

## MONROE CITY COUNCIL

Regular Business Meeting  
October 18, 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. Mayor Thomas

Public Hearing

1. AB16-137: 2017 Budget; First Public Hearing

Documents:

[AB16-137\\_PH\\_2017 Budget\\_First.pdf](#)

Announcements And Presentations

1. Proclamation: Red Ribbon Week (October 24, through 31, 2016)

Documents:

[20161018 AP1 Proclamation Red Ribbon Week.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 11, 2016, Regular Business Meeting

Documents:

[20161018 CA1 MCC Minutes 20161011.pdf](#)

2. Approval of AP Checks and ACH Payments

Documents:

[20161018 CA2 AP Checks - ACH Payments.pdf](#)

New Business

1. AB16-138: 2017 Budget – Presentation of Utility and CIP Funds

Documents:

[AB16-138\\_2017 Budget\\_Utility\\_CIP.pdf](#)

2. AB16-139: Ordinance No. 018/2016, Converting Two Year At-Large Council Position to Four Year Position; First Reading

Documents:

[AB16-139\\_ORD 018 2016\\_Council Position 2Y to 4Y.pdf](#)

3. AB16-140: Authorize Mayor to Sign Amendment No. 1 to Property Transfer Agreement with Snohomish County Fire Protection District No. 7

Documents:

[AB16-140\\_Amdt1\\_FDPptyTrsfrAgmt.pdf](#)

#### Final Action

1. AB16-141: Ordinance No. 017/2016, Setting 2017 Property Tax Levy; Final Reading

Documents:

[AB16-141\\_ORD 017 2016\\_Setting 2017 Property Tax Levy.pdf](#)

#### Councilmember Reports

1. City Council Transportation/Planning, Public Works, Parks & Recreation, and Public Safety Committee (Councilmember Davis) - CANCELLED

#### Staff/ Department Reports

1. Public Works Update

Documents:

[20161018 DR1 PW Report.pdf](#)

#### Mayor/ Administrative Reports

1. Monroe This Week (October 14, 2016, Edition No. 39)

Documents:

[20161018 MR1 Monroe This Week Edition 39.pdf](#)

2. Draft Agenda for October 25, 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. 16-137

<b>SUBJECT:</b>	<b><i>PUBLIC HEARING: 2017 Budget; First Public Hearing</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/18/2016	Finance	Dianne Nelson	Dianne Nelson	<b>Public Hearing #1</b>

**Discussion:** 10/04/2016; 10/11/2016; 10/18/2016  
**Public Hearing:** 10/18/2016 & 11/15/2016 (*Scheduled*)  
**First Reading:** *Scheduled for 12/06/2016*  
**Second Reading/  
Adoption** *Scheduled for 12/13/2016*

**Attachments:** 1. 2017 Preliminary Budget

<b>REQUESTED ACTION:</b>
<ul style="list-style-type: none"> <li>A. (<i>after citizen comment, if any</i>) Move to close the citizen testimony portion of the public hearing.</li> <li>B. (<i>after Council discussion, if any</i>) Move to close the public hearing.</li> </ul>

### DESCRIPTION/BACKGROUND

This public hearing is a part of the 2017 Budget process. It is an opportunity for the public to give input to the City Council regarding the 2017 Preliminary Budget.

There will be a second public hearing on the 2017 Preliminary Budget on November 15, 2016. The first reading of the 2017 Budget ordinance is scheduled for December 6, 2016; and the final reading is scheduled for December 13, 2016.

### IMPACT – BUDGET

N/A.

### TIME CONSTRAINTS

2017 Budget ordinance must be adopted before December 31, 2016.



# 2017 Budget

## Preliminary Budget



**NOTE ON 2017 BUDGET COVER PAGE IMAGE:**

*For 2016, the City Council, staff, and I initiated and completed a number of significant projects in Monroe. Among these significant projects were:*

- *The Tjerne Place connector between Chain Lake and Woods Creek Roads,*
- *The multi-purpose trail along Woods Creek Road,*
- *The Monroe Board & Blade renovation, and completing*
- *A number of smaller significant capital projects.*

*Council, staff, and I have remained supportive of, and contributed in different ways to, a number of events in Monroe. The preceding cover page image of this 2017 Preliminary Budget represents just a sampling of the projects and activities from 2016. I look forward to our community's continued work into 2017.*

*~ Mayor Geoffrey Thomas*



*From left to right: Councilmember Ed Davis, Councilmember Jeff Rasmussen, Councilmember Jim Kamp, Mayor Geoffrey Thomas, Councilmember Kevin Hanford, Councilmember Patsy Cudaback, Councilmember Kirk Scarboro, and Councilmember Jason Gamble.*

**THE ADVENTURE  
STARTS HERE!**



October 1, 2016

Honorable City Councilmembers and Residents of Monroe:

I am pleased to present you with a balanced 2017 Preliminary Budget. This preliminary budget was developed in September 2016. As a result, refinements to the preliminary budget may be necessary to reflect actual revenues, expenditures, and adjustments in priorities that may occur between September and December 2016. City staff and I look forward to working with you to finalize the 2017 Budget.

I thank you in advance for your review and consideration of this preliminary budget. I thank City staff for their hard work to develop a balanced 2017 Preliminary Budget within the resources we have.

Monroe is an active, vibrant community. Residents, business owners, non-profits, government agencies, City staff, and elected and appointed officials volunteer time and resources to enhance our community. Because of these efforts, and other opportunities unique to Monroe, our community continues to be a place to build homes, raise families, work, have a business, recreate, and visit.

We have much to be thankful for; we have much to celebrate:

***Monroe is a place where people want to live and raise families.*** Building on a trend from 2014 and 2015 the City saw continued growth in residential development. As of the end of September, 2016, for instance:

- The City Council approved four (4) final plat application totaling 185 lots.
- The City Council approved two (2) preliminary plat applications totaling 74 lots.
- Six (6) preliminary plat applications, totaling 364 single family lots, were currently under staff review and will be scheduled for a Hearing Examiner public hearing in the future.
- Building permits were issued for 85 new single family dwellings and four (4) multifamily dwelling units. The 85 single family dwellings exceeds the combined total of single family permits issued in all of 2014 and 2015.
- A 112 unit multi-family development proposal was submitted and is under review.

In many of these homes people will raise their families; the average household in Monroe (2.94 persons) is larger than in Snohomish County (2.62) and the State of Washington (2.52), suggesting that more people choose to raise their children here than in other areas of Snohomish County or the State.

As the City population grows the Monroe School District has responded. The City issued permits for the Monroe School District Park Place Middle School modernization project. Construction work on

this project commenced in 2016 and will be phased over the next two years (2017/2018).

**Monroe is a place to start and grow your business.** 2016 saw continued business investment in our City, including:

- Tractor Supply opened a new 22,000 square foot store near the intersection of US 2 and Roosevelt Road.
- Carl's Jr. new fast food restaurant permits were issued and is under construction.
- Canyon Creek Cabinet Company completed its 25,000 square foot expansion.
- Permits were issued for a new 24,800 square foot building in the Fryelands Industrial area.

In addition to these developments, 2016 brought continued focus on rebuilding the downtown corridor. A new public art project was authorized by the City and will be located at the corner of Lewis and Main Street. The City hired a consultant to work on a strategic plan to evaluate how a downtown organization might achieve long term sustainability to promote downtown.

The City Council also extended, for an additional year, a downtown fee waiver program to encourage and incentivize private investment in the downtown area. New businesses have opened and existing businesses have made, or are in the progress of making, improvements.

**Monroe is a destination for tourism and events-The Adventure Starts Here!**

In 2016, our City worked with stakeholders to support events bringing over 600,000 people and approximately \$26 million in economic revenues to our community. These events included: Music in the Park, the Fair Days Parade, the Evergreen State Fair, three wakeboard events including the return of the Supra Boats Pro Wakeboard Tour, a new farmers' market location at Lake Tye Park, Movies Under the Moon, Tri-Monroe USA Triathlon, Lake Tye Triathlon, USA National Ultimate Frisbee Tournament, theater at the Wagner Arts Center, and Speed Week at the Evergreen Speedway.

The City received grant funding from Snohomish County to purchased tourism-branded street-pole banners, event fencing and barricades to better support existing and new events in Monroe.

In 2017, tourism and events will continue to grow in our parks, the Evergreen State Fairgrounds, and at the newly upgraded Monroe Board and Blade Skate Park, funded in part through a state grant. The Parks and Recreation Department is poised to host and support community events and programs for 2017, including returning events and maintaining and improving our 200 plus acres of parks, trails, and streetscapes.

Capital parks improvements in 2016 included: construction of the Monroe Board and Blade Skate Park upgrade – matched with a \$120,000 State grant award, new safety netting and fencing for ball fields installation of new infield surfacing for the six ball fields at Sky River Park and Lake Tye Park and replacement of the safety surfacing for playground facilities throughout the parks system.

New capital parks improvements for 2017 include: master planning for the Cadman Pit site adjacent to Sky River Park, realignment of the entry to Fairfield County Park in partnership with Snohomish County, design synthetic turf field upgrade at Lake Tye Park, replacement of the playground at Lake Tye Park, and a new portable performance stage area for use at Lake Tye Park and other sites

around Monroe to meet growing event venue facility demands.

Our Comprehensive Plan builds on Monroe serving as a destination for tourism and events by calling for better connections between our downtown and the Skykomish River, and by connecting our City to the regional trail network westward to the Centennial Trail (in Snohomish) and southward to the Snoqualmie Valley Trail (in Duvall). Two of the challenges our community faces, however, are to expand lodging opportunities, and to develop synthetic turf athletic fields; both to keep Monroe competitive at drawing tourism and events, and to serve Monroe's residents.

**Monroe is a job creator.** Monroe's population during the day increases by 16.9% as people come to work in the over 7,000 jobs in Monroe. This number is expected to increase as employers continue to grow their workforces and the City continues to market retail property it owns for new businesses.

Into 2017, our City will continue to promote the benefits of owning and working for businesses in Monroe. Among these benefits, the City is located at a transportation hub consisting of State Route 203, State Route 522, and US 2. Further, people commuting to Monroe typically experience a "reverse" commute to traffic headed from Monroe to work centers in Everett, Seattle, and the Eastside.

**Monroe is being proactive with law enforcement and public safety.** Monroe's police services take a proactive role in community policing. In 2016, the Police Department has been working on a Five Year Strategic Plan that will be used as a framework in making decisions as to the best strategies to provide efficient and effective public safety services. The Strategic Plan Committee has been gathering information from business owners, community organizations, and the general public that will help us shape the future of law enforcement in Monroe.

This year, the Police Department has participated monthly with the Homeless Response Group to address the homeless population living in Monroe. The Police Department has also teamed up with our Chaplains, Take the Next Step, and other social services groups to go out and meet with homeless individuals, providing information and help. We expect to expand this program in 2017 with a part-time social worker, patterning other local programs in the area.

Recognizing the need to connect with our Community, as well as getting information out, the Police Department has increased its presence on social media sites. You can find us on Twitter @Monroepd, Facebook, and Nextdoor. We will continue in 2017 to expand the use of these media outlets.

Under new legislation, the Department has introduced the use of body cameras in a pilot program. With a successful trial, the department has purchased five body cameras which will be in use by the start of 2017.

**Monroe runs its own Municipal Court.** Now in operation for a year and a half, Monroe Municipal Court continues to be busy. In the first three quarters of 2016, the Honorable Judge Mara Rozzano, and her staff, processed 382 criminal cases and 2248 infractions. In February 2016 Municipal Court successfully implemented video court for in-custody hearings. Since February 2016 the Court has seen 230 inmates via video court, thus relieving the Police Department of the burden of transporting inmates for court appearances.

The goal of the Court is to contribute to the quality of life in our community by advancing the causes of justice fairly and impartially. To that end, Judge Rozzano continues to offer credit towards the

payment of non-mandatory legal financial obligations with community service hours and/or obtaining a GED certificate. In addition she is investigating the possibility of a community court for minor offenses. Although we have not yet had a person present a completed GED certificate we are seeing the positive effects of our sentencing conditions. There have been a number of defendants successfully comply with drug and alcohol treatment, domestic violence programs, or other counseling who are now employed productive members of our community. A testimony to Judge Rozzano's interaction with the defendants is their excitement to tell her they are succeeding. One former defendant stopped the Judge at the Fair Days parade to introduce her to his recently returned children. Another waved her down in traffic to tell her that she was 62 days clean and sober. Her goal is to get people out of the system, more committed to their community, and make Monroe an even better place to live and do business.

**Monroe is where stakeholders work together to get things done.** Relationships with other organizations, including the Monroe School District, Everett Community College, Monroe Chamber of Commerce, and Evergreen State Fairgrounds, continue to flourish. Monroe continues to share equipment and facilities with the Monroe School District and promoting the Everett Community College by fostering relationships with local businesses. Together, we achieve more for Monroe than if we work alone.

**Monroe plans for the future.** In 2016 a significant focus was placed on streamlining our permitting processes with a focus on reduced processing times. Looking into 2017, this focus will continue with code revisions that will further streamline processes including a zoning code update to make our development standards clear.

**Monroe is a city that balances its budgets.** While optimistic about our future revenues, we balance our budget on reasonable estimates of revenues and expenditures. Early in 2016, I 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, I 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, bank 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.

### **2017 Preliminary Budget**

When the 2017 Budget Instructions were sent to City departments, it was anticipated that gains in sales tax revenues in 2017 would be offset by losses in previously approved interfund transfers and one-time revenues. With these in mind, the 2017 Preliminary Budget Instructions to City departments was to deliver a "status quo" budget request for their departments to the Finance Director by

the end of August 2016.

Over the month of September 2016, the City Administrator, Finance Director, department heads, and I worked to bring the preliminary budget into balance. The following is a summary of the results of the work that is the 2017 Preliminary Budget.

- **General Fund**

For the General Fund, the overarching goals of the 2017 Preliminary Budget were to:

1. Balance on-going costs with reasonable estimates of on-going revenues and without increasing property taxes;
2. Use one-time transfers and revenues to only cover one-time expenditures;
3. Refund the Contingency Fund to meet the Reserve Policy; and
4. Reasonably project a five-year General Fund forecast without a structural deficit; that is, with projected revenues above expenditures.

- **2017 Preliminary Budget, General Fund**

1. Revenues. While reasonable forecasts are made for increased revenues from retail sales tax, those increases in revenue are off-set by reductions in specific State revenues, reductions in transfers from other City funds, and increases in costs from new requirements. These fiscal realities are included in the 2017 Preliminary Budget.
2. Expenditures. The 2017 Preliminary Budget has increased expenditures by 12 percent as compared to the approved 2016 Budget.
3. Ending Fund Balance. The General Fund's 2017 undesignated ending fund balance is just over \$140,000.
4. Contingency Fund. Per adopted policy, the Contingency Fund should be funded to an amount equal to 8% of a given year's General Fund operating expenses unless that funding would adversely affect City operations. The 2016 year-end estimate ending fund balance is \$271,390. For 2017, 8% of the General Fund operating expenses is \$1,060,176. Council is considering changing its contract with Republic Services such that a balance, projected to be \$1,110,743 at the end of 2016, is no longer necessary in the City's solid waste utility. The solid waste utility fund balance is a "one-time" funding source and is not recommended to be used to balance ongoing/annual operational expenses.

The Preliminary Budget would transfer \$788,000 of the solid waste utility fund balance to fully fund the Contingency Fund. (Note: The remaining \$322,743 is transferred to the General Fund where it contributes to the 2017 ending fund balance and other one-time projects.) By transferring these funds to the Contingency Fund, the City is better positioned for "one-time" emergencies, unexpected opportunities, and projects that are entering design stages of development including the intersection of Blueberry and North Kelsey, extending 191<sup>st</sup>, Street, and developing synthetic turf fields.

- **2017 Preliminary Budget, General Fund Personnel**

As in 2016, all positions that become vacant in 2017 will be evaluated for need and availability of on-going revenue to support the position before deciding to fill the vacancy.

## **Economic Development**

The Mayor and City Council are committed to promoting economic development and understand that a growing business community is essential when it comes to sustaining a healthy and prosperous City. Business development generates tax revenue to finance services and enables the City to maintain low tax rates. Supporting businesses and encouraging new development also provides local residents with both shopping and employment opportunities close to home.

In 2016, building permit and land use permit forms and handouts were revised for clarity and ease of use. A permit stakeholder committee was convened earlier in the year, and the City has begun implementing changes to codes and other procedures to eliminate unnecessary delay and processes.

The 2017 preliminary budget continues to make economic development, and delivering on our promise of being “open for business,” a high priority. City staff will continue with eliminating unclear and outdated code requirements.

The 2017 budget includes \$25,000 to fund the Downtown Monroe Association (DMA). The funds will be subject to an agreement between the City and DMA to promote downtown business and property development through a comprehensive process that includes organization, promotion, economic restructuring and design. The funds are intended to supplement other sources of funding that the DMA will acquire or raise on its own to support its operations.

The 2017 preliminary budget also includes the continuation of the Downtown Events Program and replacement of outdoor furniture for the downtown. Through these initiatives, the City will engage with organizations and businesses to promote downtown.

## **North Kelsey Debt**

The City continues making progress on marketing and selling City-owned properties. Property sales are not budgeted in the 2017 Preliminary Budget due to uncertainty in timing. They will be recognized as they occur. In 2015, the City refinanced the \$4.1 million in North Kelsey debt. In doing so, there is \$1.3 million in principal due in September 2018 and \$2,840,000 due in September 2020. The City is poised to pay off the debt as land sales occur with proceeds from those sales. Additionally, there remains approximately \$1.25 million in the North Kelsey Development Fund that could be applied toward the principal in 2018.

## **The Street Fund**

In 2014, Monroe voters approved two-tenths of one percent (0.2%) sales tax increases for the next ten years to go toward road preservation. Funds collected throughout 2015 were used to leverage grant funds from the State of Washington to repair even more roads than would be possible using the sales tax alone. In 2017 we will continue to rehabilitate and preserve Monroe’s transportation infrastructure.

Also, in 2016 there was significant focus on safe walk route corridors with the addition of a multi-purpose use trail on 179<sup>th</sup> Avenue, from Main Street north to 157<sup>th</sup> Place, finishing segments of a multi-purpose use trail along Main Street from 171<sup>st</sup> west to Tester Rd and the addition of a new multi-purpose use trail along Woods Creek Road from Tjerne Place to the Farm at Woods Creek.

## **The Utility Funds**

As part of the Utility System Plan Update completed in conjunction with the 2015 Comprehensive Plan Update, the utility rates and rate structure were analyzed. As a result, water and stormwater

utility rates will rise in 2017.

**Capital Improvement Projects**

Capital improvement projects are funded by grants, impact fees, real estate excise tax revenues, proceeds from revenue bonds and the Transportation Benefit District (TBD). These funds are typically not allowed to be used for operations. Capital projects budgeted for 2017 are as follows:

<b>Project</b>	<b>Type</b>
Wastewater Treatment Plant Energy Conservation Improvements	Sewer
179th Rail-at-Grade Pedestrian Crossing	Streets
Fryelands Rail-at-Grade Pedestrian Crossing	Streets
Powell Street Utilities	Sewer
Pavement Preservation	Streets
Trombley Reservoir Watermain Upgrade	Water
Tester Road Water Upgrade	Water
Blueberry/Kelsey Intersection Improvements	Streets
Chain Lake Road Multi-purpose path extension	Streets
US 2 Non-motorized Improvements	Streets
Fairgrounds Watermain Upgrade	Water
Dickinson Street Water and Storm Improvements	Water/Storm

The 2017 Preliminary Budget and its projections are based on information available in early September 2016. As done every year, our staff will update Council on recommended changes and projections as actual revenues and expenditures are realized and as adjustments in Council priorities occur from September through December 2016.

City staff and I look forward to working with our residents and Councilmembers to respond to questions and revise the 2017 Preliminary Budget. Thank you in advance for your input, review, and consideration.

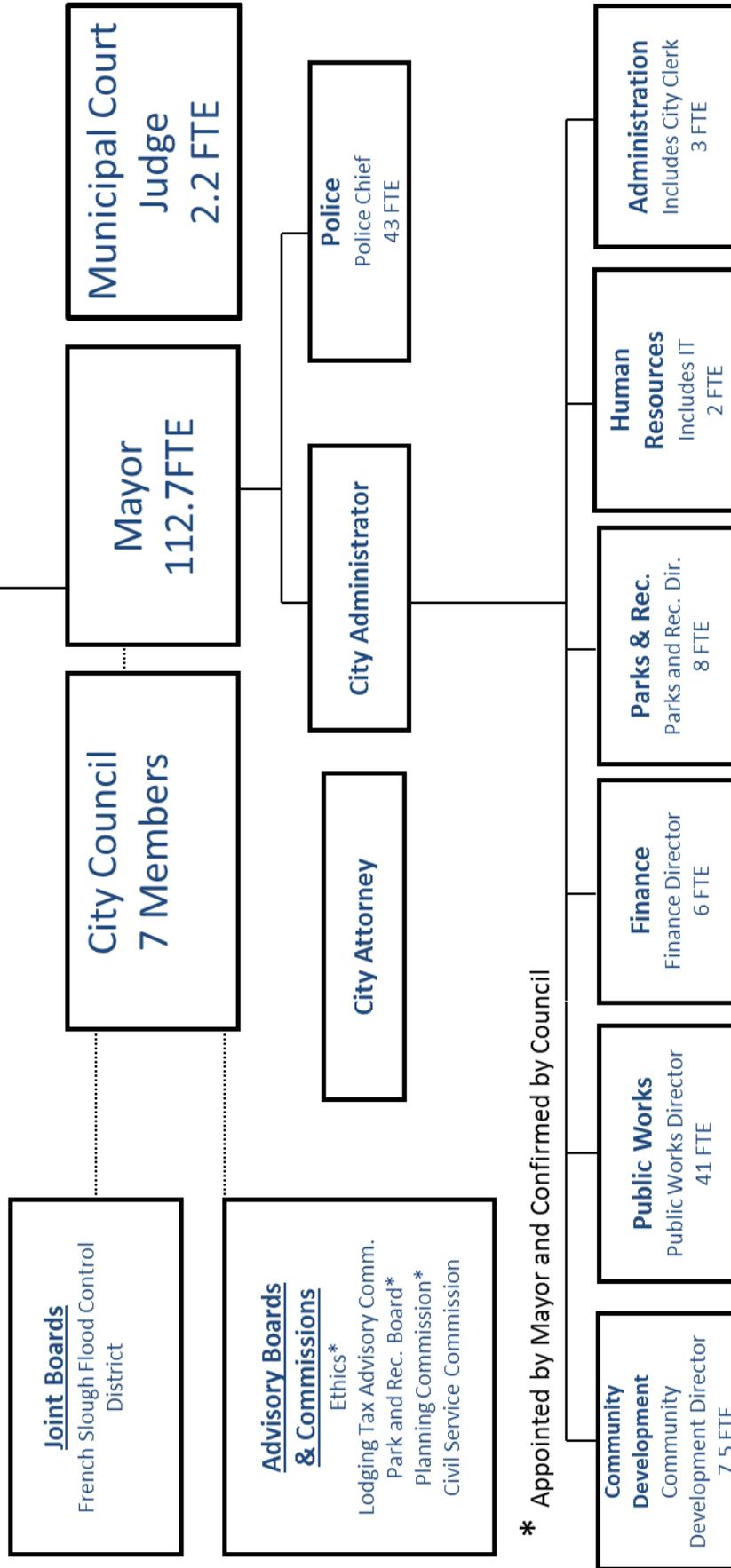
Respectfully,



Geoffrey Thomas, Mayor

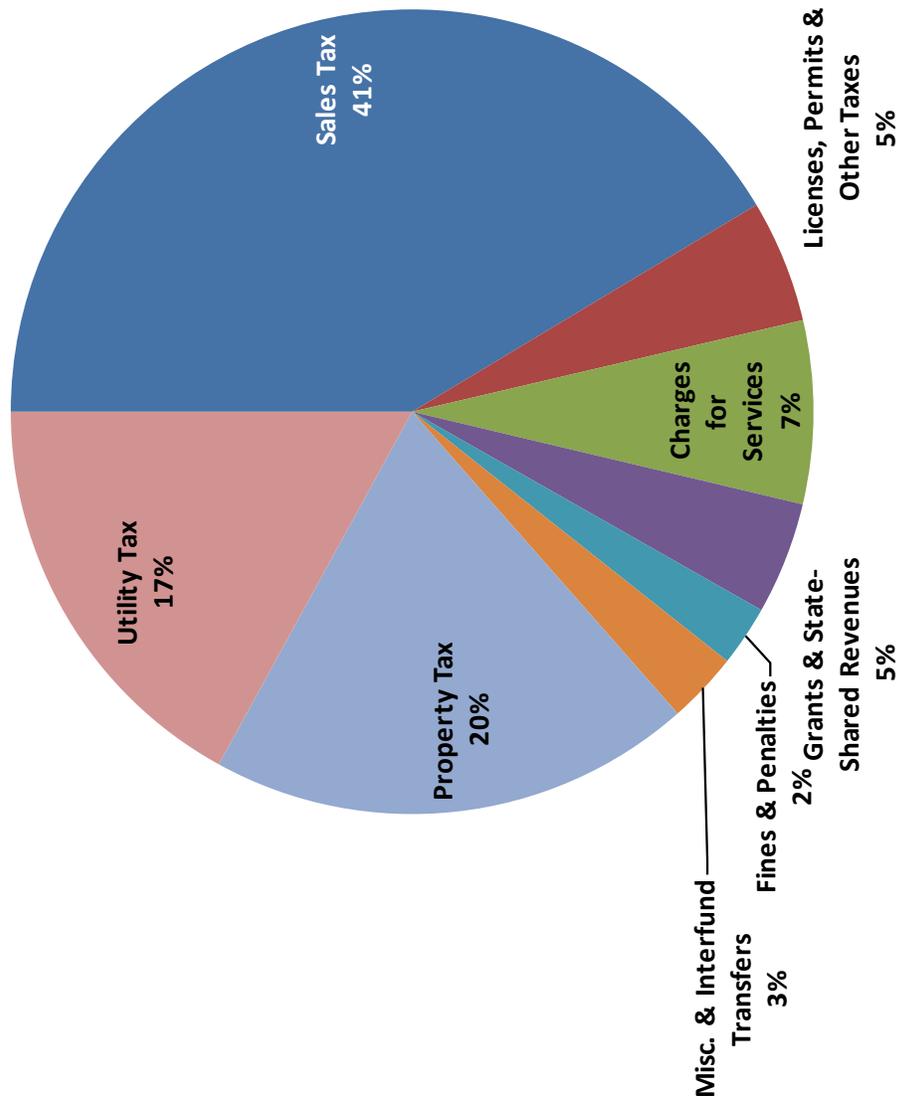


**Citizens of Monroe**

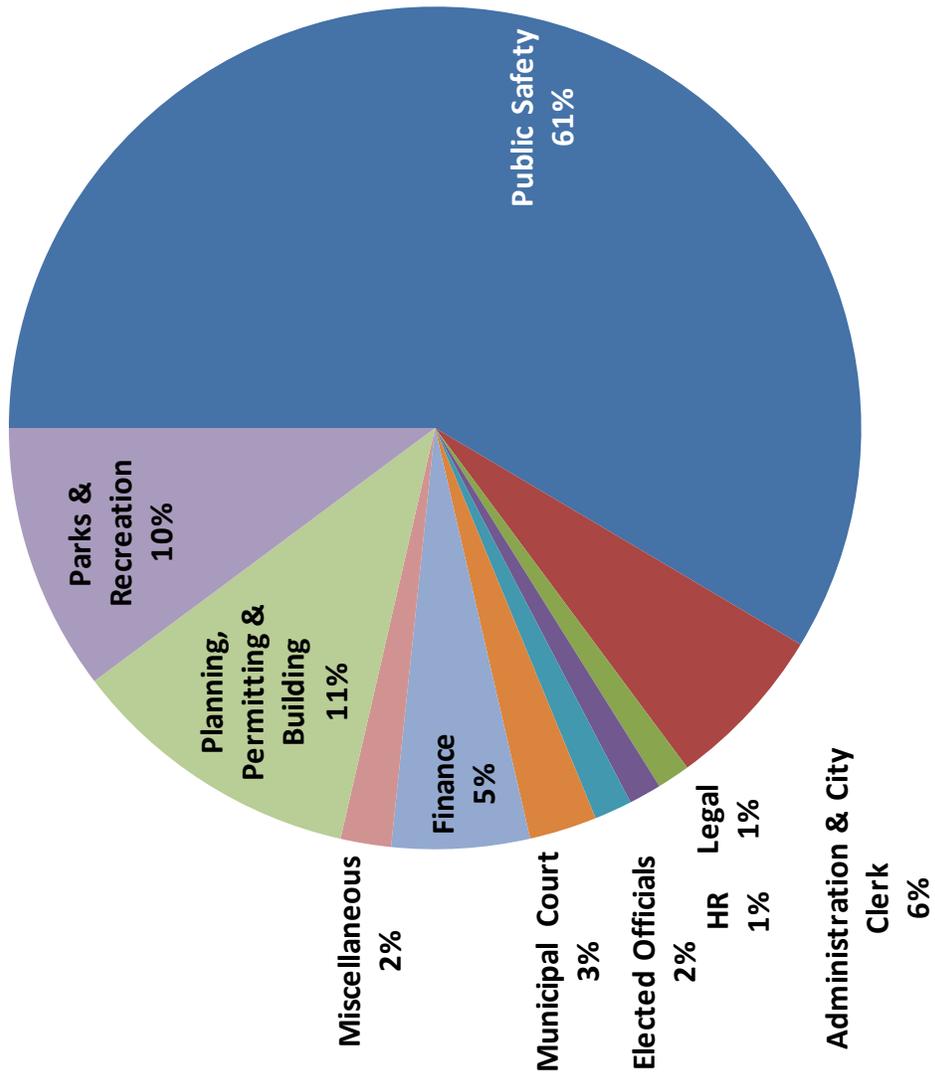


\* Appointed by Mayor and Confirmed by Council

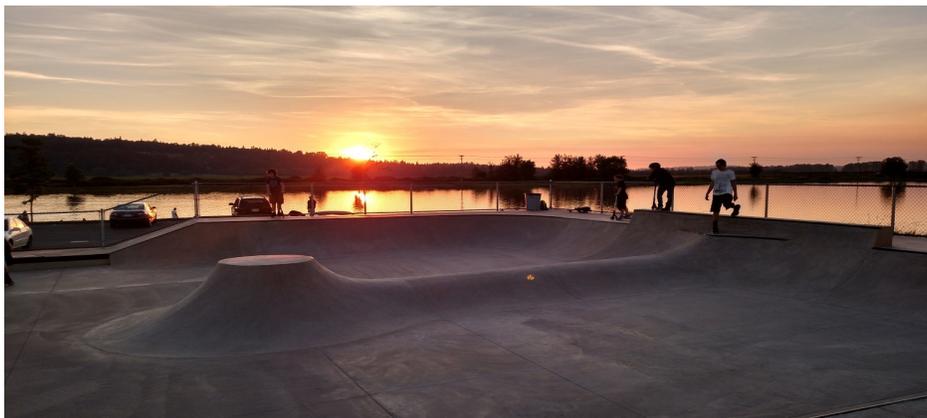
# General Fund Revenues - 2017 Budget



# General Fund Expenditures - 2017 Budget

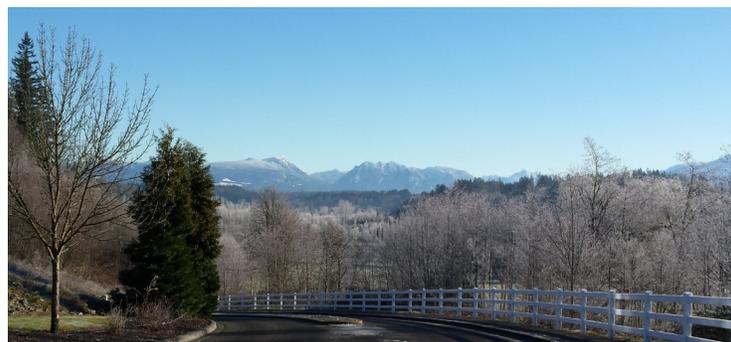


<b>General Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 2,933,802	\$ 2,943,177	\$ 2,943,177	\$ 3,147,558
<b>Revenues</b>				
Taxes	8,963,607	9,236,562	9,367,977	10,419,570
Licenses & Permits	481,275	468,769	674,170	479,200
Intergovernmental	554,772	580,115	607,710	592,738
Charges for Services	938,630	1,098,881	1,272,547	967,665
Fines & Forfeitures	244,306	266,340	303,346	319,350
Interest, Rentals & Other	91,073	42,051	57,871	50,783
Transfers In	295,470	100,000	100,000	322,743
<b>Total Revenues</b>	<b>\$ 11,569,134</b>	<b>\$ 11,792,718</b>	<b>\$ 12,383,621</b>	<b>\$ 13,152,049</b>
<b>Total Resources</b>	<b>\$ 14,502,936</b>	<b>\$ 14,735,895</b>	<b>\$ 15,326,798</b>	<b>\$ 16,299,607</b>
<b>Expenditures</b>				
Salaries	\$ 5,786,738	\$ 6,134,641	\$ 6,166,501	\$ 6,788,009
Payroll Taxes & Benefits	2,251,723	2,435,852	2,389,511	2,698,157
Supplies	141,891	159,436	160,597	140,111
Services/Charges	3,014,933	3,150,780	3,238,076	3,570,083
Intergovernmental/Taxes	56,819	64,933	64,554	65,522
<b>Total Operating Expenditures</b>	<b>\$ 11,252,105</b>	<b>\$ 11,945,642</b>	<b>\$ 12,019,239</b>	<b>\$ 13,261,882</b>
Capital & Project Expenditures	287,912	155,456	160,001	321,187
<b>Total Expenditures</b>	<b>\$ 11,540,016</b>	<b>\$ 12,101,098</b>	<b>\$ 12,179,240</b>	<b>\$ 13,583,069</b>
Undesignated Fund Balance	653,149	413,644	821,087	140,591
Restricted for Emergencies	1,904,338	2,008,030	2,043,271	2,254,520
Restricted for Public Safety	405,433	213,123	283,200	321,427
<b>Total Ending Fund Balance</b>	<b>\$ 2,962,920</b>	<b>\$ 2,634,797</b>	<b>\$ 3,147,558</b>	<b>\$ 2,716,538</b>



<b>Contingency Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 414,658	\$ 327,604	\$ 327,604	\$ 271,390
<b>Revenues</b>				
Interest	2,945	3,000	1,786	1,786
Transfer In from General Fund	176,000	-	-	-
Transfer In from Solid Waste Fund	-	-	-	788,000
<b>Total Revenues</b>	<b>\$ 178,945</b>	<b>\$ 3,000</b>	<b>\$ 1,786</b>	<b>\$ 789,786</b>
<b>Total Resources</b>	<b>\$ 593,604</b>	<b>\$ 330,604</b>	<b>\$ 329,390</b>	<b>\$ 1,061,176</b>
<b>Expenditures</b>				
Council Chambers Furniture	\$ -	\$ 10,000	\$ 10,000	\$ -
Downtown Arts Grant	-	15,000	15,000	-
Downtown Main Street Program	-	25,000	25,000	-
Traffic Study Blueberry/Kelsey	-	-	8,000	-
Street CIP Fund-Main St Bollards	86,000	-	-	-
Transfer Out to General Fund	180,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 266,000</b>	<b>\$ 50,000</b>	<b>\$ 58,000</b>	<b>\$ -</b>
Undesignated Ending Fund Balance	546	(0)	(0)	225
Restricted per Reserve Policy	327,058	280,604	271,390	1,060,951
<b>Total Ending Fund Balance</b>	<b>\$ 327,604</b>	<b>\$ 280,604</b>	<b>\$ 271,390</b>	<b>\$ 1,061,176</b>

*Note: Restricted Fund Balance goal = 8% of \$ 1,060,951 General Fund Operating Expense*



<b>Administration</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Charges for Services Revenue	\$ 228,808	\$ 272,318	\$ 272,318	\$ 214,171
<b>Total Revenues</b>	<u>\$ 228,808</u>	<u>\$ 272,318</u>	<u>\$ 272,318</u>	<u>\$ 214,171</u>
<b>Expenditures</b>				
Salaries	136,870	147,799	152,136	228,562
Payroll Taxes & Benefits	46,238	51,729	52,568	91,920
Supplies	7,730	8,000	7,511	8,000
Services/Charges	229,072	177,299	207,883	226,296
Intergovernmental	18,952	22,284	22,318	22,665
<b>Total Admin Expenditures</b>	<u>\$ 438,863</u>	<u>\$ 407,111</u>	<u>\$ 442,416</u>	<u>\$ 577,443</u>

<b>Staffing in FTE's</b>	1.00	1.00	1.00	2.00
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<b>Legal</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Charges for Services Revenue	\$ 83,219	\$ 127,621	\$ 127,621	\$ 105,590
<b>Expenditures</b>				
Services/Charges	163,980	180,000	165,000	170,000
<b>Total Legal Expenditures</b>	<u>\$ 163,980</u>	<u>\$ 180,000</u>	<u>\$ 165,000</u>	<u>\$ 170,000</u>
	-	-	-	-

<b>Municipal Court</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Fines, Forfeitures, & Fee Revenue	\$ 239,082	\$ 264,240	\$ 300,100	\$ 319,300
<b>Expenditures</b>				
Salaries	\$ 145,885	\$ 155,687	\$ 156,375	\$ 171,581
Payroll Taxes & Benefits	62,718	70,523	69,101	76,985
Supplies	2,296	1,000	3,300	1,900
Services/Charges	85,438	99,138	97,075	101,957
<b>Total Municipal Court Expenditures</b>	<u>\$ 296,338</u>	<u>\$ 326,348</u>	<u>\$ 325,851</u>	<u>\$ 352,422</u>

<b>Staffing in FTE's</b>	1.00	2.20	2.20	2.20
<b>Contracted</b>				1.00

<b>Human Resources</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Wellness Program &amp; Misc Revenues</b>	\$ 43	\$ -	\$ -	\$ -

**Expenditures**

Salaries	\$ 87,175	\$ 95,101	\$ 95,165	\$ 102,302
Payroll Taxes & Benefits	33,267	36,514	36,173	40,017
Supplies	89	100	-	100
Services/Charges	16,286	15,885	16,842	25,443
<b>Total HR Expenditures</b>	<b>\$ 136,816</b>	<b>\$ 147,600</b>	<b>\$ 148,180</b>	<b>\$ 167,862</b>

<b>Staffing in FTE's</b>	1.00	0.95	0.95	0.80
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<b>Mayor &amp; City Council</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Expenditures</b>				
Salaries	\$ 94,400	\$ 110,400	\$ 110,400	\$ 110,400
Payroll Taxes & Benefits	7,734	9,099	8,953	9,099
Services/Charges	1,726	54,350	54,718	54,850
Intergovernmental	15,749	20,000	20,000	20,000
<b>Total Council Expenditures</b>	<b>\$ 119,609</b>	<b>\$ 193,849</b>	<b>\$ 194,071</b>	<b>\$ 194,349</b>





<b>Finance Department</b>	<b>Actuals</b>	<b>Budget</b>	<b>Yr End Est</b>	<b>Budget</b>
Passport Services	\$ 17,364	\$ 18,550	\$ 23,000	\$ 24,500
Charges for Services	<u>249,202</u>	<u>290,978</u>	<u>290,978</u>	<u>256,304</u>
<b>Total Revenues</b>	<u><b>\$ 266,566</b></u>	<u><b>\$ 309,528</b></u>	<u><b>\$ 313,978</b></u>	<u><b>\$ 280,804</b></u>
<b>Expenditures</b>				
Salaries	276,481	283,937	283,668	425,814
Payroll Taxes & Benefits	121,515	128,404	131,997	183,152
Supplies	2,994	3,950	4,150	4,000
Services/Charges	<u>80,140</u>	<u>105,212</u>	<u>98,027</u>	<u>95,717</u>
<b>Total Finance Expenditures</b>	<u><b>\$ 481,129</b></u>	<u><b>\$ 521,503</b></u>	<u><b>\$ 517,842</b></u>	<u><b>\$ 708,683</b></u>

<b>Staffing in FTE's</b>	4.35	4.35	4.35	5.35
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<b>City Clerk/Public Records</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Expenditures</b>				
Salaries	\$ 103,530	\$ 132,602	\$ 136,686	\$ 83,128
Payroll Taxes & Benefits	49,889	68,612	66,556	39,863
Supplies	313	1,000	250	1,000
Services/Charges	<u>221,648</u>	<u>155,900</u>	<u>173,560</u>	<u>155,950</u>
<b>Total City Clerk Expenditures</b>	<u><b>\$ 375,380</b></u>	<u><b>\$ 358,114</b></u>	<u><b>\$ 377,052</b></u>	<u><b>\$ 279,941</b></u>

<b>Staffing in FTE's</b>	1.00	2.00	2.00	1.00
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<b>Planning, Permitting &amp; Building</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Revenues</b>				
Building Permits	\$ 311,092	\$ 300,000	\$ 500,000	\$ 300,000
Charges for Services	248,768	283,850	459,765	268,900
<b>Total Revenues</b>	<b>\$ 559,860</b>	<b>\$ 583,850</b>	<b>\$ 959,765</b>	<b>\$ 568,900</b>
<b>Expenditures</b>				
Salaries	534,128	599,800	589,571	749,414
Payroll Taxes & Benefits	241,153	263,409	247,535	323,712
Supplies	6,124	7,750	7,750	7,400
Services/Charges	418,273	288,913	245,461	258,828
Downtown Main Street Program	=	=	=	25,000
<b>Operating Expenditures</b>	<b>\$ 1,199,678</b>	<b>\$ 1,159,872</b>	<b>\$ 1,090,317</b>	<b>\$1,339,354</b>
Project Expenditures	-	-	-	=
<b>Total Expenditures</b>	<b>\$ 1,199,678</b>	<b>\$ 1,159,872</b>	<b>\$ 1,090,317</b>	<b>\$1,339,354</b>
<b>Staffing in FTE's</b>	8.00	7.96	7.96	8.96

<b>Emergency Management</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Grant Revenue</b>	<b>\$ 10,751</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Salaries	\$ 12,437	\$ 3,384	\$ 3,386	\$ 3,640
Payroll Taxes & Benefits	4,305	1,194	1,186	1,314
Supplies	24,732	6,563	6,563	7,686
Services/Charges	51,774	13,206	13,147	11,569
Equipment Expenditures	1,288	500	500	750
<b>Total Expenditures</b>	<b>\$ 94,535</b>	<b>\$ 24,847</b>	<b>\$ 24,782</b>	<b>\$ 24,959</b>
<b>Staffing in FTE's</b>	0.10	0.03	0.03	0.03

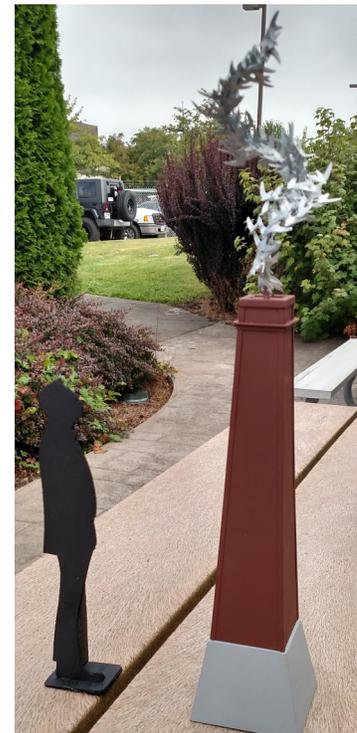
<b>Police Department</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Revenues</b>				
County Criminal Justice Sales Tax	\$ 281,013	\$ 283,604	\$ 284,744	\$ 285,883
Local Sales Tax Levy for Public Safety	361,050	368,675	386,854	406,197
Gambling Tax Revenue	39,851	39,226	37,752	37,751
Licenses & Permits	10,711	10,269	12,000	12,000
Intergovernmental	308,406	319,055	342,068	348,478
Charges for Services	64,181	57,764	55,439	54,300
Fines & Forfeitures	5,224	2,100	3,246	50
Interest & Other	2,814	3,887	2,757	2,791
<b>Total Police Revenues</b>	<b><u>\$1,073,250</u></b>	<b><u>\$ 1,084,580</u></b>	<b><u>\$ 1,124,860</u></b>	<b><u>\$ 1,147,450</u></b>
	-	-	-	-
<b>Expenditures</b>				
Salaries	3,891,587	4,074,491	4,109,322	4,293,523
Payroll Taxes & Benefits	1,443,573	1,541,199	1,522,392	1,634,148
Supplies	67,416	69,073	69,073	72,825
Services/Charges	865,473	1,050,398	1,059,634	1,073,387
Intergovernmental	21,623	22,049	22,236	22,857
Capital Machinery & Equipment	1,955	-	4,545	28,145
<b>Total Police Expenditures</b>	<b><u>\$6,291,627</u></b>	<b><u>\$ 6,757,210</u></b>	<b><u>\$ 6,787,202</u></b>	<b><u>\$ 7,124,885</u></b>

<b>Staffing in FTE's</b>	42.0	43.0	43.0	43.0
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<b>Jail, District Court &amp; Dispatch</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Expenditures</b>				
Prosecuting Attorney	\$ 99,600	\$ 122,000	\$ 122,000	\$ 132,000
Sno County Jail Fees	209,513	210,000	310,000	310,000
800 MHz Annual Maintenance	56,210	62,262	62,262	65,000
Dispatch Fees	268,843	286,454	286,454	311,976
<b>Total Expenditures</b>	<b><u>\$ 634,165</u></b>	<b><u>\$ 680,716</u></b>	<b><u>\$ 780,716</u></b>	<b><u>\$ 818,976</u></b>



<b>Parks &amp; Recreation Department</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Revenues</b>				
Intergovernmental	\$ 3,667	\$ 36,060	\$ 42,060	\$ 17,260
Charges for Services	42,144	43,600	38,833	40,000
Interest & Other	24,193	6,200	6,200	6,200
Interfund Transfers	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<b>Total Parks Revenues</b>	<b><u>\$ 170,004</u></b>	<b><u>\$ 185,860</u></b>	<b><u>\$ 187,093</u></b>	<b><u>\$ 63,460</u></b>
<b>Expenditures</b>				
Salaries	\$ 504,245	\$ 531,440	\$ 529,792	\$ 619,645
Payroll Taxes & Benefits	241,331	265,169	253,050	297,948
Supplies	30,198	62,000	62,000	37,200
Services/Charges	246,959	329,763	326,013	402,111
Intergovernmental/Taxes	494	600	-	-
Downtown Furniture Replacement	-	-	-	30,000
Downtown Arts/Events	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
<b>Total Parks Expenditures</b>	<b><u>\$ 1,023,227</u></b>	<b><u>\$ 1,188,972</u></b>	<b><u>\$ 1,170,855</u></b>	<b><u>\$ 1,389,904</u></b>
<b>Staffing in FTE's</b>	7.24	6.90	6.90	7.70



General Fund Non Departmental	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017
<b>Revenues</b>				
Property Taxes	\$ 2,036,444	\$2,031,543	\$ 2,047,724	\$ 2,565,566
Sales Tax (excluding PD local levy)	4,064,056	4,349,396	4,350,000	4,755,000
Admissions Tax	134,601	135,000	127,000	130,000
Utility Taxes	2,043,025	2,025,618	2,130,403	2,236,673
Leasehold Taxes	3,568	3,500	3,500	2,500
Licenses & Permits	159,472	158,500	162,170	167,200
Intergovernmental	231,948	225,000	223,582	227,000
Charges for Services	4,944	4,200	4,593	3,900
Miscellaneous/Other Revenue	64,023	31,964	48,914	41,792
Interfund Transfers In	195,470	-	-	322,743
<b>Total Revenues</b>	<b>\$ 8,937,551</b>	<b>\$8,964,721</b>	<b>\$ 9,097,886</b>	<b>\$10,452,374</b>
<b>Expenditures</b>				
Transfer to Sick Leave Reserve Fund	\$ 108,669	\$ 79,411	\$ 79,411	\$ 86,400
Transfer to Street CIP for Transp. Improvmts.	-	-	-	172,892
Transfer to Contingency Fund	176,000	-	-	-
Transfer to Fleet Fund from PD Reserve	-	75,545	75,545	-
<b>Total Expenditures</b>	<b>\$ 284,669</b>	<b>\$ 154,956</b>	<b>\$ 154,956</b>	<b>\$ 259,292</b>



<b>Streets Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 281,168	\$ 287,546	\$ 287,546	\$ 289,751
<b>Revenues</b>				
Charges for Services	86,943	54,275	59,000	57,000
Solid Waste Franchise Fees	176,755	175,000	177,412	175,000
Motor Vehicle Fuel Tax	372,131	377,691	414,154	413,317
Interest & Miscellaneous	10,974	-	1,503	1,503
<b>Total Revenues</b>	<b>\$ 646,803</b>	<b>\$ 606,966</b>	<b>\$ 652,069</b>	<b>\$ 646,820</b>
<b>Total Resources</b>	<b><u>\$ 927,971</u></b>	<b><u>\$ 894,512</u></b>	<b><u>\$ 939,615</u></b>	<b><u>\$ 936,571</u></b>
<b>Expenditures</b>				
Salaries	162,628	194,040	186,857	208,532
Payroll Taxes & Benefits	79,458	99,527	93,107	108,008
Supplies	5,126	7,920	5,400	10,766
Services/Charges	392,735	380,810	362,914	397,518
Downtown Sidewalk Pressure Washing	-	-	-	17,500
Transfer Out - Paths & Trails	1,500	1,586	1,586	1,510
<b>Total Operating Expenditures</b>	<b>\$ 641,448</b>	<b>\$ 683,883</b>	<b>\$ 649,864</b>	<b>\$ 743,834</b>
	-	-	-	-
<b>Ending Fund Balance</b>	<b><u>\$ 286,524</u></b>	<b><u>\$ 210,629</u></b>	<b><u>\$ 289,751</u></b>	<b><u>\$ 192,737</u></b>
<b>Staffing in FTE's</b>	<b>2.33</b>	<b>2.77</b>	<b>2.77</b>	<b>2.69</b>



<b>Donation Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 6,570	\$ 5,325	\$ 5,325	\$ 4,628
<b>Revenues</b>				
Contributions From Private Sources	3,621	6,600	4,465	4,450
<b>Total Donation Resources</b>	<b>\$ 10,191</b>	<b>\$ 11,925</b>	<b>\$ 9,790</b>	<b>\$ 9,078</b>
<b>Expenditures</b>				
Police K-9 Program	-	-	-	200
Community Egg Hunt	1,726	3,000	1,562	2,500
Movies Under The Moon	1,596	1,600	1,600	2,000
Flower Baskets	1,543	2,000	2,000	2,000
<b>Total Donation Expenditures</b>	<b>\$ 4,865</b>	<b>\$ 6,600</b>	<b>\$ 5,162</b>	<b>\$ 6,700</b>
<b>Ending Fund Balance</b>	<b>\$ 5,325</b>	<b>\$ 5,325</b>	<b>\$ 4,628</b>	<b>\$ 2,378</b>

<b>Tourism Lodging Tax Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 54,347	\$ 65,792	\$ 65,792	\$ 79,229
<b>Revenues</b>				
Lodging Taxes	70,274	66,826	84,000	75,000
Interest & Other	363	-	345	345
<b>Total Revenues</b>	<b>\$ 70,637</b>	<b>\$ 66,826</b>	<b>\$ 84,345</b>	<b>\$ 75,345</b>
<b>Total Resources</b>	<b>\$ 124,984</b>	<b>\$ 132,618</b>	<b>\$ 150,137</b>	<b>\$ 154,574</b>
<b>Expenditures</b>				
Services/Charges	385	908	908	517
Tourism Grants	58,807	80,000	70,000	80,000
<b>Total Expenditures</b>	<b>\$ 59,192</b>	<b>\$ 80,908</b>	<b>\$ 70,908</b>	<b>\$ 80,517</b>
<b>Ending Fund Balance</b>	<b>\$ 65,792</b>	<b>\$ 51,710</b>	<b>\$ 79,229</b>	<b>\$ 74,057</b>



<b>Narcotic/Drug Buy Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 40,568	\$ 28,561	\$ 28,561	\$ 27,847
<b>Revenues</b>				
Fines & Forfeitures	10,112	10,000	4,119	10,000
Interest & Other	<u>200</u>	=	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	\$ 10,312	\$ 10,000	\$ 4,119	\$ 10,000
<b>Total Resources</b>	<u>\$ 50,880</u>	<u>\$ 38,561</u>	<u>\$ 32,680</u>	<u>\$ 37,847</u>
<b>Operating Expenditures</b>	\$ 22,323	\$ 30,000	\$ 4,833	\$ 30,000
<b>Ending Fund Balance</b>	<u>\$ 28,557</u>	<u>\$ 8,561</u>	<u>\$ 27,847</u>	<u>\$ 7,847</u>
	-	-		
	-	-		
	-	-		

<b>Real Estate Excise Tax Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 74,342	\$ 577,702	\$ 577,702	\$ 1,020,436
<b>Revenues</b>				
Real Estate Excise Taxes	775,207	500,000	803,300	800,000
Interest & Other	<u>2,153</u>	<u>1,500</u>	<u>4,434</u>	<u>4,434</u>
<b>Total Revenues</b>	\$ 777,360	\$ 501,500	\$ 807,734	\$ 804,434
<b>Total Resources</b>	<u>\$ 851,702</u>	<u>\$ 1,079,202</u>	<u>\$ 1,385,436</u>	<u>\$ 1,824,870</u>
<b>Expenditures</b>				
Transfer Out - Streets CIP Fund	174,000	200,000	200,000	500,000
Transfer Out - Parks CIP Fund	-	65,000	65,000	250,000
Transfer Out - Parks Operations	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<b>Operating Expenditures</b>	\$ 274,000	\$ 365,000	\$ 365,000	\$ 750,000
<b>Ending Fund Balance</b>	<u>\$ 577,702</u>	<u>\$ 714,202</u>	<u>\$ 1,020,436</u>	<u>\$ 1,074,870</u>

<b>North Kelsey Debt Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 25,366	\$ 1,571	\$ 1,571	\$ 4,401
<b>Revenues</b>				
Interest & Other	32	-	172	172
Transfer In - N Kelsey Development Fund	<u>4,087,292</u>	<u>95,000</u>	<u>95,000</u>	<u>90,000</u>
<b>Total Revenues</b>	\$ 4,087,324	\$ 95,000	\$ 95,172	\$ 90,172
<b>Total Resources</b>	<u>\$ 4,112,690</u>	<u>\$ 96,571</u>	<u>\$ 96,743</u>	<u>\$ 94,573</u>
<b>Expenditures</b>				
Debt Service - Principal	4,070,425	-	-	-
Debt Service - Interest	<u>40,694</u>	<u>93,190</u>	<u>92,342</u>	<u>90,828</u>
<b>Total Expenditures</b>	\$ 4,111,119	\$ 93,190	\$ 92,342	\$ 90,828
<b>Ending Fund Balance</b>	<u>\$ 1,571</u>	<u>\$ 3,381</u>	<u>\$ 4,401</u>	<u>\$ 3,745</u>

**NOTE: \$1,300,000 principal due 9/1/18, & \$2,840,000 principal due 9/1/20**

<b>General Capital Improvements Projects</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 438,437	\$ 441,415	\$ 441,415	\$ 443,822
<b>Revenues</b>				
Interest & Other	2,977	-	2,407	2,407
Bond Proceeds	<u>-</u>	<u>=</u>	<u>=</u>	<u>3,100,000</u>
<b>Total Revenues</b>	\$ 2,977	\$ -	\$ 2,407	\$ 2,407
<b>Total Resources</b>	<u>\$ 441,415</u>	<u>\$ 441,415</u>	<u>\$ 443,822</u>	<u>\$ 446,229</u>
<b>Expenditures</b>				
Bond Issuance Costs	\$ -	\$ -	\$ -	\$ 100,000
Municipal Campus	-	-	-	3,000,000
City Campus - Shop Design	<u>-</u>	<u>100,000</u>	<u>=</u>	<u>-</u>
<b>Total Expenditures</b>	\$ -	\$ 100,000	\$ -	\$ -
<b>Ending Fund Balance</b>	<u>\$ 441,415</u>	<u>\$ 341,415</u>	<u>\$ 443,822</u>	<u>\$ 446,229</u>

<b>Parks Capital Improvements Projects Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,067,202	\$ 1,096,949	\$ 1,096,949	\$ 926,137
<b>Revenues</b>				
Park Impact Fees	321,240	175,000	220,000	185,925
Contributions from Private Sources				
Transfers In	1,500	66,586	66,586	251,510
Interest & Other	8,323	-	6,109	6,109
<b>Total Revenues</b>	<u>\$ 331,063</u>	<u>\$ 241,586</u>	<u>\$ 292,695</u>	<u>\$ 443,544</u>
<b>Total Resources</b>	<u>\$ 1,398,265</u>	<u>\$ 1,338,535</u>	<u>\$ 1,389,644</u>	<u>\$1,369,681</u>
<b>Expenditures</b>				
Salaries	71,722	84,538	85,495	106,955
Payroll Taxes & Benefits	33,191	39,337	38,273	47,128
Charges/Services	18,087	24,739	24,739	19,080
Lake Tye All-weather Fields Design	-	-	-	60,000
Lake Tye Play Facilities	-	-	-	300,000
Lake Tye Building Upgrade Design	-	20,000	10,000	10,000
Lk Tye Park Bldg Upgrade	-	230,000	-	-
Mobile Performance Stage	-	-	-	150,000
Skatepark Improvements	4,200	270,000	270,000	-
Ballfield Improvements per City Council	100,000	-	-	-
Fairfield Park Entry Re-alignment	-	15,000	-	15,000
Cadman Pit Master Plan	-	40,000	20,000	30,000
Paths & Trails CIP	1,044	-	-	6,000
Athletic Courts Resurfacing	36,590	-	-	-
Ballfield Dugout Covers	17,069	-	-	-
Playground Safety Surfacing	7,076	-	-	-
Ball Field Safety Surfacing	9,253	-	-	-
Ball Field Safety Netting & Fencing	3,084	15,000	15,000	-
<b>Total Capital Expenditures</b>	<u>\$ 301,316</u>	<u>\$ 738,614</u>	<u>\$ 463,507</u>	<u>\$ 744,163</u>
Ending Fund Balance	1,086,542	571,428	896,058	599,928
Restricted for Paths & Trails	10,407	28,493	30,079	25,589
<b>Ending Fund Balance</b>	<u>\$ 1,096,949</u>	<u>\$ 599,921</u>	<u>\$ 926,137</u>	<u>\$ 625,517</u>

<b>Staffing in FTE's</b>	0.88	0.95	0.95	1.15
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<b>Streets Capital Improvements Projects Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 92,711	\$1,142,596	\$1,142,596	\$1,399,406
<b>Revenues</b>				
Grant Revenues	1,403,427	4,763,030	1,960,841	2,778,333
GMA Fees	267,410	238,000	500,000	400,000
Transportation Benefit District Payments	-	700,000	700,000	850,000
Contributions from Private Sources	750,000	-	250,000	-
Interest & Other	2,838	-	4,905	4,905
Transfers In	<u>1,580,066</u>	<u>200,000</u>	<u>200,000</u>	<u>672,892</u>
<b>Total Revenues</b>	<b>\$ 4,003,741</b>	<b>\$5,901,030</b>	<b>\$3,615,746</b>	<b>\$4,706,130</b>
<b>Total Resources</b>	<b><u>\$ 4,096,453</u></b>	<b><u>\$7,043,626</u></b>	<b><u>\$4,758,342</u></b>	<b><u>\$6,105,536</u></b>
<b>Expenditures</b>				
Salaries	120,834	174,043	141,995	183,490
Payroll Taxes & Benefits	58,131	87,561	68,807	93,252
Supplies	-	-	-	-
Services/Charges	40,297	76,941	76,841	63,977
Capital Construction Projects	<u>3,221,679</u>	<u>6,280,000</u>	<u>3,071,293</u>	<u>4,353,820</u>
<b>Total Capital Expenditures</b>	<b>\$ 3,440,942</b>	<b>\$6,618,545</b>	<b>\$3,358,936</b>	<b>\$4,694,539</b>
<b>Ending Fund Balance</b>	<b><u>\$ 655,511</u></b>	<b><u>\$ 425,081</u></b>	<b><u>\$1,399,406</u></b>	<b><u>\$1,410,997</u></b>

<b>Staffing in FTE's</b>	1.69	2.34	2.34	2.34
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<b>North Kelsey Development Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,295,628	\$ 1,500,339	\$ 1,500,339	\$ 1,387,187
<b>Revenues</b>				
Sale of Land	259,965	-	-	-
Refunding Bond Proceeds	3,738,000	-	-	-
Interest & Other	10,369	5,000	7,857	7,857
<b>Total Revenues</b>	\$ 4,008,335	\$ 5,000	\$ 7,857	\$ 7,857
<b>Total Resources</b>	<u>\$ 5,303,963</u>	<u>\$ 1,505,339</u>	<u>\$ 1,508,196</u>	<u>\$ 1,395,044</u>
	-			
<b>Expenditures</b>				
Charges/Services	64,123	26,009	26,009	58,251
Transfer Out - Debt Service Fund	3,685,292	95,000	95,000	90,000
Debt Issuance Costs	49,385	-	-	-
Capital Construction Projects	4,824	720,000	-	-
<b>Total Capital Expenditures</b>	\$ 3,803,623	\$ 841,009	\$ 121,009	\$ 148,251
<b>Ending Fund Balance</b>	<u>\$ 1,500,339</u>	<u>\$ 664,330</u>	<u>\$ 1,387,187</u>	<u>\$ 1,246,793</u>

**For Sale: Commercially Zoned Land in the North Kelsey Area**  
North Kelsey Area • Monroe Washington



<b>Water Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,459,676	\$2,656,232	\$ 2,656,232	\$ 2,645,904
<b>Revenues</b>				
Charges For Services	4,919,322	4,213,575	4,241,629	4,172,750
Interest & Other	23,748	-	116,468	116,468
Transfers In from Debt Reserve	5,770	13,848	13,848	11,540
<b>Total Revenues</b>	<b>\$ 4,948,840</b>	<b>\$4,227,423</b>	<b>\$ 4,371,945</b>	<b>\$ 4,300,758</b>
<b>Total Resources</b>	<b>\$ 6,408,517</b>	<b>\$6,883,655</b>	<b>\$ 7,028,177</b>	<b>\$ 6,946,662</b>
<b>Expenses</b>				
Salaries	478,296	555,945	547,621	575,080
Payroll Taxes & Benefits	232,998	283,289	260,686	295,230
Supplies	1,205,109	1,423,018	1,419,451	1,374,627
Services/Charges	706,772	795,909	893,890	941,123
Intergovernmental/Taxes	232,412	602,000	592,000	622,000
Debt Service	623,823	659,787	659,802	690,859
Transfers Out	280,000	8,823	8,823	1,509,600
<b>Total Water Expenses</b>	<b>\$ 3,759,410</b>	<b>\$4,328,771</b>	<b>\$ 4,382,273</b>	<b>\$ 6,008,520</b>
Ending Fund Balance	2,306,437	2,162,705	2,253,725	481,175
Restricted For Emergencies	342,670	392,179	392,179	456,967
<b>Ending Fund Balance</b>	<b>\$ 2,649,107</b>	<b>\$2,554,884</b>	<b>\$ 2,645,904</b>	<b>\$ 938,142</b>
<b>Staffing in FTE's</b>	<b>6.72</b>	<b>7.22</b>	<b>7.22</b>	<b>7.40</b>

<b>Water Capital Improvements Projects Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 5,388,005	\$5,873,194	\$ 5,873,194	\$ 2,857,027
<b>Revenues</b>				
Capital Fees	486,808	280,000	500,000	596,000
Interest & Other	38,326	60,000	32,609	32,109
Transfers In from Water Operations	<u>280,000</u>	<u>-</u>	<u>-</u>	<u>1,500,000</u>
<b>Total Revenues</b>	<b>\$ 805,133</b>	<b>\$ 340,000</b>	<b>\$ 532,609</b>	<b>\$ 2,128,109</b>
<b>Total Resources</b>	<b><u>\$ 6,193,139</u></b>	<b><u>\$6,213,194</u></b>	<b><u>\$ 6,405,803</u></b>	<b><u>\$ 4,985,136</u></b>
<b>Expenses</b>				
Salaries	124,552	177,928	184,844	187,672
Payroll Taxes & Benefits	59,933	89,508	77,779	95,341
Supplies	4,348	-	210	-
Charges/Services	19,006	42,406	42,467	56,988
Capital Construction Projects	<u>112,606</u>	<u>4,087,000</u>	<u>3,243,477</u>	<u>1,405,000</u>
<b>Total CIP Expenses</b>	<b>\$ 320,444</b>	<b>\$4,396,842</b>	<b>\$ 3,548,777</b>	<b>\$ 1,745,001</b>
Ending Fund Balance	5,683,488	1,762,138	2,808,866	3,192,607
Restricted For Emergencies	135,260	24,214	24,214	23,582
Restricted for Sky Meadows Projects	<u>53,946</u>	<u>30,000</u>	<u>23,946</u>	<u>23,946</u>
<b>Ending Fund Balance</b>	<b><u>\$ 5,872,694</u></b>	<b><u>\$1,816,352</u></b>	<b><u>\$ 2,857,027</u></b>	<b><u>\$ 3,240,135</u></b>

<b>Staffing in FTE's</b>	1.74	2.39	2.39	2.39
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<b>Sewer Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,106,211	\$ 2,147,478	\$ 2,147,478	\$ 2,412,390
<b>Revenues</b>				
Charges For Services	7,645,349	7,342,275	7,406,500	7,402,000
Interest & Other	17,492	13,800	17,361	17,361
Transfers In from Debt Reserve	<u>17,785</u>	<u>42,684</u>	<u>42,684</u>	<u>35,570</u>
<b>Total Revenues</b>	<b>\$ 7,680,626</b>	<b>\$ 7,398,759</b>	<b>\$ 7,466,545</b>	<b>\$ 7,454,931</b>
<b>Total Resources</b>	<b><u>\$ 8,786,836</u></b>	<b><u>\$ 9,546,237</u></b>	<b><u>\$ 9,614,023</u></b>	<b><u>\$ 9,867,321</u></b>
<b>Expenses</b>				
Salaries	958,475	984,686	932,982	986,607
Payroll Taxes & Benefits	456,900	478,846	432,999	488,729
Supplies	231,913	231,518	253,063	291,127
Services/Charges	1,383,882	1,540,005	1,493,048	1,488,174
Intergovernmental/Taxes	147,677	150,000	151,866	155,000
Debt Service	1,963,301	1,923,263	1,923,337	1,610,034
Transfers Out	<u>1,500,000</u>	<u>2,014,338</u>	<u>2,014,338</u>	<u>3,015,600</u>
<b>Total Sewer Expenses</b>	<b><u>\$ 6,642,147</u></b>	<b><u>\$ 7,322,656</u></b>	<b><u>\$ 7,201,633</u></b>	<b><u>\$ 8,035,272</u></b>
	-	-		
Ending Fund Balance	1,782,634	1,817,374	2,006,183	1,724,119
Restricted For Emergencies	<u>362,056</u>	<u>406,207</u>	<u>406,207</u>	<u>107,931</u>
<b>Ending Fund Balance</b>	<b><u>\$ 2,144,690</u></b>	<b><u>\$ 2,223,581</u></b>	<b><u>\$ 2,412,390</u></b>	<b><u>\$ 1,832,049</u></b>

<b>Staffing in FTE's</b>	13.12	13.01	13.01	12.83
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<b>Sewer Capital Improvements Projects Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 4,532,722	\$ 4,498,779	\$ 4,498,779	\$ 6,362,336
<b>Revenues</b>				
Capital Fees	608,554	521,920	700,000	1,000,000
Interest & Other	30,309	-	24,581	24,581
Transfers In from Sewer Operations	<u>1,500,000</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>3,000,000</u>
<b>Total Revenues</b>	<b>\$ 2,138,864</b>	<b>\$ 2,521,920</b>	<b>\$ 2,724,581</b>	<b>\$ 4,024,581</b>
<b>Total Resources</b>	<b><u>\$ 6,671,585</u></b>	<b><u>\$ 7,020,699</u></b>	<b><u>\$ 7,223,360</u></b>	<b><u>\$ 10,386,917</u></b>
<b>Expenses</b>				
Salaries	127,053	180,811	148,768	190,771
Payroll Taxes & Benefits	60,277	89,949	71,173	95,877
Supplies	4,348	-	-	-
Charges/Services	25,813	59,895	59,895	53,791
Capital Construction Projects	<u>1,955,531</u>	<u>3,545,000</u>	<u>581,188</u>	<u>3,145,000</u>
<b>Total CIP Expenses</b>	<b>\$ 2,173,022</b>	<b>\$ 3,875,655</b>	<b>\$ 861,024</b>	<b>\$ 3,485,439</b>
Ending Fund Balance	4,091,888	2,992,622	6,209,914	6,751,072
Restricted For Emergencies	<u>406,675</u>	<u>152,422</u>	<u>152,422</u>	<u>150,406</u>
<b>Ending Fund Balance</b>	<b><u>\$ 4,498,563</u></b>	<b><u>\$ 3,145,044</u></b>	<b><u>\$ 6,362,336</u></b>	<b><u>\$ 6,901,478</u></b>

<b>Staffing in FTE's</b>	1.74	2.39	2.39	2.39
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<b>Stormwater Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 64,489	\$ 270,572	\$ 270,572	\$ 447,772
<b>Revenues</b>				
Charges For Services	1,609,800	1,584,275	1,651,965	1,701,800
Grants	80,838	-	-	-
Interest & Other	2,732	-	2,741	2,441
Transfers In from Debt Reserve	<u>1,445</u>	<u>3,468</u>	<u>3,468</u>	<u>2,890</u>
<b>Total Revenues</b>	<u>\$1,694,816</u>	<u>\$1,587,743</u>	<u>\$ 1,658,174</u>	<u>\$1,707,131</u>
<b>Total Resources</b>	<u>\$1,759,304</u>	<u>\$1,858,315</u>	<u>\$ 1,928,746</u>	<u>\$2,154,903</u>
<b>Expenses</b>				
Salaries	391,026	442,770	435,990	492,472
Payroll Taxes & Benefits	191,888	226,333	214,469	256,045
Supplies	18,779	29,403	28,563	28,427
Services/Charges	514,713	575,901	577,397	531,712
Intergovernmental/Taxes	106,972	115,000	112,000	110,000
Debt Service	104,612	111,762	104,835	104,929
Transfers Out	165,000	7,720	7,720	8,400
<b>Total Stormwater Expenses</b>	<u>\$1,492,991</u>	<u>\$1,508,889</u>	<u>\$ 1,480,974</u>	<u>\$1,531,986</u>
Ending Fund Balance	118,448	182,697	281,043	453,040
Restricted For Emergencies	<u>147,865</u>	<u>166,729</u>	<u>166,729</u>	<u>169,877</u>
<b>Ending Fund Balance</b>	<u>\$ 266,313</u>	<u>\$ 349,426</u>	<u>\$ 447,772</u>	<u>\$ 622,916</u>

<b>Staffing in FTE's</b>	6.02	6.30	6.30	6.50
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<b>Stormwater Capital Improvements Projects Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$1,505,819	\$1,287,962	\$ 1,287,962	\$1,032,081
<b>Revenues</b>				
Grants	887,694	-	-	-
Bond Proceeds	-	3,283,987	-	-
Interest & Other	8,111	-	6,726	6,726
Transfers In from Operations	165,000	-	-	-
<b>Total Revenues</b>	<b>\$1,060,805</b>	<b>\$3,283,987</b>	<b>\$ 6,726</b>	<b>\$ 6,726</b>
<b>Total Resources</b>	<b><u>\$2,566,624</u></b>	<b><u>\$4,571,949</u></b>	<b><u>\$ 1,294,688</u></b>	<b><u>\$1,038,807</u></b>

**Expenses**

Salaries	120,834	174,043	141,995	183,330
Payroll Taxes & Benefits	58,126	87,561	68,805	93,198
Supplies	4,429	-	-	-
Charges/Services	16,675	51,807	51,807	45,077
Capital Construction Projects	1,078,814	-	-	210,000
<b>Total CIP Expenses</b>	<b><u>\$1,278,878</u></b>	<b><u>\$ 313,411</u></b>	<b><u>\$ 262,607</u></b>	<b><u>\$ 531,605</u></b>

Ending Fund Balance	1,282,129	4,253,971	1,027,514	502,635
Restricted For Emergencies	5,617	4,567	4,567	4,567
<b>Ending Fund Balance</b>	<b><u>\$1,287,746</u></b>	<b><u>\$4,258,538</u></b>	<b><u>\$ 1,032,081</u></b>	<b><u>\$ 507,202</u></b>

<b>Staffing in FTE's</b>	1.69	2.34	2.34	2.34
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<b>Solid Waste Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,086,428	\$1,153,754	\$ 1,153,754	\$ 1,110,743
<b>Revenues</b>				
Charges For Services	3,337,698	3,385,125	3,052,225	-
Interest & Other	<u>7,544</u>	<u>9,000</u>	<u>6,000</u>	<u>-</u>
<b>Total Revenues</b>	\$ 3,345,243	\$3,394,125	\$ 3,058,225	\$ -
<b>Total Resources</b>	<u>\$ 4,431,670</u>	<u>\$4,547,879</u>	<u>\$ 4,211,979</u>	<u>\$ 1,110,743</u>
<b>Expenses</b>				
Salaries	41,457	60,018	57,563	-
Payroll Taxes & Benefits	21,237	32,115	30,349	-
Supplies	31	50	-	-
Services/Charges	3,070,787	3,209,162	2,885,449	-
Intergovernmental/Taxes	140,470	142,188	127,875	-
Residual Equity Transfer Out	-	-	-	1,110,743
<b>Total Solid Waste Expenses</b>	<u>\$ 3,273,982</u>	<u>\$3,443,533</u>	<u>\$ 3,101,236</u>	<u>\$ 1,110,743</u>
<b>Ending Fund Balance</b>	<u>\$ 1,157,688</u>	<u>\$1,104,346</u>	<u>\$ 1,110,743</u>	<u>\$ 0</u>

<b>Staffing in FTE's</b>	0.68	0.93	0.93	-
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<b>Revenue Bond Debt Reserve Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 1,995,151	\$1,983,629	\$ 1,983,629	\$ 1,934,444
<b>Revenues</b>				
Interest & Other	<u>13,479</u>	<u>8,000</u>	<u>10,815</u>	<u>10,815</u>
<b>Total Resources</b>	<u>\$ 2,008,629</u>	<u>\$1,991,629</u>	<u>\$ 1,994,444</u>	<u>\$ 1,945,259</u>
<b>Expenses</b>				
Transfers Out	<u>25,000</u>	<u>60,000</u>	<u>60,000</u>	<u>50,000</u>
<b>Total Expenses</b>	\$ 25,000	\$ 60,000	\$ 60,000	\$ 50,000
Ending Fund Balance	24,160	7,358	10,173	4,233
Restricted Per Debt Covenant	<u>1,959,469</u>	<u>1,924,271</u>	<u>1,924,271</u>	<u>1,891,026</u>
<b>Ending Fund Balance</b>	<u>\$ 1,983,629</u>	<u>\$1,931,629</u>	<u>\$ 1,934,444</u>	<u>\$ 1,895,259</u>

<b>Information &amp; Technology Services Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 75,748	\$ 216,230	\$ 216,230	\$ 298,088
<b>Revenues</b>				
Charges For Services	531,895	385,749	435,749	469,046
Interest & Other	3,869	-	2,640	2,640
<b>Total Revenues</b>	<u>\$ 535,764</u>	<u>\$ 385,749</u>	<u>\$ 438,389</u>	<u>\$ 471,686</u>
<b>Total Resources</b>	<u>\$ 611,512</u>	<u>\$ 601,979</u>	<u>\$ 654,619</u>	<u>\$ 769,773</u>
<b>Expenses</b>				
Salaries	81,171	89,345	85,027	91,404
Payroll Taxes & Benefits	38,344	41,244	40,862	45,107
Supplies	3,112	10,350	-	10,500
Services/Charges	272,656	388,382	230,642	385,465
Capital Equipment	-	-	-	-
<b>Total Info Tech Expenses</b>	<u>\$ 395,282</u>	<u>\$ 529,321</u>	<u>\$ 356,531</u>	<u>\$ 532,476</u>
Ending Fund Balance	156,230	12,658	238,088	162,298
Restricted per Replacement Schedule	60,000	60,000	60,000	75,000
<b>Ending Fund Balance</b>	<u>\$ 216,230</u>	<u>\$ 72,658</u>	<u>\$ 298,088</u>	<u>\$ 237,298</u>

<b>Staffing in FTE's</b>	1.05	1.05	1.05	1.20
<b>Facilities Management Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$ 270,022	\$ 88,967	\$ 88,967	\$ 228,190
<b>Revenues</b>				
Charges For Services	1,005,338	1,249,843	1,249,843	1,207,837
Interest & Other	7,922	-	7,528	5,628
<b>Total Revenues</b>	<u>\$1,013,259</u>	<u>\$1,249,843</u>	<u>\$ 1,257,371</u>	<u>\$1,213,465</u>
<b>Total Resources</b>	<u>\$1,283,281</u>	<u>\$1,338,810</u>	<u>\$ 1,346,338</u>	<u>\$1,441,655</u>
<b>Expenses</b>				
Salaries	182,700	212,739	183,465	214,101
Payroll Taxes & Benefits	90,310	114,051	96,409	115,924
Supplies	139,498	116,500	125,000	120,500
Services/Charges	795,329	767,274	713,274	806,501
<b>Total Facilities Expenses</b>	<u>\$1,207,837</u>	<u>\$1,210,564</u>	<u>\$ 1,118,148</u>	<u>\$1,257,026</u>
Ending Fund Balance	20,444	2,246	102,190	58,629
Restricted per Replacement Schedule	55,000	126,000	126,000	126,000
<b>Ending Fund Balance</b>	<u>\$ 75,444</u>	<u>\$ 128,246</u>	<u>\$ 228,190</u>	<u>\$ 184,629</u>

<b>Staffing in FTE's</b>	2.93	3.05	3.05	2.93
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<b>Fleet &amp; Equipment Management Fund</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
Beginning Fund Balance	\$2,214,278	\$2,797,523	\$ 2,797,523	\$3,543,048
<b>Revenues</b>				
Charges For Services	1,478,268	1,648,152	1,648,452	1,855,359
Transfers In	-	75,545	75,545	-
Interest & Other	<u>46,382</u>	<u>5,500</u>	<u>25,321</u>	<u>18,321</u>
<b>Total Revenues</b>	<b>\$1,524,649</b>	<b>\$1,729,197</b>	<b>\$ 1,749,318</b>	<b>\$1,873,680</b>
<b>Total Resources</b>	<b><u>\$3,738,928</u></b>	<b><u>\$4,526,720</u></b>	<b><u>\$ 4,546,841</u></b>	<b><u>\$5,416,728</u></b>
<b>Expenses</b>				
Salaries	139,813	145,979	155,687	153,839
Payroll Taxes & Benefits	70,379	77,240	77,966	83,286
Supplies	109,583	179,500	130,000	120,000
Services/Charges	251,522	267,440	282,940	274,519
Capital Equipment	<u>371,295</u>	<u>372,200</u>	<u>357,200</u>	<u>1,346,143</u>
<b>Total Fleet &amp; Equip Expenses</b>	<b>\$ 942,592</b>	<b>\$1,042,359</b>	<b>\$ 1,003,793</b>	<b>\$1,977,787</b>
Ending Fund Balance	185,683	86,297	144,984	87,207
Restricted per Replacement Schedule	<u>2,610,653</u>	<u>3,398,065</u>	<u>3,398,065</u>	<u>3,351,734</u>
<b>Ending Fund Balance</b>	<b><u>\$2,796,336</u></b>	<b><u>\$3,484,361</u></b>	<b><u>\$ 3,543,048</u></b>	<b><u>\$3,438,941</u></b>

<b>Staffing in FTE's</b>	2.07	2.10	2.10	2.10
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**Authorized Full Time Equivalent  
(FTE) Employees**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
General Fund								
Administration	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Municipal Court	-	-	-	-	1.00	2.20	2.20	2.20
Human Resources	1.00	1.00	1.00	1.00	1.00	0.95	0.95	0.80
City Clerk/Public Records	1.20	1.40	1.40	1.40	2.00	2.00	2.00	1.00
Finance	4.00	3.91	3.91	3.59	3.59	4.35	4.35	5.35
Planning, Permitting & Building	7.50	6.05	5.80	6.10	7.30	8.00	7.96	8.96
Engineering	0.72	-	-	-	-	-	-	-
Economic Development	-	1.00	1.00	1.00	1.00	-	-	-
Emergency Management	0.88	-	-	-	0.10	0.10	0.03	0.03
Police	45.00	41.00	41.00	41.00	43.00	42.00	43.00	43.00
Parks & Recreation	10.52	7.54	6.54	6.79	7.09	7.24	7.24	7.70
<b>Total General Fund</b>	<b>71.82</b>	<b>62.90</b>	<b>61.65</b>	<b>61.88</b>	<b>67.08</b>	<b>67.84</b>	<b>68.58</b>	<b>71.04</b>
Street Fund	2.14	2.25	2.24	2.23	2.27	2.33	2.77	2.69
Parks CIP Fund	0.46	0.46	0.46	0.46	0.46	0.88	0.95	1.15
Street CIP Fund	1.60	2.60	2.75	2.60	1.50	1.69	2.34	2.34
Water Fund	8.83	8.25	7.67	7.55	7.57	6.72	7.22	7.40
Water CIP Fund	1.09	1.85	1.85	1.85	1.55	1.74	2.39	2.39
Sewer Fund	15.18	13.33	13.17	13.14	13.01	13.12	13.01	12.83
Sewer CIP Fund	1.65	1.65	1.65	1.65	1.55	1.74	2.39	2.39
Stormwater Fund	8.34	8.37	7.67	7.58	6.61	6.02	6.30	6.50
Stormwater CIP Fund	0.05	0.05	0.05	0.05	1.50	1.69	2.34	2.34
Solid Waste Fund	1.45	0.54	0.54	0.38	0.38	0.68	0.93	-
Information Technology Fund	3.00	2.00	2.00	2.00	1.00	1.05	1.20	1.20
Facilities Management Fund	1.71	1.75	2.00	2.75	2.75	2.93	3.05	2.93
Fleet & Equipment Fund	1.00	1.00	1.30	1.30	1.80	2.07	2.10	2.10
<b>Total</b>	<b>118.32</b>	<b>107.00</b>	<b>105.00</b>	<b>105.42</b>	<b>109.03</b>	<b>110.50</b>	<b>115.57</b>	<b>117.30</b>

## 2017 Salary Ranges

Department	Title	Salary Range - 2017
Administration	City Administrator	9015-13326
Administration	City Clerk	4783-7008
Administration	Executive Assistant	4680-6107
Administration	HR Director	7522-11533
Administration	IT Desktop Support	4559-5819
Finance	Customer Service	3753 - 4789
Finance	AP/AR	4194 - 5352
Finance	Utility Billing	4194 - 5352
Finance	Financial Analyst	4667 - 5768
Finance	Finance Director	7522-11533
Municipal Court	Court Administrator	6736-8904
Municipal Court	Court Clerk	3753 - 4789
Municipal Court	Court Security Officer	650 - 813
Municipal Court	Judge (Contract)*	4064 - 4400
Parks & Rec	Parks Maintenance	4193 - 5351
Parks & Rec	Parks & Rec Administrative Tech	4467 - 5568
Parks & Rec	Parks/Landscape Design	4613 - 5888
Parks & Rec	Parks Director	7522-11533
Community Development	Permit Technician	4467 - 5568
Community Development	Building Inspector/Plans Examiner	4559-5904
Community Development	Associate Planner	4956-6294
Community Development	Senior Planner	5697-7483
Community Development	Permit Supervisor	5076 - 6478
Community Development	Building Official	5904 -6980
Community Development	Community Development Director	7522-11533
Community Development	Planning Asst (Part-Time)	20/hour
Police Dept.	Customer Service Clerk	3026 - 3863
Police Dept.	Customer Service Specialist	3753 - 4789
Police Dept.	Data Specialist/Armorer	3753 - 4789
Police Dept.	Executive Assistant	4194 - 5352
Police Dept.	Investigative Support	4194 - 5352
Police Dept.	Code Enforcement	4194 - 5352
Police Dept.	Evidence Technician	4467 - 5568
Police Dept.	Police Officer	5607 - 6815
Police Dept.	Administrative Manager	6736-8904
Police Dept.	Sergeant	6895 - 8381
Police Dept.	Administrative Bureau Director	7522-11533
Police Dept.	Deputy Chief	7522-11533
Police Dept.	Police Chief	8718-12300

## 2017 Salary Ranges

Public Works Department	Utility System Specialist	4402 - 5617
Public Works Department	Cross Connection Control	4402 - 5617
Public Works Department	WWTP Operator	4193 - 5351
Public Works Department	PW Administrative Tech	4467 - 5568
Public Works Department	Engineering Admin Specialist	3753 - 4789
Public Works Department	Construction Document Supervisor	5076 - 6478
Public Works Department	Shop Specialist III	4402 - 5617
Public Works Department	Equipment Operator III	4402 - 5617
Public Works Department	Facilities Specialist III	4402 - 5617
Public Works Department	Water Quality Lead IV	4613 - 5888
Public Works Department	Lab Specialist III	4402 - 5617
Public Works Department	Construction Inspector IV	4613 - 5888
Public Works Department	Construction Inspector III	4402 - 5617
Public Works Department	Utilities/Streets Site Lead	4613 - 5888
Public Works Department	GIS/CAD Specialist	4935-6458
Public Works Department	Civil Designer	4935-6459
Public Works Department	O&M Supervisor	5076 - 6478
Public Works Department	WWTP Supervisor	5076 - 6478
Public Works Department	Senior Engineer	5663-7483
Public Works Department	PW Manager	6736-8904
Public Works Department	WWTP Manager	6736-8904
Public Works Department	Public Works Director	7522-11533
Public Works Department	Maintenance and Operations II	4193 - 5351
Public Works Department	Stormwater Compliance Coordinator	4467 - 5568
Public Works Department	Design & Construction Manager	6736-8904



# Proclamation

## RED RIBBON WEEK OCTOBER 23-31, 2016

WHEREAS, alcohol and other drug abuse in this nation has reached epidemic stages; and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

WHEREAS, the National Family Partnership is sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs); and

WHEREAS, the National Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week," October 23, through October 31, 2016; and,

WHEREAS, business, government, parents, law enforcement, media, medical, religious institutions, schools, senior citizens, service organizations and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during the week long campaign; and

WHEREAS, the City of Monroe further commits its resources to ensure the success of the Red Ribbon Campaign.

NOW, THEREFORE, I, Geoffrey Thomas, do hereby proclaim October 23, through October 31, 2016, as

## RED RIBBON WEEK

and encourage Monroe's residents and businesses to participate in drug prevention education activities; making a visible statement that we are strongly committed to a drug-free community.

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Geoffrey Thomas, Mayor

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

The October 11, 2016, Regular Business Meeting of the Monroe City Council was called to order by Mayor Geoffrey Thomas at 7:04 p.m.; Council Chambers, City Hall.

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

Staff members present: Brazel, Farrell, Feilberg, Haley, Nelson, Osaki, Quenzer, Roberts, Rozzano, Smoot; and Warthan.

Mayor Thomas noted, without objection, the excused absences of Councilmembers Cudaback and Davis. No objections were noted.

The Pledge of Allegiance was led by Ms. Chris Hendrickson, Monroe Monitor Reporter.

**ANNOUNCEMENTS/PRESENTATIONS**

1. AB16-132: Confirmation: Monroe Parks Board Appointment

Mayor Thomas provided background information on AB16-132, the application and interview process for the vacancy on the Parks Board, and selection of Mr. James Yap to fill the vacant position.

Councilmember Rasmussen moved to confirm the Mayor's appointment of James Yap to the Monroe Parks Board; the motion was seconded by Councilmember Scarboro.

General discussion ensued regarding Mr. Yap's experience and background related to Parks and Recreation.

On vote, Motion carried (4-0).

**COMMENTS FROM CITIZENS**

There were no persons present wishing to address Council.

**CONSENT AGENDA**

1. Approval of the Minutes; October 4, 2016, Regular Business Meeting
2. Approval of Payroll Warrants and ACH Payments (*Check Nos. 34791 through 34965, and Direct Deposits/ACH Payments, in a total amount of \$1,162,509.14*)
3. AB16-133: Ordinance No. 016/2016, Extension of East Monroe Interim Zoning; Final Reading

Councilmember Hanford moved to approve the Consent Agenda; the motion was seconded by Councilmember Rasmussen. On vote, Motion carried (4-0).

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<sup>1</sup> CLERK'S NOTE: Councilmember Gamble arrived at approximately 7:42 p.m. during New Business No. 1, AB16-134.

City Clerk Smoot read Ordinance No. 016/2016 into the record<sup>2</sup>.

**NEW BUSINESS**

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

Ms. Dianne Nelson, Finance Director, presented information on the 2017 Budget – General, Contingency, and Internal Service Funds; including a review of revenues, operating expenditures, and one-time project expenditures. Staff members reported on their individual department budgets.

General discussion ensued regarding planning/building fees and revenues, property tax/use of banked capacity, furniture replacement, downtown event grants, contingency fund – fully funded, proposed position - code enforcement/planning tech, homelessness programs/human services, Fairfield Park realignment, website upgrade, and transportation projects.

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

Ms. Nelson provided background information on AB16-135 and the proposed ordinance setting the 2017 Property Tax Levy.

Councilmember Gamble moved 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; the motion was seconded by Councilmember Rasmussen.

Councilmember Gamble requested information regarding the use of banked capacity for transportation projects be called out in the supporting documentation.

On vote, Motion carried (5-0).

3. AB16-136: Discussion: Municipal Campus Planning

Mr. Brad Feilberg, Public Works Director, provided background information on AB16-136, the 2008 Municipal Campus Plan, phasing accomplished, recommendation for future phasing/municipal campus planning, and associated bonds thereto.

Councilmember Hanford moved 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; the motion was seconded by Councilmember Rasmussen.

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<sup>2</sup> CLERK’S NOTE: Occurred later in the agenda, just following the 2017 Budget presentation.

General discussion ensued regarding the campus plan, phasing, staff's recommendation, location of the municipal campus, funding, partnerships, and co-location with other entities (such as Monroe Public Schools).

On vote,

Motion carried (5-0).

**COUNCILMEMBER REPORTS**

1. ~~City Council Legislative Affairs Committee (Councilmember Kamp) --~~  
**CANCELLED**

2. Community Transit Board of Directors Meeting (Councilmember Cudaback)

No report provided at the time of the meeting.

3. Snohomish Health District Board of Directors (Councilmember Rasmussen)

Councilmember Rasmussen reported on topics discussed at the most recent Snohomish Health District Board of Directors Meeting, including: retirement of Dr. Gary Goldbaum, environmental fees, Ruckelshaus Center Assessment Report, Health District entity format, and per capita request.

4. Snohomish County Tomorrow Steering Committee (Councilmember Kamp)

No report provided at the time of the meeting.

5. Individual Reports

Councilmember Gamble commented on Monroe High School and Youth Football, Choir Retreat attended, and University of Washington Football.

Councilmember Kamp commented on: attendance at a recent Downtown Association meeting; tour of old homes in Monroe to take place November 12, 2016; and attendance at the Monroe Chamber luncheon.

Councilmember Rasmussen commented on attendance at the Chamber luncheon, Leadership Snohomish County, and upcoming East County Job Fair.

Councilmember Hanford commented on Monroe Public Schools Staff, local events attended, and Hosing Hope projects in Monroe; and stated he will be absent from the October 18, 2016, regular business meeting.

**STAFF/DEPARTMENT REPORTS**

1. Monroe Municipal Court

The Honorable Judge Mara Rozzano reported on the Monroe Municipal Court activities in 2016, and proposed projects for 2017.

**MAYOR/ADMINISTRATIVE REPORTS**

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

Mayor Thomas noted the Monroe This Week included in the packet and reported on Parks Boards interviews held.

2. Draft Agenda for October 18, 2016, Regular Business Meeting

Mr. Brazel reviewed the draft agenda for the October 18, 2016, Monroe City Council Regular Business Meeting, the extended agenda, and additions/edits thereto.

Councilmember Gamble stated he will be absent from the November 15, 2016, City Council regular business meeting and Transportation Benefit District meeting.

Councilmember Rasmussen stated he will be absent from the November 15, 2016, Transportation Benefit District meeting, and late to the November 15, 2016, City Council regular business meeting.

General discussion ensued regarding the stormwater facility at Lake Tye Park.

**ADJOURNMENT**

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

**MEETING ADJOURNED: 9:04 p.m.**

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Geoffrey Thomas, Mayor

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Elizabeth M. Smoot, MMC, City Clerk

*Minutes approved at the Regular Business Meeting of October 18, 2016.*

# COUNCIL AP CHECKS AND ACH PAYMENTS 10/03/16 - 10/18/16

**ABC Forms**

court forms \$169.15  
 Total Paid to **ABC Forms** \$169.15

**Abell Bill**

W Abell supplemental insurance \$104.90  
 Total Paid to **Abell Bill** \$104.90

**Accela Inc #774375**

transactions \$1,505.00  
 Total Paid to **Accela Inc #774375** \$1,505.00

**Acosta Jesse**

Interpreting services \$327.54  
 Total Paid to **Acosta Jesse** \$327.54

**AFTS**

Lockbox Charges \$501.68  
 Postage - Utilities \$2,059.48  
 Printing Services - Delinquency Notices \$1,172.94  
 Total Paid to **AFTS** \$3,734.10

**AmTest Inc.**

lab tests \$100.00  
 wwtp testing \$1,230.00  
 Total Paid to **AmTest Inc.** \$1,330.00

**Associated Earth Sciences Inc**

West Main Stret sidewalk \$1,367.80  
 Total Paid to **Associated Earth Sciences Inc** \$1,367.80

**Associated Petroleum Products I**

Police vehicle fuel - Bldg H \$5,378.06  
 PW vehicle fuel \$8,328.52  
 Total Paid to **Associated Petroleum Products Inc** \$13,706.58

**Banner Bank - Road Construction**

Road Construction-Lewis Street Combined Sewer Separation Project \$544.48  
 Total Paid to **Banner Bank - Road Construction NW** \$544.48

**BDS Planning & Urban Design Inc**

Downtown Main Street consultant \$6,002.25  
 Total Paid to **BDS Planning & Urban Design Inc** \$6,002.25

**BHC Consultants LLC**

building inspection services \$3,465.18  
 Total Paid to **BHC Consultants LLC** \$3,465.18

**Bordon Zechariah**

Refund Check \$235.53

Total Paid to <b>Bordon Zechariah</b>	\$235.53
<b>Brazwell Ashley</b>	
Refund Check	\$315.55
Total Paid to <b>Brazwell Ashley</b>	\$315.55
<b>Britton Tammara &amp; Tyson</b>	
Refund Check	\$60.96
Total Paid to <b>Britton Tammara &amp; Tyson</b>	\$60.96
<b>Burch John &amp; Shelley</b>	
Refund Check	\$57.98
Total Paid to <b>Burch John &amp; Shelley</b>	\$57.98
<b>CC Edwards Construction</b>	
Refund Check	\$1,059.03
Total Paid to <b>CC Edwards Construction</b>	\$1,059.03
<b>City of Monroe</b>	
Ferguson Waterworks - AMI contract retainage	\$10,508.01
Oceanside Construction - Rivmont Watermain Replacement Project	\$1,032.91
Total Paid to <b>City of Monroe</b>	\$11,540.92
<b>Costco-HSBC Business Solutions</b>	
employee appreciation bbq supplies	\$352.66
Total Paid to <b>Costco-HSBC Business Solutions</b>	\$352.66
<b>Crosby Larry</b>	
Crosby supplemental insurance	\$104.90
Total Paid to <b>Crosby Larry</b>	\$104.90
<b>David Evans and Associates Inc</b>	
Tjerne Place SE extension	\$2,122.03
Total Paid to <b>David Evans and Associates Inc</b>	\$2,122.03
<b>Department of Ecology</b>	
biosolids permit	\$1,628.71
Total Paid to <b>Department of Ecology</b>	\$1,628.71
<b>Department of License State of</b>	
dyed diesel fule user tax return	\$655.00
Total Paid to <b>Department of License State of Washington</b>	\$655.00
<b>Department of Revenue Washing</b>	
Combined Excise Tax Return	\$52,928.61
Total Paid to <b>Department of Revenue Washington State</b>	\$52,928.61
<b>Department of Transportation</b>	
signal maintenance	\$127.02
Total Paid to <b>Department of Transportation</b>	\$127.02
<b>Domestic Violence Services of Sn</b>	
DV Advocate	\$3,750.00
Total Paid to <b>Domestic Violence Services of Snohomish C</b>	\$3,750.00

<b>East County Senior Center</b>	
Senior Transportation plan	\$1,250.00
Total Paid to <b>East County Senior Center</b>	\$1,250.00
<b>Ferguson Enterprises Inc</b>	
AMI contract	\$378,426.13
Total Paid to <b>Ferguson Enterprises Inc</b>	\$378,426.13
<b>Granich Engineered Products Inc</b>	
gearbox repair	\$1,691.60
Springhill pump station capital - project 40	\$26,831.75
Total Paid to <b>Granich Engineered Products Inc</b>	\$28,523.35
<b>GreenLight Strategies Inc</b>	
GREEN LIGHT - Lobbying fees	\$3,800.00
Total Paid to <b>GreenLight Strategies Inc</b>	\$3,800.00
<b>Grindline Skateparks Inc</b>	
Monroe Skatepark	\$14,655.40
Total Paid to <b>Grindline Skateparks Inc</b>	\$14,655.40
<b>Guadagno Virant PLLC</b>	
public defender legal fees	\$750.00
Total Paid to <b>Guadagno Virant PLLC</b>	\$750.00
<b>Guion Jammi</b>	
J Guion MRSC training parking	\$5.00
Total Paid to <b>Guion Jammi</b>	\$5.00
<b>H.B. Jaeger Company LLC</b>	
maintenance supplies	\$807.88
meter repairs	\$110.76
project 44	\$232.80
Total Paid to <b>H.B. Jaeger Company LLC</b>	\$1,151.44
<b>Hanson Homes at Columbia Cros</b>	
Refund Check	\$20.54
Total Paid to <b>Hanson Homes at Columbia Crossing LLC</b>	\$20.54
<b>Inland Environmental Resources</b>	
mag	\$9,373.95
Total Paid to <b>Inland Environmental Resources Inc</b>	\$9,373.95
<b>Integra Telecom</b>	
labor	\$73.71
Total Paid to <b>Integra Telecom</b>	\$73.71
<b>KBA Inc</b>	
Woods Creek Road Phase I	\$35,153.45
Total Paid to <b>KBA Inc</b>	\$35,153.45
<b>Kim Shaw</b>	
K Shaw WSAPT Fall Conference - Chelan	\$140.25

Total Paid to <b>Kim Shaw</b>	\$140.25
<b>Mainvue Homes</b>	
Refund Check	\$27.57
Total Paid to <b>Mainvue Homes</b>	\$27.57
<b>Monroe Chamber of Commerce</b>	
destination marketing management development	\$4,583.00
Total Paid to <b>Monroe Chamber of Commerce</b>	\$4,583.00
<b>Morris Carlina</b>	
Refund Check	\$134.01
Total Paid to <b>Morris Carlina</b>	\$134.01
<b>NC Machinery/Power/Rental Co</b>	
blade/wiper	\$369.67
credit shipping	(\$41.50)
credit wiper	(\$160.84)
motor	\$241.23
Total Paid to <b>NC Machinery/Power/Rental Company</b>	\$408.56
<b>Neubauer Jessie</b>	
Refund Check	\$549.72
Total Paid to <b>Neubauer Jessie</b>	\$549.72
<b>NI Government Services Inc</b>	
satellite phone	\$73.73
Total Paid to <b>NI Government Services Inc</b>	\$73.73
<b>Northwest HydroTech Inc</b>	
prv maintenance	\$11,101.27
Total Paid to <b>Northwest HydroTech Inc</b>	\$11,101.27
<b>Oceanside Construction Inc</b>	
Refund Check	\$814.80
Rivmont Watermain Replacement Project	\$21,116.97
Total Paid to <b>Oceanside Construction Inc</b>	\$21,931.77
<b>Ogden Murphy Wallace PLLC</b>	
professional services through 8/31/16	\$19,622.35
Total Paid to <b>Ogden Murphy Wallace PLLC</b>	\$19,622.35
<b>O'Sullivan-Wood Janet</b>	
Refund Check	\$127.73
Total Paid to <b>O'Sullivan-Wood Janet</b>	\$127.73
<b>Ottow Jordan</b>	
Refund Check	\$48.36
Total Paid to <b>Ottow Jordan</b>	\$48.36
<b>Paxman Darrell</b>	
payment of reimbursement agreement fees - 5% Administrative fee	\$521.23
Total Paid to <b>Paxman Darrell</b>	\$521.23

<b>Pharm-A-Save Monroe</b>	
M Wakefield bed purchase	\$1,706.14
M Wakefield RX	\$37.35
Total Paid to <b>Pharm-A-Save Monroe</b>	\$1,743.49
<b>Platt Electric Supply</b>	
ballast	\$326.43
Total Paid to <b>Platt Electric Supply</b>	\$326.43
<b>PUD</b>	
PUD - Street Lighting	\$7,529.91
Reservoir #5 - 13125 191st Ave SE	\$188.57
Total Paid to <b>PUD</b>	\$7,718.48
<b>R.L. Alia Company</b>	
WWTP AA Pipe Replacement Project - release retainage	\$3,986.79
Total Paid to <b>R.L. Alia Company</b>	\$3,986.79
<b>Ralston Kenneth</b>	
refund passport overcharge	\$10.00
Total Paid to <b>Ralston Kenneth</b>	\$10.00
<b>Republic Services Inc</b>	
ALLIED -Garbage/Recycle/Yardwa	\$251,972.70
ALLIED/REPUBLIC - Recycle - WW	\$61.86
ALLIED/REPUBLIC -Recycle - PW	\$557.06
ALLIED/REPUBLIC -Recycle CH	\$128.69
ALLIED/REPUBLIC -Recycle -PW/P	\$38.52
Total Paid to <b>Republic Services Inc</b>	\$252,758.83
<b>Ricoh USA Inc</b>	
Bldg 6001 Ricoh copier lease	\$573.00
CH 5180 Ricoh color/fax copier	\$714.91
CH 906 Ricoh copier lease	\$399.67
CH PRO8100s copier lease	\$482.39
Engr Ricoh copier lease	\$131.15
PD Ricoh 906EX copier lease	\$350.12
PD Ricoh Pro8100s copier lease	\$429.89
PW Ricoh copier lease	\$316.47
WWTP Ricoh copier lease	\$159.73
Total Paid to <b>Ricoh USA Inc</b>	\$3,557.33
<b>Road Construction Northwest Inc</b>	
Lewis Street Combined Sewer Separation Project - revised	\$10,345.19
Total Paid to <b>Road Construction Northwest Inc</b>	\$10,345.19
<b>Rosenbach Shelene</b>	
S Rosenbach - DMCMA Conference - Olympia	\$74.97
Total Paid to <b>Rosenbach Shelene</b>	\$74.97

<b>Rozzano Mara J.</b>	
Judges salary	\$4,400.00
Total Paid to <b>Rozzano Mara J.</b>	\$4,400.00
<b>Sandoval Monica</b>	
M Sandoval RSO Conference per diem	\$102.51
Total Paid to <b>Sandoval Monica</b>	\$102.51
<b>Smarsh Inc</b>	
Archive services	\$659.50
Total Paid to <b>Smarsh Inc</b>	\$659.50
<b>Smoot Elizabeth</b>	
E Smoot WMCA Fall Academy & Clerk Training mileage	\$383.43
E Smoot WMCA Fall Academy per diem	\$56.12
Total Paid to <b>Smoot Elizabeth</b>	\$439.55
<b>Snohomish County Fire District #</b>	
Plan review permits	\$6,895.00
Total Paid to <b>Snohomish County Fire District #7</b>	\$6,895.00
<b>Snohomish County Public Works</b>	
interlocal aid agreement - chip sealing	\$21,521.30
overlay	\$9,706.71
Total Paid to <b>Snohomish County Public Works</b>	\$31,228.01
<b>Snohomish County Sheriff's Office</b>	
jail billing	\$25,818.83
Total Paid to <b>Snohomish County Sheriff's Office</b>	\$25,818.83
<b>Snohomish County Treasurer</b>	
Crime victims compensation	\$457.14
Total Paid to <b>Snohomish County Treasurer</b>	\$457.14
<b>SNOPAC911</b>	
access assessment	\$488.98
dispatch services	\$21,849.62
managed laptop program	\$2,026.94
Total Paid to <b>SNOPAC911</b>	\$24,365.54
<b>State Treasurer's Office</b>	
Jurisdiction Billing	\$29,075.52
Total Paid to <b>State Treasurer's Office</b>	\$29,075.52
<b>Tenelco Inc.</b>	
biosolids	\$9,426.48
Total Paid to <b>Tenelco Inc.</b>	\$9,426.48
<b>Thomco Construction Inc</b>	
Woods Creek Road Phase I	\$173,307.15
Total Paid to <b>Thomco Construction Inc</b>	\$173,307.15

**Trane U.S. Inc.**

wwtp energy construction project	\$420,808.06
Total Paid to <b>Trane U.S. Inc.</b>	\$420,808.06

**Trinity Contractors Inc**

179th Avenue Sidewalk Project	\$51,718.62
Total Paid to <b>Trinity Contractors Inc</b>	\$51,718.62

**Union Bank**

Refund Check	\$756.77
Total Paid to <b>Union Bank</b>	\$756.77

**US Bank National Associatio ND**

76 / FUEL FOR PD MOTORCYCLE	\$5.82
AAA MONROE ROCK - project 44	\$2,528.15
ACTION CLEANING - custodial services	\$4,116.38
AFC WEST- bmp straw	\$133.32
AMAZON - chair for Stephanie	\$173.33
AMAZON - membership dues	\$12.00
AMAZON - phone case	\$7.99
AMAZON- for pump stations	\$565.38
AMAZON- fuel station pump	\$1,378.47
Amazon part for CCC laptop	\$17.99
Amazon.com - Camera Case	\$9.98
Amazon.com - Digital Camera	\$168.99
Amazon.com - Office Heater	\$55.75
ARROWHEAD SCIENTIFIC / EVIDENCE SUPPLIES	\$25.12
AUTOZONE / BULBS FOR PD VEHICLES	\$51.08
BACKFLOW ASSEMBLY SERVICE- Barr & Ottow	\$225.00
BEACON PLUMBING- camera City Hall backup	\$347.80
Ben Franklin - Council Banners	\$364.68
BEN FRANKLIN- letters for signs	\$19.59
BICKFORD- pt33	\$367.84
BILLS BLUEPRINT - copies	\$42.88
BRIM TRACTOR- oring	\$122.59
Cabelas - D Gould 2016 boot allowance	\$217.79
CADMAN - concrete	\$1,594.78
CADMAN - gravel	\$353.16
CADMAN - project 37	\$2,105.20
CADMAN - rock	\$372.37
CDWG Spare trackball mice	\$73.93
CDWG Wall Rack for NAS in PD	\$168.60
CDWG Yoga power cord for Brad	\$48.04
CELLEBRITE / CELLEBRITE TRAINING	\$3,850.00
CENTRAL WELDING - helium	\$13.73
CHEVRON / FUEL FOR PD MOTORCYCLE	\$30.66

CHOICE TURF- job 44	\$1,768.11
CITY OF EVERETT - lab analysis	\$36.00
CITY OF EVERETT / VETERINARIAN TESTIMONY	\$75.01
CITY OF MONROE - Gbg/Wtr/Swr/Stm	\$35,082.15
CITY OF MONROE- sepa fees	\$713.50
CJTC / BLUE COURAGE	\$130.00
COAST TO COAST CARPORTS- job #43 carwash	\$4,262.64
COAST TO COAST CARPORTS- job 43	\$3,593.00
COASTWIDE	\$350.73
COASTWIDE-trashbagscleaners	\$907.09
COMCAST - Cable & IP	\$472.46
COMCAST - PW Internet	\$135.77
COMCAST - WWTP Internet	\$231.96
COMPLETE OFFICE - Council business cards	\$145.67
COMPLETE OFFICE - credit supplies	(\$6.21)
COMPLETE OFFICE - K Shaw & K Kyle business cards	\$72.84
COMPLETE OFFICE - supplies	\$77.96
Construction Exam Center class	\$750.00
CORNWELL-	\$211.51
CORRECTIONAL INDUSTRIES / BUSINESS CARDS	\$33.74
CUZ CONCRETE PRODUCTS - project 43	\$3,351.35
DICKS TIRE HAUS- PT-01	\$81.90
DICKS TIRE HAUS- PT-34	\$1,116.64
DLT License renewal Autodesk	\$552.09
Doubletree Hotel-WFOA Conference-D Nelson	\$541.12
DUNLAP INDUSTRIAL- chain saw blades	\$2,818.20
ECONOMY FENCE- SR2 fence repairs	\$32.05
EDGE ANALYTICAL - acids	\$1,110.00
ELITE LOCK - keys	\$16.38
ELITE LOCK & SAFE - keys	\$11.47
ELITE LOCK & SAFE- pesticide shed key	\$3.82
ESRI Renewal	\$7,534.80
EVERETT STEEL- job 42 accent lighting	\$149.44
EVERGREEN HEALTH / LEGAL BLOOD ALCOHOL COLLECTION	\$50.00
EVERGREEN SANITATION - Parade 8/27/16 sani-can	\$380.00
FASTENAL	\$11.84
FASTENAL-	\$510.25
FASTENAL- keystack for WWTP	\$6.43
FASTENAL- locate paint	\$573.88
FASTENAL- return clips	(\$332.06)
FASTENAL- sts bit	\$81.94
FEDEX - shipping	\$16.61
Fisher-gloves	\$185.49

Fisher-lab supplies	\$123.43
Fisher-pipetsbuffers and tube cult	\$650.57
Fred Meyer - Camera Supplies	\$34.91
FRED MEYER - foam	\$92.78
FRED MEYER - water	\$5.58
FRED MEYER / FUEL FOR PD MOTORCYCLE	\$78.91
FRED MEYER- employee appreciation supplies	\$15.52
Fred Meyer-Employee Appreciation	\$65.27
FRONTIER - Admin & Sewer phone lines	\$268.81
GALLS / UNIFORM FOR NEW CSO	\$47.99
GALLS / UNIFORM PANTS	\$69.93
GEORGE HEISER- VN02	\$254.51
GOOD TO GO - toll fee	\$5.25
GOODYEAR / BRAKE SERVICE & TIRES	\$1,691.72
GOODYEAR / BRAKE SERVICE FOR P-68	\$842.07
GOODYEAR / TIRES FOR PATROL VEHICLE	\$694.80
GREEN DOT CONCRETE- concrete	\$397.69
GREEN DOT CONCRETE- job 43 concrete	\$770.30
GREENSHIELDS-	\$195.72
GREENSHIELDS- job #42 accent lights	\$145.45
Hach-lbod sensor and misc supplies	\$503.90
Hach-scrubber PH probe	\$1,184.16
HARMSSEN & ASSOC - Lords Lake Survey Task 2	\$2,812.50
HD FOWLER - pvc	\$136.43
HEALTHFORCE - respiratory testing	\$22.00
HIGHWAY AUTO	\$5.57
HIGHWAY AUTO- FB05	\$25.42
HILL STREET CLEANERS / DRYCLEANING SERVICES	\$181.82
Housing Consortium Breakfast - K Hanford	\$15.00
Hyatt Regency APWA Conference Lodging	\$793.80
HYATT REGENCY- Ottow APWA conf	\$835.80
IBM Solid State HDD for Brad Laptop	\$69.89
IBS-	\$154.56
ICICLE VILLAGE RESORT / LODGING FOR WACE CONF.	\$211.66
ISOUTSOURCE - IT Services	\$4,581.50
ISOUTSOURCE - Monthly server monitoring	\$191.11
K&E ENTERPRISE -TR01 trailer	\$2,571.93
KOOY'S TRUCK- SW03	\$25.04
KRAZEN & ASSOC - 179th Ave sidewalk project	\$1,958.30
KRAZEN & ASSOC - Rivmont watermain replacement	\$3,017.10
LAKESIDE INDUSTRIES - project 44	\$2,262.22
LEMAY MOBILE SHREDDING - shredding	\$18.60
LES SCHWAB - P43 maintenance	\$239.94

LES SCHWAB - P66 maintenance	\$176.86
Lowes Power Strip for PD	\$25.07
Microage Cisco Service Agreement	\$573.30
Microage Cisco Switch spare	\$1,627.08
Microage Keyboard Spare and 1 for Jammi	\$76.44
Microage Server	\$8,885.52
Monroe Chamber of Commerce - Chamber Lunch	\$32.00
MONROE FARM & FEED- Job #38 cedar chips	\$551.67
MONROE FARM & FEED- job #44 Lord's Lake	\$144.01
MONROE FARM & FEED- reservoir fence repairs	\$8.73
MONROE FARM FEED-mole trap	\$34.92
MONROE PART HOSUE- return	(\$584.59)
MONROE PARTS HOUSE-	\$204.86
MONROE PARTS HOUSE- bearing	\$19.63
MONROE PARTS HOUSE- DP02	\$62.21
MONROE PARTS HOUSE- Police fuel station	\$584.59
MONROE PARTS HOUSE- pt07	\$13.74
MONROE PARTS HOUSE- RM01	\$32.75
MONROE PARTS HOUSE- SW03	\$783.36
MONROE PARTS HOUSE- trailer adapter	\$18.55
MONROE PARTS HOUSE- vac02	\$110.05
MONROE PARTS HOUSE- water van	\$17.61
MOTOR TRUCKS-	\$214.14
MRSC Contracting Workshop 3 registrations	\$270.00
NELSON PETROLEUM	\$503.45
NORTHERN DESIGN GRAPHICS - vehicle repairs	\$1,808.40
NORTHERN DESIGN GRAPHICS- DP-08 & SB01	\$328.50
Northstar-hydroxide	\$1,983.07
Northstar-scrubber chem	\$5,286.52
OFFICE DEPOT-	\$43.04
OFFICE DEPOT - supplies	\$293.56
OFFICE DEPOT / FAX TONER	\$81.89
OFFICE DEPOT- batteries	\$10.08
OFFICE DEPOT- label maker tape	\$28.17
OWEN EQUIPMENT- sw03	\$836.27
OWEN EQUIPMENT- vac02	\$2,553.58
PACIFIC AIR CONTROL - HVAC Maintenance	\$274.09
PACIFIC AIR CONTROL - replace fan motor & blade	\$2,137.04
PACIFIC AIR CONTROL - water leak maintenance	\$340.86
PACIFIC POWER BATTERIES / BATTERY FOR P-75	\$54.97
PACIFIC PUBLISHING - advertising	\$1,254.55
PAPE MACHINERY- vac02	\$103.90
PARTMASTER - socket set	\$134.42

PARTMASTER - tools	\$250.92
Pearson VUE - Residential Bldg Inspector exam	\$199.00
PILCHUCK VET HOSPITAL / VETERINARY SERVICES	\$354.20
PINE CREEK NURSERY- job 44	\$402.93
PINE CREEK NURSERY-bark	\$121.96
PIONEER REVER -field markers	\$196.51
PLATT - electric box	(\$30.01)
PLATT- for CCC	\$28.35
PLATT- Trombley Res	\$17.05
Port of Seattle Parking APWA Conference	\$112.00
Power Batteries Battery for UPS	\$35.97
PRESS PLUS / HERALD SUBSCRIPTION	\$8.95
PUD - 100 N Lewis St	\$256.86
PUD - 106 S Kelsey St-Kelsey/Main Signal	\$80.23
PUD - 10805 202nd Snoh North Hill Res	\$56.42
PUD - 12803 150th St SE	\$17.49
PUD - 13226 134th Dr SE	\$223.63
PUD - 13803 Ingraham rd	\$65.31
PUD - 14220 134th Dr SE	\$11.64
PUD - 14701 144th St SE	\$288.96
PUD - 14810 fryelands-Lake Tye Lift St	\$385.56
PUD - 14890 Fryelands Blvd- wales signal	\$64.76
PUD - 14964 Fryelands Blvd -Lk Tye Rest	\$135.21
PUD - 15403 Fryelands Blvd	\$36.00
PUD - 15403 Fryelands Blvd- 154th signal	\$89.89
PUD - 15411 179th Ave SE	\$1,641.90
PUD - 15605 139th Ave SE	\$32.33
PUD - 16653 Currie Rd	\$271.01
PUD - 16846 W Main St-Tester Roundabout	\$138.03
PUD - 16924 W Main St	\$1,970.22
PUD - 17097 W Main St	\$68.77
PUD - 17102 Beaton Rd	\$421.62
PUD - 17108 Sawyer St SE	\$62.72
PUD - 17502 160th St SE- lift station	\$112.23
PUD - 17526 136th Pl SE	\$35.56
PUD - 17769 149th St SE- Stanton Meadows	\$33.14
PUD - 17888 W Main St Signal	\$58.07
PUD - 19206 Tjerne Pl-St light meter	\$97.55
PUD - 19413 SR 2 - Street Lighting	\$42.46
PUD - 19470 Chain Lake-Tjerne Pl Signal	\$70.66
PUD - 19470 Chain Lk-N Kelsey St Lights	\$148.46
PUD - 19920 Rainier View Rd SE	\$17.98
PUD - 19927 Old Owen Rd	\$56.20

PUD - 20218 Pipeline -North Hill Booster	\$115.20
PUD - 224 N Kelsey St- Flasher	\$76.76
PUD - 303 W Main St - Flag Pole	\$43.06
PUD - 372 Sky River Pkwy - Rotary Field	\$78.65
PUD - 509 E Main St - Travelers Park	\$32.58
PUD - 516 S Lewis Street - Restrooms	\$83.84
PUD - 806 W Main St F- PW Trailer	\$290.66
PUD - 806 W Main St I	\$425.99
PUD - 818 W Main St - PD	\$2,852.54
PUD - 820 Village Way - Sky River	\$284.78
PUD - Lake Tye - Fountain/Pump House	\$134.56
PUD - Park Place Pump St 17866 W Main St	\$551.97
PUD - PW Bldg - 769 Village Way A	\$952.45
PUD 14826 N Kelsey St - Tjerne Pl	\$92.43
PUGET SAFETY-	\$732.96
Puget safety-safety supplies	\$1,848.77
Pump tech-3w pump card install	\$513.24
RAINIER ENVIRONMENTAL LABORATORY - Eff toxicity test	\$1,200.00
RAIRDON DODGE- PT-24	\$57.04
RANAWAY DIESEL- PT10B	\$1,070.91
Redmond Western Wear - T Gillie 2016 boot allowance	\$262.75
RODLAND AUTO- PT06	\$198.20
RODLAND AUTO- PT-12	\$258.26
RODLAND AUTO- PT33	\$275.73
RODLAND AUTO- PT34	\$227.68
RODLAND AUTO SERVICE / VEHICLE MAINTENANCE FOR P61	\$147.68
RODLANDS / VEHICLE MAINTENANCE FOR P-45	\$452.06
SAFARILAND / NIK TEST U	\$83.54
SCOTCHMAN	\$537.54
SHERWIN WILLIAM - paint	\$773.21
SIRENNET-	\$955.89
SKD TACTICAL / POUCHES FOR BALLISTIC VEST	\$169.53
SMILEY'S PRO LUBE / VEHICLE MAINTENANCE	\$176.86
SMILEYS PRO LUBE / VEHICLE MAINTENANCE FOR CV9	\$91.70
SNO CTY - Parking Fee -DOE Meeting	\$6.00
SNO CTY PARKING - Executive Meeting	\$6.00
SNO CTY PARKING - Homelessness Meeting	\$3.00
Sno Cty Parking Fee - ICC Meeting	\$3.00
SNOHOMISH- CO-OP- fuel for small engines	\$72.00
Snohomish County Cities - Mayor/Council/Brazel	\$315.00
SONNYS- job 43 carwash vaccum	\$2,239.06
SOUND SAFETY- safety coat	\$75.62
SPEEDWAY CHEVROLET- pt07	\$40.40

SPEEDWAY CHEVROLET- PT31	\$48.95
SPRAGUE - pest control	\$292.44
STAPLES- CDLpkts for trucks	\$6.55
Staples toner/cleaning supplies	\$124.46
Staples-mailing boxes	\$10.91
SUMMIT SIGN & SAFETY - HIVIS-safety jackets	\$140.29
TEREX-	\$230.88
TETRA TECH - training	\$995.00
The Workwear Place - T Gillie 2016 boot allowance - CREDIT	(\$169.71)
TOWN & COUNTRY TRACTOR- stihl 361 chain saw	\$92.81
TOWN AND COUNTRY- blades	\$46.19
TOWN AND COUNTRY-brush knife	\$78.60
TOWN AND COUNTRY-weedeater head	\$27.29
TOWN COUNTRY & TRACTOR- starter rope	\$6.55
TRACTOR SUPPLY- propane	\$22.67
TRACTOR SUPPLY- propane for BBQ- Emp App	\$13.68
TRACTOR SUPPLY- wood shop	\$21.83
TRAFFIX DEVICES - signs	\$1,283.77
TRANSUNION - Transunion searches	\$73.75
USPS - Postage	\$96.75
VALLEY SUPPLY- conc. remover	\$285.45
VALLEY SUPPLY- mixer	\$247.52
VALLEY SUPPLY- step tool	\$480.68
VERIZON / CELL PHONES	\$1,344.15
VERIZON WIRELESS - Admin cell	\$163.08
VERIZON WIRELESS - Clerk cell	\$36.84
VERIZON WIRELESS - Comm Dev	\$190.89
VERIZON WIRELESS - Design & Co	\$354.41
VERIZON WIRELESS - Eng Emerg M	\$157.78
VERIZON WIRELESS - HR cell	\$36.84
VERIZON WIRELESS - Legislation	\$241.96
VERIZON WIRELESS - Muni Crt	\$94.60
VERIZON WIRELESS - Parks cell	\$416.60
VERIZON WIRELESS - PW cell	\$1,539.19
VERIZON WIRELESS - PW modems	\$93.48
VERIZON WIRELESS - PW wtr mtrs	\$100.04
VERIZON WIRELESS - Tech Srv	\$129.24
VERIZON WIRELESS - WWTP cell	\$455.80
WAECO TOPSOIL- job 44	\$794.98
WAPA Conference Registration Fee	\$950.00
WAPRO - Fall Conference	\$175.00
WAPRO FALL Conference/PDR Training	\$175.00
WASHINGTON AUDIOLOGY - hearing tests	\$20.00

WESTERN EQUIP & IRRIGATION - Parks mower repairs	\$280.65
WESTERN FLUID-	\$39.16
WETLANDS CREATION - dirt	\$762.30
WETLANDS CREATION - project 37	\$108.90
WETLANDS CREATION - project 39	\$3,757.05
WETLANDS CREATION - project 41	\$109.92
WHISTLE WORK WEAR - M Boroughs 2016 boot allowance	\$147.81
WHISTLE WORK WEAR - M Thomas 2016 boot allowance	\$187.23
WHISTLE WORK WEAR - T Reeves 2016 boot allowance	\$187.23
WHISTLE WORK WEAR -rainsuit vest gloves	\$128.06
WHISTLE WORKWEAR- 2016 T Eshleman boot allowance	\$184.74
WIDE FORMAT - plotter ink / Paper	\$101.69
WIDE FORMAT - PW Plotter FA# 5232	\$6,546.54
WMCA Fall Academy Lodging	\$113.63
WOLFKILL-fertilizer 1k tye	\$460.01
WORK-N-MORE-tshirts	\$327.05
WSAPT registration conference through PayPal	\$90.00
WSP Background check	\$12.00
ZUMAR- signs/c-curb	\$114.66
ZUMAR- x-walk repairs- thermoplastic	\$2,324.17
Total Paid to <b>US Bank National Associatio ND</b>	\$203,032.07
<b>Utilities Underground Location C</b>	
locates	\$118.68
Total Paid to <b>Utilities Underground Location Center</b>	\$118.68
<b>Ventures Trust 2013 IHR</b>	
Refund Check	\$142.87
Total Paid to <b>Ventures Trust 2013 IHR</b>	\$142.87
<b>Wakefield Mark</b>	
M Wakefield supplemental insur	\$104.90
Total Paid to <b>Wakefield Mark</b>	\$104.90
<b>Wenger</b>	
50% downpayment on purchase of performance stage - FA#05236	\$78,587.69
Total Paid to <b>Wenger</b>	\$78,587.69
<b>Zachor &amp; Thomas Inc. P.S.</b>	
prosecuting attorney services	\$10,000.00
Total Paid to <b>Zachor &amp; Thomas Inc. P.S.</b>	\$10,000.00
Grand Total	\$1,991,614.80



# MONROE CITY COUNCIL

## Agenda Bill No. 16-138

<b>SUBJECT:</b>	<b>2017 Budget – Presentation of Utility and CIP Funds and Special Revenue Funds</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/18/2016	Finance	Dianne Nelson	Dianne Nelson	<b>New Business #1</b>

**Discussion:** 10/04/2016; 10/11/2016; 10/18/2016  
**Public Hearing:** 10/18/2016 & 11/15/2016 (*Scheduled*)  
**First Reading:** *Scheduled for 12/06/2016*  
**Second Reading/  
Adoption** *Scheduled for 12/13/2016*

**Attachments:** 1. PowerPoint Presentation of 2017 Preliminary Budget for Utility, CIP, and Special Revenue Funds

<b>REQUESTED ACTION:</b> None; presentation only.
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### DESCRIPTION/BACKGROUND

This is the second of two presentations of the 2017 Preliminary Budget.

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.



# Utilities, Capital Improvement Projects, & Special Revenue Funds

City of Monroe 2017 Preliminary Budget

# Utility Funds

- Funded by Rates (not taxes)
- Must be self-supported by rates & fees
- Bond covenants require 1.25 ratio of revenues to operating expenses



# Water Fund

Revenues	\$4,300,758
Operating Expenses	\$3,808,061
Total Expenses	\$6,008,520
Restricted Fund Balance for Emergencies	\$456,967
Ending Fund Balance	\$481,175

- Includes Debt Service payments of \$690,859
- Rate increase of 7.5% per rate study

# Water CIP Fund

- ▶ Capital Fee Revenues \$596,000
- ▶ Transfer from Water Fund \$1,500,000
- ▶ Capital Projects \$1,405,000
  - ▶ *Lord Hill Reservoir Security Improvements*
  - ▶ *182<sup>nd</sup> AVE SE AC Main Replacement - Phase II*
  - ▶ *Rainier View Rd. max-demand flow PRV installation*
  - ▶ *Powell Street Water Upgrades*
  - ▶ *Trombley Hill Reservoir Water Main Upgrade*
  - ▶ *Tester Road Water Main Upgrade*
  - ▶ *Dickinson Road Water Main Upgrade (Design)*
  - ▶ *179<sup>th</sup> Ave SE Water Main Upgrade and PRV replacement (Design)*
- ▶ Restricted fund balance for emergencies \$23,582
- ▶ Ending Fund Balance \$3,192,607



# Sewer Fund

<b>Revenues</b>	<b>\$7,454,931</b>
Operating Expenses	\$3,409,638
Total Expenses	\$8,035,272
Restricted Fund Balance for Emergencies	\$107,931
Ending Fund Balance	\$1,724,119

- ▶ Includes Debt Service payments of \$1,610,034
- ▶ No rate increase for 2017 per rate study

# Sewer CIP Fund

- Capital Fee Revenue \$1,000,000
- Transfer from Sewer Fund \$3,000,000
- Capital Projects \$3,145,000
  - Outfall Replacement /Repair
  - *WWTP Energy Conservation Project Phase II*
  - *Concrete Main Replacement – Park ST. to Pike ST.*
  - *Sawyer Lift Station access improvements*
  - *Powell Street Sewer Upgrade*
- Restricted fund balance for emergencies \$150,406
- Ending Fund Balance \$6,751,072



# Stormwater Fund

Revenues	\$1,707,131
Operating Expenses	\$1,418,657
Total Expenses	\$1,531,986
Restricted Fund Balance for Emergencies	\$169,877
Ending Fund Balance	\$453,040

- Includes Debt Service payments of \$104,929
- 4% rate increase per rate study

# Stormwater CIP Fund



- Capital Projects
  - Lake Tye SE inlet maintenance and vegetative swale rehabilitation
  - Stanton Park to Lake Tye ditching project
  - Dickinson Road Stormwater Improvements (Design)
- Restricted fund balance for emergencies \$4,567
- Ending Fund Balance \$502,635. This will change when bonds are issued (late 2016).



# Revenue Bond Reserve Fund

- ▶ Funds required to be set aside for bond covenant (three part test to determine amount)
- ▶ Currently funded at \$1,895,259
- ▶ Transferring \$50,000 back to utility funds due to reduction in requirement





# Streets – 3 Funds

- ▶ Special Revenue Fund – Street Maintenance
- ▶ CIP Fund – Street Capital Projects Fund
- ▶ Agency Fund – TBD Sales Tax Receipts (held until expended on projects in the Street & Street CIP Funds)

# Street Fund



## Revenues:

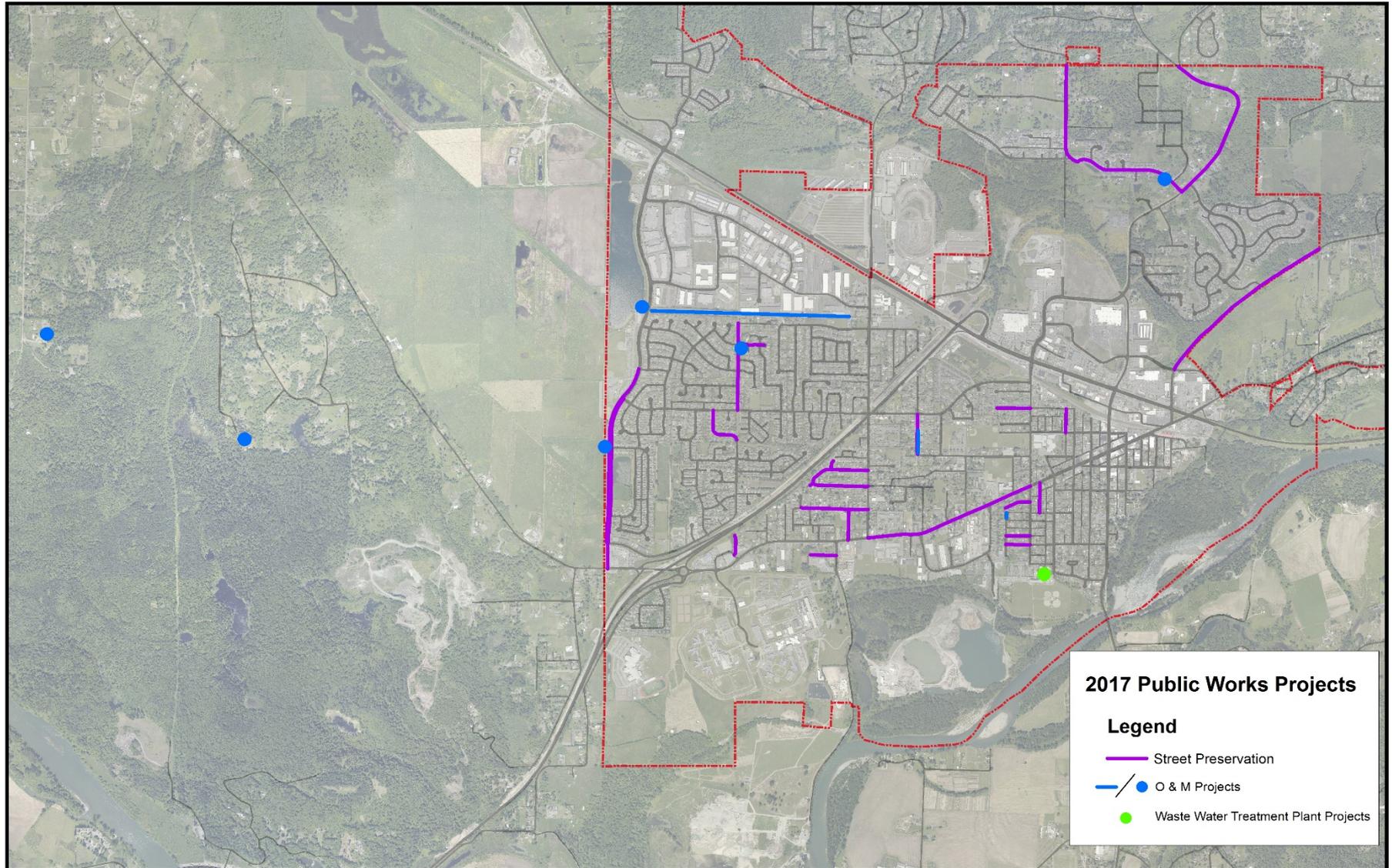
- ▶ \$175,000 Solid waste franchise fees
- ▶ \$413,317 Gas tax revenues (based on population)
- ▶ \$57,000 Charges for services
- ▶ Operating expenditures are \$743,834
- ▶ Includes downtown sidewalk pressure washing \$17,500

# Streets CIP Fund



- Grant Revenues \$2,778,333
- GMA Fees \$400,000
- Real Estate Excise Tax Revenue transfer \$500,000
- Transportation Benefit District Revenue transfer \$850,000
- Capital Projects appropriated at \$4,353,820
  - Sidewalks Crossing Railroad Tracks – 179<sup>th</sup> Avenue SE & Fryelands Boulevard
  - Blueberry Street / N. Kelsey Street Intersection Improvements)
  - Chain Lake Road Sidewalk Extension (Design)
  - US2 Sidewalk Along Monroe Fairgrounds (Design)
  - Street Preservation & Rehabilitation
- Ending Fund Balance \$1,410,997

# CIP & TBD Projects





# Capital Improvement Project Funds

- General CIP Fund
- Parks CIP Fund
- North Kelsey Development Fund
- North Kelsey Debt Service Fund

# General CIP Fund

- ▶ Uses: Implement the City Campus Master Plan, and any other projects that are not parks, streets, or utility related
  
- ▶ Revenues:
  - ▶ Bond Proceed Revenues \$3,100,000
  
- ▶ Expenditures:
  - ▶ Bond Issuance Costs \$100,000
  - ▶ Municipal Campus \$3,000,000
  
- ▶ Ending Fund Balance of \$446,229





# Parks & Recreation CIP Fund

- Impact Fee Revenues \$185,925
- Real Estate Excise Tax Revenue transfer \$250,000
  
- Lake Tye All-weather Fields Design \$60,000
- Lake Tye Play Facilities \$300,000
- Lake Tye Master Plan \$90,000
- Fairfield Park Entry Re-alignment \$15,000
- Cadman Pit Master Plan \$40,000
- Paths & Trails CIP \$6,000
  
- Ending Fund Balance \$625,517

# North Kelsey Debt Fund

- ▶ Paying \$90,828 in interest for 2017
- ▶ Debt principal balance = \$4,140,000
- ▶ Principal payments: \$1,300,000 due 9/1/18 and \$2,840,000 due 9/1/20





# Special Revenue Funds

- Donation Fund
- Tourism Lodging Tax Fund
- Narcotic/Drug Buy Fund
- Real Estate Excise Tax (REET) Fund



# Special Revenue Funds

- ▶ Donation Fund expected to spend \$6,700
  
- ▶ Tourism Lodging Tax Fund
  - ▶ Lodging Tax Committee will designate usage of funds; anticipated to be \$80,000
  
- ▶ Narcotic/Drug Buy Fund has \$30,000 appropriated from drug seizure funds

# Real Estate Excise Tax (REET) Fund

- ▶ Estimating \$800,000 in revenues
  - ▶ \$500,000 will go to Street CIP Fund
  - ▶ \$250,000 will go to Parks CIP Fund



# Budget Process

- 10/18/16 – 1<sup>st</sup> public hearing on 2017 Budget
- 11/15/16 – 2<sup>nd</sup> public hearing on 2017 Budget
- 12/6/16 – 1<sup>st</sup> reading of ordinance for 2017 Budget
- 12/13/16 – 2<sup>nd</sup> reading of ordinance for 2017 Budget





# MONROE CITY COUNCIL

## Agenda Bill No. 16-139

<b>SUBJECT:</b>	<b>Ordinance No. 018/2016, Converting Two Year At-Large Council Position to Four Year Position; First Reading</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/18/2016	Administration	Gene Brazel	Gene Brazel	<b>New Business #2</b>

**Discussion:** 10/04/2016; 10/18/2016  
**First Reading** 10/18/2016

**Attachments:** 1. Proposed Ordinance No. 018/2016

**REQUESTED ACTION:** Move to accept as first reading Ordinance No. 018/2016, an ordinance of the City Of Monroe, Washington, re-designating and amending the term of office for the City Council’s at-large position from two years to four years in accordance with applicable state law; authorizing and directing appropriate administrative implementation measures; providing for severability; and fixing a time when the same shall become effective.

### DESCRIPTION/BACKGROUND

On October 4, 2016, the Monroe City Council discussed revising the existing ordinance converting the two-year at-large council position to a four-year seat to come in alignment with Title 35A RCW.

As a bit of history, prior to becoming a Code city, the City of Monroe was classified for most of its history as a third class city. At that time, Washington law allowed a third class city to designate one of its City Council positions as an “at large” position with a two-year term, with the other Council Members having standard four-year terms. On October 23, 1985, Monroe passed an ordinance adopting the classification of a noncharter Code city while: “(a) retaining the Mayor and Council plan of government under which the City of Monroe is currently operating; and (b) retaining the same general plan of government under which the City of Monroe is currently organized but governed according to Ch. 35A.12 RCW (Mayor-Council).” Although Chapter 35A.12 RCW requires all Council seats to have four-year terms, Monroe did not alter the two-year term of the at-large position when it adopted Code city status in 1985.

Title 35A RCW contemplates that council seats will be staggered, with a majority of council members plus the mayor elected every four years. Because of this, it is recommended that the transition to a four-year seat occur in the same year as the Mayor’s election.

To come into alignment with this RCW, existing term limits for City elected officials will be reviewed for any potential conflicts. Term limits for the City’s elected officials were imposed by Ordinance No. 001/2012 and are now codified at Chapter 2.26 MMC. Pursuant to MMC 2.26.020, City Council Members are generally prohibited from serving on the Council for more than eight total years.

### IMPACT – BUDGET

None.

### TIME CONSTRAINTS

None.

**CITY OF MONROE  
ORDINANCE NO. 018/2016**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, RE-DESIGNATING AND AMENDING THE TERM OF OFFICE FOR THE CITY COUNCIL'S AT-LARGE POSITION FROM TWO YEARS TO FOUR YEARS IN ACCORDANCE WITH APPLICABLE STATE LAW; AUTHORIZING AND DIRECTING APPROPRIATE ADMINISTRATIVE IMPLEMENTATION MEASURES; PROVIDING FOR SEVERABILITY; AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE

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WHEREAS, Chapter 35A.12 RCW provides that City Council Members in noncharter cities organized under the Optional Municipal Code shall serve for four-year terms; and

WHEREAS, as a vestige of Monroe's former classification as a third class city, one of the seven positions of the Monroe City Council has historically been designated as an at-large position with a two-year term of office; and

WHEREAS, the City Council desires to ensure the City's future compliance with state law by re-designating the at-large position as Position No. 7 with a standard four-year term, and to implement this change in conjunction with the December 2017 expiration of the current term of office for said position.

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

Section 1. Re-designation of Council At-Large Position. The Monroe City Council position commonly known as the "Council At-Large" position shall henceforth be designated as Monroe City Council Position No. 7. The term of Council Position No. 7 shall be four years in accordance with Chapter 35A.12 RCW.

Section 2. Notification to Snohomish County Auditor's Office. The City Clerk is hereby authorized and directed to provide a certified copy of this ordinance to the Snohomish County Auditor's Office—Elections and Voter Registration Division as *ex-officio* supervisor of elections in Snohomish County Washington. The Snohomish County Auditor is hereby requested to amend all future election ballots to reflect the re-designation set forth in Section 1.

Section 3. Administrative Implementation. The Mayor and the City Clerk are hereby authorized and directed to take any and all administrative actions reasonably necessary to effectuate and implement the re-designation set forth in Section 1 in advance of the May 15-19, 2017, candidate filing period for the August 1, 2017, primary election.

Section 4. Prospective Effect. The provisions of this ordinance shall have prospective effect only and shall not disqualify any local elected official from completing the term of office that he or she was elected to serve as of the effective date of this ordinance.

Section 5. 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 6. Effective Date. This ordinance shall be in full force and effect thirty (30) days from and after its passage and approval and publication as required by law.

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 18, 2016  
Adoption:  
Published:  
Effective:

CITY OF MONROE, WASHINGTON:

(SEAL)

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
J. Zachary Lell, City Attorney



# MONROE CITY COUNCIL

## Agenda Bill No. 16-140

<b>SUBJECT:</b>	<i>Authorize Mayor to Sign Amendment No. 1 to Property Transfer Agreement with Snohomish County Fire Protection District No. 7</i>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/18/2016	Public Works	Brad Feilberg	Brad Feilberg	<b>New Business #3</b>

**Discussion:** 09/20/2016; 10/18/2016

- Attachments:**
1. Draft Amendment No. 1 to Property Transfer Agreement
  2. Property Transfer Agreement

**REQUESTED ACTION:** Move to authorize the Mayor to sign Amendment No. 1 to the Property Transfer Agreement with Snohomish County Fire Protection District No. 7; and expressly authorize further minor revisions as deemed necessary or appropriate.

### DESCRIPTION/BACKGROUND

Since the City of Monroe was incorporated in 1902, fire protection has been provided to the City and surrounding area in a variety of ways. This includes: a City of Monroe Fire Department providing service within the City only; City of Monroe Fire Department providing service within the City and outside the City under a contract with Fire District No. 3; a joint operation between the City and Fire District No. 3; and, in 2006, the annexation of the City into Fire District No. 3. Most recently the voters have approved the merger of Fire District No. 3 and Fire District No. 7.

As part of the 2006 annexation, Fire District No. 3 and the City of Monroe entered into an Interlocal Agreement for Annexation of City of Monroe to Snohomish County Fire Protection District No. 3." This agreement covered such items as who would lead the annexation effort, provision of fire protection services, provision of fire prevention and inspection services, and ownership and use of real and personal property.

As the current interlocal agreement is with Fire District No. 3, with no provision for assignment, and Fire District No. 3 will cease to exist on October 1, 2016, it is necessary to enter into new agreements with the Fire District No. 7.

The City Council authorized the Mayor to sign a property transfer agreement with Snohomish County Fire Protection District on September 20, 2016. The Fire District Commissioners reviewed the agreement and requested a change that was transmitted to the City on October 6, 2016. The Fire District has requested a change to the re-entry rights that would not require the payment of a percentage of the proceeds from the sale of Station Nos. 31 or 32 if the sale proceeds were used to purchase used to new station locations that continued to serve the City of Monroe.

### IMPACT – BUDGET

None.

### TIME CONSTRAINTS

This agreement is tied to the interlocal agreement for the provision of fire prevention services which has not been in place since October 1, 2016.

**AMENDMENT NO. 1**  
**TO**  
**PROPERTY TRANSFER AGREEMENT BETWEEN CITY OF MONROE AND**  
**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7**

THIS AMENDMENT TO THE PROPERTY TRANSFER AGREEMENT ("Amendment") made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2016, amends that certain Property Transfer Agreement approved through Resolution No. 015/2016, on September 20, 2016, by and between the City of Monroe and Snohomish County Fire Protection District No. 7.

Section 1. Amendment of Section. Item No. 1, Transfer of Station No. 31 and Station No. 32, of the Property Transfer Agreement between City of Monroe and Snohomish County Fire Protection District No. 7, is hereby amended as follows:

1. Transfer of Station No. 31 and Station No. 32.

The City of Monroe ("City") agrees to quit claim to the Snohomish County Fire District No. 7 (the "Fire District") the City's interest in the land and buildings commonly known as Fire Station No. 31 and Fire Station No. 32, legally described on Exhibit A to this Agreement, and all furnishings, fixtures, and equipment contained within the same. The conveyance shall be in fee simple subject to the City's right of **as provided herein. The City's right of reentry shall apply if the Fire District, or its successor in interest, ceases to use such station primarily for the purpose of providing fire protection service to the City; provided, however, that the right of reentry shall not apply if the District sells the station and reinvests the proceeds in a new fire station located within the City limits.** ~~[REENTRY IF THE PROPERTY IS NOT USED BY THE FIRE DISTRICT, OR THE FIRE DISTRICT'S SUCCESSOR IN INTEREST, PRIMARILY TO PROVIDE FIRE PROTECTION SERVICE TO THE CITY.]~~ Should the City exercise its right of reentry, the City may elect either of the following options:

Section 2. Amendment of Section. Item No. 2, Wellness Center, of the Property Transfer Agreement between City of Monroe and Snohomish County Fire Protection District No. 7, is hereby amended as follows:

1. Wellness Center.

The Fire District agrees that, **so long as the District retains ownership of Station No. 31,** City employees shall retain the right to access and use the Wellness Center, which is Rooms 120, 121, and 123 of Fire Station No. 31, subject to reasonable rules of use which apply equally to employees of the Fire District, until the Fire District and City mutually agree otherwise. The City hereby agrees to defend, indemnify and hold the Fire District harmless from any and all claims for bodily injury or property damage arising out of City employee usage of the Wellness Center except insofar as such bodily injury or property damage arises out of the Fire District's gross negligence or intentional conduct. In the event of concurrent fault, the City's defense and indemnity obligations shall only apply to the extent of the City's proportionate fault. The City hereby waives, as to claims against the Fire District, any immunity that may be granted under the Washington

State Industrial Insurance Act, Chapter 51 RCW. The parties agree that this provision has been mutually negotiated. This indemnification shall survive the termination of this Agreement.

Except as modified herein above, all terms and conditions of the Property Transfer Agreement between the City of Monroe and Snohomish County Fire Protection District No. 7 shall remain in full force and effect.

This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this instrument on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**SNOHOMISH COUNTY FIRE  
PROTECTIONDISTRICT NO. 7**

**CITY OF MONROE, WASHINGTON**

\_\_\_\_\_  
Gary Meek, Fire Chief

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

**PROPERTY TRANSFER AGREEMENT BETWEEN CITY OF MONROE AND  
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7**

**RECITALS**

WHEREAS, the City of Monroe and Snohomish County Fire Protection District No. 3 have had a long and successful relationship, by working jointly in providing emergency services to their respective jurisdictions and communities, and sharing jointly owned fire station facilities; and

WHEREAS, the City of Monroe and Snohomish County Fire Protection District No. 3 entered into an interlocal agreement regarding the annexation on November 29, 2005; and

WHEREAS, the City of Monroe was annexed into Snohomish County Fire Protection District No. 3 in 2006; and

WHEREAS, the City of Monroe currently owns a thirty-four percent (34%) interest in the Monroe Fire Station No. 31 and Fire Station No. 32, in addition to other percentages of joint ownership in certain personal property set forth herein; and

WHEREAS, Snohomish County Fire Protection District No. 3 is merging with Snohomish County Fire Protection District No. 7, effective October 1, 2016, and will be transferring its ownership interest in the real and personal property jointly owned by the City to the Snohomish County Fire Protection District No. 7; and

WHEREAS, the City of Monroe has entered a new interlocal agreement with Snohomish County Fire Protection District No. 7, entitled Interlocal Agreement for Fire Prevention and Investigation Services, to ensure continued provision of fire prevention and investigation services; and

WHEREAS, because Fire District No. 7 will be providing fire protection and prevention services to the City, the City finds its real and personal property connected to such services, set forth on Exhibit A and Exhibit B to this Agreement, as surplus to the needs of the City; and

WHEREAS, in consideration of the Interlocal Agreement for Fire Prevention and Investigation Services, and to ensure effective and efficient fire protection services to the City and remove the City's administrative costs of joint ownership, the City of Monroe wishes to transfer its jointly and solely owned real and personal property relating to fire services to Snohomish County Fire District No. 7, subject to a covenant and right of reentry should such property no longer be used to serve the fire protection needs of the City; and

WHEREAS, the Snohomish County Fire District No. 7 wishes to accept such real and personal property, subject to the conditions and terms set forth herein.

NOW, THEREFORE, IN CONSIDERATION OF THE TERMS AND CONDITIONS SET FORTH BELOW, THE PARTIES AGREE AS FOLLOWS:

## 1. Transfer of Station No. 31 and Station No. 32.

The City of Monroe ("City") agrees to quit claim to the Snohomish County Fire District No. 7 (the "Fire District") the City's interest in the land and buildings commonly known as Fire Station No. 31 and Fire Station No. 32, legally described on Exhibit A to this Agreement, and all furnishings, fixtures, and equipment contained within the same. The conveyance shall be in fee simple subject to the City's right of reentry if the property is not used by the Fire District, or the Fire District's successor in interest, primarily to provide fire protection service to the City. Should the City exercise its right of reentry, the City may elect either of the following options:

- a. City Buy-Out of Fire District's Interest. The City may elect to buy out the Fire District's ownership interest by tendering to the Fire District a cash payment which is equal to the Fire District's ownership interest of sixty-six percent (66%) of the total assessed value at that time plus the actual amount spent by the Fire District on any substantial and documented capital improvements made after the effective date of this Agreement (referred to as "Buy-Out Amount"). However, the Buy-Out Amount shall never exceed the assessed value at that time.
- b. Surplus the Property. If the City chooses not to buy-out the Fire District's ownership interest, the Parties shall surplus the real property following state law and split the proceeds. The Fire District shall be paid an amount equal to sixty-six percent (66%) of the proceeds plus the actual amount spent by the Fire District on any substantial and documented capital improvements made after the effective date of this Agreement. The City shall be paid the remainder, if any, of the proceeds.

Alternatively, in the City's sole discretion, instead of calculating the "Buy-Out Amount" as set forth above, the City may elect to obtain a professional appraisal to determine the fair market value of the property and each party's respective ownership interest (based on the original ownership interest and the impact of substantial and documented capital improvements by the Fire District on the fair market value of the property).

Subject to the right of reentry described above, the Fire District agrees to accept the land, buildings, furnishings, fixtures, and equipment in an "as is" condition as of the date of the transfer and the City makes no warranties or guarantees of any kind as to the condition of the same or the fitness of the same for any particular use, intended or unintended. The Fire District also agrees that it is solely responsible for payment of any required excise tax affidavit filing fee and recording fees necessary to effectuate this conveyance.

No longer than seven days after the recording of the quit claim deeds, the Fire District agrees to record a covenant, in a form approved by the City, against each property stating that the property is subject to a covenant that it shall be used primarily for fire protection for the City and is subject to the City's right of reentry as set forth herein if the property is not used by the Fire District, or the Fire District's successor in interest, primarily to provide fire protection service to the City.

## **2. Wellness Center.**

The Fire District agrees that City employees shall retain the right to access and use the Wellness Center, which is Rooms 120, 121, and 123 of Fire Station No. 31, subject to reasonable rules of use which apply equally to employees of the Fire District, until the Fire District and City mutually agree otherwise. The City hereby agrees to defend, indemnify and hold the Fire District harmless from any and all claims for bodily injury or property damage arising out of City employee usage of the Wellness Center except insofar as such bodily injury or property damage arises out of the Fire District's gross negligence or intentional conduct. In the event of concurrent fault, the City's defense and indemnity obligations shall only apply to the extent of the City's proportionate fault. The City hereby waives, as to claims against the Fire District, any immunity that may be granted under the Washington State Industrial Insurance Act, Chapter 51 RCW. The parties agree that this provision has been mutually negotiated. This indemnification shall survive the termination of this Agreement.

## **3. Personal Property.**

The City hereby conveys and transfers to the Fire District the City's entire interest in any and all fire and emergency vehicles and equipment, set forth in Exhibit B. This conveyance does not include the exercise equipment located in the Wellness Center. To the extent necessary, the Fire District agrees to promptly change title to such vehicles and pay any sales tax or filing fees required by the transfer. The City does not believe it has any ownership interest in computers, software, telephones, or radios contained within the Fire Stations; but, to the extent it does, it also conveys and transfers to the Fire District any and all interest in such miscellaneous items utilized by Snohomish County Fire District No. 3 prior to its merger with the Fire District. The City agrees to transfer and assign any and all interest it may have in any manufacturer's, contractor's, or vendor's warranties related to the items to be conveyed under this paragraph to the Fire District, to the extent that the same may be validly transferred or assigned. The Fire District hereby accepts the items to be conveyed under this paragraph in an "as is" condition as of the date of the transfer and the City makes no warranties or guarantees of any kind as to the condition of the same or the fitness of the same for any particular use, intended or unintended.

Should the Fire District, or its successor in interest, choose to surplus any of the vehicles or ladder trucks identified on Exhibit B, and not use such proceeds to purchase replacement apparatus that serves the City, then the City shall be paid a pro rata share of the surplus purchase price based on the City's ownership interest. The City's ownership interest shall be determined as follows: the percentage of ownership shown on Exhibit B, minus twenty percent (20%) due to depreciation for each year after this Agreement. For example, if the City had a forty percent (40%) interest in a vehicle and the District surplused the vehicle one year from the date of this Agreement, the City would be provided a cash payment of twenty percent (20%) of the surplus purchase price of the vehicle.

#### **4. Indemnity and Liabilities.**

Except as set forth in paragraph 2, the Fire District agrees to hold harmless, indemnify and defend the City, its officers, agents, employees and volunteers from and against any and all claims, injuries, losses, suits, costs or liability, including attorney's fees, (collectively, "Claims"), specifically including without limitation Claims resulting from injuries, sickness or death of employees of the Fire District and/or damage to property, arising out of or otherwise resulting from the acts, errors, or omissions of the Fire District, its officers, agents, subconsultants or employees, in connection with the real and personal property set forth in this agreement, provided, however, that: The Fire District's obligation to indemnify, defend and hold harmless shall not extend to Claims caused by or resulting from the willful misconduct or negligence of the City, its officers, agents or employees. In the event of concurrent fault, the Fire District's defense and indemnity obligations shall only apply to the extent of the Fire District's proportionate fault.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Fire District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties.

This indemnification shall survive the termination of this Agreement.

#### **5. Notices.**

Notices sent to the City shall be sent to the following address:

City Administrator  
City of Monroe  
806 W. Main Street  
Monroe, WA

Notices sent to the Fire District shall be sent to the following address:

Fire Chief  
Snohomish County Fire Protection District No. 7  
163 Village Court  
Monroe WA 98272

#### **6. Modification.**

- a. This Agreement represents the entire agreement between the Parties.
- b. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the Parties unless executed in writing by authorized representatives of each of the parties.
- c. The Agreement shall not be modified, supplemented or otherwise affected by course of dealings between the Parties.

**7. Costs.** Each party agrees to bear and pay its own expenses in connection with the negotiation and implementation of this Agreement, including, but not limited to, its attorney fees and consultant fees.

**8. Severability.** In the event that any section, sentence, clause or paragraph of this Agreement is held to be invalid by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

**9. Litigation.**

- a. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for Snohomish County.
- b. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney fees, in addition to any other award.

**10. Third-party Rights.** Anything to the contrary notwithstanding, nothing contained in this Agreement shall be interpreted to create third-party rights in any person or entity not a party thereto.

**11. Effective Date.** This Agreement shall become effective the later of October 1, 2016, or after both parties duly execute the Agreement.

**12. Binding on Successors.** This Agreement shall be binding on the District's successors-in-interest.

**SNOHOMISH COUNTY FIRE  
PROTECTION DISTRICT NO. 7**

**CITY OF MONROE, WASHINGTON**

\_\_\_\_\_  
Gary Meek, Fire Chief

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

**EXHIBIT A**

**Real Property to be Transferred**

**Fire Station No. 31**

Address:

163 Village Court  
Monroe WA 98272

Snohomish County Parcel ID:

00776300002600  
00776300002600

Legal Description:

Lots 26 and 27 of the Plat of Main Street Village

Estimated Value:

\$3,103,200

**Fire Station No. 32**

Address:

22122 132<sup>nd</sup> Street SE  
Monroe WA 98272

Snohomish County Parcel ID:

28073200105800

Legal Description:

The portion of the NW ¼ of the NE ¼ of Section 32, Township 28, Range 7 EWM, lying east of Wagner Wilson Road described as follows – Beginning at the northeast corner of the NW ¼ of the NE ¼ of said section thence S87°21'30"W along the north line of said section a distance of 328.60 feet to the true point of beginning thence S02°38'30"E 30 feet thence S48°49'30"W 288.80 feet to the northerly margin of Wagner Wilson Road thence N41°10'30"W along said northerly margin 268.35 feet to the north line said section 32 thence N87°21'39"E along said north line 393.09 feet to the point of beginning. Except the north 30 feet for road. Also known as Lot 1 of SP 277 (6-79) recorded under Snohomish County Auditor's File Number 7910110273.

Estimated Value:

\$314,300

**EXHIBIT B  
Personal Property to be Transferred**

Year	Description		Unit #	Purchase	City %	City \$\$	District %	District \$\$	cost >2005	Adjusted Cost	City	District	Anticipated current sale Value
1936	Pirsch Fire Truck	1936	FOPIRSCH		100		0		\$1,503.24				\$15,000
1989	Ford/Western States Pumper	1989	322	\$103,366.89	33.31	\$34,431.51	66.69	\$68,935.38	\$56,073.18	\$159,440.07	22%	78%	\$5,000
1991	Ford F-250 Brush Truck	1991	341	\$17,978.51	37.27	\$6,700.59	62.73	\$11,277.92	\$36,155.37	\$54,133.88	12%	88%	\$3,000
1992	International/H&W Pumper	1992	323	\$134,105.00	37.3	\$50,021.17	62.7	\$84,083.84	\$122,195.32	\$256,300.32	20%	80%	\$0
1993	Chevrolet Pickup	1993	345	\$12,447.17	38.46	\$4,787.18	61.54	\$7,659.99	\$18,416.26	\$30,863.43	16%	84%	\$1,000
1995	Chevrolet Suburban Command	1995	318	\$31,532.34	42.81	\$13,498.99	57.19	\$18,033.35	\$55,266.42	\$86,798.76	16%	84%	\$1,000
1995	Ford E-350/Braun NW Aid	1995	319	\$83,390.00	42.81	\$35,699.26	57.19	\$47,690.74	\$22,172.45	\$105,562.45	34%	66%	\$0
1996	Simon Duplex LTI Aerial Ladder	1996	325	\$478,017.93	45.53	\$217,641.56	54.47	\$260,376.37	\$155,718.71	\$633,736.64	34%	66%	\$30,000
1998	Ford E-350/Braun NW Aid	1998	326	\$112,172.73	50.91	\$57,107.14	49.09	\$55,065.59	\$20,115.83	\$132,288.56	43%	57%	\$0
1998	Ford E-350/Braun NW Aid	1998	327	\$112,172.73	50.91	\$57,107.14	49.09	\$55,065.59	\$18,582.87	\$130,755.60	44%	56%	\$0
1998	Forn Expedition	1998	320	\$34,127.34	50.91	\$17,374.23	49.09	\$16,753.11	\$55,149.38	\$89,276.72	19%	81%	\$1,000
1999	Chevrolet K3500/Braun Remount Aid	1999	328	\$71,904.88	53.63	\$38,562.59	46.37	\$33,342.29	\$55,831.57	\$127,736.45	30%	70%	\$4,000
2000	Ford E-350 Passenger Van	2000	332	\$33,046.94	54.99	\$18,172.51	45.01	\$14,874.43	\$30,680.25	\$63,727.19	29%	71%	\$2,000
2000	Ford Expedition	2000	330	\$36,111.45	54.99	\$19,857.69	45.01	\$16,253.76	\$47,526.49	\$83,637.94	24%	76%	\$1,500
2000	Ford F-450 Brush Truck	2000	333	\$42,002.91	54.99	\$23,097.40	45.01	\$18,905.51	\$48,006.68	\$90,009.59	26%	74%	\$15,000
2000	Spartan/H&W Pumper	2000	329	\$376,818.20	54.99	\$207,212.33	45.01	\$169,605.87	\$267,605.94	\$644,424.14	32%	68%	\$30,000
1998	GMC Cargo Van (Shop Truck)	2003	346	\$2,543.06	54.99	\$1,398.43	45.01	\$1,144.63	\$42,506.69	\$45,049.75	3%	97%	\$1,000
2004	Ford Expedition	2004	347	\$-	54.99	\$-	45.01	\$-	\$63,524.73	\$63,524.73	0%	100%	\$0
1985	Chevrolet Utility (Rescue Vehicle)	2004	334	\$500.00	54.99	\$274.95	45.01	\$225.05	\$82,200.44	\$82,700.44	0%	100%	\$500
2008	Chevrolet Suburban Command	2005	339	(insurance claim)	54.99		45.01		\$57,484.29				\$0
2005	Ford E-350/Braun NW Aid	2005	336	\$117,483.00	54.99	\$64,603.90	45.01	\$52,879.10	\$106,491.49	\$223,974.49	29%	71%	\$0
2005	Ford E-350/Braun NW Aid	2005	337	\$116,058.00	54.99	\$63,820.29	45.01	\$52,237.71	\$127,679.37	\$243,737.37	26%	74%	\$0
2005	Ford E-350/Braun NW Aid	2005	338	\$115,808.00	54.99	\$63,682.82	45.01	\$52,125.18	\$112,775.40	\$228,583.40	28%	72%	\$0



# MONROE CITY COUNCIL

## Agenda Bill No. 16-141

<b>SUBJECT:</b>	<b>Ordinance No. 017/2016, Setting 2017 Property Tax Levy; First Reading</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/18/2016	Finance	Dianne Nelson	Dianne Nelson	<b>Final Action #1</b>

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

**Attachments:** 1. Proposed Ordinance No. 017/2016

**REQUESTED ACTION:** Move to adopt 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, including transportation. 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.

First reading of this ordinance was accepted on October 11, 2016; and there have been no changes made since that time.

### 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

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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 18th day of October, 2016.

First Reading: October 11, 2016  
Final Reading:  
Published:  
Effective:

CITY OF MONROE, WASHINGTON:

(SEAL)

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
J. Zachary Lell, City Attorney



**PUBLIC WORKS DEPARTMENT  
DESIGN & CONSTRUCTION DIVISION  
OCTOBER 2016 UPDATE**

**W. MAIN STREET SIDEWALKS**

**Background**

The project scope includes installing a concrete sidewalk along the south side of W. Main Street between the Tester Road Roundabout and the future Housing Hope development. This would complete sidewalk connectivity between downtown and the Monroe High School, thereby increasing pedestrian safety and providing alternative modes of transportation. The City received a grant from TIB in the amount of \$368,638 to help fund this project.

Estimated Cost: \$495,000

Construction Target: Spring 2016

**Update**

The project is finished.

**Timeline**

November 2014	Grant Awarded
February 2015	Design
February 2016	Design completed
April 6 <sup>th</sup> , 2016	Project advertised to contractors
June 2016	Construction begins
August 2016	Construction complete



## 179<sup>th</sup> AVENUE SE SIDEWALKS

### Background

The City of Monroe applied for and received a \$372,500 grant from the Community Development Block Grant Program of Snohomish County's Housing and Urban Development. The concrete sidewalk will be installed along the west side of 179<sup>th</sup> Ave SE, filling in gaps such that once the project is completed there will be a continuous sidewalk along the west side from Main Street to 157<sup>th</sup> Street SE.

Estimated Cost: \$372,500

Construction Target: Summer 2016

### Update

The project is approximately 70% complete. Remaining work includes installing new sidewalk and remaining curbing, a small amount of asphalt paving, pavement striping and street signage, and cleanup. We anticipate the project to be completed this month.

### Timeline

January 2015	Grant Awarded
August 2015	Design
May 2016	Design completed
June 2016	Project advertised to contractors
August 2016	Construction begins
October 2016	Construction complete



## WOODS CREEK ROAD PHASE I

### Background

In 2011 plans were prepared for a new shared path along the west side of Woods Creek Road that would connect the downtown to the trail system coming down from The Farm development. The plans include a paved 10' wide trail, soldier pile retaining wall, and necessary storm drainage. At that time local funding carried the project only through design development. In 2014 the City received a grant from the Puget Sound Regional Council (PSRC) to construct the project. This grant award has a maximum payable amount of \$1,718,000. The project is alive again and will be constructed in 2016. Estimated Project Cost: \$2,071,000 (incl. design & construction)  
Construction Target: Summer 2016

### Update

The project has reached what is known as “physical completion”, meaning all work has been completed on the site. There is still some paperwork to be done before the project can proceed to Council for acceptance.

### Timeline

January 2014	Grant Awarded
August 2015	Design
Winter 2015/16	Design completed
January 2016	Project advertised to contractors
May 2016	Construction begins
Sept. 2016	Construction complete



## SIDEWALK RAILROAD CROSSINGS – FRYELANDS BOULEVARD & 179<sup>TH</sup> AVENUE SE

### Background

In 2015 the City received a \$244,500 grant from the Community Development Block Grant (CDBG) program of Snohomish County. The purpose of this project is to provide safe pedestrian pathways across the existing railroad tracks at both the Fryelands Boulevard and 179<sup>th</sup> Avenue SE street crossing locations.

Estimated Project Cost: \$291,500

Construction Target: Summer 2016

### Update

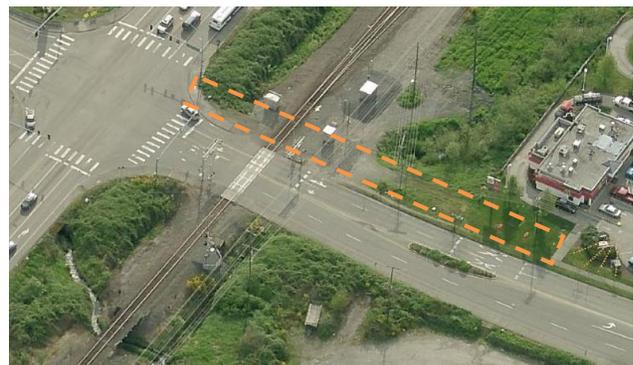
The project concept recently went before the Utility Transportation Committee (UTC) petitioning for a wider easement across the railroad property. This was approved. The next step is to secure the easement with Burlington Northern Santa Fe (BNSF) as well as begin developing the design and coordinating with the requirements of the UTC. The progress of design and eventual construction is heavily dependent on BNSF and the Utility Transportation Commission (UTC). With that understanding, we anticipate to have project documents complete and ready for contractor bid advertisement in 2017.

### Timeline

January 2015	Grant Awarded
August 2016	Design
Winter 2016/17	Design completed
Spring 2017	Project advertised to contractors
Spring 2017	Construction begins
Summer 2017	Construction complete



179<sup>th</sup> Avenue SE



Fryelands Boulevard

## COLUMBIA AND ELIZABETH WATERMAIN

### Background

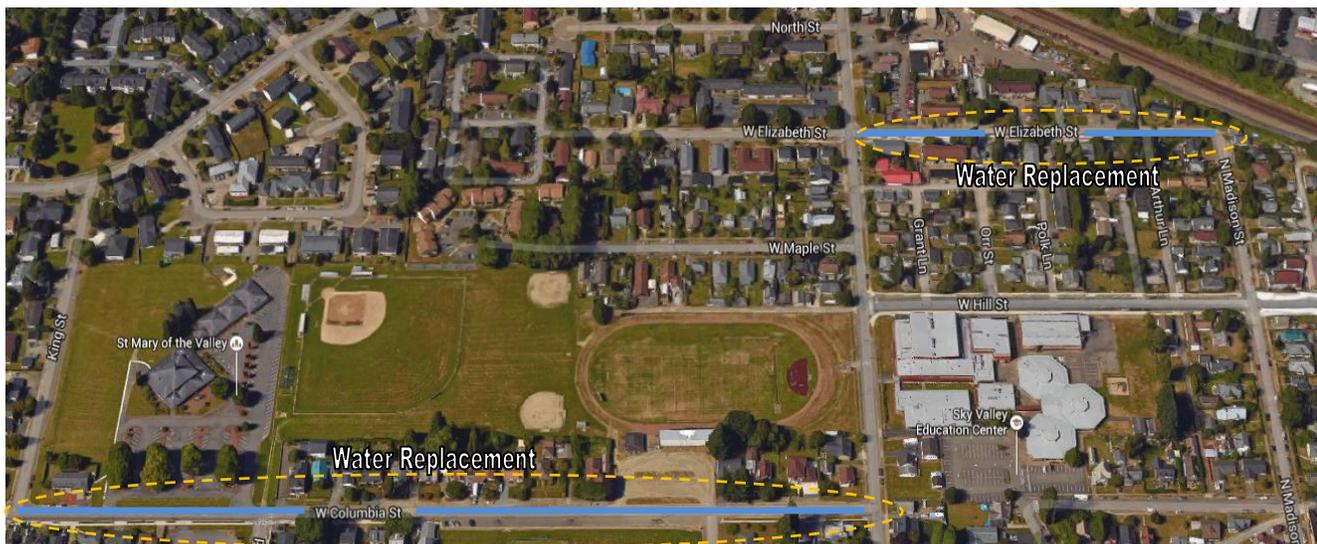
The water mains under Columbia Street and Elizabeth Street are aging and will be replaced with new ductile iron pipe this spring. The water replacement work is scheduled to be completed by July. Later this summer the streets' surfaces will be milled and overlaid with new asphalt and striping.

### Update

The streets recently received a fresh layer of asphalt and new pavement striping. The vast majority of work is now complete. There are only a couple minor corrections that need to be made by the contractor before all the work onsite can be considered complete.

### Timeline

Fall 2015	Design
February 2016	Design completed
February 2016	Project advertised to contractors
March 2016	Construction begins
June 2016	Water construction ends
September 2016	Asphalt overlay



## RIVMONT WATERMAIN

### Background

The road surface condition of Rivmont Street is substandard, and the existing water main is aging. The City will replace the water main this spring with new ductile iron piping, as well as rehabilitate the road surface with new asphalt and road base.

### Update

This project is complete.

### Timeline

January 2016	Design
March 2016	Design completed
March 2016	Project advertised to contractors
June 2016	Construction begins
August 2016	Water construction ends
Sept. 2016	Road Construction ends



## FAIRFIELD PARK ENTRANCE

### Background

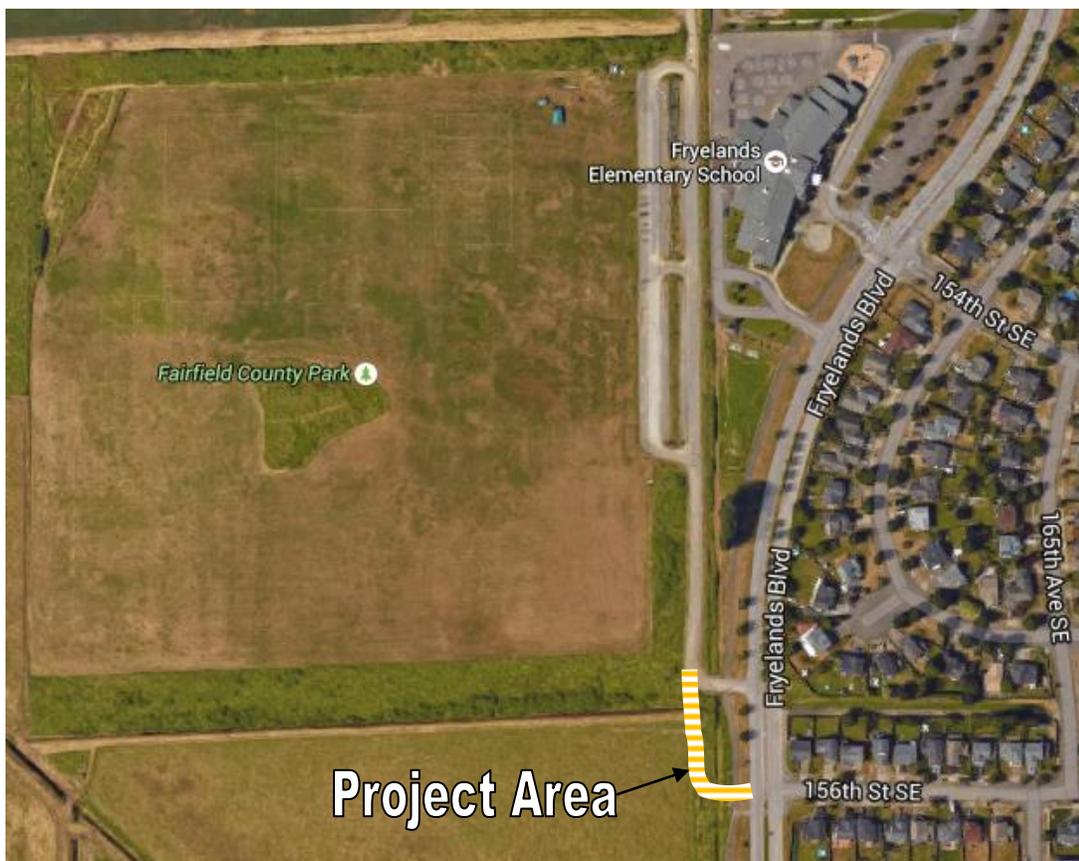
The existing entrance into Snohomish County's Fairfield Park is difficult to access for vehicles travelling north on Fryelands Boulevard. This project represents a coordinated effort with Snohomish County Parks to realign the entrance to the south and across from 156<sup>th</sup> Street SE. The City will construct the new entrance from Fryelands Boulevard to the City Limits, and the County will extend the park's access road to connect to the new location.

### Update

Snohomish County is planning to construct their portion of the project late Fall of this year, but will be dependent on weather conditions and the time it takes to procure customized drainage culverts. Monroe will complete the project by constructing our portion in the Spring/Summer of 2017.

### Timeline

Spring 2016	Design
May 2016	Design completed
May 2016	Coordination with County
Summer 2016	Construction begins
Summer 2017	Construction ends



## POWELL STREET SEWER

### Background

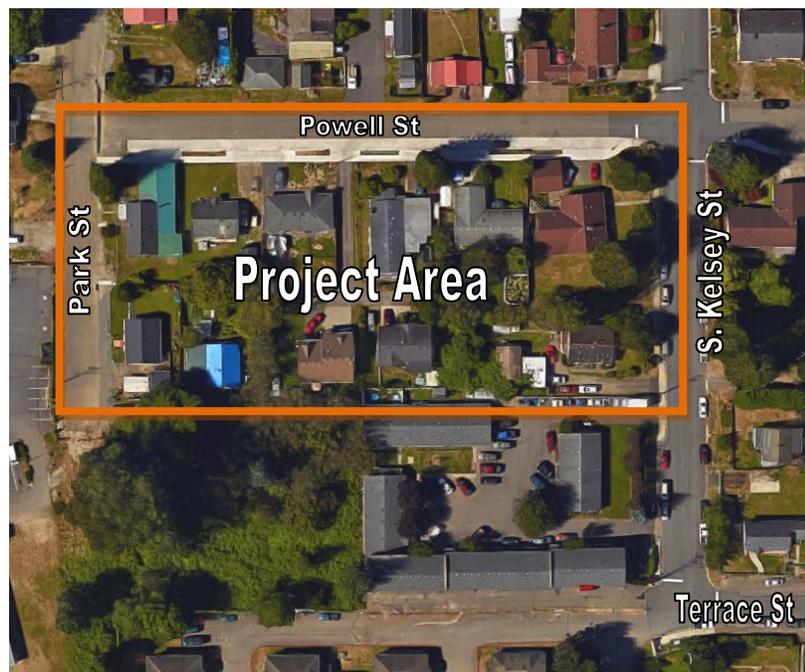
The City of Monroe desires to decommission an existing aged water main and sewer main from an old, abandoned alley easement. This project location is in the middle of the block bordered by Park Street (east), S. Kelsey Street (west), Powell Street (north), and Terrace Street (south). Some existing structures are very close to these utilities, presenting risk should the utilities fail. The project scope includes constructing new sewer and water mains in public streets, and redirecting the affected residential utility connections to these new mains. Powell Street, between S. Kelsey Street and Park Street, will receive a new asphalt overlay once the utility work is complete.

### Update

Design efforts are ongoing, with the Consultant (RH2) coordinating closely with City staff and the neighborhood. This project will target the spring of 2017 for construction to avoid construction challenges and project delays associated with wet season construction.

### Timeline

Spring 2016	Design
June 2016	Design completed
October 2016	Advertise for Bids
March 2017	Construction begins
May 2017	Construction ends



## 2016 STREET PRESERVATION PROGRAM

### Background

The City has established a Transportation Benefit District (TBD) to help maintain existing streets. Maintenance efforts include practices such as overlaying with new asphalt, adding new aggregate to the road surface (chip sealing), replacing lost binder oils on the surface (fog seal), and filling in cracks with elastomeric material (crack sealing).

The City has a program that determines best use of TBD funds to maximize maintenance efforts toward our citywide street system. Additionally, the asphalt overlays will be combined with Snohomish County's annual overlay program for efficiency and competitive pricing opportunities. Other treatments may be coordinated with Snohomish County, other local agencies, or pursued as a capital project using contractor bids to perform the work.

For overlays and chip sealing applications, existing sidewalk ramps adjacent to the project area will be reviewed and reconstructed as necessary to be compliant with current ADA standards.

All treatments are anticipated to occur during the dry summer months. The City will contract with Snohomish County forces through our Inter Local Agreement (ILA). The County will perform the fog sealing, chip sealing, and asphalt overlay work in August.

### Update

All pavement preservation work for 2016 has been completed. The City performed chip seals and fog seals in August, and asphalt overlays in September. The fog seal application had undesirable side effects, primarily the track-out of oils onto the neighboring streets and the time-to-cure before the roadway stopped feeling "sticky". Staff opted to halt further fog seal applications until the method or treatment selection is re-analyzed. The following streets received preservation work this year:

<u>Street</u>	<u>Limits</u>	<u>Application</u>
Van Ave SE	North of Wales St	Fog Seal
Marmount St	End to End	Fog Seal
Sawyer St	West of 171 <sup>st</sup> Ave SE	Fog Seal
Sykes Drive	End to End	Fog Seal
Elliot Ave	End to End	Fog Seal
Camp Dr	End to End	Fog Seal
197 <sup>th</sup> Ave SE	143 <sup>rd</sup> St SE to Chain Lake Rd	Chip Seal
Ann St	Fremont St to Railroad Ave	Chip Seal
Madison St	Powell St to Main St	Chip Seal
181 <sup>st</sup> Ave SE	150 <sup>th</sup> St SE to 149 <sup>th</sup> St SE	Overlay
W. Columbia St	182 <sup>nd</sup> Ave to Kelsey St	Overlay
Elizabeth Street	Kelsey St to Madison St	Overlay
173 <sup>rd</sup> Ave SE	Main St to End	Overlay
Fryelands Boulevard	152 <sup>nd</sup> St to 154 <sup>th</sup> ST (south lanes)	Overlay
Chain Lake Road	Roundabout to Rainier View Rd	Overlay
Rivmont Drive	West End to East End	Reconstruct

## GRANTS

The City actively pursues other sources of project funding through grants. Grants sources include State and Federal resources and help defray the cost of maintaining and improving the City of Monroe's infrastructure. The following is a summary of grant activity that Public Works staff are involved in.

<u>Grants Received:</u>	<u>Grant Amount</u>	<u>Description</u>
Main St. Gateway Entrance	\$246,000	Design round-a-bout for Gateway Entrance
Tjerne Place Extension	\$3,151,000	Extend Tjerne Place to Woods Creek Road
Main Street Sidewalk	\$368,638	Add sidewalk along the south side of Main St
179 <sup>th</sup> Ave SE Sidewalks	\$372,251	Add sidewalk to the west side of 179 <sup>th</sup> Ave SE
Woods Cr. Trail Phase I network	\$1,718,000	Build trail from downtown to Farm trail
Sidewalk Railroad Crossing	\$244,500	Fryelands Blvd & 179 <sup>th</sup> Ave SE sidewalks
Asphalt Overlays	\$401,000	Portion of Fryelands (Main to 152 <sup>nd</sup> ) and Chain Lake Road (Rainier to Brown)

The following list represents 2016 grant applications that have been applied for:

Oaks Street Improvements Design: The City is seeking a federal grant through Puget Sound Regional Council (PSRC) to fund design efforts toward improving Oaks Street. We will also be seeking a state grant as an additional funding source.

Requested Grant: \$389,250 (CMAQ/STP)

UPDATE: Project not selected for award through CMAQ/STP.

An Urban Arterial Program grant has been applied for through the State's Transportation Improvement Board (TIB). This grant would provide for all phases of the project (design, right-of-way acquisition, and construction).

Requested Grant: \$4,462,500 (TIB UAP)

Chain Lake Road Phase 2a: This project would extend the existing wide sidewalk along the west side of Chain Lake Road north to Brown Road (City Limits). The City has applied for a federal grant (PSRC) to fund the construction phase, as the design phase has already received funding. We have also applied for a state grant through the Pedestrian Bike Program as an additional funding source.

Requested Grant: \$2,432,867 (CMAQ/STP)

Requested Grant: \$234,723 (WSDOT Ped/Bike)

US-2 Shared Use Path: Both federal and state grants have been applied for to fund the design phase of a new sidewalk segment along Highway 2, specifically along the north

side between Cascade View Drive and 179th Avenue NE (fairgrounds area).  
Requested Grant: \$90,250 (CMAQ/STP)  
Requested Grant: \$107,190 (WSDOT Ped/Bike)

191st Street SE Extension: The City applied for a federal design grant to design an extension of this road south into downtown Monroe, including whether to connect to Galaxy Way or head southeasterly and connect to the roundabout at N. Kelsey/Chain Lake Rd. We will also be seeking a state grant through the Transportation Improvement Board (TIB) as an additional funding source.  
Requested Grant: \$687,165 (CMAQ/STP)  
UPDATE: Project not selected for award.

154<sup>th</sup> Street, 182<sup>nd</sup> Avenue & W Columbia Street Sidewalks: This project infills missing sidewalk segments between 179<sup>th</sup> Avenue SE and Dickenson Road along a walking path that includes W. Columbia to 182<sup>nd</sup> Avenue SE to 154<sup>th</sup> Street SE. A grant was applied for in May to provide for design, right-of-way acquisition, and construction costs.  
Requested Grant: \$909,090 (WSDOT Safe Routes to Schools)  
UPDATE: Project not selected for Tier One applications (projects likely to be funded).

2017 Street Preservation Program: Washington State typically offers annual funding opportunities to preserve/maintain the existing major roadways. This source of funding is called the Arterial Preservation Program (APP) and is offered through the Transportation Improvement Board (TIB). Engineering staff have requested a grant to help fund grind-and-overlay treatment of portions of Frylands Boulevard, Chain Lake Road, and Main Street.  
Requested Grant: \$750,000 (TIB APP)

Staff are looking into grant opportunities through the Department of Ecology (DOE) to help fund potential stormwater improvement projects. Projects being considered that would pair up well with the intent of the DOE grants include stormwater ponding issues on Dickinson Street and separating the stormwater from the sewer system on Madison Street. Project applications are due this month.

## PUBLIC WORKS DEPARTMENT O&M DIVISION 2016 SMALL PROJECT UPDATE

### Background

The maintenance work that City staff completes annually includes small improvement projects such as replacing a section of obsolescent water main, updating street lighting, refurbishing a failed drainage infiltration system, or improving ADA access ramps at an intersection. These projects are minor enough in scope and budget to make it more cost effective to complete the work with in-house labor due to the lower costs of minimal administrative overhead and contractor mark ups.

### Update:

Listed below is an update for the small project schedule for and 2016 and early 2017.

- **Lords Lake bio-swale inlet re-establishment – Summer, 2016**  
Re-establish function of Lords Lake inlet bio-swale by removing silt and replanting vegetation. **100% Complete.**
- **Vegetative Buffer Rehabilitation Phase II – Summer, 2016**  
Completion will eliminate the final section of the unnecessary soil berm and associated hazard trees along the trail. In lieu of a raised soil berm, a vegetative berm will be re-established at grade using coniferous and deciduous tree species that are sized appropriately for the site. **95% Complete. Irrigation piping remains onsite at this time and will be removed when the seasonal change occurs.**
- **Automated Metering Infrastructure (AMI) – 2016**  
Completion of AMI installation will include replacement of 6000 customer water/sewer meters, customer information interactive web access and instantaneous meter read capability. **70% complete, Ferguson Waterworks has installed approximately 65% of the total customer meters. The meter reading infrastructure required to access meter data and manage accounts is online and operating.**
- **Spring Hill pump station – Winter, 2016**  
The area surrounding the Spring Hill reservoir does not have water service pressure that meets the minimum standards as established by Washington State Dept. of Health. The pump station will up service pressures to acceptable levels for all customers served in the pressure zone. **30% complete, Plans and specifications have been finalized. Equipment has been purchased and is staged for the project**
- **Water System Flushing and Valve Exercising Program – Winter 2016-2017,**  
Public Works O&M staff will clean, and operate every valve, hydrant, and related appurtenance in the City of Monroe water system. This work includes assuring high quality water delivery through more than 150 miles of City water main.

# PUBLIC WORKS DEPARTMENT

## WWTP

### 2016 Project Update

#### WWTP Energy Conservation Project PH II

The General Contractor has mobilized and work has finally begun on this project. Six energy conservation measures have been identified in this project which is scheduled to last through June 2017. Work began on September 12 and through the first week of October both secondary clarifier launders have been coated. The solids contact airline has been replaced with a stainless steel header and valves. Additionally, two of the existing digester blowers have been removed. One of the two new turbo hybrid blowers is being installed. The new sludge thickening system will be the major effort during the months of October and November. Completion of this system will greatly improve the efficiency of the sludge dewatering system and secondary clarification.

#### Outfall Repair Planning

On September 15<sup>th</sup>, while performing the annual outfall dye inspection, city staff identified several structural failures of the wastewater effluent diffuser system. During recent high water events, it appears that natural erosion had damaged the four port diffuser outfall. This damage affects the function of the outfall and the mixing and diffusion of the treatment plant effluent.

Plant staff notified appropriate authorities including the Department of Ecology and Snohomish County Health District. Additionally, plant staff posted warning signs at the affected area warning swimmers. Potential health risks are a concern with the condition of the outfall and the lack of mixing of the effluent discharge.

BHC Consultants was selected to assist the city in determining a plan for the outfall problem. A City of Monroe Proclamation Wastewater Treatment Plant Outfall Emergency signed by Mayor Thomas helped expedite the process and allow BHC to start work immediately. BHC's scope is to assess the conditions, work with regulatory agencies, and develop a plan for repair or replacement. It is anticipated that the work to repair or replace the outfall will be performed next summer when this kind of activity will be permitted in the river.



Image showing damaged outfall lines

### **WWTP Energy Conservation Project PH I PUD Incentive**

Phase I was completed in April 2014. The following is from an email from Jim Conlan of the Snohomish County PUD...

Overall the savings for the entire project was very good. Final post metering dates included May 13 – June 23, 2016. Which matched the Summer season original project pre-metering that was done in August of 2014. The data from DMR also confirmed the MGD average was within 3% of the pre-metering MGD average.

Savings for the new Aeration Blowers project operation, ECM1 (B311, B312, B313, B314) was better than we expected, with savings of 392,448 kWh per year. This is a 43% energy reduction versus the original baseline with the Lamson blowers. The incentive for that measure actually increased to \$98,112.00.

For ECM2, the Primary Digester measure with new Duckbill coarse bubble diffusers, controls, and elimination of AR501 30 HP Mixer, actually ended up using more energy than the original baseline. The system actually used 20% more power, 38,544 kWh more than the baseline data. This actually decreased your incentive amount by \$9,636.00.

For ECM3, the Secondary Digester measure with new Duckbill coarse bubble diffusers, controls, and elimination of AR504 25 HP Mixer, actually ended up with good measure savings as expected. This ECM measure had a 55% energy reduction versus the original baseline. The incentive for that measure actually increased to \$21,987.60 and saved 87,950 kWh compared to baseline.

*The full savings and incentive amount that I am submitting to management for review is: 441,854 kWh annual savings with Incentive amount of \$110,463.60. Overall this equates to approximately \$31,814 annual electricity savings.*

As always, I always appreciate your help providing data for projects. You are both a pleasure to work with and overall I hope you are pleased with the results of this project.



# MONROE THIS WEEK

October 14, 2016 Edition No. 39

## Mayor

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

## Councilmembers

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

## City Hall

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

## Appointment Openings

Civil Service Commissioner

## Job Openings

Finance Director  
[www.monroewa.gov/jobs](http://www.monroewa.gov/jobs)

## Events this Week

- 10/15 ~~Snohomish County Fire Department Open House, 163 Village Ct. 10AM-2PM~~  
**CANCELLED**
- 10/18 ~~City Council P4 Committee Meeting, City Hall, Permit Center, 6PM~~  
**CANCELLED**  
 Monroe City Council Meeting, Council Chambers, City Hall, 7PM
- 10/21 Oktoberfest Bingo, Brats, & Beer, East County Senior Center, 5PM
- 10/22 D.M.A. Case for a Cause, Market Place, 114 N. Lewis St. 7-10PM, \$10.00
- 10/22 Seattle Spartan Beast & Sprint Weekend,
- 10/23 Meadow Wood Equestrian Center, 7:30AM

From the Office of Mayor Thomas

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

Yours in Service,

Mayor Geoffrey Thomas

## Be In The Know!

### Meeting with Congresswoman DelBene's Staff.

On Thursday, October 13, 2016, I met with staff from Congresswomen DelBene's office to go over our City's 2017 legislative agenda.

We talked at length about SR522. I emphasized that SR522 does not just affect Monroe, but daily affects residents and businesses in the Sky Valley, Snoqualmie Valley, and Maltby Area. I underscored impacts to families and businesses due to traffic delays to our schools, and to emergency response vehicles. I asked for support in advocating for improvements to SR522 at the County and State levels, and for any funding that could be available at the Federal level.

We also discussed some of the challenges we face with managing issues stemming from illicit drugs in and around Monroe. We talked about efforts Congresswoman DelBene is pursuing in DC to help communities like ours with these issues. We also talked about how Monroe's law enforcement, non-profits, and other agencies are working on this issue and how Monroe is developing a strategy to better tackle this problem. I look forward to more discussions and action with our County, State, and National representatives on this issue.

In addition to SR522 and illegal drugs, we talked about other items on our legislative agenda, which include developing synthetic turf fields at Lake Tye and reconnecting 191st to Chain Lake.

**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%**

**(DelBene continued)**

I sincerely appreciated the time to share our progress on these issues, to learn more about what is going on in Washington DC, and to ask for Congresswoman DelBene for her support on these issues. I thank her for her service and continued support.

**Tagging**

Lately, there has been a rash of tagging in Monroe. Those responsible want the tagging to be seen. When the tags stay up, the individual(s) gets what they want - for their tags to be seen.

While our police are actively working on apprehending those responsible for defacing public and private property, one of the best things we can do is make certain the tagging is not seen. To help this process, please take a picture of it, report it to the police, and remove it immediately.

If you see tagging in progress, call 911, otherwise please email [PDRecords@ci.monroe.wa.us](mailto:PDRecords@ci.monroe.wa.us) or call 360.794.6300 to report the crime. And, as always, if you see something or know something about a crime, please say something.

We are a strong, resilient community. Working together we will stop this.

**Be Prepared**

The news has been reporting that we may be in for a wild weather weekend. A good item to have is a disaster supply kit. These are basic items your household would need in the event of an emergency. Some important items to have are:

- Flashlights
- Extra batteries
- Water
- Food
- Blankets
- Battery Powered Radio

Don't forget about your pets as well. If possible, keep them inside so they are safe. If you have a downed power line, call PUD to notify them and stay away from the area. If there is a fire associated with the downed power line, CALL 911, and safely evacuate the area. Be safe this weekend.

**Monroe Police Department Honor Guard Training**

The Monroe Police Department's Honor Guard had the opportunity this week to attend Regional Honor Guard training sponsored by the Behind the Badge Foundation. This gave our

***(Honor Guard continued)***

team intensive training on the procedures and traditions of serving in their communities. Our team was one of 50 agencies from several states to receive this type of training. Our Honor Guard members are Sergeant Brian Johnston, Detective Tim Buzzell, Detective Spencer Robinson, Officer Adam Wolf and Officer Trevor Larson. To request their services, please contact the Monroe Police department at 360-794-6300.

**Special Olympics Red Robin Statewide “Tip-A-Cop” Law Enforcement Torch Run Campaign Fundraising Event**

On Saturday, October 22, 2016 from 11:00 am – 3:00 pm and 4:00 pm – 8:00 pm, our officers will be at the Red Robin in Monroe as “Celebrity Waiters” to collect tips in support of Special Olympics. This is the 10th year that the Monroe Police Department has been participating in this event.

**HEROIN, We Need to Talk...**

The public is invited to a discussion on Heroin use in our Community. The event will take place on Sunday, October 23rd at the Monroe Boys and Girls Club, 2 pm – 4 pm. Guest speakers include Sergeant Ryan Irving with the Monroe Police Department; the Snohomish County Drug and Gang Task Force; Dr. Gary Goldbaum with the Snohomish County Health District, and Cleo Harris with Snohomish County Human Services who will present information on Naloxone Training. This is a great opportunity to receive information and ask questions.

**Fire Department Open House**

**Cancelled due to inclement weather.**

**Job Fair**

On Thursday, October 13, 2016, the Monroe Chamber of Commerce partnered with the Monroe Boys and Girls Club for the first annual East County Job Fair. Nearly 50 employers were available for job information, interviews, and to answer employment questions. Over 100 people came as potential employees to drop off resumes and meet with perspective employers. Thank you to the Monroe Chamber of Commerce, Monroe Boys and Girls Club, WorkSource Snohomish County, Monroe Goodwill, City of Monroe, and Sno-Isle Libraries for bringing this to the Monroe community.