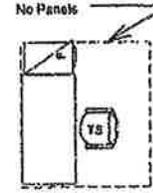


SP-5a

Standard Desk & Credenza
w/ System panels



OW-1



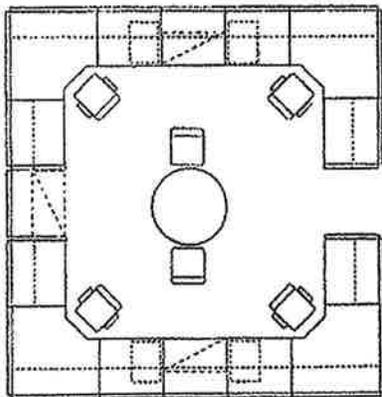
OW-2

Standard furniture,
no panels

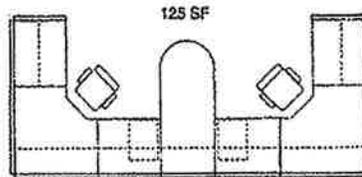


OW-3

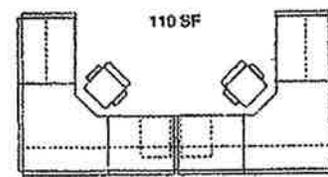
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

CITY OF MONROE - MUNICIPAL CAMPUS STUDY
SAMPLE WORKSTATION TYPES

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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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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.

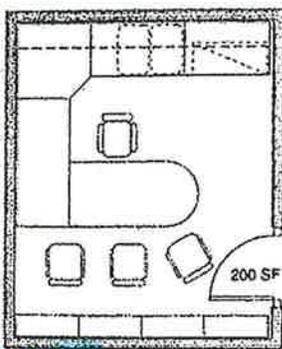
	Private	Shared
a. Reception Area		✓
b. Lunchroom Area		✓
c. Employee Lounge		
d. Storage Areas	✓	
e. Receiving Shipping		
f. Conference Room(s)		✓
g. Mail/Work Room		
h. File Room		✓
i. Supply Room		
j. Mud Room		
k. Equipment Storage		✓
l. Holding Cells		
m. Sally Port		
n. Shower Facilities		
o. Locker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

End of Survey.

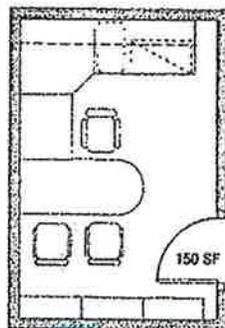
West

Mid

Banner
Galloway



PO-1

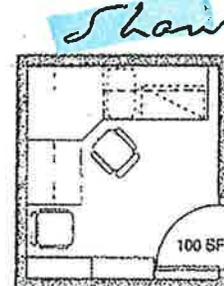


PO-2

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.



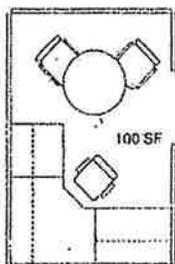
PO-3



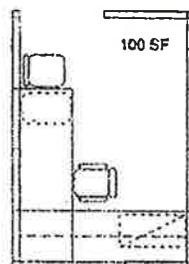
PO-4

Shaw
Wright
Swanson
Joyce
Dove

Private Offices

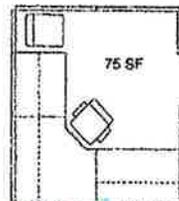


SP-1

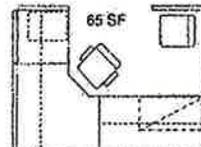


SP-1a

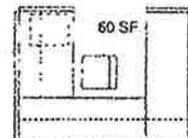
Judy Kaitic + 2



SP-2

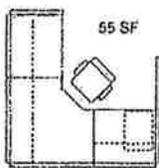


SP-3

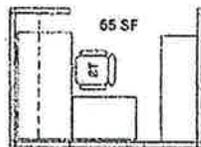


SP-4

Semi-Private Workstations

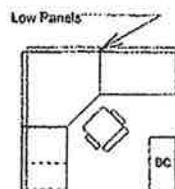


SP-5

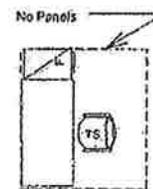


SP-5a

Standard Desk & Credenza
w/ System panels

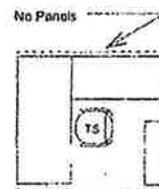


OW-1



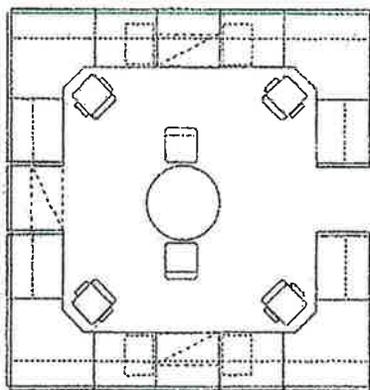
OW-2

Standard furniture,
no panels

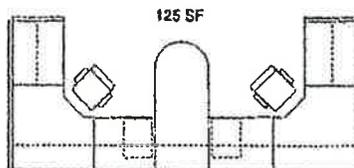


OW-3

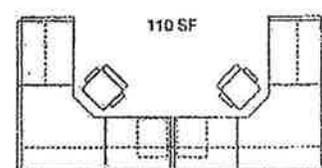
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

CITY OF MONROE - MUNICIPAL CAMPUS STUDY
SAMPLE WORKSTATION TYPES

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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~~
- 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. *3210 SF*

1310 x 1.35 = 1768
1768 x 1.35 = 2387

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 <i>100</i>	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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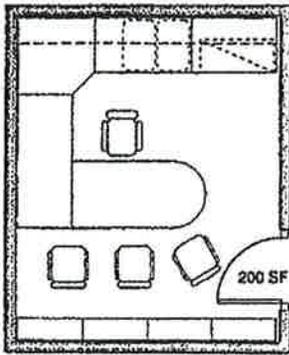
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 mail@rolludaarchitects.com (e) · www.rolludaarchitects.com (w)

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
15.41
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.

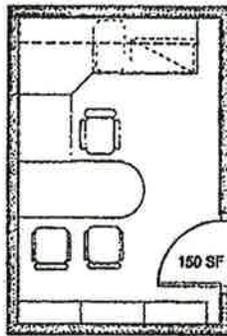
	Private	Shared
a. Reception Area	Shared	
b. Lunchroom Area	Shared	
c. Employee Lounge	Shared	
d. Storage Areas		Private 100
e. Receiving Shipping	Shared	
f. Conference Room(s)	Private/Shared	
g. Mail/Work Room		Private 50
h. File Room		Private 100
i. Supply Room	Shared	
j. Mud Room	N/A	
k. Equipment 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.

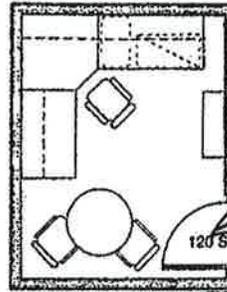
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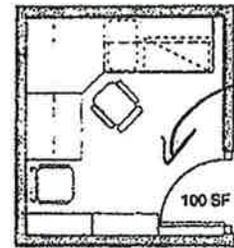
PO-1



PO-2



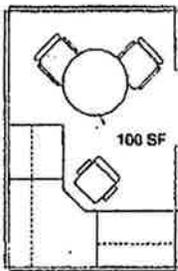
PO-3



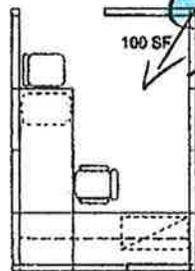
PO-4

1 Landy

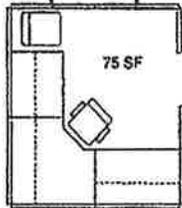
Private Offices



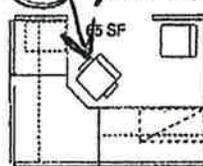
SP-1



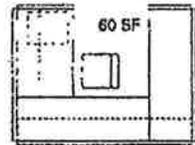
SP-1a



SP-2



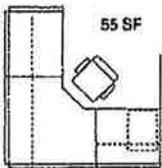
SP-3



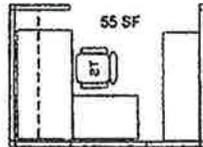
SP-4

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

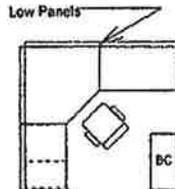
Semi-Private Workstations



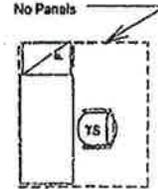
SP-5



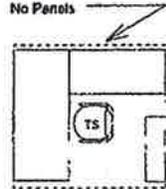
SP-5a
Standard Desk & Credenza
w/ System panels



OW-1

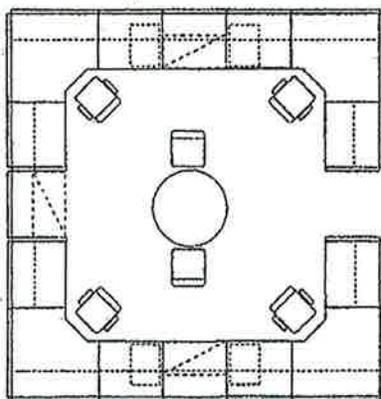


OW-2
Standard furniture,
no panels

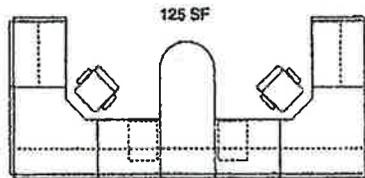


OW-3

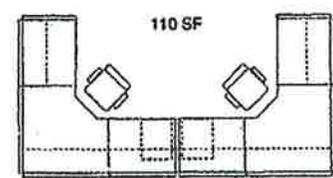
Open Workstations



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

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

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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
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 your 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

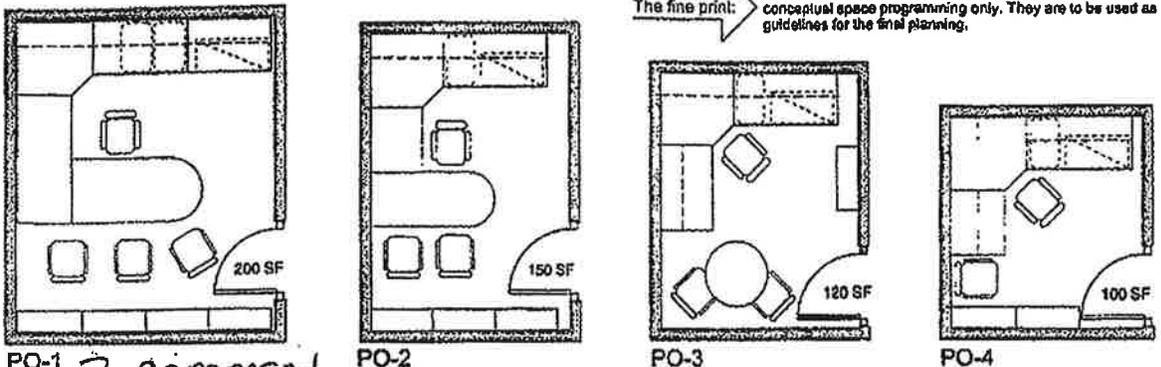
- a. Is this current square footage adequate for your present needs? No

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.



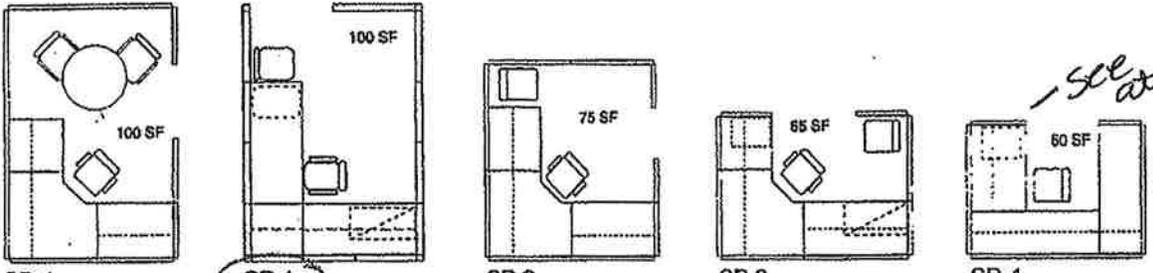
PO-1 3-command staff

PO-2

PO-3

PO-4

Private Offices



SP-1

SP-1a

SP-2

SP-3

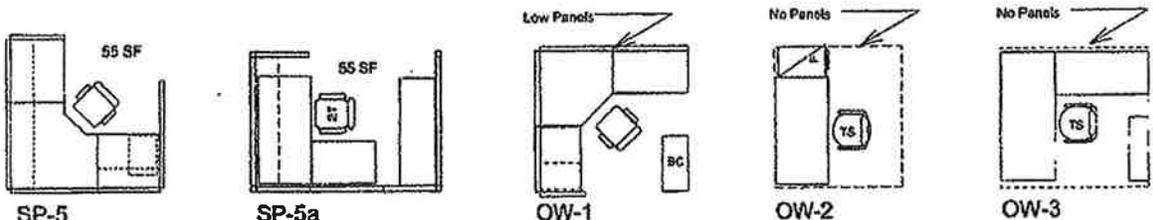
SP-4

7-8 Supervisors

Semi-Private Workstations

- see attached

- 9 admin
- 4 detectives



SP-5

SP-5a

OW-1

OW-2

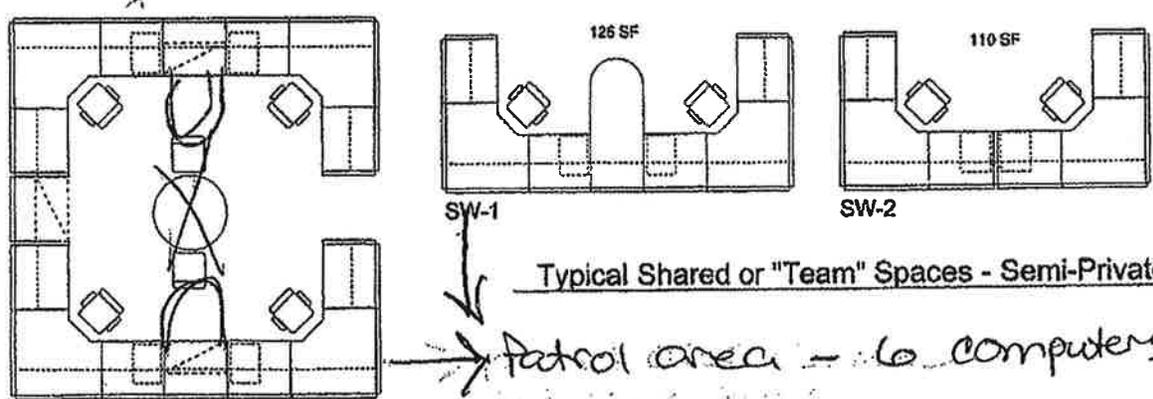
OW-3

Standard Desk & Credenza w/ System panels

Standard furniture, no panels

- 4 admin

Open Workstations



300 SF

SW-1

SW-2

Typical Shared or "Team" Spaces - Semi-Private

Patrol area - 6 computers

CITY OF MONROE - MUNICIPAL CAMPUS STUDY
SAMPLE WORKSTATION TYPES

AROLLUDA ARCHITECTS

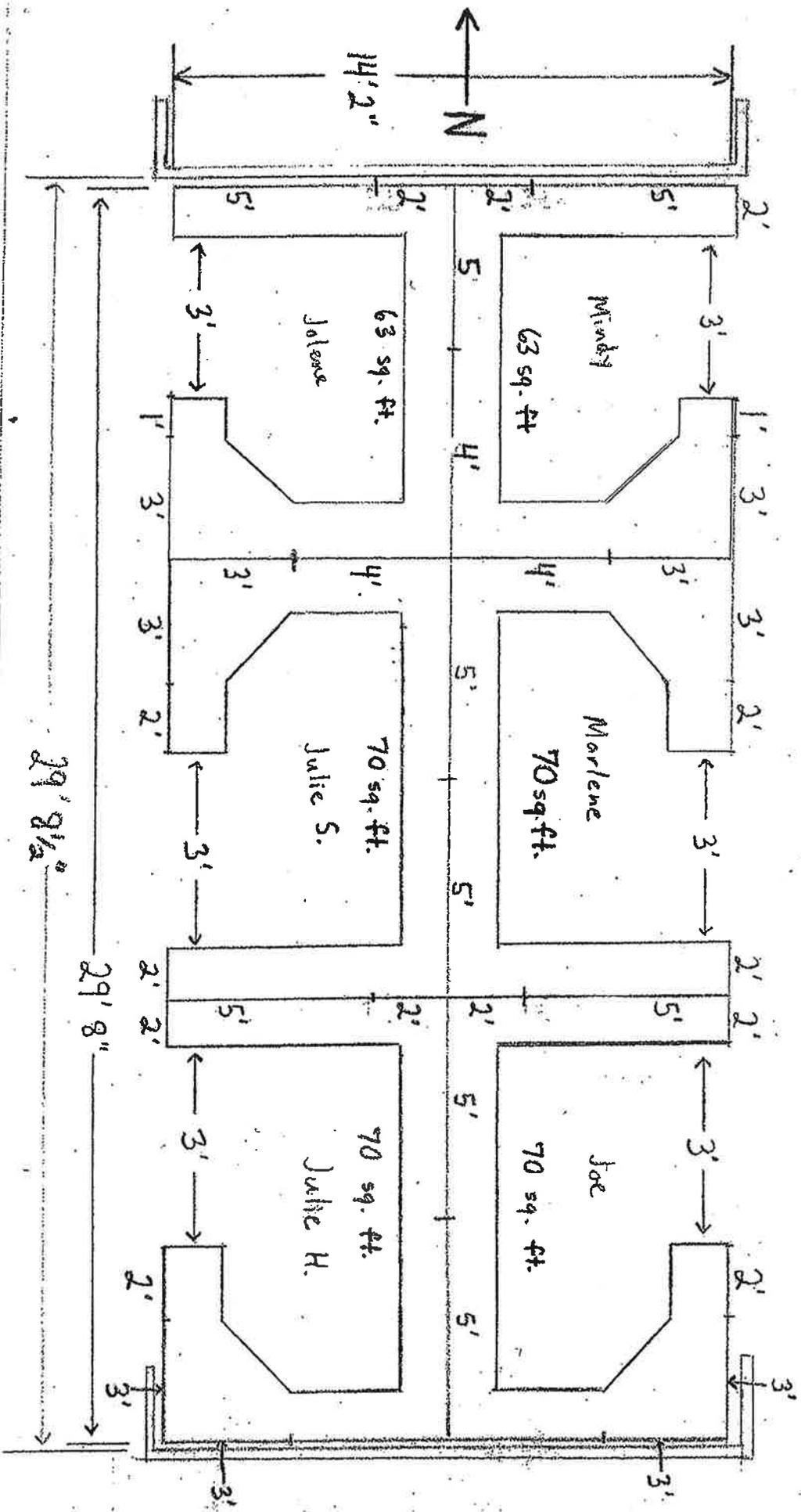
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Items Needed:

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

P.D. Admin. Cubicles

← P.D. Front Desk



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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 & 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

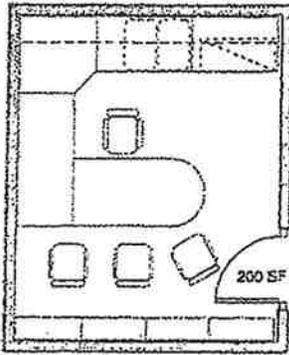
OPERATIONS SUPERVISOR,
DIRECTOR, RECREATION

COORDINATOR

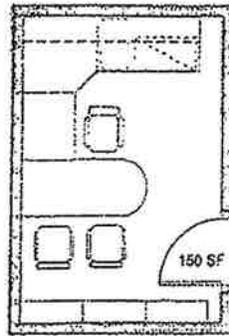
PARK PLANNER (4)

The fine print:

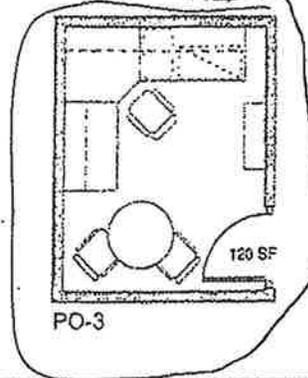
These are samples of offices and workstations to be used for conceptual space programming only. They are to be used as guidelines for the final planning.



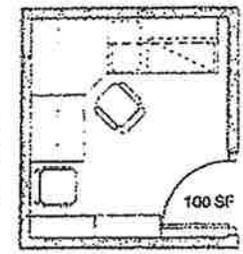
PO-1



PO-2

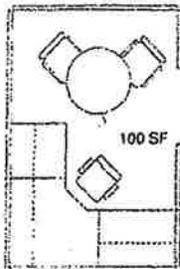


PO-3

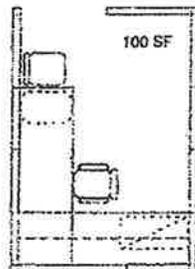


PO-4

Private Offices



SP-1

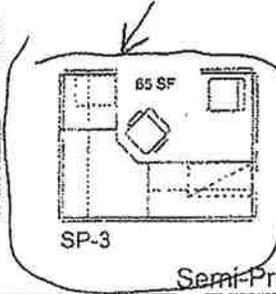


SP-1a

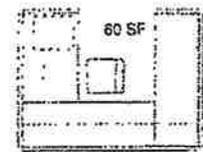
EITHER / OR



SP-2



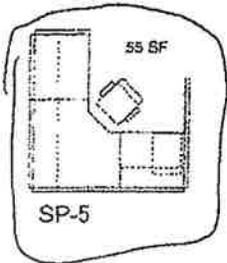
SP-3



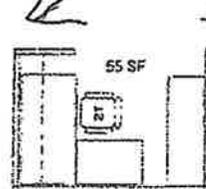
SP-4

LEADWORKER, LANDSCAPE SPECIALIST (2)

Semi-Private Workstations

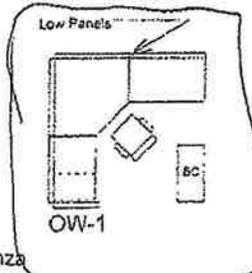


SP-5

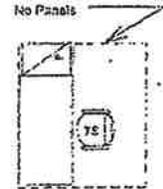


SP-5a

Standard Desk & Credenza w/ System panels



OW-1



OW-2

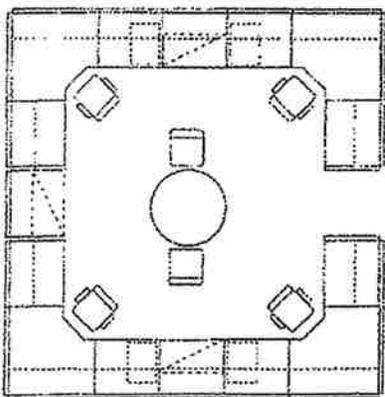
Standard furniture, no panels



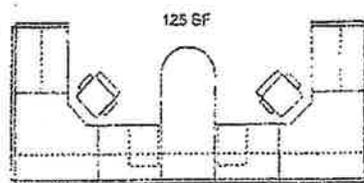
OW-3

Open Workstations

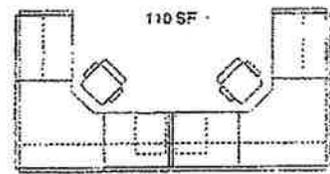
ADMINISTRATIVE ASSISTANT (1)



300 SF



SW-1



SW-2

Typical Shared or "Team" Spaces - Semi-Private

TOTAL OF (7) WORKSTATIONS *

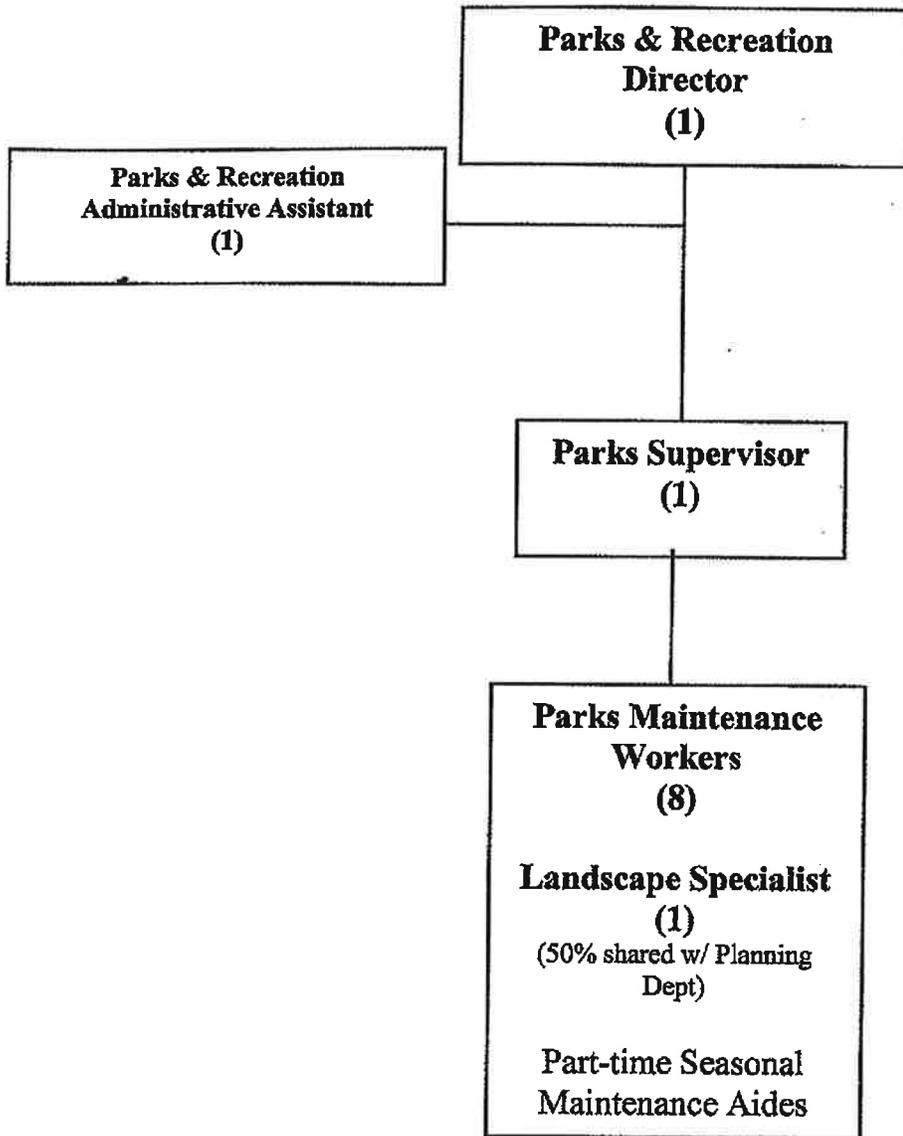
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CITY OF MONROE - MUNICIPAL CAMPUS STUDY
SAMPLE WORKSTATION TYPES

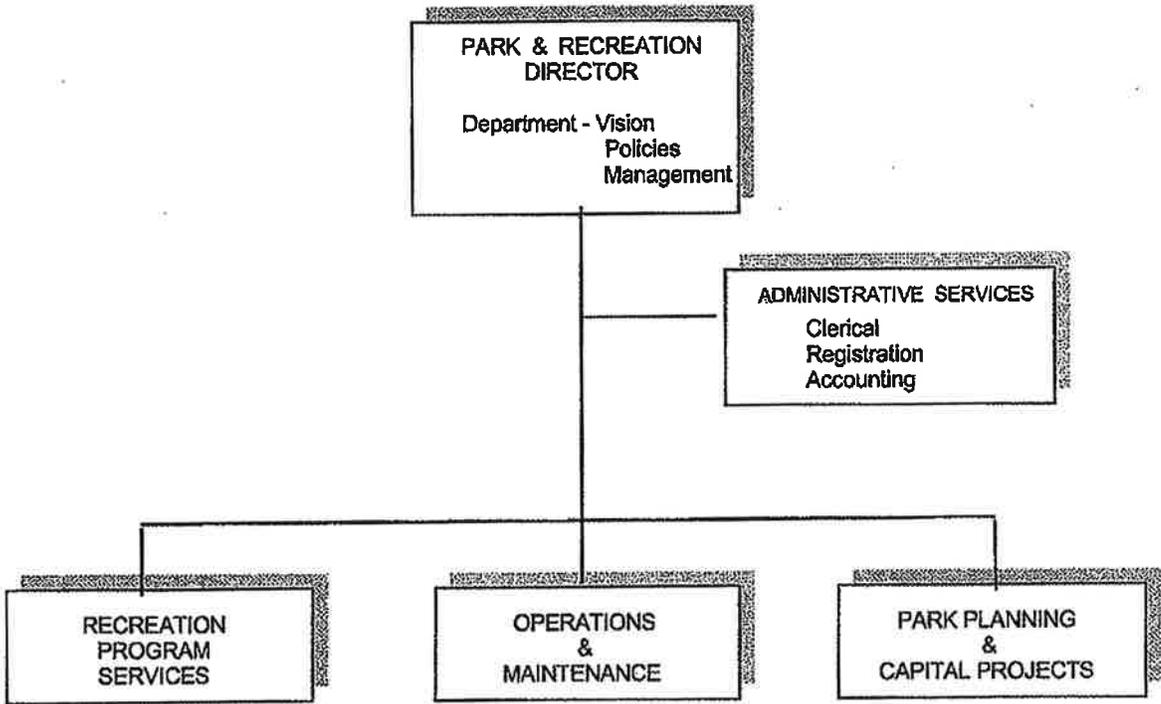
* MAINTENANCE CREW WORK AREAS
NOT INDICATED ON THIS WORKSHEET

**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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MONROE THIS WEEK

October 07, 2016 Edition No. 38

Mayor

Geoffrey Thomas
gthomas@monroewa.gov

Councilmembers

Patsy Cudaback
Kevin Hanford
Ed Davis
Jason Gamble
Jim Kamp
Jeff Rasmussen
Kirk Scarboro
councilmembers@monroewa.gov

City Hall

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

Appointment Openings

Civil Service Commissioner

Job Openings

Senior Engineer- Development Review
www.monroewa.gov/jobs

Events this Week

- 10/08 Harvest Festival, Lake Tye Park, 10AM-3PM
- 10/11 ~~City Council Legislative Affairs Committee Meeting, City Hall, Permit Center, 6PM~~
CANCELLED
Monroe City Council Meeting, Council Chambers, City Hall, 7PM
- 10/13 East County Job Fair, Monroe Boys & Girls Club, 10AM-2PM
- 10/15 Snohomish County Fire Department Open House, 163 Village Ct. 10AM-2PM
- 10/15 Kids Night Out, Monroe Family YMCA, 4-9PM

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.

Yours in Service,

Mayor Geoffrey Thomas

Be In The Know!

SR-522 Update

On Wednesday, representatives and engineering staff from Washington's Department of Transportation, Snohomish County, Monroe School District, Economic Alliance of Snohomish County, and the City of Monroe, met to discuss engineering and design concepts to improve traffic conditions on SR522, particularly between the Snohomish River Bridge and Paradise Lake Road. I thank everyone for meeting to discuss potential short, intermediate, and long term solutions to resolve the issue of having only one lane in each direction from the bridge to nearly Paradise Lake Road. Some of the issues discussed include:

- Getting emergency services to and from accidents and how this creates additional congestion resulting in travelers being late to work and students being late for school. The Monroe School district added that there were 158 late arrivals last year to the Maltby schools due to the congestion on 522.
- Delays in commute times with people driving to and from work.

Our next steps will be to look at short-term alternatives. These short-term alternatives include:

- Installing ramp meters on the eastbound ramp from Echo Lake;
- Using the shoulders during peak commute times;
- Expanding Community Transit services; and
- Creating reversible lanes.

**City of Monroe
Year-to-Date Comparisons**

The following are year-to-date comparisons

Sales Tax Revenues

'15 to 9/30/15: \$2,997,528

'16 to 9/30/16: \$3,304,016

UP \$306,488 or 10.22%

Real Estate Excise Tax

'15 to 9/30/15: \$492,811

'16 to 9/30/16: \$653,731

UP \$160,920 or 32.65%

Lodging Tax Revenues

'15 to 9/30/15: \$47,799

'16 to 9/30/16: \$56,852

UP \$9,053 or 18.94%

Business License Fees

'15 to 9/30/15: \$35,936

'16 to 9/30/16: \$35,174

DOWN \$762 or -2.12%

Building Permit Revenues

'15 to 9/30/15: \$225,697

'16 to 9/30/16: \$498,272

UP \$272,575 or 120.77%

Planning Fee Revenues

'15 to 9/30/15: \$56,990

'16 to 9/30/16: \$92,900

UP \$35,910 or 63.01%

New House Permits

'15 to 9/30/15: 41

'16 to 9/30/16: 93

UP 52 units or 126.8%

Multi-Family Permits (# units)

'15 to 9/30/15: 13

'16 to 9/30/16: 4

DOWN 9 units or -69.2%

Building Division Inspections

'15 to 9/30/15: 1,316

'16 to 9/30/16: 1,801

UP 485 or 36.9%

(522 Continued)

Short-term alternatives included items like installing ramp meters on the eastbound on-ramp from Echo Lake Rd, using SR522's shoulders during peak commute times, expanding of community transit services, and creating reversible lanes. Short-term alternatives included items like installing ramp meters on the eastbound on-ramp from Echo Lake Rd, using SR522's shoulders during peak commute times, expanding of community transit services, and creating reversible lanes.

WSDOT will provide an evaluation of some of these alternatives that were discussed later this month.

The City of Monroe will host a community open house and meeting with City, County, and State representatives. The goal is to schedule this before the end of this year in Monroe. In the meantime, please continue to share your concerns and ideas with your City, County, and State representatives. If you live in Monroe, appropriate contacts are:

City of Monroe

- Mayor Geoffrey Thomas – gthomas@monroewa.gov
- City Council – councilmembers@monrowa.gov

Snohomish County

- County Executive – dave.somers@co.snohomish.wa.us
- County Council – contact.council@snoco.org

State of Washington

- Governor Inslee
- Senator Kirk Pearson, LD 39
- Representative Dan Kristiansen, LD 39
- Representative Elizabeth Scott, LD 39
- Senator Rosemary McAuliffe, LD 1
- Representative Derek Stanford, LD1
- Representative Luis Moscoso, LD1

2017 Preliminary Budget

Last week, I forwarded the 2017 Preliminary Budget to Council. City Staff and I, have worked hard to ensure a balanced budget for 2017. There are many exciting projects that have been completed over 2016, and many to look forward to in 2017. Some significant projects for 2016 include:

- The Tjerne Place Connector Road;
- The multi-purpose trail on Woods Creek Road; and
- The renovation of the Monroe Board & Blade Park.

(Budget continued)

The 2017 Preliminary Budget also looks to fully fund the Contingency Fund, while meeting the service needs of the City, without increasing property taxes. It also includes adding three additional FTE's to further increase serving the City of Monroe.

I am happy to say the 2017 Preliminary Budget incorporates being balanced over the next five years. I thank the residents of Monroe for enhancing our community and continuing to be a place where families want to live, work, and recreate. If you would like a copy of the 2017 Preliminary Budget, it is available online or at the front desk of City Hall.

Roundabout at West Main and SR522

WSDOT partially landscaped the new roundabout at West Main and SR522 earlier this year. Unfortunately, the landscaping was not established nor maintained by WSDOT throughout the summer and this gateway to our City became unsightly with weeds.

I reached out to Senator Pearson and Representatives Kristiansen and Scott in September to follow up on the issue. Late last week, WSDOT performed maintenance on the roundabout and then met with City staff. Moving forward, WSDOT will continue work this fall and spring to re-establish the turf, tree and shrub areas. The City will become responsible for maintenance of the turf areas once established and accepted, and for the shrub and tree areas after WSDOT maintains it for four years.

I thank our State representatives and WSDOT for working with us on this issue.

Heroin Forum

Following increased attention on Snohomish County's heroin and opioid issues, a series of community forums have been scheduled to provide information and encourage dialogue. The last date for the forum is listed below:

- Thursday, October 13, 2016, 6:30 p.m., Woodway Hall, Edmonds Community College (20000 68th Ave. W, Lynnwood, Wash.)

Sponsored by the Snohomish Health District and Snohomish County Human Services, in partnership with the host communities, each forum will include a panel of subject matter experts and time for audience questions.

Civil Service Commission Vacancy

The City of Monroe is currently seeking applicants to fill the following City Board and Commission open position:

1 – Civil Service Commissioner (6-Year term ending 9/2022)

Civil Services Commission – assures that police officers are recruited through open competition, are hired and promoted on the basis of merit, and are demoted, suspended, or discharged for cause; it oversees civil service examinations and certifies eligibility lists.

APPLICATION DEADLINE: Open until Filled

***PLEASE NOTE THE FOLLOWING RESIDENCY REQUIREMENT– Per MMC 2.70.010 “No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of such city for at least three years immediately preceding such appointment, and an elector of the county wherein he resides.”*

For additional information regarding board/commission qualifications, duties, and meeting times, please contact the City Clerk’s Office: esmoot@monroewa.gov; 360-863-4538.

Fire Department Open House

Fire Prevention week is fast approaching. Fire District No. 7 is hosting two Open Houses to promote fire and life safety! The week will begin with an Open House at Station No. 71 (8010 180th St SE, Snohomish) on Sunday, October 9, 2016, from 12-4 p.m., and end the week with an Open House at Station No. 31 (163 Village Court, Monroe) on Saturday, October 15, 2016, from 10 a.m.–2:00 p.m. These events will have car extrication demonstrations, live fire extinguisher training, firefighter challenge courses for the kids and more! Bring the whole family for a fun interactive event! For more information visit www.Snofire7.org.