



MONROE CITY COUNCIL

Agenda Bill No. 20-019

SUBJECT:	<i>Selection of 2020 Mayor Pro Tem; Council Committees; and Various Council Appointments</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/21/2020	City Clerk	Elizabeth Adkisson	Deborah Knight	New Business #2

- Attachments:**
1. Summary of French Creek Flood Control District Board Requirements
 2. Snohomish County Tomorrow Steering Committee Information
 3. Board of Health Representative Information
 4. 2019 Council Legislative Committees List

REQUESTED ACTION:

- A. Move to appoint Councilmember _____ as Mayor Pro Tempore for 2020.
- B. Move to appoint Councilmember _____ as the Council representative to the French Creek Flood Control District Joint Board.
- C. Move to appoint Councilmember _____ as the Council representative to the Snohomish County Tomorrow Steering Committee.
- D. Move to support the appointment of Snohomish Councilmember Linda Redmon to continue serving as the Snohomish County Board of Health District 5 Representative.
- E. Move to appoint Councilmembers _____ and _____ to review and sign bills for 2020.
- F. Move to assign Councilmembers _____, _____, and _____ to the 2020 Public Safety Committee.
- G. Move to assign Councilmembers _____, _____, and _____ to the 2020 Finance and Human Resources Committee.
- H. Move to assign Councilmembers _____, _____, and _____ to the 2020 Legislative Affairs Committee.
- I. Move to assign Councilmembers _____, _____, and _____ to the 2020 Transportation/ Planning, Parks and Recreation, and Public Works (P3) Committee.

POLICY CONSIDERATIONS

Pursuant to RCW 35A.13.035, and the Council Rules of Procedures, the City Council may appoint a Mayor pro tempore to preside over meetings in the absence or disability of the Mayor; and Councilmembers shall be assigned to Council Legislative Committees as determined by the City Council.

DESCRIPTION/BACKGROUND

A. Mayor Pro Tempore (2019 - Councilmember Hanford) Per the City Council Rules of Procedure, the Mayor Pro Tem shall be the presiding officer at meetings where the Mayor is not in attendance; and when the Mayor excuses themselves from meeting proceedings due to a conflict of interest. Duties include:

- 1) Preserve order and decorum in the Council Chambers.

- 2) Observe and enforce all policies and procedures adopted by Council.
- 3) Appoint Councilmembers to serve on ad-hoc committees, if necessary.
- 4) Recognize Councilmembers requesting the floor in the order in which they operate their signal light. It is the policy of the Monroe City Council to encourage its members to:
 - Speak one time to an issue taking care not to reiterate previous comments or arguments.
 - Rebut opposing arguments only once.
 - Speak only twice on the same subject without permission of the presiding officer.
 - Wait for presentations to conclude before offering comments and asking questions.
 - Speak to the merits of an issue and avoid references to personalities.

B. French Creek Flood Control District Joint Board (2019 – Council: Kamp, Staff: Roberts and Hasart): The City drains stormwater via the French Creek Flood Control District (FCFCD) drainage system. The City’s Agreement with FCFCD provides for three City representatives (two staff members – the Operations & Maintenance Manager and the Finance Director, and one Councilmember), in order to give the City input in the District’s budget planning and to discuss funding to ensure that the District remains solvent (see Attachment 1).

C. Snohomish County Tomorrow Steering Committee (2019 – Councilmember Cudaback): Snohomish County Tomorrow (SCT) is a cooperative and collaborative public inter-jurisdictional forum. SCT’s mission is to adopt a publicly shared vision to guide effective growth management and to preserve Snohomish County’s unique quality of life (see Attachment 2).

D. Snohomish Health District Board of Health Representative (2019 – Snohomish Councilmember Linda Redmon): Per the Health District Charter, the cities in District 5 select a single representative by majority vote of those cities. We received notice from Snohomish Mayor John Kartak that Councilmember Redmon wishes to continue service as the 2020 Board of Health Representative for District 5.

E. Two Councilmembers to review and sign for approval of bills (2019 – Council: Hanford and Rasmussen): The bills are on the Consent Agenda for approval at the two Council Business Meetings each month. Two Councilmembers are selected to review the bills and sign the Approval form.

F. Assign Council Committee Members: Currently, there are four (4) Council Committees that are each scheduled to meet once per month, as needed. Councilmembers can be on more than one committee, if interested. The committees are: (1) Public Safety; (2) Legislative Affairs; (3) Finance and Human Resources; and (4) Transportation/Planning, Parks and Recreation, and Public Works (P3) (see Attachment 4).

FISCAL IMPACTS

N/A

TIME CONSTRAINTS

As soon as possible to ensure City Council representation as needed.

ALTERNATIVES

1. Choose to defer selection of any or all positions until a later date.
2. Do not select councilmembers to fill any or all positions.

French Creek Joint Board

The City drains stormwater via the French Creek Flood Control District (FCFCD) drainage system. The FCFCD Board sets the rates that are charged to the City and other customers. The Agreement with FCFCD provides for three City representatives, in order to give the City input in the District's budget planning and to discuss funding to ensure that the District remains solvent. The City representatives are usually one staff member from Public Works, the City Finance Director, and one Councilmember.

The Joint Board meets four times per year (July, August, September, and October) at 7:00 a.m., at various locations in the Sky Valley area. The meetings are usually on the third Thursday of the designated months; but, may be changed, if there are scheduling conflicts, etc.

Snohomish County Tomorrow Steering Committee

Agenda Bill
Action Item 4.a.

Date: January 22, 2020
Subject: 2020 Work Program
Exhibit: (1) 2020 SCT Work Program

Summary Statement:

The 2020 SCT Work Program removes nine items from the previous year's Work Program and includes eight additional projects.

Background:

The Snohomish County Tomorrow (SCT) Draft Work Program lists the projects that SCT intends to consider in 2020, by month. Specifically, the Work Program shown in Exhibit (1) lists GMA/CPP-required subjects as well as other projects that the county and the cities will be bringing to SCT committees.

The following items from the 2019 Work Program have been removed in 2020 (followed by the reason why in italics):

- Annexation Policy and Annexation Report (*not slated for 2020*)
- SWUGA Boundary Planning Study (*Study completed*)
- PSRC Regional/Subregional Centers Framework Update (*Update completed*)
- Rural Town Centers & Corridors Call for Projects (*Occurs every other year*)
- Dept. of Commerce; BLR (*This stage of the BLR was completed*)
- Arlington/Marysville Manufacturing Industrial Center Designation (*Designation approved*)
- Implement Sustainability & Climate Change policies in Vision 2050 & MPPs (*Will be incorporated into Countywide Planning Policy Update*)

New or revised projects for 2020 include:

- 2021 Buildable Lands Report (*Research finished in 2019; study begins in 2020*)
- 2019 Growth Monitoring Report (*Carry over from 2019*)
- Countywide Planning Policy Update (*Update of CPPs in advance of Comp. Plan updates*)
- 2043 Initial Growth Targets (*Draft targets for population and employment growth*)
- 2023 GMA Update and Compliance Review (*Update of Comprehensive Plan*)
- Housing Affordability Regional Taskforce (*5-year action plan identifying priorities to accelerate ability to meet affordable housing needs of all County residents*)
- Regional STP/CMAQ Call for Projects (*Occurs every other year*)
- Countywide STP/CMAQ Call for Projects (*Occurs every other year*)

Executive Committee Recommended Action:

The Executive Committee recommends that the Steering Committee adopt the 2020 Work Program.

Contact Person: Cynthia Pruitt, (425) 388-3185

Exhibit (1)

PAC, MAG – Recommended 2020 SCT Work Program with County-Suggested Input (Italicized)

DRAFT 1-8-20

NOTE: This Work Program has not been confirmed by PDS; further changes are possible.

Task	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
									No PAC	No PAC			No PAC
SCT Administration													
Budget	Annually					E	ES	ES					
Work Program	Annually	ESI										PC	
Gen. Assembly/Annual Report	Annually									ES			
Election of Officers	Annually		ECIM PS										
Legislative													
Legal & Legislative Briefing	Annually	ES										ES	
GMA/CPP Requirements													
2021 Buildable Lands Report	Every 8 years	P	ESP	ES	MP	P	P	P		M	P	P	
2019 Growth Monitoring Report	Annually	P	P	ES	M								
Countywide Planning Policy Update	Periodically	ES	C	M		PI	ES				PI	M	ES
2043 Initial Growth Targets	Every 8 years			M	P	P						P	
County Projects													
Snohomish County Light Rail Communities	Periodically	P	C	M	PSE	C						PC	
2023 GMA Update and Compliance Review	Periodically		ECIPS		M	ECIP	S					ECIP	S
Housing Affordability Regional Taskforce	TBD		M										

Contact Person: Cynthia Pruitt, (425) 388-3185

Snohomish County Tomorrow Steering Committee

**Agenda Bill
Action Item 4.a.**

SCT Projects										
	Periodically	EMP S	PES	MI	EMP S	ES	P	EMP S	ES	EMP S
Sound Transit 2 & 3 Alliance for Housing Affordability	Quarterly Briefings	EMP S			EMP S			EMP S		
Public Works Assistance Fund Call for Projects	Periodically at Exec. Comm.	I								M
Regional STP/CMAQ Call for Projects				MI	I	I				
Countywide STP/CMAQ Call for Projects				MI	I	I				
Vision 2050 Update				M	P	P				M
Regional Transportation Plan										MP
CPP JP-2 Alt. Dispute Resolution Update	TBD									
MAG Mission Statement Update	TBD									
City Projects										
Main Focus:										
Transportation, including:										
• Community Transit: Prepared for 2024	Jan	MP								
• Eastside Rail/Trail Corridor	Quarterly Briefings	EM		EM				EM		
• Federal Funding Update & infrastructure financing			EMS	I						I
• MAP-21										
• Co. Public Works Assistance Fund (briefings)	Periodically at Ex. Cmt.									
• CPP Implementation: Transportation (CPP TR-14)	TBD									



Snohomish County Tomorrow

Snohomish County Tomorrow (SCT) is a cooperative and collaborative public inter-jurisdictional forum consisting of representatives from the county and nineteen of the cities as well as the Tulalip Tribes. SCT's goal for Snohomish County, the cities and tribes in Snohomish County is to partner and work together for the betterment of all citizens in Snohomish County and the region. SCT's primary function is to oversee the [Countywide Planning Policies](#) (CPP) which are written policies used solely for the purpose of establishing a countywide framework from which the county and cities' comprehensive plans are developed.

Steering Committee

Regular Meetings

- 6 - 8 p.m.
- Fourth Wednesday of every month.
- Snohomish County Administration Building, 3000 Rockefeller Ave, Everett, WA 98201

Agendas & Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[Most Recent Agenda \(PDF\)](#) | [View All Agendas and Minutes](#)

Members

- [Current Members \(PDF\)](#)

About the Committee

The Snohomish County Tomorrow Steering Committee is the policy advisory body of the Snohomish County Tomorrow planning process. The Steering Committee membership is comprised of one elected representative from each of the cities and towns in the county, the Tulalip Tribes, and three elected representatives from Snohomish County. The county representatives include the Snohomish County executive and two county council members. All of these members are called the elected official representatives.

These members select six additional members who are Snohomish County citizens at large.

These six members are called citizen representatives. One member from the Community Advisory Board is also seated at Steering Committee meetings. The Steering Committee operates by general powers and authority granted to each municipal entity to participate in cooperative inter-jurisdictional planning efforts and specifically by the following:

- Snohomish County Motion 89-159, adopting the Snohomish County Tomorrow Planning Process, including the Steering Committee
- Resolution to Participate in Snohomish County Tomorrow, as adopted by participating jurisdictions
- Revised Code of Washington (RCW) 36.70A.210, as amended; laws of the State of Washington making comprehensive and inter-jurisdictional planning for growth management a mandatory requirement for cities, towns and the county

SCT Membership

[Arlington](#)
[Bothell](#)
[Darrington](#)
[Edmonds](#)
[Everett](#)

[Gold Bar](#)
[Granite Falls](#)
[Index](#)
[Lake Stevens](#)
[Lynnwood](#)

[Marysville](#)
[Mill Creek](#)
[Monroe](#)
[Mountlake Terrace](#)
[Mukilteo](#)

[Snohomish](#)
[Stanwood](#)
[Sultan](#)
[Tulalip Tribes](#)
[Woodway](#)

Gina Pfister

Subject: FW: Appointment of 2020 Board of Health member

From: John Kartak (Mayor)
Sent: Monday, December 02, 2019 2:52 PM
To: norm.johnson@cityofindex.org; mayor@cityofgoldbar.us; 'russell.wiita@ci.sultan.wa.us' <russell.wiita@ci.sultan.wa.us>; Geoffrey Thomas <GThomas@monroewa.gov>
Cc: townhall@cityofindex.org; clerk.treasurer@cityofgoldbar.us; cityhall@ci.sultan.wa.us; eadkisson@monroewa.gov; lcarl@snohd.org; Linda Redmon (council) <redmon@snohomishwa.gov>; Steve Schuller <schuller@SnohomishWA.gov>
Subject: Appointment of 2020 Board of Health member

December 2, 2019

To my fellow East County small-city-and-town Mayors of Index, Gold Bar, Sultan, and Monroe,

Snohomish Council-member Linda Redmon wishes to continue the second year of her “full term” of service through 2020 as detailed in the attached letter from the Snohomish County Board of Health, “_02052019-872.pdf”. My request is an updated letter from each of your cities sent to the Snohomish County Board of Health.

Thank you for your consideration, and happy upcoming New Year!

Sincerely,



John T. Kartak | Mayor
City of Snohomish
(360) 282-3154 direct
(www.snohomishwa.gov)

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January 14, 2020

Shawn Frederickson
Interim Administrator
Snohomish Health District
3020 Rucker Avenue, Suite 306
Everett, WA 98201-3900

RE: Certification of Board of Health Representative

Dear Mr. Ketchel,

Please accept this letter as certification from the City of Monroe for the appointment of Linda Redmon, Snohomish City Council, Position No. 5, to serve as our 2020 representative to the Snohomish Health District's Board of Health.

If you have any questions or need further information, please do not hesitate to contact me at 360-863-4500.

Sincerely,

Geoffrey Thomas, Mayor
City of Monroe, Washington



Administration Division

November 25, 2019

The Honorable Geoffrey Thomas
City of Monroe
806 W. Main St.
Monroe, WA 98272

Re: Annual Certification of Board of Health Representative

Dear Mayor Thomas:

Last year the Board of Health passed Res. 18-26 (attached) amending language to the Snohomish Health District Charter regarding membership and city representation. As noted in last year's letter dated December 12, 2018, the amended language establishes a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns. It also implements a rotation amongst the cities in each County Council district on an annual or semi-annual basis. Res. 18-26 became effective January 1, 2019, and the appointment of the 2019 representative was the start of the rotation cycle.

Per the Health District Charter, the largest city within each Council district appoints a Board of Health representative in accordance with that city's procedure for making such appointments. Lake Stevens is the largest city in District 5 and appoints its own representative.

For the remaining cities, the Charter now calls for the cities and towns in each Council district to select a single representative **by majority vote of those cities**. Monroe shares its representation on the Board with the other cities and towns in District 5 – Gold Bar, Index, Snohomish, and Sultan. The current representative for your city is Snohomish Councilmember Linda Redmon, who remains eligible to serve. Ms. Redmon also serves on the Public Health Program Policy Committee.

The Board sets local public health policy and oversees the operations of the Health District. In addition to attending monthly Board of Health meetings, Board members serve on one of three committees. These committees meet regularly and address topics such as budgeting, Board governance, and policy matters.

Certification must occur before representatives can assume their seat on the Board. It's our hope that Monroe, Gold Bar, Index, Snohomish, and Sultan can, by majority vote, certify their representative **by Monday, January 13**. If not, the incumbent continues as a voting member of the Board until the certification process is complete in District 5.

Please mail your certification letter signed by you or your city manager to me at the address below or via email to lcarl@snohd.org. Thank you for your assistance with this process, Mayor Thomas. If you have any questions, please call me at (425) 339-8687.

Sincerely,

Shawn Frederick, Interim Administrator

Attach: Board of Health Res. 18-26
cc: Monroe City Council



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 18-26

RESOLUTION SUBJECT: AMENDING ARTICLE III OF THE CHARTER OF THE
SNOHOMISH HEALTH DISTRICT ADDRESSING BOARD OF
HEALTH MEMBERSHIP AND CITY REPRESENTATION

WHEREAS, members of the Board of Health are selected to ensure geographic representation of the entire County, including one County Council member from each of the five County Council Districts, one city council member from the largest city in each of the five County Council Districts, and one elected representative selected from among the smaller cities and towns in each of the five County Council Districts; and

WHEREAS, smaller cities and towns in the county have not had a clear or consistent means of selecting a representative from each of the five County Council Districts that provides fair opportunities for representation; and

WHEREAS, the Board of Health desires to establish a more clearly defined process that includes fair and balanced representation and an opportunity for all smaller cities and towns to participate on the Board of Health;

NOW, THEREFORE, BE IT RESOLVED that the Board of Health for the Snohomish Health District does hereby amend Article III of its Charter as set forth in Exhibit A attached hereto relating to the Board of Health membership and establishing a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns in each of the five County Council Districts;

AND, BE IT FURTHER RESOLVED that this amendment takes effect January 1, 2019.

ADOPTED this 11th day of December 2018.

Adrienne Fraley-Monillas, Chair
Board of Health

ATTEST:

Jefferson S. Ketchel, MA, RS
Administrator

EXHIBIT A

ARTICLE III – MEMBERSHIP

1. Board Membership. The Board of Health shall be composed of a total of 15 members, with 3 members geographically from each of the 5 Snohomish County Council Districts.
 - (a) One Snohomish County Council member shall represent each of the 5 County Council Districts.
 - (b) The largest city within each of the 5 County Council Districts, as determined by the most recent official population numbers from the State of Washington, shall select one Board of Health representative from the city's council.
 - (c) The cities and towns within each of the 5 County Council Districts, other than the largest city, shall collectively select one Board of Health representative from among their elected mayors and Council members. Selection of the representative shall be in accordance with sections 3(b) below.
2. When any city has residents within more than one County Council District, that city shall be considered to belong to the Council District wherein the majority of the city's population resides.
3. Selection Procedure for City/Town Representatives/Certification
 - (a) The largest city within each County Council District shall appoint a Board of Health representative in accordance with each city's procedure for making such appointments. The representative appointed shall be certified annually by the mayor or city manager as properly appointed in a letter to the Health District.
 - (b) Cities and towns other than the largest within each County Council District jointly shall annually select a single representative by a ~~method of their choosing~~ majority vote of all cities and towns but excluding the largest city within the County Council District. If eligible, the Board position shall continue to be held by the incumbent until the appointment and certification for the ensuing year. In the event of a tie vote the Chair of the Board of Health shall cast the deciding vote by coin toss at a meeting that's open to the public. This representative shall be jointly certified annually by the mayors or city managers as properly appointed in a letter to the Health District. Provided, however, in County Council Districts where there is more than one small city or town, no representative of a city or town shall serve more than two consecutive years unless, where applicable, a majority plus one of the cities and towns eligible to vote (a super majority) agree to such additional year or years of service. Where a super majority is not applicable, because of the number of small cities and towns in a County Council District, a unanimous vote shall be required to authorize more than two consecutive years. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum. Once a

representative of an eligible city or town has served on the Board of Health the next selection of a representative shall be from a different city or town within the County Council District until all cities and towns have had an opportunity to serve. Once all cities and towns within the Council District have had an opportunity for a representative of their city or town to serve, the order of selection from all cities and towns shall be repeated in the same order. If a city or town declines to offer an elected mayor or councilmember to serve on the Board of Health, a representative from another city or town shall be considered. No city or town shall have a representative appointed for subsequent terms to the Board of Health until all cities and towns within a County Council District have had an opportunity for a representative to serve.

- (c) Certification of representatives must occur before representatives can assume their seat on the Board of Health.

4. Terms of Office.

- (a) The term of office for Snohomish County Council members shall be that of each member's term of office on the County Council.
- (b) No specific term of office shall be established for representatives of ~~any city or group of cities or towns~~ the largest city within a County Council district .The term of office for the smaller cities and towns in each County Council District shall be as set forth in section 3(b) above. Such representatives to the Board of Health shall serve pursuant to appointments made by their respective cities and towns, and annual certification by the respective mayor(s) or city manager(s).
- (c) Membership on the Board of Health of an individual shall continue until the date on which the successor to the seat has been appointed or has assumed elected office and, in the case of representatives from cities and towns, certification as described in 3. above has been received by the Health District; PROVIDED, that should a member no longer hold the public office which qualifies such person for membership, or should a member resign from the Board of Health, membership ceases with the effective date of leaving office or resignation. In such cases, a representative from the same city or town from which the position on the Board of Health was vacated shall be appointed by that city or town to fill the remainder of the term on the Board of Health. If no representative from the same city or town offers to serve, the cities and towns shall by majority vote select a representative from another city or town. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum.
- (d) Execution of an Oath of Office is required of each member of the Board of Health at the beginning of the term of office.



**City Council Legislative Committees
Assignments for 2019**

Members	Committee Purpose & Meeting Date
Cudaback Gamble Scarboro	<p>Finance and Human Resources:</p> <p>The primary purpose of the Finance and Human Resources Committee is to review and advise upon matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.</p> <p>Meets Second Tuesday – 6 p.m. (sometimes 5:30 p.m.)</p>
Davis Kamp Scarboro	<p>Legislative Affairs:</p> <p>The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the city council.</p> <p>Meets Third Tuesday – 6 p.m.</p>
Cudaback Davis Hanford	<p>Public Safety Committee</p> <p>The primary purpose of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.</p> <p>Meets First Tuesday – 6 p.m.</p>
Cudaback Davis Kamp Rasmussen	<p>Transportation/Planning, Public Works, Parks & Recreation, and Public Safety:</p> <p>The primary purpose of this committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, safety, infrastructure, and economic development.</p> <p>Meets Fourth Tuesday – 6 p.m.</p>

Committees to appoint own chair per Council action 1/22/08.

Meeting Schedule per Rules, Sec 13A.6