



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 26, 2021, 7:00 PM
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble; Jeff Rasmussen;
Ed Davis; & Kirk Scarboro

Page

1. CALL TO ORDER

1.1. Virtual Participation Information:

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and [Proclamation 20-28.14](#) issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/89536855135>
- Dial in: (253) 215-8782
- Meeting ID: 895 3685 5135

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

3.1. Councilmember Cudaback

4. ANNOUNCEMENTS/PRESENTATIONS

4.1. Proclamation - Black History Month [Proclamation - Black History Month 2021](#)

4

5. PUBLIC COMMENTS

(This time is set aside for members of the public 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. Three minutes will be allowed per speaker.)

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and

the Mayor will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

6. CONSENT AGENDA

- | | | |
|-------|---|----------|
| 6.1. | Approval of City Council Meeting Minutes for 01/12/2021 - Becky Hasart
Agenda Bill - 01/12/21 Minutes - Pdf | 5 - 10 |
| 6.2. | Approval of City Council Meeting Minutes for 01/19/2021 - Becky Hasart
Agenda Bill - Minutes for 01/19/2021 - Pdf | 11 - 21 |
| 6.3. | December Payroll Warrant Approval - Becky Hasart
Agenda Bill - December Payroll approval - Pdf | 22 - 24 |
| 6.4. | Accounts Payable Approvals - Becky Hasart
Agenda Bill - AP Approval 01/26/2021 - Pdf | 25 - 31 |
| 6.5. | AP Approval 01/26/2021 - Becky Hasart
Agenda Bill - AP Approval 1/26/21 - Pdf | 32 - 41 |
| 6.6. | Accept Project / Begin Lien Period for 154th Street Overlay Project - Kim Klinkers
Agenda Bill - Accept 154th Street Overlay Project - Pdf | 42 - 45 |
| 6.7. | Approval and Adoption of the DRAFT 2021 CHSAB Schedule and Work Plan - Rachel Adams
Agenda Bill - Approval and Adoption of the DRAFT 2021 CHSAB Schedule and Work Plan - Pdf | 46 - 50 |
| 6.8. | Authorize the Mayor Pro Tempore to sign the Interagency Agreement for Jail Services between Snohomish County and the City of Monroe - Jeff Jolley
Agenda Bill - Snohomish County Interagency Agreement for Jail Services - Pdf | 51 - 67 |
| 6.9. | Resolution No. 001/2021, Establishing Parking Restrictions in the City of Monroe (Main St); Authorizing Installation of Signage - Brad Feilberg
Agenda Bill - Approve 15 minute Parking on Main Street - Pdf | 68 - 76 |
| 6.10. | Approval of 2021 City Clerk Salary Scale as a 2021 Budget Amendment - Tyler Christian
Agenda Bill - City Clerk Position and Salary - Pdf | 77 - 82 |
| 6.11. | Authorize Mayor to Sign Agreement with The Blueline Group for 2021 Annual Road Maintenance Design Services - Kim Klinkers
Agenda Bill - 2021 Annual Road Maintenance Design Services - Pdf | 83 - 103 |

7. STAFF/DEPARTMENT REPORTS

- | | | |
|------|--|-----------|
| 7.1. | Police Department Council Report - Jeff Jolley
Agenda Bill - Police Department Council Report - Pdf | 104 - 107 |
|------|--|-----------|

7.2.	Finance Report - Becky Hasart Agenda Bill - Finance Report - November - Pdf	108 - 131
7.3.	Community Development Staff Report December 2020 - Ben Swanson Agenda Bill - Community Development Staff Report - Pdf	132 - 141
7.4.	Human Resources/Information Technology Report - Tyler Christian HR IT Department Report	142
7.5.	Parks Department Report - Mike Farrell Parks Department Report - Pdf	143 - 151
7.6.	January 2021 Economic Development Report Deborah Knight Agenda Bill - Economic Development Report January 2021 - Pdf	152
7.7.	Emergency Management Report - Brad Feilberg Roadmap to Recovery	158

8. COUNCILMEMBER REPORTS

8.1.	Finance/HR Committee Meeting of January 19, 2021 - Councilmember Gamble FHR Agenda Packet 1-19-2021	159 - 161
------	--	-----------

9. MAYOR/ADMINISTRATIVE REPORTS

9.1.	City Administrator Update - Deborah Knight Extended Agenda	162
9.2.	Mayor's Report MTW Volume 7 Edition 3	163 - 168

10. EXECUTIVE SESSION

- | | |
|-------|---|
| 10.1. | To discuss pricing of property pursuant to RCW 42.30.110(1)(c) |
| 10.2. | To discuss property acquisition pursuant to RCW 42.30.110(1)(b) |

11. ADJOURNMENT

- | | |
|-------|---|
| 11.1. | Majority vote to extend past 10:00 p.m. |
|-------|---|



Proclamation
Recognizing National Black History Month

WHEREAS, founded on work done beginning in 1926 by Carter G. Woodson to bring attention to the need for acknowledging and accurately representing Black and African American history, Black United Students and Black educators at Kent State University used the foundation laid by Woodson to found Black History Month in 1970; and beginning in 1976, every president has declared the month of February as “Black History Month;” and

WHEREAS, Black and African Americans have made innumerable contributions that have enriched America and indeed the lives of every American; and every American should acknowledge and express thankfulness for these contributions; and Black and African Americans have made and continue to make America a better place and Americans a better people; and

WHEREAS, throughout the arc of history to the present day, Black and African Americans have experienced and endured the inhumanity of injustices and inequities - not just from societal and institutional biases and racism rooted in white supremacy, but also from other Americans; and

WHEREAS, it is a moral imperative that each of us learns about, sheds light upon, and condemns the inhumanity of injustices and inequities that Black and African Americans continue to experience and endure, but moreover that each of us takes action to realize true reforms; and

WHEREAS, on June 9, 2020, every Monroe City Councilmember and I signed a “*Joint Statement of Mayor Geoffrey Thomas and the Monroe City Council Condemning and Standing against Racism, Discrimination, and Hatred;*” and

WHEREAS, to be silent in voice and complacent in action is to be complicit in this inhumanity and injustice; and

NOW THEREFORE, I, Geoffrey Thomas, Mayor of the City of Monroe, Washington, do hereby recognize February 2021 as

National Black History Month

AND I CALL UPON EACH ONE OF US to listen to Black voices; to learn about experiences of Black and African Americans throughout history but also today; to shed light upon and condemn the inhumanity of injustices and inequities that Black and African Americans experience and endure; to take ownership for each of our roles in perpetuating these; to confront and end biases and racism stoked by white supremacy; and to take action to realize true reforms in ourselves, our community, our culture, and our institutions to abolish injustice and inequities that Black and African Americans still experience and endure today.

AND WITH HUMILITY AND LOVE FOR ONE ANOTHER, TAKING ACTION FOR TRUE REFORMS, MAY WE JOIN HANDS AS A UNITED AND DIVERSE AMERICA, AND “Lift ev’ry voice and sing, ‘til earth and heaven ring, Ring with harmonies of Liberty” for all.

Geoffrey Thomas, Mayor



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Clerk

SUBJECT: Approval of Council Minutes from the meeting of 01/12/2021

REQUESTED ACTION:

Move to approve the meeting minutes for the meeting of January 12, 2021 through approval of the consent agenda.

ATTACHMENTS:

[MCC Minutes 01-12-2021](#)



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 12, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

MINUTES

CALL TO ORDER

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Mayor Thomas called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers present:

Davis (7:01 p.m.), Cudaback (7:02 p.m.), Hanford, Gamble, Rasmussen, Scarboro, and Rousey

Staff present:

Knight, Hasart, Swanson, Feilberg, Warthan, Farrell, Criswell, Roberts, Peterson, Huebner, Christian, and City Attorney Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Scarboro.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

- 5.1. 2021 Council Meeting Schedule Approval
- 5.2. Accounts Payable Approval
- 5.3. November Payroll Warrant Approval
- 5.4. Approval of the Minutes: November 10, 2020, November 17, 2020, December 1, 2020, and December 8, 2020
- 5.5. Accept Project/Begin Lien Project for Adams Lane Utility Replacement Project
- 5.6. Authorize Mayor to Sign Consultant Agreements with Aspect and Robinson Noble for 2021 On-Call Geotechnical Services
- 5.7. Award Bid/Authorize Mayor to Sign Contract with McClure and Sons, Inc. for Department of Corrections (DOC) Second Reservoir Project
- 5.8. Accept Project and Begin Lien Period for Monroe Youth Activities Building Roof Replacement Project with Garland Company
- 5.9. Authorize Mayor to Sign Agreement with Transpo Group for 147th Signal Civil and Structural Design Services
- 5.10. Authorize Mayor to Sign Local Agency Consultant Agreement with Toole Design for US 2 Non-motorized Shared Path Design Services
- 5.11. Authorize Preparation of Plans and Specifications/Solicitation of Bids for Construction (2021 Capital Improvement Projects)
- 5.12. Authorize Mayor to Sign Collective Bargaining Agreement with the Monroe Police Sergeants Teamsters Bargaining Unit
- 5.13. Authorize the Mayor to Sign the Purchase and Sales Agreements with Beta-Monroe Plaza LLC and Oaks Street Development LLC to Acquire Oaks Street Public Right-of-Way



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 12, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

5.14. Authorize Mayor to Sign Legal Services Agreement with Ogden Murphy Wallace, PLLC

Motion: moved to approve the consent agenda. Councilmember Rasmussen moved. Councilmember Cudaback seconded. Motion passed 7-0.

NEW BUSINESS

1. AB 6.1: Selection of 2021 Mayor Pro-Tem, Council Committees, and various Council Appointments

Mayor Thomas facilitated discussion. All Councilmembers expressed an interest in continuing on the same committees as 2020.

Motion: Move to appoint Councilmember Rousey as Mayor Pro-Tempore for 2021. Councilmember Cudaback moved. Councilmember Hanford seconded. Motion passed 7-0.

Motion: Move to appoint Councilmember Cudaback as the Council representative to the French Creek Flood Control District Joint Board. Councilmember Cudaback moved. Councilmember Gamble seconded. Motion passed 7-0.

Motion: Move to appoint Councilmember Rousey as the Council representative to the Snohomish County Tomorrow Steering Committee. Councilmember Hanford moved. Councilmember Scarboro seconded. Motion passed 7-0.

Motion: Move to support the continued appointment of Linda Redmon, Snohomish City Councilmember, to continue to serve as the Snohomish County Board of Health District 5 representative. Councilmember Rousey moved. Councilmember Davis seconded. Discussion ensued regarding Sultan Councilmember Neigel's interest in serving. After discussion, motion failed 1-6 with Councilmember Rousey voting yeah.

Motion: Move to appoint Joe Neigel, Sultan City Councilmember, to serve as the Snohomish County Board of Health District 5 representative. Councilmember Hanford moved. Councilmember Rasmussen seconded. Motion passed 7-0.

Motion: Move to assign Councilmembers Hanford and Rasmussen to review and sign bills for 2021. Councilmember Cudaback moved. Councilmember Gamble seconded. Motion passed 7-0.

Motion: Move to reappoint Councilmembers to the same committees on which they served during 2020. Councilmember Rasmussen moved. Councilmember Scarboro seconded. Motion passed 7-0.

STAFF/DEPARTMENT REPORTS

1. Public Works – Mr. Roberts presented the report as included in the meeting packet.



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 12, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro

2. Emergency Management – Mr. Feilberg updated regarding Evergreen Health Monroe's vaccination efforts and provided a summary of the semi-monthly COVID meetings to include various service agency efforts.
3. Community Development – Mr. Swanson stated the Planning Commission appointed Jay Bull as its Chairperson for 2021. Bridgette Tuttle was appointed Vice-Chairperson.

COUNCILMEMBER REPORTS

Councilmember Cudaback wished everyone a Happy New Year; glad it's 2021. Read the following Ronald Reagan quote: "Freedom is a fragile thing and is never more than a generation away from extinction. It is not ours by inheritance. It must be fought for and defended constantly by each generation for it comes only once to people." Reason for this quote is the events last week at our nation's capital. They were shameful, criminal, and destructive, lives were lost. A peaceful transition of power is a cornerstone of democracy. This is one of the reasons that our first President, Washington, didn't run again. He wanted to insure and oversee when he left office there would be a peaceful transition of power. Wanted to make these comments as she is hopeful for our future, our community, she loves Monroe. Believes Monroe honors our differences and settles differences peacefully.

Councilmember Gamble thanked Councilmember Cudaback for her words. Wanted to thank everyone on this meeting. Lots of reflection after last week's events. Very grateful to live and serve in a community that when we have differences of opinion, we are able to work together. Truly appreciative we work together and that even when we are not 100% in alignment, when we vote on something, we move forward collectively. Cannot express how much this helps him personally get through all the recent events. This goes back to before last week; the divisiveness being experienced in 2020 across the board...wanted to extend a thank you to this group for its professionalism, giving spirit, giving back to the community, and how respectful everyone is. Honored to call everyone peers and to serve with you. Honored to serve this community. Monroe is a special place and appreciate all your service, all the City staff service, the Mayor. This is one of the greater experiences of his life to be able to do this. The last few months have brought doubts but this group has brought back how it is supposed to be. He truly appreciates that.

Councilmember Gamble mentioned that we were able to do the ceremonial opening of Lake Tye ballfields before end of 2020. The work this group did collectively to make this happen, he knows everyone wanted to be there but COVID prevented this. Appreciated that everyone sacrificed to allow him to attend knowing how important it was to him and thanked Mayor and staff for working with his schedule to make this happen. Truly appreciated that and happy to see everyone in the new year.

Councilmember Hanford loves what's been shared so far. Expanded on Councilmember Cudaback's information regarding President Washington; everyone wanted him to continue. Love the historical fact he chose to step down for a peaceful transfer. Quote he thinks of is "Ask not what your country can do for you..." from President Kennedy. Although for the country, bring it to the local level. As Councilmember Gamble stated, when Hanford logs on, he sees all those that are doing what they can, those that are stepping up to help our community, neighborhood, and City. As frustrating as national events may be, we are here doing what we can. Keep the faith, we will press through doing what we can.

Councilmember Davis thanked those that have spoken already. Very pleased to be in his position



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 12, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

and to work with everyone here. It's a very special part of his life. Not everyone gets to experience this which makes it very special. Appreciates the work that we have done over the years and how we work together. Monroe is a special place and everyone here is a part of that. Thanked everyone for their words and work.

Councilmember Rasmussen couldn't agree more. The last week was tough and raised many questions but revived the gratitude for serving with everyone here. We are serving our community together; not serving for the benefit of something else. Makes him truly proud and grateful the service he does and everyone here does. It is for the benefit of the community and beyond. Thank you to everyone here.

Councilmember Rasmussen asked for an update regarding the letter to the Governor supporting youth sports, if that was still in process. Staff responded it's not yet done but they will follow up. Should be done before the next Council meeting.

Councilmember Scarboro mentioned that by the time he can comment, everyone has spoken but that he reiterates all that has been said. It is a pleasure to work with everyone and that we have at least one more year with this group and hopes it will be a good year. Thanked Councilmember Cudaback for nominating him for Mayor Pro-tem but that he is not comfortable doing so in a Zoom environment. Appreciate everyone's help and everyone on Council. Thank you.

Councilmember Rousey also appreciates all the cooperative work we do. Because of that, it is hard to understand the events in DC. Wants to echo everyone's thoughts on that. Also shared with staff that here computer and email is working.

Mayor Thomas has worked with many elected groups over the year. One of the hallmarks of our Council and our staff, and embedded in our community, is we are oriented to doing justice, loving kindness, and walking humbly through our days. As he reviews the events of last week, last year, last four years, feels there has been a departure from acknowledging responsibility. There is a focus on people's rights rather than also acknowledging that people have responsibilities. Feels one of the things he values about our community and how we do things is that we strive to do justice, we strive to do kindness, and we strive to be humble. As Councilmembers have said tonight, we listen to one another. We may disagree, that's part of what we should do. Iron sharpens iron. We get better as we challenge one another. We get new ideas and new ways of doing things through our passion. But it's still about justice, love, and being humble. If other governments could model those characteristics, we would all be in a better place. As with everyone else, feels blessed to serve with each of you and with our staff. Feels a real sense of love and value as he witnesses how the community does things. Thank you to each and every one, Council and staff alike, and to the members of our community that placed you in these positions and that support us. Thank you.

MAYOR/ADMINISTRATIVE REPORTS

City Administrator Update. Ms. Knight reviewed the extended agenda. Most items listed for January 26th were addressed this evening. Councilmember Scarboro asked that a fireworks discussion be added to the agenda for the near future. Councilmember Cudaback supported this request.

Mayor's Update. Mayor Thomas informed Council of his signing of a letter with the other Snohomish city Mayors and the County leadership addressed to the Governor regarding Snohomish County's economic health and how Snohomish County compares with the counties to the south when



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 12, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

considering the COVID reopening plan. Specifically, case data does not indicate that Snohomish small business are a source of outbreaks and consideration be given to reconsideration of the movement between phases for Snohomish County so small business may open sooner. Mayor Thomas updated regarding the City's visioning process. The sounding board has chosen a name for the project – Imagine Monroe. He was very pleased with how the group discussed items. Ms. Knight provided additional details regarding visioning – next step is the one on one interviews and focus groups. One on one interviews will include Councilmembers.

Ms. Knight updated Council on the need to recruit and hire a full time City Clerk. There were no objections from the Council on moving forward with the process.

Ms. Knight provided information on the recent updates to the Economic Development web page, which includes demographic data that will be continually refreshed.

Ms. Knight gave an update on the City's legislative efforts to date. There are many bills associated with Public Safety, of which our lobbyist is working closely with the Police Chief. The City's parks funding bill will be receiving a hearing. Mr. Farrell is prepared to testify at the hearing.

OTHER

Mayor Thomas informed Council he has appointments next week with federal Representative Del Bene and state Representative Wagoner. Mayor Thomas will keep Council informed regarding these appointments.

City Attorney Lell thanked the City for the opportunity to continue to represent Monroe. He enjoys and appreciates working with the City.

ADJOURNMENT

Motion: Move to adjourn. Councilmember Scarboro moved. Councilmember Cudaback seconded. Motion passed 7-0.

MEETING ADJOURNED: 8:10 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Clerk

SUBJECT: City Council Meeting Minutes for 01/19/2021

REQUESTED ACTION:

Move to approve the meeting minutes of the January 19, 2021 meeting through approval of the consent agenda.

POLICY CONSIDERATIONS:

None.

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

Disapprove and direct staff to areas of concern.

ATTACHMENTS:

[MCC Minutes 01192021 Att PPT TC Zone Discussion](#)

[MCC Minutes 01-19-2021](#)

Tourist Commercial Zone

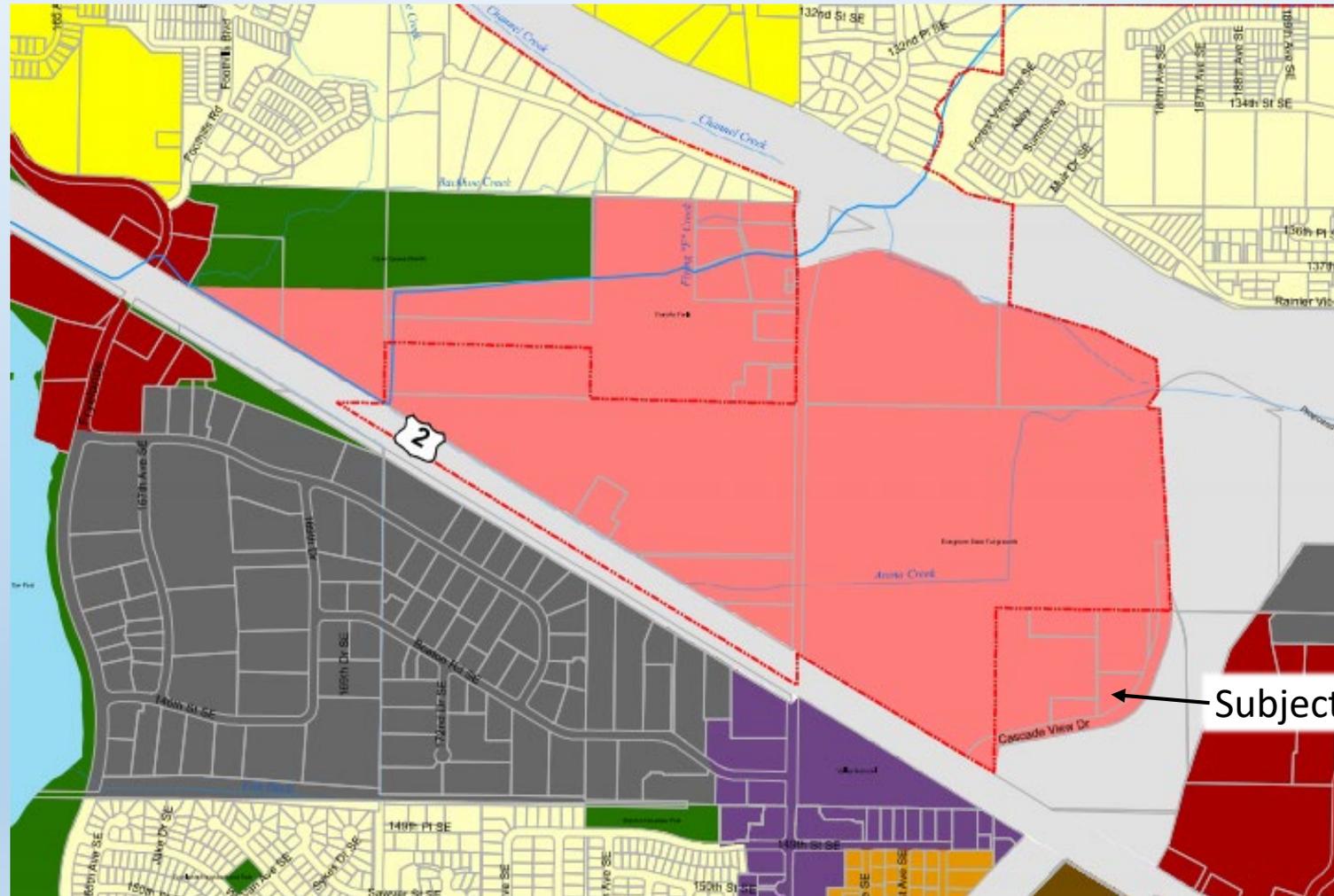
Response to December 1st Public Testimony Regarding Nonconforming
Use - Waeco Construction LLC

Order of Operation (at its most basic)



Comp Plan Designation/Zoning

- Downtown Commercial
- Tourist Commercial
- General Commercial
- Mixed Use
- Industrial
- Institutional
- Low Density SFR
- Medium Density SFR
- High Density SFR
- Multifamily
- Parks
- Limited Open Space
- Shoreline Industrial
- Transportation



Subject Property

Aerial View of Subject Property



Comp Plan Designation – Description

Tourist Commercial

The Tourist Commercial designation anticipates a new generation of planning and development in the vicinity of the airport and County Fairgrounds. It welcomes visitor accommodations, entertainment, events, and ancillary commercial development, yet it still may permit business park or related development that may eventually replace the airport. This part of Monroe is geared to serve those who visit, with direct access to a range of transportation infrastructure and unique regional facilities.

Industrial

This designation comprises both light and general industrial uses and may include small-scale ancillary commercial uses. Light industrial includes non-polluting manufacturing and processing, wholesaling, warehousing and distribution and other similar activities, which tend to require large buildings and to generate more large-truck traffic than other types of land uses. General industrial comprises more intensive manufacturing and processing operations than those in light industrial zones. However, all heavy industrial uses (as well as light industrial uses) must meet the performance standards in the zoning ordinance to prevent undue adverse impacts from noise, smoke, dust, glare and other bulk controls.

Waeco – Proposed Improvement



Alternatives and Actions

- Amend allowed uses in the zoning code
 - Would not be consistent with comp plan or RCW 36.70A.040.
- Amend the Comp Plan and zoning maps
 - Would open the zone to industrial type uses
- Amend the nonconforming chapter in MMC
 - Would not redevelop to a use consistent with the comp plan within the 20 year horizon
- Do nothing
 - Hire probability of redevelopment that meets the existing vision



MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, January 19, 2021 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

MINUTES

CALL TO ORDER

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Mayor Thomas called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers present:
Davis, Cudaback, Gamble, Rasmussen, Scarboro, and Rousey

Mayor Thomas noted the excused absence of Councilmember Hanford. There were no objections.

Staff present:

Knight, Hasart, Swanson, Feilberg, Farrell, Criswell, Roberts, Huebner, Christian, and City Attorney Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Gamble.

PUBLIC COMMENTS

There were no comments from the public.

STAFF/DEPARTMENT REPORTS

1. Mr. Feilberg provided an Emergency Management update and reported there are currently no appointments available for the COVID vaccine in Snohomish. Discussion ensued about timing of vaccinations and about hospital stay/occupancy rates. Mr. Feilberg provided the following links for those that wish to obtain more information about vaccines:

The direct link to sign up for the Fairgrounds vaccination site
<https://www.signupgenius.com/tabs/13577df01a0cfedc5ac5-vaccine2>

Health District COVID vaccine site <https://www.snohd.org/564/COVID-Vaccine-Info>

Department of Health COVID vaccine website
<https://www.doh.wa.gov/YouandYourFamily/Immunization/VaccineLocations>

COUNCILMEMBER REPORTS

Councilmember Rousey attended the Snohomish Health District meeting, at which various data was provided regarding the COVID pandemic.

Councilmember Scarboro inquired about recent emails received and their dispositions. Staff responded that all were addressed.

Councilmember Rasmussen inquired about the pending letter to the Governor's office in support of opening youth sports. Ms. Knight will discuss this item during City Administrator report.



MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, January 19, 2021 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update. Ms. Knight mentioned the extended agenda included in the packet materials.

Ms. Knight shared the draft letter to Governor Inslee's office regarding the Healthy Washington safe start plan. Councilmember Gamble wanted clarification regarding when the Monroe School District was compelled to close to in class instruction. Councilmember Rasmussen suggested using data provided by the state regarding how low the infection rate is among youth to support the request to allow youth sports activity immediately. Councilmember Rasmussen really appreciated the letter. Councilmember Rousey agreed with Councilmember Rasmussen regarding the state data and also liked the letter. She expressed her thanks for it.

2. Mayor's Update. Mayor Thomas informed Council that his meeting this last Wednesday with Representative Del Bene was cancelled but will be rescheduled.

Mayor Thomas met with state Senator Wagoner last Thursday afternoon. Topics discussed included concerns regarding virtual meetings during the legislative session, opening the economy as soon as possible, finishing SR522, and Highway 2. Mayor Thomas commended staff for the legislative materials prepared for his meeting. Councilmember Scarboro shared that communications during the legislative session from our team will be imperative, especially via Zoom.

Mayor Thomas shared he issued a Proclamation commemorating Martin Luther King Jr. Day (included in the packet materials).

EXECUTIVE SESSION

Mayor Thomas noted the need for an executive session and provided the following information:

The City Council will convene an executive session for the purpose of discussing potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for five minutes. The Mayor will notify the Interim City Clerk (Ms. Hasart) by text message if the executive session has been extended; and the Interim City Clerk will notify the public. Council is anticipated to take action following the executive session. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting, for which the dial-in information has been separately provided to the Council Members.

The Council meeting was recessed to executive session at 7:29 p.m. for 5 minutes.

At 7:34 p.m. the executive session was extended to 7:44 p.m.

At 7:44 p.m. the executive session was extended to 7:50 p.m.

At 7:50 p.m. the executive session was extended to 7:55 p.m.

The executive session ended at 7:53 p.m.

The Council meeting reconvened to regular session at 7:55 p.m.

Councilmember Hanford joined the Executive Session at 7:44 p.m. Councilmember Hanford was excused from the regular session.



MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, January 19, 2021 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

DISCUSSION

9.1. Legal nonconforming uses in the Tourist Commercial Zone. Mr. Swanson provided a PowerPoint presentation (attached) and information regarding the various options associated with legal nonconforming uses in the City's Tourist Commercial Zone, to include the pros and cons of each alternative. Councilmember Cudaback asked for clarification of the definition of expansion and inquired regarding which would be considered of higher value – tourist versus light industrial. Staff responded. Councilmember Cudaback stated she is not in favor of amending the code but she is leaning toward alternative three as provided in the agenda materials. Councilmember Gamble also expressed his preference for alternative three. He supports grandfathering those property owners that purchased the property before the property was rezoned. Councilmember Rousey is also inclined toward alternative three and is also more inclined to support those that owned before the property's zoning was changed. Councilmember Scarboro clarified that Councilmembers Cudaback and Gamble support alternative three.

There was consensus from the Council for staff to move forward to the Planning Commission with alternative three as presented in the agenda materials.

Mr. Swanson ask for clarification regarding the Council direction...apply alternative three to the Tourist Commercial zone or City wide? Direction was to define alternative three for Tourist Commercial only.

This item will now go before the Planning Commission before being returned to Council.

ADJOURNMENT

There being no further business, Councilmember Scarboro moved to adjourn the Council meeting. Councilmember Gamble seconded. Motion passed 6-0.

MEETING ADJOURNED: 8:17 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Finance

SUBJECT: December Payroll Warrant Approval

REQUESTED ACTION:

Move to approve the December payroll through approval of the consent agenda.

FISCAL IMPACTS:

December payroll total is \$1,327,957.49

ATTACHMENTS:

[AAA FORM PAYROLL WARR APPROVAL](#)

PAYROLL WARRANT APPROVAL

MONTH OF PAYROLL: 12/1/2020

The following checks are approved for payment:

Date of Issue:	<u>1/7/2021</u>
Voided	36450-36499
Check #'s	From: <u>36503</u> To: <u>36518</u>
Direct Deposit	<u>\$598,840.83</u>
ACH AP Payments	<u>\$205,956.93</u>
Total Monthly Payroll	<u>\$1,327,957.49</u>
H S A Funding:	\$0.00

WARRANT APPROVAL:

I, the undersigned, do hereby certify under the penalty of perjury, that the Payroll Checks are just, due and unpaid obligations against the City of Monroe, and that I am authorized to certify said claims in the amount of \$1,327,957.49 on 1/7/2021

Signed: _____
Mayor or Designee

Dated: _____

PAYROLL WARRANT APPROVAL

MONTH OF PAYROLL: 10/1/2020

The following checks are approved for payment:

Date of Issue: 11/6/2020

Voided

Check #'s From: 36406 **To:** 26424

Direct Deposit \$620,665.84
ACH AP Payments \$197,746.42

Total Monthly Payroll \$1,375,453.16

H S A Funding: \$0.00

WARRANT APPROVAL:

I, the undersigned, do hereby certify under the penalty of perjury, that the Payroll Checks are just, due and unpaid obligations against the City of Monroe, and that I am authorized to certify said claims in the amount of \$1,375,453.16 *on* 11/6/2020

Signed: _____
Mayor or Designee

Dated: _____



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Finance

SUBJECT: Accounts Payable Approvals

REQUESTED ACTION:

Approve the Accounts Payable payments through approval of the consent agenda.

POLICY CONSIDERATIONS:

Council is required to approve all payments made by the City.

DESCRIPTION/BACKGROUND:

Regular Accounts Payable claim run.

FISCAL IMPACTS:

Total AP claims are \$219,314.18

TIME CONSTRAINTS:

Payments should be made timely to avoid potential late fees.

ALTERNATIVES TO REQUESTED ACTION:

Disallow specific payments for further review.

ATTACHMENTS:

[AP Approval Packet](#)

ROUTING SLIP - CHECK APPROVAL

1/26/2021

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>	
Date:	<u>1/8/2021</u>	\$ 110,131.75	92033-92066	Period 13
Date:	<u>1/1/2021</u>	\$ 6,867.00	92067	

Check Total: 116,998.75

Date:	<u>1/6/2021</u>	\$ 89,015.38	ACH
Date:	<u>1/8/2021</u>	\$ 7,833.05	ACH
Date:	<u>1/8/2021</u>	\$ 5,467.00	ACH

Electronic Total: 102,315.43

Total Claims This Period: 219,314.18

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
 Printed: 01/11/2021 - 11:26AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
92033	12/31/2020	4imprint, Inc	AP		788.16
92034	12/31/2020	Jesse Acosta	AP		219.72
92035	12/31/2020	Advantage Building Services	AP		3,571.66
92036	12/31/2020	Ball & Gillespie Polygraph Inc	AP		258.00
92037	12/31/2020	Barclay Dean	AP		12,273.48
92038	12/31/2020	City of Duvall	AP		206.89
92039	12/31/2020	City of Monroe	AP		798.50
92040	12/31/2020	City of Monroe	AP		1,236.00
92041	12/31/2020	D.A. Hogan & Associates	AP		1,170.00
92042	12/31/2020	Department of Corrections	AP		158.49
92043	12/31/2020	Department of Transportation	AP		1,237.08
92044	12/31/2020	DH Pace Company Inc	AP		80.88
92045	12/31/2020	Fire Protection Inc.	AP		4,083.47
92046	12/31/2020	Natalya Forbes	AP		700.00
92047	12/31/2020	Galls LLC	AP		4,020.60
92048	12/31/2020	Goble Sampson Assoc Inc.	AP		1,675.79
92049	12/31/2020	Greenhaus Portable Restrooms	AP		540.00
92050	12/31/2020	Ink Nutz	AP		2,376.18
92051	12/31/2020	Lawson Products Inc	AP		130.82
92052	12/31/2020	Timothy Maddex	AP		320.00
92053	12/31/2020	Monroe Police Department	AP		4,065.30
92054	12/31/2020	Monroe School District	AP		16,159.00
92055	12/31/2020	Moore Iacofano Goltsman, Inc	AP		9,414.48
92056	12/31/2020	PH Consulting LLC	AP		5,675.15
92057	12/31/2020	Platt Electric Supply	AP		1,198.57
92058	12/31/2020	PVP Communications	AP		1,921.13
92059	12/31/2020	Alexander and Anita Romanyuk	AP		31.00
92060	12/31/2020	Snohomish County Sheriff's Office	AP		1,177.33
92061	12/31/2020	SNOPAC911	AP		25,638.10
92062	12/31/2020	Sound Safety Products Co Inc.	AP		215.38
92063	12/31/2020	Speedway Chevrolet LLC	AP		300.29
92064	12/31/2020	Michael and Tamara Suschik	AP		75.00
92065	12/31/2020	Trane U.S. Inc.	AP		7,963.60
92066	12/31/2020	Washington State Treasurer's Office	AP		451.70
92067	1/8/2021	Jessica Ness	AP		6,867.00

Total Check Count: 35

Total Check Amount: 116,998.75

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 01/19/2021 - 11:03AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	12/31/2020	Aerzen USA Corporation	AP	1/6/2021	1,025.85
0	12/31/2020	AFTS	AP	1/6/2021	3,090.72
0	12/31/2020	AmTest Inc.	AP	1/6/2021	171.00
0	12/31/2020	BHC Consultants LLC	AP	1/6/2021	40,652.93
0	12/31/2020	CivicPlus Inc	AP	1/6/2021	12,222.73
0	12/31/2020	Grainger Inc	AP	1/6/2021	272.54
0	12/31/2020	H.B. Jaeger Company LLC	AP	1/6/2021	316.68
0	12/31/2020	High Peak Analytics, LLC	AP	1/6/2021	20,000.00
0	12/31/2020	IER Environmental Services Inc	AP	1/6/2021	1,233.95
0	12/31/2020	Inland Environmental Resources Inc	AP	1/6/2021	7,913.32
0	12/31/2020	Monroe Community Senior Center	AP	1/6/2021	1,250.00
0	12/31/2020	NorthStar Chemical Inc.	AP	1/6/2021	865.66
0	12/31/2020	Kennedy/Jenks Consultants, Inc	AP	1/8/2021	5,593.10
0	12/31/2020	KPG Interdisciplinary Design	AP	1/8/2021	2,239.95
0	1/8/2021	Golden Rule LLC	AP	1/8/2021	5,467.00

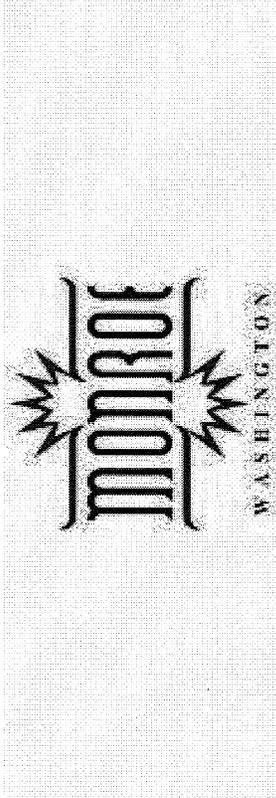
Total Check Count: 15

Total Check Amount: 102,315.43

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 01/19/2021 - 11:11AM
 Date Range: 12/31/2020 - 01/08/2021
 Systems: 'Accounts Payable'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	12/31/2020	CivicPlus Inc	Recreation Scheduling Software	12,222.73
0	01/08/2021	Golden Rule LLC	Golden Rule Services January 2022	5,467.00
0	12/31/2020	High Peak Analytics, LLC	Socioeconomics Baseline /regional Demand Analysis	20,000.00
0	12/31/2020	Monroe Community Senior Center	Senior Transportation Plan	1,250.00
92033	12/31/2020	4imprint, Inc	Giveaways	788.16
92034	12/31/2020	Jesse Acosta	Interpreting Services 12/10/20	219.72
92036	12/31/2020	Ball & Gillespie Polygraph Inc	Pre-Employment Background	258.00
92038	12/31/2020	City of Duwall	Ballistic Vest #21-001	206.89
92042	12/31/2020	Department of Corrections	Court Forms	158.49
92044	12/31/2020	DH Pace Company Inc	Parts	80.88
92045	12/31/2020	Fire Protection Inc.	Lake Tye Park	4,083.47
92046	12/31/2020	Natalya Forbes	Sapadin, Harold - Natalya Forbes	700.00
92047	12/31/2020	Galls LLC	Polo Shirt	4,020.60
92049	12/31/2020	Greenhaus Portable Restrooms	Restroom Rental and Hand Wash Station City Hall	540.00
92050	12/31/2020	Ink Nutz	Giveaways	2,376.18
92058	12/31/2020	PVP Communications	Radio microphone	1,921.13
92060	12/31/2020	Snohomish County Sheriff's Office	Inmate Medical November 2020	1,177.33
92061	12/31/2020	SNOPAC911	Dispatch services	25,638.10
92062	12/31/2020	Sound Safety Products Co Inc.	Parks Supplies	215.38
92067	01/08/2021	Jessica Ness	Judge's Salary - Jessica Ness	6,867.00
Total for Fund:001 General Fund				88,191.06
Fund: 105 Streets				
0	12/31/2020	H.B. Jaeger Company LLC	Sandbags	316.68
92043	12/31/2020	Department of Transportation	Signal Maintenance - November 2020	906.96
92057	12/31/2020	Platt Electric Supply	Supplies	1,198.57
Total for Fund: 105 Streets				2,422.21

Check#	Check Date	Payable To	Purpose	Amount
Fund: 307 Capital Improvements CIP				
92037	12/31/2020	Barclay Dean	B&G club Curtain - Barclay	12,273.48
92040	12/31/2020	City of Monroe	Retainage B&G Club - Gym Curtain - Barclay Dean	1,236.00
Total for Fund:307 Capital Improvements CIP				13,509.48
Fund: 317 Parks CIP Fund				
0	12/31/2020	KPG Interdisciplinary Design	North Hill Park	2,239.95
92041	12/31/2020	D.A. Hogan & Associates	Lake Iye all Weather field	1,170.00
92055	12/31/2020	Moore Iacofano Goltsman, Inc	PROS Plan Update - Prof. Master Plan Services	9,414.48
Total for Fund:317 Parks CIP Fund				12,824.43
Fund: 318 Streets CIP Fund				
92043	12/31/2020	Department of Transportation	Quiet Zone Feasibility Study	330.12
92052	12/31/2020	Timothy Maddex	Chain Lk Rd Phase 2a ROW Maddex	320.00
92056	12/31/2020	PH Consulting LLC	Quiet Zone Feasibility Study	5,675.15
92059	12/31/2020	Alexander and Anita Romanyuk	Chain Lk Rd Phase 2a - ROW Romanyuk	31.00
92064	12/31/2020	Michael and Tamara Suschik	Chain Lk Rd. Phase 2a ROW - Suschik	75.00
Total for Fund:318 Streets CIP Fund				6,431.27
Fund: 411 Water Maintenance & Operations				
0	12/31/2020	AFTS	Postage - Utilities	1,030.14
Total for Fund:411 Water Maintenance & Operations				1,030.14
Fund: 421 Sewer Maintenance & Operations				
0	12/31/2020	Aerzen USA Corporation	Supplies	1,025.85
0	12/31/2020	AFTS	Postage - Utilities	1,030.13
0	12/31/2020	AmTest Inc.	Testing	171.00
0	12/31/2020	IER Environmental Services Inc	Polymer	1,233.95
0	12/31/2020	Inland Environmental Resources Inc	Magnesium Hydroxide 32,200	7,913.32
0	12/31/2020	NorthStar Chemical Inc.	Sodium Hypochlorite 300.00 g	865.66
92048	12/31/2020	Goble Sampson Assoc Inc.	TWAS Polymer Repair	1,675.79
Total for Fund:421 Sewer Maintenance & Operations				13,915.70
Fund: 422 Sewer Capital Projects				
0	12/31/2020	Kennedy/Jenks Consultants, Inc	WWTP CIP Design	5,593.10
92065	12/31/2020	Trane U.S. Inc.	WWTP ECP PH III	7,963.60
Total for Fund:422 Sewer Capital Projects				13,556.70
Fund: 431 Stormwater Maint & Operations				
0	12/31/2020	AFTS	Postage - Utilities	1,030.45
Total for Fund:431 Stormwater Maint & Operations				1,030.45

Check#	Check Date	Payable To	Purpose	Amount
Fund: 432 Stormwater Capital Projects				
	0 12/31/2020	BHC Consultants LLC	Blueberry Lane Storm Improvements - 10/24/20 - 11/27/20	40,652.93
	92039 12/31/2020	City of Monroe	Blueberry Ln. Storm Improvements	798.50
			Total for Fund:432 Stormwater Capital Projects	41,451.43
Fund: 520 Equipment & Fleet Management				
	92063 12/31/2020	Speedway Chevrolet LLC	Services LT02	300.29
			Total for Fund:520 Equipment & Fleet Management	300.29
Fund: 530 Facilities Management				
	0 12/31/2020	Grainger Inc	supplies	272.54
	92035 12/31/2020	Advantage Building Services	Cleaning services - December 2020 Advantage Building Servi-	3,571.66
	92051 12/31/2020	Lawson Products Inc	Supplies for Wood Shop	130.82
			Total for Fund:530 Facilities Management	3,975.02
Fund: 631 Agency Fund				
	92053 12/31/2020	Monroe Police Department	Forfeited Property 2nd QTR 2020	4,065.30
	92066 12/31/2020	Washington State Treasurer's Office	Forfeited Property 2nd QTR 2020	451.70
			Total for Fund:631 Agency Fund	4,517.00
Fund: 636 School Mitigation Fees				
	92054 12/31/2020	Monroe School District	Mitigation fees 12/16/20 - 12/31/20	16,159.00
			Total for Fund:636 School Mitigation Fees	16,159.00
			Grand Total	219,314.18



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Finance

SUBJECT: AP Approval 01/26/2021

REQUESTED ACTION:

Approve the Accounts Payables through approval of the consent agenda.

POLICY CONSIDERATIONS:

n/a

DESCRIPTION/BACKGROUND:

n/a

FISCAL IMPACTS:

Total AP run is \$994,981.64

TIME CONSTRAINTS:

n/a

ALTERNATIVES TO REQUESTED ACTION:

Pull specific payments for further review.

ATTACHMENTS:

[AP Approval Packet 2](#)

ROUTING SLIP - CHECK APPROVAL

1/26/2021

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>	
Date:	<u>1/15/2021</u>	\$ 138,248.92	92068-92106	Period 13
Date:	<u>1/15/2021</u>	\$ 33,140.32	92107-92122	

Check Total: 171,389.24

Date:	<u>1/12/2021</u>	\$ 139,129.06	P-Cards	
Date:	<u>1/15/2021</u>	\$ 3,862.50	ACH	Period 13
Date:	<u>1/15/2021</u>	\$ 85,304.74	ACH	Period 13
Date:	<u>1/15/2021</u>	\$ 595,296.10	ACH	ACH

Electronic Total: 823,592.40

Total Claims This Period: 994,981.64

Committed Void Check

<u>Check #</u>	<u>Check \$</u>	
91967	\$2,500.00	Void

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
 Printed: 01/19/2021 - 5:54PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
92068	12/31/2020	AAA Monroe Rock Corp.	AP		1,400.85
92069	12/31/2020	Allstream NW 5814	AP		53.29
92070	12/31/2020	Branvold Consulting	AP		1,300.00
92071	12/31/2020	C + C Inc	AP		1,000.00
92072	12/31/2020	City of Everett	AP		805.10
92073	12/31/2020	City of Monroe	AP		2,541.18
92074	12/31/2020	Concentra Medical Centers	AP		748.00
92075	12/31/2020	D&G Backhoe Inc	AP		53,008.91
92076	12/31/2020	DataQuest LLC	AP		186.75
92077	12/31/2020	State of Washington Department of Licen	AP		393.00
92078	12/31/2020	DH Pace Company Inc	AP		1,167.00
92079	12/31/2020	Fastenal Company Inc	AP		11.75
92080	12/31/2020	Fire Protection Inc.	AP		2,465.29
92081	12/31/2020	Fire Sprinklers Incorporated	AP		105.00
92082	12/31/2020	Galls LLC	AP		549.82
92083	12/31/2020	Geo-Test Services, Inc	AP		4,442.20
92084	12/31/2020	Greenhaus Portable Restrooms	AP		136.63
92085	12/31/2020	Christopher Leif Griffen	AP		6,600.00
92086	12/31/2020	Hill Street Cleaners Inc	AP		287.88
92087	12/31/2020	Land Development Consultants, Inc.	AP		922.50
92088	12/31/2020	Lawson Products Inc	AP		70.61
92089	12/31/2020	LeMay Mobile Shredding	AP		34.52
92090	12/31/2020	Monroe Historical Society	AP		1,567.48
92091	12/31/2020	Platt Electric Supply	AP		132.81
92092	12/31/2020	Ricoh, USA	AP		133.65
92093	12/31/2020	Security Lines US	AP		23,092.07
92094	12/31/2020	SJ Unlimited Inc.	AP		345.43
92095	12/31/2020	Sky Performing Arts	AP		361.87
92096	12/31/2020	Snohomish County Fire District #7	AP		998.60
92097	12/31/2020	Snohomish County Treasurer	AP		10.00
92098	12/31/2020	Sound Safety Products Co Inc.	AP		164.69
92099	12/31/2020	Tenelco Inc.	AP		21,323.06
92100	12/31/2020	TransUnion Risk and Alternative	AP		54.65
92101	12/31/2020	US Bank NA-Custody Treasury Div-Mon	AP		132.00
92102	12/31/2020	Verizon Wireless	AP		1,752.53
92103	12/31/2020	West Coast Code Consultants, Inc.	AP		807.50
92104	12/31/2020	Wiman	AP		453.57
92105	12/31/2020	WTE Tree Service, LLC	AP		8,525.40
92106	12/31/2020	Zipty Fiber	AP		163.33
92107	1/15/2021	Asian American Enterprises Inc.	AP		130.91
92108	1/15/2021	Association of WA Cities	AP		14,744.00
92109	1/15/2021	Tanya Baskins	AP		142.43
92110	1/15/2021	Clayton J & Laura N Bryant	AP		170.00
92111	1/15/2021	Matthew Carroll	AP		130.91
92112	1/15/2021	City of Edmonds	AP		2,036.98
92113	1/15/2021	Department of Enterprise Services Financ	AP		600.00

Check No	Check Date	Name	Comment	Module Clear Date	Amount
92114	1/15/2021	McKenzie Green	AP		38.08
92115	1/15/2021	Patricia Dianne Hingey	AP		81.38
92116	1/15/2021	Agnes Korf	AP		41.34
92117	1/15/2021	Pat Leland	AP		98.82
92118	1/15/2021	Joshua & Elizabeth Pflieger	AP		486.82
92119	1/15/2021	Puget Sound Clean Air Agency	AP		13,254.00
92120	1/15/2021	RM Homes	AP		798.49
92121	1/15/2021	Sonitrol	AP		366.16
92122	1/15/2021	WWCPA	AP		20.00

Total Check Count: 55

Total Check Amount: 171,389.24

Bank Reconciliation

Checks by Date

User: Cheri
 Printed: 01/19/2021 - 5:57PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	12/31/2020	Domestic Violence Services of Snohomis	AP	1/15/2021	3,862.50
0	12/31/2020	Bill Abell	AP	1/15/2021	144.60
0	12/31/2020	Rachel Adams	AP	1/15/2021	4,000.00
0	12/31/2020	AmTest Inc.	AP	1/15/2021	266.00
0	12/31/2020	Comcate Software Inc	AP	1/15/2021	475.03
0	12/31/2020	Day Wireless Systems Inc	AP	1/15/2021	830.69
0	12/31/2020	Enviroissues Inc	AP	1/15/2021	285.24
0	12/31/2020	Ferguson Enterprises Inc	AP	1/15/2021	7,438.31
0	12/31/2020	Food Rescue of Sky Valley	AP	1/15/2021	2,500.00
0	12/31/2020	Grainger Inc	AP	1/15/2021	171.16
0	12/31/2020	ISOsource	AP	1/15/2021	989.39
0	12/31/2020	Kennedy/Jenks Consultants, Inc	AP	1/15/2021	36,675.88
0	12/31/2020	Monroe Chamber of Commerce	AP	1/15/2021	10,619.45
0	12/31/2020	Murraysmith, Inc	AP	1/15/2021	5,632.50
0	12/31/2020	Quality Controls Corporation	AP	1/15/2021	277.64
0	12/31/2020	Ricoh USA Inc	AP	1/15/2021	2,471.91
0	12/31/2020	Robinson and Noble Inc	AP	1/15/2021	655.35
0	12/31/2020	SoftResources	AP	1/15/2021	3,750.00
0	12/31/2020	Springbrook Finance Holdings, Inc	AP	1/15/2021	3,824.58
0	12/31/2020	TranspoGroup	AP	1/15/2021	3,601.25
0	12/31/2020	Utilities Underground Location Center	AP	1/15/2021	392.16
0	12/31/2020	Mark Wakefield	AP	1/15/2021	144.60
0	12/31/2020	Washington State Patrol	AP	1/15/2021	159.00
0	1/12/2021	US Bank National Associatio ND	AP	1/12/2021	139,129.06
0	1/15/2021	Department of Ecology	AP	1/15/2021	39,374.68
0	1/15/2021	Springbrook Finance Holdings, Inc	AP	1/15/2021	31,204.42
0	1/15/2021	WA Cities Insurance Authority	AP	1/15/2021	524,717.00

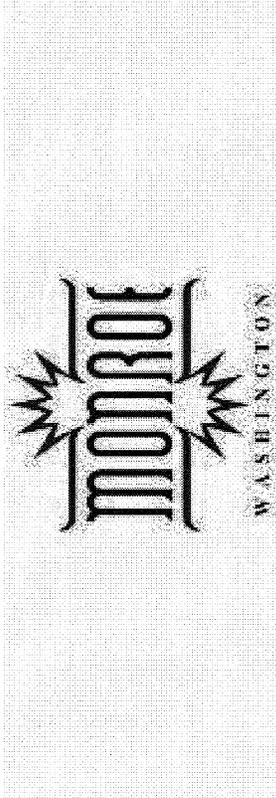
Total Check Count: 27

Total Check Amount: 823,592.40

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 01/20/2021 - 7:00PM
 Date Range: 12/31/2020 - 12/31/2020
 Systems: 'Accounts Payable'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
	0 12/31/2020	Day Wireless Systems Inc	Radar Calibration	830.69
	0 12/31/2020	Domestic Violence Services of Snohomi: DV Advocate		3,862.50
	0 12/31/2020	Enviroissues Inc	Homelessness & Outreach Support 12/1/20- 12/31/20 Enviroi	285.24
	0 12/31/2020	Food Rescue of Sky Valley	Grant Relief Payment - Food Rescue (2 checks lost in mail)	2,500.00
	0 12/31/2020	SoftResources	IT Consulting Advice Retainer 10/1/20 - 12/31/20	3,750.00
	0 12/31/2020	Bill Abell	W Abell supplemental insurance	144.60
	0 12/31/2020	Mark Wakefield	M Wakefield supplemental insur	144.60
	0 12/31/2020	Rachel Adams	December 2020 - Professional services Rachael Adams	4,000.00
	0 01/12/2021	US Bank National Associatio ND	Amazon - Case packets	52,220.69
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	118,160.00
	92070 12/31/2020	Branvold Consulting	First Aid/CPR/AED	260.00
	92072 12/31/2020	City of Everett	Animal Control	805.10
	92074 12/31/2020	Concentra Medical Centers	Pre - Employment background	748.00
	92076 12/31/2020	DataQuest LLC	Background checks - new employee	186.75
	92081 12/31/2020	Fire Sprinklers Incorporated	Refund permit fee - Fire Sprinkler	105.00
	92082 12/31/2020	Galls LLC	Name Patch	549.82
	92085 12/31/2020	Christopher Leif Griffen	Public defender - December 2020 Griffen Law Office	6,600.00
	92086 12/31/2020	Hill Street Cleaners Inc	Alterations	287.88
	92087 12/31/2020	Land Development Consultants, Inc.	Professional Services 11/15/20 - 12/12/20	922.50
	92089 12/31/2020	LeMay Mobile Shredding	Police Shredding 12/01/20 - 12/31/20	34.52
	92093 12/31/2020	Security Lines US	Parks Security Cameras System	23,092.07
	92094 12/31/2020	SJ Unlimited Inc.	W-2, 1099's NEC, MISC and Grant forms and envelopes	345.43
	92098 12/31/2020	Sound Safety Products Co Inc.	Coat	164.69
	92100 12/31/2020	TransUnion Risk and Alternative	TransUnion Searches	54.65
	92101 12/31/2020	US Bank NA-Custody Treasury Div-Mo:custody charges-monthly maint		132.00
	92102 12/31/2020	Verizon Wireless	Cell phones - PD	1,651.77
	92103 12/31/2020	West Coast Code Consultants, Inc.	Plan Review	807.50
	92104 12/31/2020	Wiman	Supplies	453.57
	92108 01/15/2021	Association of WA Cities	2021 AWC City Membership	14,744.00
	92112 01/15/2021	City of Edmonds	SWAT Agreement - 2021	2,036.98
	92113 01/15/2021	Department of Enterprise Services Finan Federal Surplus		600.00
	92119 01/15/2021	Puget Sound Clean Air Agency	Clean Air Assessment 2021	13,254.00

Total for Fund:001 General Fund 253,734.55

Check#	Check Date	Payable To	Purpose	Amount
Fund: 105 Streets				
	0 12/31/2020	H.B. Jaeger Company LLC	Sandbags	
	0 01/12/2021	US Bank National Associatio ND	VERIZON WIRELESS - PW cell & M2M Acct	4,652.93
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	12,524.00
	92070 12/31/2020	Branvold Consulting	First Aid/CPR/AED	227.50
	92105 12/31/2020	WTE Tree Service, LLC	Street tree removal	8,525.40
			Total for Fund:105 Streets	25,929.83
Fund: 109 Tourism				
	0 12/31/2020	Monroe Chamber of Commerce	Mobile VIC - for Decmeber	10,619.45
	92090 12/31/2020	Monroe Historical Society	Monroe Historical SWociety LTAC Grant	1,567.48
	92095 12/31/2020	Sky Performing Arts	Sky Performing Arts LTAC Grant	361.87
			Total for Fund:109 Tourism	12,548.80
Fund: 307 Capital Improvements CIP				
	0 01/12/2021	US Bank National Associatio ND	mt CITY OF MONROE- B&G curtain Permit	450.79
			Total for Fund:307 Capital Improvements CIP	450.79
Fund: 317 Parks CIP Fund				
	0 12/31/2020	KPG Interdisciplinary Design	North Hill Park	
	0 01/12/2021	US Bank National Associatio ND	FEDEX - postage lk tye all weather fields	14.39
	92083 12/31/2020	Geo-Test Services, Inc	North Hill Park	4,442.20
			Total for Fund:317 Parks CIP Fund	4,456.59
Fund: 318 Streets CIP Fund				
	0 12/31/2020	TranspoGroup	ADA Transition Plan	3,601.25
	0 01/12/2021	US Bank National Associatio ND	SOUND PUBLISHING - us 2 non motorized path	137.70
	92097 12/31/2020	Snohomish County Treasurer	Chain Lk Rd Excise Tax - Burch	10.00
			Total for Fund:318 Streets CIP Fund	3,748.95

Check#	Check Date	Payable To	Purpose	Amount
Fund: 411 Water Maintenance & Operations				
	0 12/31/2020	AFTS	Postage - Utilities	
	0 12/31/2020	Ferguson Enterprises Inc	Meters	7,438.31
	0 12/31/2020	Springbrook Finance Holdings, Inc	Springbrook Transactions	1,262.11
	0 12/31/2020	Utilities Underground Location Center	Locates	392.16
	0 01/12/2021	US Bank National Associatio ND	COSTCO - two printer scanner	6,155.35
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	99,636.00
	92070 12/31/2020	Branvold Consulting	First Aid/CPR/AED	227.50
	92102 12/31/2020	Verizon Wireless	PW Modem	50.38
	92107 01/15/2021	Asian American Enterprises Inc.	Refund Check	130.91
	92109 01/15/2021	Tanya Baskins	Refund Check	50.59
	92110 01/15/2021	Clayton J & Laura N Bryant	Refund Check	75.83
	92111 01/15/2021	Matthew Carroll	Refund Check	24.95
	92114 01/15/2021	McKenzie Green	Refund Check	14.04
	92115 01/15/2021	Patricia Dianne Hingey	Refund Check	81.38
	92116 01/15/2021	Agnes Korf	Refund Check	26.60
	92117 01/15/2021	Pat Leland	Refund Check	63.90
	92118 01/15/2021	Joshua & Elizabeth Pfleeger	Refund Check	92.82
	92120 01/15/2021	RM Homes	Refund Check	798.49
			Total for Fund:411 Water Maintenance & Operations	116,521.32
Fund: 412 Water Capital Projects				
	0 12/31/2020	Murraysmith, Inc	DOC Reservoir #2	5,632.50
	0 12/31/2020	Robinson and Noble Inc	Rainier View PrV	655.35
	92073 12/31/2020	City of Monroe	Retainage - Rainier View Rd PRV - D&G Backhoe	2,541.18
	92075 12/31/2020	D&G Backhoe Inc	Rainier View Rd PrV	53,008.91
			Total for Fund:412 Water Capital Projects	61,837.94
Fund: 421 Sewer Maintenance & Operations				
	0 12/31/2020	AmTest Inc.	Testing	266.00
	0 12/31/2020	Quality Controls Corporation	Tak 1 August 2020	277.64
	0 12/31/2020	Springbrook Finance Holdings, Inc	Springbrook Transactions	1,262.11
	0 01/15/2021	Department of Ecology	Principle LN-000000672	39,374.68
	0 01/12/2021	US Bank National Associatio ND	COSTCO - two printer scanner	8,424.93
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	276,079.00
	92070 12/31/2020	Branvold Consulting	First Aid/CPR/AED	357.50
	92079 12/31/2020	Fastenal Company Inc	Supplies - plugs	11.75
	92099 12/31/2020	Tenelco Inc.	Biosolids	21,323.06
	92102 12/31/2020	Verizon Wireless	PW Modem	50.38
	92106 12/31/2020	Ziply Fiber	WWTP Scada Phones	163.33
	92109 01/15/2021	Tanya Baskins	Refund Check	79.87
	92110 01/15/2021	Clayton J & Laura N Bryant	Refund Check	81.91
	92111 01/15/2021	Matthew Carroll	Refund Check	92.15
	92114 01/15/2021	McKenzie Green	Refund Check	20.91
	92118 01/15/2021	Joshua & Elizabeth Pfleeger	Refund Check	342.68
	92122 01/15/2021	WWCPA	Certification	20.00
			Total for Fund:421 Sewer Maintenance & Operations	348,227.90

Check#	Check Date	Payable To	Purpose	Amount
Fund: 422 Sewer Capital Projects				
	0 12/31/2020	Kennedy/Jenks Consultants, Inc.	WWTP CIP Design	36,675.88
			Total for Fund:422 Sewer Capital Projects	36,675.88
Fund: 431 Stormwater Maint & Operations				
	0 12/31/2020	Springbrook Finance Holdings, Inc	Springbrook Transactions	1,300.36
	0 01/12/2021	US Bank National Associatio ND	jo POLLARD WATER-	1,531.33
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	15,818.00
	92068 12/31/2020	AAA Monroe Rock Corp.	Storm Sweep	1,400.85
	92070 12/31/2020	Branvold Consulting	First Aid/CPR/AED	227.50
	92071 12/31/2020	C + C Inc	Dumpster Summit Team Social Marketing Campaign	1,000.00
	92109 01/15/2021	Tanya Baskins	Refund Check	11.97
	92110 01/15/2021	Clayton J & Laura N Bryant	Refund Check	12.26
	92111 01/15/2021	Matthew Carroll	Refund Check	13.81
	92114 01/15/2021	McKenzie Green	Refund Check	3.13
	92116 01/15/2021	Agnes Korf	Refund Check	14.74
	92117 01/15/2021	Pat Leland	Refund Check	34.92
	92118 01/15/2021	Joshua & Elizabeth Pflieger	Refund Check	51.32
			Total for Fund:431 Stormwater Maint & Operations	21,420.19

Check#	Check Date	Payable To	Purpose	Amount
Fund: 510 Information & Tech Services				
	0 12/31/2020	Comcate Software Inc	monthly maint-Monroe connection	475.03
	0 12/31/2020	ISOsource,	Billable Services 12/16 - 12/31/2020	989.39
	0 12/31/2020	Ricoh USA Inc	WWTP Ricoh copier lease MPC205	2,471.91
	0 01/15/2021	Springbrook Finance Holdings, Inc	Membership Renewal 50-124 thru December 31, 2021	31,204.42
	0 01/12/2021	US Bank National Associatio ND	VERIZON WIRELESS - Tech Srv	13,738.06
	92069 12/31/2020	Allstream NW 5814	Labor - assisted Ken with programming changes	53.29
	92092 12/31/2020	Ricoh, USA	Copy machine - PD	133.65
	92096 12/31/2020	Snohomish County Fire District #7	Quarterly Fire District 7	998.60
	92121 01/15/2021	Sonitrol	Security Maintennace	366.16
			Total for Fund:510 Information & Tech Services	50,430.51

Check#	Check Date	Payable To	Purpose	Amount
Fund: 520 Equipment & Fleet Management				
	0 01/12/2021	US Bank National Associatio ND	jd PACIFIC POWER BATTERIES coin cell	14,148.65
	92077 12/31/2020	State of Washington Department of Licen Dyed Diesel Fuel User Tax		393.00
			Total for Fund:520 Equipment & Fleet Management	14,541.65

Check#	Check Date	Payable To	Purpose	Amount
Fund: 530 Facilities Management				
	0 12/31/2020	Grainger, Inc	PD Locker Room Job 20-01	171.16
	0 01/12/2021	US Bank National Associatio ND	PUD 372 Sky River Pkwy - Rotary Field	37,654.24
92080	12/31/2020	Fire Protection Inc.	Fire alarm monitoring Public Works	2,465.29
92084	12/31/2020	Greenhaus Portable Restrooms	Portable restroom	136.63
92088	12/31/2020	Lawson Products Inc	Screws and drill bit	70.61
92091	12/31/2020	Platt Electric Supply	Orange fire block	132.81
			Total for Fund:530 Facilities Management	40,630.74
Fund: 631 Agency Fund				
	0 12/31/2020	Washington State Patrol	Fingerprinting	159.00
92078	12/31/2020	DH Pace Company Inc	Rotary Filed ADA Door Operator	1,167.00
			Total for Fund:631 Agency Fund	1,326.00
Fund: 643 Transportation Benefit Dist				
	0 01/15/2021	WA Cities Insurance Authority	Insurance for 2021	2,500.00
			Total for Fund:643 Transportation Benefit Dist	2,500.00
			Grand Total	994,981.64



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Kim Klinkers, Senior Engineer

Department: Public Works

SUBJECT: Accept Project / Begin Lien Period for 154th Street Overlay Project

PREVIOUS DISCUSSION:

01/21/2020; 07/28/2020

REQUESTED ACTION:

Move to accept the 154th Street Overlay Project, M2020-0016, and begin the 45-Day Lien Period; and authorize release of retainage upon filing of Notice of Completion and receipt of State of Washington releases.

POLICY CONSIDERATIONS:

The governing body formally accepts the project after all contract work has been completed and required documentation has been received. Once accepted, the Forty-Five-Day Lien Period begins. Within sixty days after project acceptance, and upon receipts of certification from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department, the governing body shall release any retainage withheld from the contractor.

DESCRIPTION/BACKGROUND:

The City has established a Transportation Benefit District (TBD) to help maintain existing streets. Engineering staff utilize the StreetScan program that helps determine the best use of TBD funds in order to maximize maintenance efforts toward our citywide street system. Some street segments are identified for only preservation, while others are paired up with utility reconstruction needs that collectively form a complex project and take a year or two to accomplish. In addition, existing sidewalk ramps adjacent to the project areas are reviewed and reconstructed as necessary to be compliant with current ADA standards.

The preparation of plans, specifications, and estimate for the 2020 Annual Road Maintenance Project was authorized by Council at the January 21, 2020, regular business meeting. On June 9th, 2020, Council authorized the 2020 Annual Road Maintenance Contract with Lakeside Industries, Inc. in the amount of \$958,734. The exceptional bid results for this project (engineer's estimate was \$1.6M) created an opportunity to preserve additional street segments with the remaining budget.

Engineering staff prepared a new set of construction documents that provided for street improvements along 154th Street SE, between 167th Avenue SE to 171st Avenue SE. This work spans approximately 1,500 feet along the road and includes four intersections. Please refer to the attached Project Location Map. The work included placement of hot mix asphalt, planing or grinding, construction of ADA ramps, pavement markings, utility adjustments, traffic control and other associated work. This work was paid by the Streets Capital 318 Fund and reimbursed by the TBD.

The 154th Street Overlay Project was advertised for contractor bids in the Daily Journal of Commerce on June 29, and July 6, 2020. The Engineer’s probable cost opinion was \$380,000. Six bids were received and opened on July 13, 2020, with bids ranging from \$288,709 to \$466,820, inclusive of sales tax. After review, state licensing verification, and reference calls, the lowest responsive bidder was Cadman Materials, Inc. and was awarded the construction contract. This contract was authorized by Council during the July 28, 2020 regular business meeting.

Cadman Materials received a “Notice to Proceed” effective August 17, 2020. All of the work was completed on schedule and under budget, per the contract requirements. Cadman Materials received physical completion on October 27, 2020. The final construction cost was \$258,381.

FISCAL IMPACTS:

The 2020 Monroe Transportation Benefit District Budget (MTBD) included up to \$2,000,000 reimbursement to the City of Monroe for allowed street preservation projects. The approved budget for the 2020 Street Capital 318 Fund included \$1,241,415 for TBD supported street preservation / overlay projects, exclusive of staff salaries and benefits.

The final 2020 Street Capital 318 Fund expenses are \$877,411 for the 2020 Annual Road Maintenance Project and \$263,480 for the 154th Street Overlay Project. These totals include design efforts, public outreach, construction, construction management, geotechnical services, and administrative costs. They do not account for staff salaries and benefits.

A fiscal impact summary is provided in the table below:

	Final Cost	2020 Street Budget	Difference
2020 Annual Road Maintenance	\$877,411		
154th Street Overlay	\$263,480		
Total	\$1,140,891	\$1,241,415	\$100,524

TIME CONSTRAINTS:

Once the project is accepted by Council, the City has sixty days to release the retainage. Any delays in acceptance could put the City out of compliance with RCW 60.28.

ALTERNATIVES TO REQUESTED ACTION:

1. Approve as recommended.
2. Do not approve. Provide direction to areas of concern.

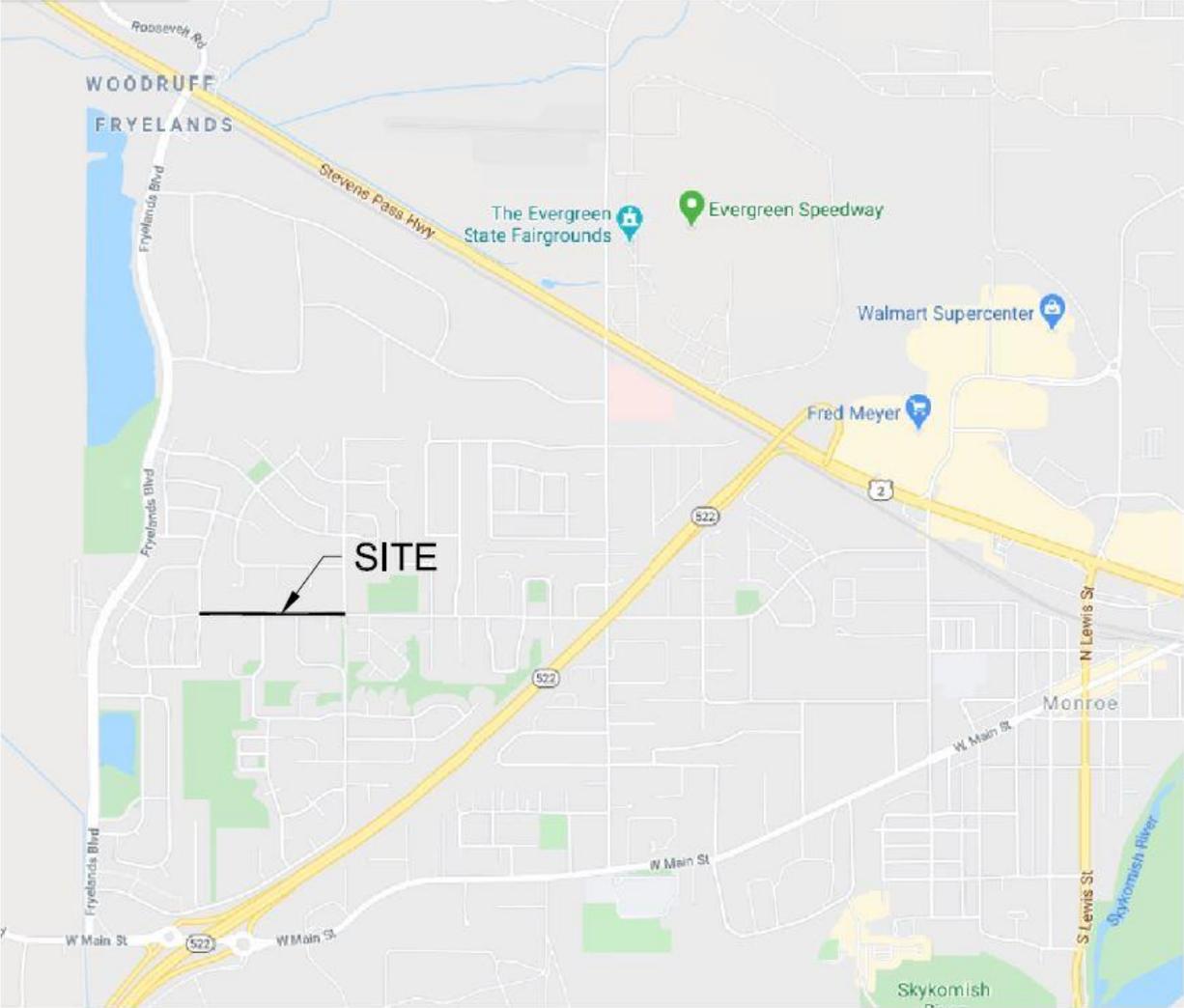
ATTACHMENTS:

[Attach1 Project Location Map](#)

Attachment 1: Project Location Map

154th Street Overlay Project

167th Avenue SE to 171st Avenue SE





AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Rachel Adams, Project Management Consultant

Department: Executive

SUBJECT: Approval and Adoption of the DRAFT 2021 CHSAB Schedule and Work Plan

REQUESTED ACTION:

Approve the Draft 2021 CHSAB Schedule and Work Plan

POLICY CONSIDERATIONS:

The Community Human Services Advisory Board (CHSAB) is an advisory board established by resolution to make non-binding recommendations to the Mayor and Monroe City Council regarding the city's response to homelessness and human services. The board is responsible for developing a schedule and work plan for the upcoming calendar year. The schedule and work plan are presented for review and approval by the Monroe City Council.

The Work Plan and Schedule may be amended throughout the year as needed. Major changes to the Work Plan and Schedule will require approval by the City Council.

DESCRIPTION/BACKGROUND:

The CHSAB's schedule and work plan for the year 2021 was drafted by City Staff and shared with board members first at their regular CHSAB meeting on November 5, 2020. City Staff requested feedback and incorporated board members topics and speakers into the draft document. The CHSAB reviewed, adopted, and approved the DRAFT 2021 CHSAB Schedule and Work Plan at their regular CHSAB meeting on January 7, 2021.

City Staff collaborated on how to best organize the 2021 topics and action items around reviewing and discussing the Homelessness Policy Advisory Committee (HPAC) six major categories of:

- Housing
- Public Safety
- Policy and Budget
- Partners
- Support Services and
- Prevention

The DRAFT 2021 CHSAB Schedule and Work plan is divided by HPAC category and relates to the work that the board will be doing over the course of the calendar year.

For Example: In April and May, as the CHSAB reviews the HPAC category of Policy and Budget, the guest speakers will be sharing on the topics related to funding for human services and governmental affairs. The board will also begin 2022 budget conversations, review the 2021 legislative outcomes, and discuss the 2022 legislative priorities the board would like to recommend.

FISCAL IMPACTS:

City Staff time spent supporting this board is already incorporated into the scope of work and budget.

There are no other fiscal impacts.

TIME CONSTRAINTS:

The DRAFT 2021 CHSAB Schedule and Work Plan has been finalized and adopted by the board. The board is now recommending the DRAFT CHSAB Schedule and Work Plan to the Mayor and Monroe City Council for consideration and approval to begin the board's 2021 calendar year.

Delaying this process could complicate the timing of scheduling and planning for upcoming board meetings.

ALTERNATIVES TO REQUESTED ACTION:

Request City Staff to make specific changes to the DRAFT 2021 Schedule and Work Plan.

ATTACHMENTS:

[DRAFT 2021 CHSAB Schedule and Work Plan](#)



2021 CHSAB Schedule & Work Plan

Topic – Blue; Discussion – Green; Work – Purple

Housing

1/7/2021	Elect Chair and Chair Pro-tem Review HPAC Housing Recommendations Approve Work Plan & Schedule Housing Hope & Catholic Community Services (CCS)
1/21/2021	Review RFP Meeting Duration Congregations for the Homeless Model Shelter – Sarah & Ryan
2/4/2021	Recommend issuing Request for Proposal for Needs Assessment Safe Parking Sites – Jim Dean Interfaith
2/18/2021	Board Discussion & Review – Housing Category

Public Safety

3/4/2021	Review HPAC Public Safety Recommendations Monroe Community Outreach Team Monroe Embedded social work program Monroe Stay out of Drug Area ordinance
3/18/2021	Monroe Municipal Court System City Municipal Court Judge, Jessica Ness; Carolyn Miller – City Prosecuting Attorney, Jason Schwisow - City Public Defender; Nicole Nagle - City Social Worker
4/1/2021	Recommend awarding Request for Proposal for Needs Assessment Board Discussion & Review – Public Safety Category

Policy & Budget

4/15/2021	Review HPAC Policy and Budget Recommendations Human Services Funding House Bill 1406 Start 2022 Budget Recommendations Conversation
5/6/2021	Mayor Geoffrey Thomas Mary Jane (MJ) Brell – Director Snohomish County Human Services
5/20/2021	Trevor Justin, City Governmental Affairs Representative Recap 2021 Legislative Outcomes Discuss 2022 Legislative Agenda

Partners

6/3/2021	Review HPAC Partners Recommendations Data Driven Programs – Joe Neigel, Community Coalition Data & Survey, Needs Assessment, How do we know what our customers needs are?
6/17/2021	Needs Assessment Draft Report Systems & Change – Jim Bloss
7/1/2021	Business Owner Perspective – Department of Commerce
7/15/2021	Needs Assessment Final Report Recommendation



2021 CHSAB Schedule & Work Plan

Topic – Blue; Discussion – Green; Work – Purple

	Board Discussion & Review – Partners Category
--	---

Support Services

8/5/2021	Review HPAC Support Services Recommendations 2022 Budget Discussion – Funding Assumptions James Harrigan – Mercy Watch
8/18/2021	2022 Budget Discussions Evergreen Health Recovery Center
9/2/2021	2022 Budget Recommendations Pioneer Health
9/16/2021	211 – Lynsey PEH CoC – John Hull?
10/6/2021	2022 Legislative Agenda Service Resistant Stories
10/20/2021	Board Discussion & Review – Support Services Category
11/4/2021	Chair & Co Chair Nominations Begin Draft 2022 Work Plan

Prevention

11/18/2021	Review HPAC Prevention Recommendations Finalize Recommended 2022 Work Plan Whole Person/LEAD Program – Amy Plum
12/2/2021	TIC – Liza Patchen-Short
12/16/2021	Board Discussion & Review – Prevention Category



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Jeff Jolley, Police Chief

Department: Police

SUBJECT: Authorize the Mayor Pro Tempore to sign the Interagency Agreement for Jail Services between Snohomish County and the City of Monroe

PREVIOUS DISCUSSION:

12/01/2020

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

Move to authorize the Mayor Pro Tempore to sign the interagency Agreement for Jail Services between Snohomish County and the City of Monroe

POLICY CONSIDERATIONS:

Under RCW 39.34, the City Council has the ability to cooperate with other government agencies to provide services in an efficient manner according to geographic, economic, population, and other factors of the local community

DESCRIPTION/BACKGROUND:

The County, through the Snohomish County Sheriff's Office Corrections Bureau, currently maintains and operates a correctional facility known as the Snohomish County Jail. In order to assist other jurisdictions, the County from time to time will enter into interlocal agreements to confine in the Jail persons from other jurisdictions.

The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively in order that the County may provide the City with Jail Services. The agreement will govern jail services beginning on January 1, 2021, through December 31, 2023, unless terminated per the agreement or extended or renewed up to two (2) additional three (3) year terms by written notice from the County to the City.

New provisions include restrictions on video court date / times and duration. The Monroe Municipal Court have established video court dates and times each week to handle the workload adequately and do not anticipate needing additional dates and times. The agreement also emphasizes that the City is responsible for transporting inmates from the Jail to City in-court. The City police department has provided transportation which occurs one to two times a year and the department will continue to do so. While the County does not provide alternatives to

TIME CONSTRAINTS:

This agreement commences on January 1, 2021.

ALTERNATIVES TO REQUESTED ACTION:

1. Authorize the Mayor Pro Tempore to Sign the Agreement, as presented.
2. Take no action; and provide staff with direction for additional changes/request additional information be presented prior to action.

ATTACHMENTS:

[2021-2023 Jail ILA-FINAL City Version](#)

**INTERLOCAL AGREEMENT FOR JAIL SERVICES
BETWEEN SNOHOMISH COUNTY AND THE CITY OF MONROE.**

This INTERLOCAL AGREEMENT FOR JAIL SERVICES BETWEEN SNOHOMISH COUNTY AND THE CITY OF MONROE (this “Agreement”), is made and entered into this 12th day of January, 2021, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the “County”), and the CITY OF MONROE, a municipal corporation of the State of Washington (the “City”) pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW (individually, a “Party” and collectively, the “Parties”).

RECITALS

A. The County, through the Snohomish County Sheriff’s Office Corrections Bureau (“Corrections”) currently maintains and operates a correctional facility known as Snohomish County Jail (the “Jail”). In order to assist other jurisdictions, the County from time to time will enter into interlocal agreements to confine in the Jail persons from other jurisdictions.

B. The County and City each have the statutory power and authority to maintain and operate a correctional facility and to confine inmates therein.

C. The City from time to time desires to confine in the Jail persons who have been arrested, detained or convicted by the City of criminal offenses (the “City Inmates”), and the County is willing to furnish its Jail facilities and personnel in exchange for payment from the City of fees and costs, all as more fully described in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement. This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW. The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively in order that the County may provide the City with Jail Services (the “Services”), as defined in Section 4 below, based on the rules and conditions set forth in the Jail’s policies, procedures, rules and regulations and in this Agreement and any attachments hereto.

2. Effective Date and Duration. This Agreement shall govern jail services beginning on January 1, 2021, through December 31, 2023, unless earlier terminated pursuant to the provisions of Section 12 below, PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each Party’s obligations after December 31, 2021, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

This Agreement shall be either filed with the Snohomish County Auditor or listed on either Party's website or other electronically retrievable public source, as provided by RCW 39.34.040 ("Effective Date").

3. Administrators. Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' initial Administrators shall be the following individuals:

County's Initial Administrator:

Jamie Kane, Corrections Bureau Chief
Snohomish County Sheriff's Office
Corrections Bureau
3000 Rockefeller Avenue M/S 509
Everett, Washington 98201

City's Initial Administrator:

Ryan Irving, Deputy Chief
Monroe Police Department
818 W Main Street
Monroe, WA 98272

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

4. Scope of Services. As described in this Section 4 and subject to the conditions set forth in Section 5 below, the County will accept City Inmates for purposes of confinement, correction, punishment and/or rehabilitation, and hold such City Inmates until such time as they are lawfully discharged from custody pursuant to law, the terms of a judicial Order of Commitment, and/or returned to the custody of the City:

4.1 Effect of Ordinance, Policies, Procedures, Rules and Regulations. The Jail will be administered by the County in accordance with the ordinances, policies, procedures, rules and regulations of the County and in accordance with the rules and regulations of any agency of the State of Washington empowered to make rules governing the administration of county jails. The City and City Inmates shall be subject to the County's ordinances, policies, procedures, rules and regulations relating to Jail operations, including any emergency security rules imposed by the County's Administrator, PROVIDED, HOWEVER, that nothing in this Agreement shall be construed as creating, modifying, or expanding any duty on the part of the County except as specifically provided herein. Nothing in this Agreement shall be interpreted as a delegation by the City, or its judicial and law enforcement agencies, to the County of the duty to supervise City Inmates.

4.2 City Access to City Inmates. The City, its officers, employees, or agents, may interview City Inmates inside the confines of the Jail subject to necessary operational and security rules and regulations. Interview rooms will be made available on an equivalent basis to all jurisdictions with inmates confined in the Jail.

4.3 Transport of City Inmates. The City shall provide or arrange for transportation and security of its inmates to and from the Jail, including to and from City in-court appearances, except when (a) the County determines, in its sole discretion, that emergency

transportation is necessary in order to secure medical and/or psychiatric evaluation or treatment, or (b) the County determines, in its sole discretion, that transportation is required to support the orderly operation of the Jail. The City shall attempt to provide the County with at least twenty-four (24) hours' notice prior to transporting a City Inmate from the Jail.

4.4 Video Court. Upon request, and subject to availability and feasibility, the County will provide the City with use of the Jail's "Video Court" services, which include, by way of example but not by way of limitation, the following types of services: use of County video camera(s), audio technology, and the video courtroom facility; scheduling inmates for appearances by video; and transporting inmates to and from the video courtroom; PROVIDED, HOWEVER, that the County shall have no liability or obligation for the installation, operation, maintenance, inspection, repair or replacement of the Video Court equipment operated by the City on City property.

The County shall have discretion to set the date, time and duration of the City's Video Court. The County, in its sole discretion, will establish a maximum number of City Inmates for each video courtroom calendar based upon operational limitations. The County will provide the City with a Video Court Schedule no later than ten (10) days after execution of this Agreement. The County may change or cancel the City's Video Court Schedule by providing the City with at-least seven (7) days' written notice. The County will deliver the City's Inmate(s) to the video courtroom by at least thirty (30) minutes prior to the City Inmate(s) hearing time so that the City Inmate(s) may prepare for the hearing and meet with his or her respective legal counsel.

The City shall provide the County with all paperwork requiring the signature of City Inmate(s) at least thirty (30) minutes before the start of the City's scheduled Video Court time. In the event of a technical problem that the Parties are unable to repair in a timely manner, the Parties shall work together to reschedule the impacted hearings to be reheard as soon as practicable and at minimum, within two (2) judicial days.

4.5 Health Care of City Inmates. The County is hereby granted the authority to seek necessary medical, dental and mental health services for City Inmates without consulting with the City. The County shall notify the City prior to seeking treatment, unless immediate treatment is required, in which case, the County will notify the City as soon after the event as reasonably possible. During "Normal Business Hours", defined as Monday through Friday, from 8:00 a.m. to 5:00 p.m., the City's point of contact for City Inmate health issues will be as follows:

Deputy Chief Ryan Irving or
Detective Sergeant Barry Hatch
360-794-6300

Outside Normal Business Hours, the City's point of contact for City Inmate health issues will be as follows:

Deputy Chief Ryan Irving
425-346-0224 or
Detective Sergeant Barry Hatch
425-345-9953

Any failure or error by the County to provide the City with proper notification of medical, dental and/or mental health services delivered to a City Inmate shall in no way excuse full, complete and timely payment by the City under Section 6 of this Agreement. The City and the County will comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and County policies and procedures regarding HIPAA.

4.6 Community Corrections. The County does not provide or oversee a Community Corrections Program or alternatives to confinement.

4.6.1 The term “Community Corrections Program” and “alternatives to confinement” includes but is not limited to: Electronic Home Detention, Work/Education Release, and Work Crew.

4.6.2 If the City wishes to provide a Community Corrections Program and/or “alternatives to confinement” options for City Inmates, the City shall not book such City Inmates into the Snohomish County Jail.

4.7 Administrative Booking. Upon request by the arresting officer or the City’s Administrator and when not otherwise prohibited by statute, court rule or court order, the County shall administratively book and immediately release a City Inmate. The County further reserves the right to administratively book and immediately release a City Inmate when, in the sole discretion of the County’s Administrator, the County is unable to accept the City’s Inmate for housing and when such action is not otherwise prohibited by statute, court rule or court order.

5. Conditions of Acceptance of City Inmates. The County shall provide Services to the City subject to the conditions set forth in this Section 5. Should the County, in its sole discretion, decline to accept or retain custody of a City Inmate for any of the reasons identified in this Section 5, the County shall notify the arresting officer in person or the City’s judicial or law enforcement agency of the non-acceptance and the reason for the non-acceptance.

Acceptance of a City Inmate into the Jail shall be conditioned upon the following:

5.1 Obligation to Abide by Policies and Procedures. The City, its officers, employees and agents shall follow all Jail policies and procedures.

5.2 Documentation for Legal Basis for Confinement. Absent proper documentation providing a legal basis for confining the City Inmate, the County will have no obligation to receive the City Inmate into custody. Proper documentation for purposes of this section means an arrest warrant, judicial Order of Commitment, other order of a court of competent jurisdiction, or a properly completed Notice of Arrest.

5.3 Health Care Clearance. The County will have no obligation to receive into custody or retain custody of a City Inmate absent a determination, on an ongoing basis, by Jail staff that the City Inmate (a) is medically and psychiatrically able to be housed in the Jail, and (b) does not need medical and/or psychiatric attention that would require treatment at a hospital or other type of health care facility. At all times, the County’s Administrator shall have final authority to determine whether a City Inmate is medically and/or psychiatrically fit for Jail.

5.4 Population Limits. The County shall have the right to return City Inmates to City custody if the Jail reaches the maximum allowable population level (the “MAPL”). The MAPL refers to the greatest number of inmates that can be held in the Jail in a safe, secure, and humane manner. The MAPL applies to the overall number of inmates, but may also be applied to specific populations of inmates (i.e. security level, medical need, mental health housing, etc.). The Snohomish County Sheriff, or his or her designee, shall determine, in his or her sole discretion, the MAPL. Every effort will be made to manage the MAPL, including booking restrictions. In the event that the MAPL is reached and the County determines that inmates must be removed from the Jail, priority for removal shall be as follows:

- (a) Inmates from out-of-county jurisdictions in reverse order from the date of execution of the respective jurisdictions’ interlocal agreements with the County; then
- (b) Inmates from in-county jurisdictions, including the City, in reverse order from the date of execution of the respective jurisdictions’ interlocal agreements with the County; then
- (c) Inmates confined on Snohomish County charges or commitments.

The County’s Administrator shall have final authority on MAPL reduction measures, and in the event the County determines that City Inmates shall be removed from the Jail according to this priority schedule, the County will provide the City fourteen (14) days’ notice to remove City Inmates.

5.5 Earned Early Release. The County will release City Inmates in accordance with applicable statutes governing the calculation of jail commitments, including with respect to earned release time pursuant to Chapter 9.94A.729 RCW and Chapter 9.92.151 RCW.

6. Payment by City.

6.1 Proportional Billing. The County employs proportional billing practices when invoicing jurisdictions for Services. Attached hereto as Exhibit A and incorporated herein by this reference is an explanation of the County’s proportional billing practices. Commensurate with these practices, the City shall be invoiced only its proportionate share of the applicable Fees and Costs, as defined in Section 6.2 below, for a City Inmate under either of the following circumstances:

6.1.1 The City Inmate (a) is being held on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order

issued by the City’s municipal court, (b) is not being held on any active County felony charge, and (c) cannot be removed by a Federal agency without regard to local charges; OR

6.1.2 The City Inmate is being held (a) on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order issued by the City’s municipal court, and (b) by the State of Washington for violation of the Offender Accountability Act, and the City has declined to transfer custody to the State of Washington.

6.2 Fees and Costs.

6.2.1 The County shall invoice the City a “Booking Fee” for each City Inmate for whom the County provides Services. For purposes of this Agreement, “Booking” means the act of registering, screening, and examining inmates for confinement in the Jail; Administrative Booking pursuant to Section 4.7; inventorying and safekeeping inmates’ personal property; maintaining all computerized records of arrest; performing warrant checks; and all other activities associated with processing an inmate for confinement. The Booking Fee is as follows:

2021 Booking Fee	2022 Booking Fee
\$128.88	\$134.70

6.2.2 The County shall invoice the City a per calendar day “Daily Maintenance Fee” for each City Inmate for whom the County provides Services. The Daily Maintenance Fee for all City Inmates is as follows:

2021 Daily Maintenance Fee	2022 Daily Maintenance Fee
\$142.63	\$187.46

Should the Parties renew this Agreement beyond December 31, 2023, additional annual increases shall be calculated pursuant to Section 6.2.3.

6.2.3 Beginning January 1, 2023, the Booking Fee and Daily Maintenance Fee listed in Sections 6.2.1 and 6.2.2 shall increase on January 1 of each calendar year during the term of this Agreement by three (3) percent. The County shall provide the City notice of the Booking Fee and Daily Maintenance Fee increase by September 1 of each year. In the event direct cost to the County to provide jail services increases or decreases by a rate that is more than one (1) percent over the amount of the applicable Booking Fee and Daily Maintenance Fee, the Parties agree that the costs for the remainder of the term shall be renegotiated based on actual direct costs.

6.2.4 The County shall invoice the City for all costs incurred for necessary medical, dental, or mental health services to City Inmates, including, but not limited to, all medication, durable medical equipment, ambulance fees, and medical, dental, and mental

health services provided outside the Jail (the “Medical Costs”). The Medical Costs do not include routine medical examinations, tests, procedures performed at the Jail by Jail staff or contractors. In addition, the Medical Costs do not include expenses covered by the City Inmate’s health insurance and/or public assistance for injuries suffered while in the custody of the County. The County will credit amounts received from the City Inmate’s own health insurance and applicable public assistance before billing the City.

6.2.5 The County shall invoice the City a “Video Court Fee” for each scheduled hour of Video Court time. The Video Court Fee per hour is as follows:

2021 Video Court Fee	2022 Video Court Fee
\$207.96	\$223.12

The County may increase the Video Court Fee upon thirty (30) days’ notice to the City.

6.3 Invoicing and Payment. The City shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the Parties. Where complete payment is not tendered within thirty (30) days of the invoice date, the County may charge interest on the outstanding balance at a rate equal to the interest rate on the monthly County investment earnings. Should the City wish to dispute the amount of a particular invoice, it will (a) make complete and timely payment on the outstanding balance, and (b) deliver written notice of the dispute to the County within thirty (30) days of the invoice date. Failure to properly notify the County of any disputed amounts within thirty (30) days of the invoice shall constitute an acceptance by the City of all charges contained therein. Within fifteen (15) days of timely receipt of payment and the City’s written notice of dispute, the County shall review the disputed invoice. Should the County resolve the dispute in favor of the City, the disputed amounts will be credited towards the City’s next billing cycle, PROVIDED, HOWEVER, that upon termination of this Agreement, the County shall pay out to the City any such credited amounts. Withholding payment of any amount billed, regardless of whether the City has provided timely written notice of a disputed invoice, will constitute a default under Section 11 of this Agreement.

6.4 Records. Each Party may examine the other Party’s books and records to verify charges. The County shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

7. Indemnification/Hold Harmless.

7.1 City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and

if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

7.2 County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.

7.3 Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other Party only, and only to the extent necessary to provide the indemnified Party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

8. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

9. Insurance. Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified Party(s). Each Party shall provide the other with a certificate of insurance or letter of self-insurance annually as the case may be.

10. Compliance with Laws. In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

11. Default and Remedies.

11.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other Party shall deliver written notice of such failure to the non-performing Party. The non-performing Party shall have fifteen (15) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default (“Default”) under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said fifteen (15) day period, then the non-performing Party shall not be in Default if it commences cure within said fifteen (15) day period and thereafter diligently pursues cure to completion.

11.2 Remedies. In the event of a Party’s Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 11.1 above, the non-Defaulting Party shall have the right to exercise any or all rights and remedies available to it in law or equity. In addition, if the City fails to make payment on an outstanding invoice within the time to cure and the City has not disputed the invoice as provided in Section 6.3, the City shall have no further right under this Agreement to deliver custody to or otherwise house City Inmates at the Jail and shall, at the County’s request, remove all City Inmates from the Jail within fourteen (14) days of notice to do so. Thereafter, the County may, in its sole discretion, accept City Inmates to the Jail if all outstanding invoices are paid.

12. Early Termination.

12.1 Termination by the County. Except as provided in Section 12.3 below, the County may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.2 Termination by the City. The City may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the County and the Washington State Office of Financial Management. The termination notice shall specify the date on which the Agreement shall terminate, the grounds for termination, and the specific plans for accommodating the affected jail population.

12.3 Lack of Funding. This Agreement is contingent upon governmental funding and local legislative appropriations. In the event that funding from any source is withdrawn, reduced, limited, or not appropriated after the effective date of this Agreement, this Agreement may be terminated by the County immediately by delivering written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.4 Calculation of Costs Due Upon Early Termination. Upon early termination of this Agreement as provided in this Section 12, the City shall pay the County for all Services performed up to the date of termination. The County shall notify the City within thirty (30) days of the date of termination of all remaining costs. No payment shall be made by the City for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the City.

13. Dispute Resolution. In the event differences between the Parties should arise over

the terms and conditions of this Agreement, the Parties shall use their best efforts to resolve those differences through their Administrators on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the Parties. If mediation is not successful, either of the Parties may institute legal action for specific performance of this Agreement or for damages. The prevailing Party in any legal action shall be entitled to a reasonable attorneys' fee and court costs.

14. Notices. All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. Miscellaneous.

15.1 Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

15.2 Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

15.3 Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County or King County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

15.4 Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

15.5 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

15.6 No Waiver. A Party's forbearance or delay in exercising any right or remedy with respect to a Default by the other Party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either Party of any particular Default constitute a waiver of any other Default or any similar future Default.

15.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

15.8 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

15.9 Independent Contractor. The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to ensure performance.

15.10 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

15.11 No Separate Entity Necessary. The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

15.12 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

15.13 No Third Party Beneficiaries. This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

15.14 Force Majeure. In the event either Party's performance of any of the provisions of this Agreement become impossible due to circumstances beyond that Party's control,

including without limitation, force majeure, strikes, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife, that Party will be excused from performing such obligations until such time as the Force Majeure event has ended and all facilities and operations have been repaired and/or restored.

15.15 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COUNTY:

CITY:

Snohomish County, a political subdivision of the State of Washington

City of Monroe, a Washington municipal corporation

By _____
Name: Dave Somers
Title: County Executive

By _____
Name: _____
Title: _____

Approved as to Form:

Approved as to Form:

Deputy Prosecuting Attorney

City Attorney

Approved as to Indemnification and Insurance:

Risk Management

EXHIBIT A

Proportionate Billing

The County uses a proportional billing process to calculate fees and charges for each inmate. As a result, if multiple jurisdictions have an open charge on an individual inmate, the jurisdictions will each share equally the fees and costs as long as an open charge persists for that jurisdiction. When a contracting jurisdiction's charge is closed, that jurisdiction drops from the proportional billing process, and the proportional billing is recalculated without that jurisdiction.

Each day the County shall examine the open charges for each active booking and apply uniform rules for determining billable charges and identifying the billable jurisdiction.

The procedure employed by the County for determining the billable charges and responsible jurisdictions is outlined below and references the County's internal billing system. The procedure continues in sequence through the outlined series of steps only so far as needed to isolate a billable charge and determine the jurisdiction responsible for payment.

1. Select "All Felony Charges."
 - a. If there is more than one felony charge or if there is one felony charge and a Washington State Department of Corrections (the "DOC") hold, go to Step 2.
 - b. If there is one felony charge but no DOC hold, do not invoice.
 - c. If there are no felony charges, go to Step 3.

2. Select "Arresting Agency DOC-Parole-Olympia."
 - a. If there are no other arresting agency charges and all felony charges are with DOC, invoice DOC.
 - b. If there is a DOC hold and additional local charges (that is, charges from jurisdictions that have an interlocal agreement for jail services with the County), do not invoice.
 - c. If there is a DOC hold and non-local additional charges (that is, charges from jurisdictions that do not have an interlocal agreement for jail services with the County), invoice DOC.

3. Select "All Misdemeanor Charges."
 - a. If there is only one misdemeanor charge, invoice the charging jurisdiction.
 - b. If there is more than one misdemeanor charge from more than one jurisdiction, invoice each jurisdiction in equal shares. If a jurisdiction has multiple open misdemeanor charges, the jurisdiction is only invoiced as one element of the proportional billing process. Snohomish County shall be invoiced its proportional share where applicable.

Example: If City A has one open misdemeanor and City B has two open misdemeanor charges, all at the same time, each city is billed for fifty percent (50%) of the Fees and Costs for that inmate.

4. Drop jurisdictions with closed charges.

Example: City X has one open misdemeanor charge, and City Y has one open misdemeanor charge. City Y's charge is closed. City X is billed for one hundred percent (100%) of the Fees and Costs for that inmate from then on.



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Brad Feilberg, Public Works Director

Department: Public Works

SUBJECT: Resolution No. XXX/2021, Establishing Parking Restrictions in the City of Monroe (Main St); Authorizing Installation of Signage

PREVIOUS DISCUSSION:

N/A

REQUESTED ACTION:

Move to approve Resolution No. xxx/2021, establishing parking restrictions in the City of Monroe; and repealing Resolution No. 017/2020; and authorize the posting of 15 minute parking restriction....

POLICY CONSIDERATIONS:

MMC 10.10.060 requires no parking zones be established by resolution.

MMC 10.12.020 requires approval by City Council for modifications to parking regulations.

DESCRIPTION/BACKGROUND:

A retail business requested that a parking stall be restricted to 15-minute occupancy intervals, in order to provide more opportunities for customers to conveniently access the store. The specific parking stall identified for 15-minute parking is the second marked stall located on the north side of W. Main Street, just west of the Lewis Street intersection. See the attached image for a visual depiction. If Council approves this parking restriction, the existing Resolution 017/2020 will need to be repealed and replaced with new Resolution xxx/2021 that includes this stall. See the attached Resolution (page 3) for more information.

FISCAL IMPACTS:

- Approximately \$300 in material and labor to purchase and install a sign assembly, to be paid out of the Street Fund 105.
- Ongoing maintenance as needed (cost unknown).

TIME CONSTRAINTS:

There are no time constraints.

ALTERNATIVES TO REQUESTED ACTION:

1. Do not approve the parking restriction and do not adopt proposed Resolution xxx/2021. Resolution 017/2020 will remain in effect.

ATTACHMENTS:

[RES xxx-2021 Establishing Parking Restrictions
15-Minute Parking Location](#)

**CITY OF MONROE
RESOLUTION NO. 0XX/2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, ESTABLISHING PARKING
RESTRICTIONS IN THE CITY OF MONROE; AND
REPEALING RESOLUTION NO. 017/2020

WHEREAS, the City of Monroe finds that it is in the public interest to establish parking restrictions in certain areas of Monroe; and

WHEREAS, Monroe Municipal Code Chapter 10.12 provides for the addition, deletion and modification of various traffic controls relating to speed limits, quiet zones, loading zones, parking regulations, restrictions, prohibitions and limitations by the placement of official signs and curb markings as authorized by the City Council from time to time.

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

Section 1. Repeal of Resolutions. City of Monroe Resolution No. 017/2020 is hereby repealed in full.

Section 2. Establishment of Parking Restrictions. Parking Restrictions in the City of Monroe are hereby established as follows:

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 4 hours, between the hours of 8:00 A.M. and 6:00 P.M., except for weekends and holidays, and except for vehicles displaying a valid resident parking zone sticker in the following locations:

North Blakeley Street

- west side: West Main Street to alley north of and parallel to West Main Street
- east side: West Main Street to alley north of and parallel to West Main Street

West Hill Street

- north side: North Madison Street to North Blakeley Street
- south side: North Blakeley Street to alley west of North Blakeley Street

East Hill Street

- north side: North Lewis Street to North Ferry Avenue
- south side: North Lewis Street to North Ferry Avenue

Fremont Street

- north side: South Blakeley Street to South Ferry Avenue
- south side: South Blakeley Street to South Ferry Avenue

South Ferry Avenue

- west side: East Main Street to East Fremont Street
- east side: East Main Street to 280 south of the center line of east Main Street

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 4 hours, between the hours of 8:00 A.M. and 6:00 P.M., except for weekends and holidays, in the following locations:

Main Street

- north side: Madison Street to Woods Street
- south side: Fremont Street to Woods Street

North Lewis Street

- west side: 83 feet north of the center line of West Main Street to alley north of and parallel to West Main Street
- east side: East Main Street alley north of and parallel to East Main Street

South Lewis Street:

- west side: 82 feet south of the center line of West Main Street to West Destination Alley
- east side: East Main Street to East Destination Alley

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 2 hours, between the hours of 8:00 A.M. and 6:00 P.M., except weekends and holidays, and except for vehicles displaying a valid resident parking zone sticker in the following locations:

North Blakeley Street

- west side: West Hill Street to alley north of and parallel to West Main Street
- east side: West Hill Street to alley north of and parallel to West Main Street

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 2 hours, between the hours of 8:00 A.M. and 6:00 P.M., except weekends and holidays, in the following locations:

North Ferry Avenue

- east side: East Main Street to East Hill Street
- west side: East Main Street to East Hill Street

South Lewis Street

- west side: West Destination Alley to East Fremont Street
- east side: East Destination Alley to East Fremont Street
- east side: East Fremont Street to 110 feet south of center line of East Fremont Street.
- east side: 185 feet south of the center line of East Fremont Street to 280 feet south of the center line of East Fremont Street

North Lewis

- east side: alley north of and parallel to East Main Street to railroad tracks
 - west side: alley north of and parallel to West Main Street to railroad tracks
- West Hill Street
- north side: North Blakeley Street to North Lewis Street
 - south side: North Blakeley Street to North Lewis Street

North Blakeley Street

- west side: West Hill Street to alley north of and parallel to West Main Street
- east side: West Hill Street to alley north of and parallel to West Main Street

Parking shall be restricted, where not prohibited by other laws, rules or regulations, and the following areas designated as a loading zone:

Woods Street:

- From 228 feet north of the centerline of East Fremont Street to 158 feet north of the centerline of East Fremont Street

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 2 hours, between the hours of 7:00 A.M. and 5:00 P.M., Monday through Friday in the following locations:

Village Way

- adjacent to the Monroe Branch Sno-Isle Regional Library

Parking shall be restricted, where not prohibited by other laws, rules, or regulations, to a maximum of 15 minutes, between the hours of 8:00 A.M. and 6:00 P.M., the following locations:

East Fremont Street

- south side: 1st and 2nd marked parking spaces west of South Ferry Avenue

South Lewis Street

- west side: West Main Street to 82 feet south of the centerline of West Main Street
- east side: 110 feet south of the centerline of East Fremont Street to 185 feet south of the centerline of East Fremont Street

North Lewis Street

- west side: West Main Street to 83 feet north of the centerline of West Main Street
- west side: five feet north of the alley north of and parallel to West Main Street to 25 feet north of said alley.

West Main Street

- north side: 1st marked parking space east of North Blakeley Street
- north side: 2nd marked parking space west of Lewis Street

East Main Street

- north side:

- 1st marked general parking space west of North Ferry Avenue
- 1st marked general parking space west of Woods Street

South Blakeley Street

- east side: West Main Street to West Fremont Street

East Hill Street

- north side: 130 feet east of the centerline North Lewis Street to 150 feet east of the centerline North Lewis Street

North Ferry Avenue

- west side: 1st parking space north of East Main Street

South Ferry Avenue

- west side: 1st marked general parking space south of east Main Street

Parking shall be prohibited, where not prohibited by other laws, rules, or regulations between the hours of 7:00 A.M. and 4:00 P.M. Monday through Friday, in the following locations:

North Kelsey Street

- east side: 170 feet south of centerline West Hill Street to 335 feet south centerline of West Hill Street

Parking shall be prohibited, where not prohibited by other laws, rules, or regulations between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday, in the following locations:

Dickinson Street

- east side: 65 feet south of centerline of Park Lane to 500 feet south of centerline of Park Lane
- west side: Dickinson Street to 130 feet south of centerline of Park Lane

There will be no parking at any time in the following locations:

Tye Street SE

146th Street SE

- Fryelands Boulevard SE to 167th Avenue SE

167th Avenue SE

- east side: Tye Street SE to 146th Street SE
- west side: Tester Road to 230 feet south of the center line of Tester Road

169th Avenue

- Tye Street SE to 146th Street SE

Tester Road

- 164th Street SE to City Limits

147th Street SE

- 179th Avenue SE to Tye Street SE

Beaton Road SE

- Tye Street SE to 169th Drive SE

179th Avenue SE

Oaks Street

Fryelands Boulevard SE

North Kelsey Street

- SR 2 to Chain Lake Road
- west side: SR 2 to West Main Street

South Kelsey Street

- west side: West Main Street to Pike Street

South Lewis Street

- west side: 130 feet south of the centerline of Sumac Drive south to City Limits
- east side: Sumac Drive south to City Limits
- west side: 508 feet south of centerline of West McDougall Street to 590 feet south of the centerline of West McDougall Street
- east side: 462 feet south of centerline of East McDougall Street to 519 feet south of the centerline of East McDougall Street

Dickinson Street

- west side: 130 feet south of centerline of Park Lane to 500 feet south of centerline of Park Lane
- east side: Dickinson Street to 65 feet south of centerline of Park Lane

Village Way

- Inside of loop

West Elizabeth Street

- north side: 350 feet east of the centerline of North Kelsey Street to 470 feet east of the centerline of North Kelsey Street

Blueberry Lane

- south side: 300 feet west of North Kelsey Street
- north side: 65 feet east of Driveway to 18621 Blueberry Lane

Currie Road SE

- south side: Fryelands Boulevard to the east edge of Lord's Lake Division 2

Kirby Drive

- west side: West Main Street to 340 feet north of centerline of West Main Street

Kirby Drive

- east side: West Main Street to 340 feet north of centerline of West Main Street

West Hill Street

- south side: North Madison Street to alley between North Madison Street and North Blakeley Street

Bear Mountain Road SE

➤ north side: between 167th Avenue SE and Phillips Ridge Road SE.

137th Street SE

➤ Rainier View Road SE right-of-way easterly approximately 88 feet

There will be no parking at any time, except Sundays and holidays, in the following locations:

167th Avenue SE

➤ west side: Tye Street SE to 146th Street SE

Said restrictions on parking shall continue to be in full force and effect until such time as the Council directs otherwise.

Section 3. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this _____ day of _____, 2021.

Approved: [DATE], 2021
Effective: [DATE], 2021

CITY OF MONROE, WASHINGTON

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

Becky Hasart, Interim City Clerk



Proposed 15-Minute Parking Restriction

2nd stall, north side of Main Street, west of intersection



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Tyler Christian, Management Analyst

Department: Human Resources/IT

SUBJECT: Approval of 2021 City Clerk Salary Scale as a 2021 Budget Amendment

PREVIOUS DISCUSSION:

1/12/2021 Mayors Update

REQUESTED ACTION:

Move to approve the City Clerk position with a salary range of \$6238 at the low end to \$8350 at the high end and further direct staff to include this range in the 2021 salary scale with the first 2021 Budget Amendment.

POLICY CONSIDERATIONS:

The City Council is responsible for the budget and establishing positions within the pay plan.

DESCRIPTION/BACKGROUND:

To address current staffing needs, Mayor and City Staff are proposing a full time position for the Monroe City Clerk. The City is currently filling with position on an interim basis with the Finance Director Ms. Becky Hasart.

Mayor and Staff would propose hiring a full time City Clerk with an updated salary range in accordance with comparable cities. This action would allow the City to hire a well-qualified candidate.

The ideal candidate will have experience in governmental clerk duties including but not limited to records request, parliamentary processes, and new technologies as related the clerk office.

FISCAL IMPACTS:

Salary range was established based upon the most recent compensation study done of comparable cities.

Proposed pay range for City Clerk \$6238 - \$8350 monthly. Annual Salary of \$74,856 - \$100,200

TIME CONSTRAINTS:

Immediately due to the current workload placed on the Interim Clerk and City Staff. We estimate the hiring process to take approximately 90 -120 days.

ALTERNATIVES TO REQUESTED ACTION:

Deny request and keep position as as an Interim City Clerk. Direct City Staff as to long term vision of the City Clerks office.

ATTACHMENTS:

[City Clerk Job Description](#)

**CITY OF MONROE
POSITION DESCRIPTION**

TITLE:	City Clerk	DEPARTMENT:	Administration
NUMBER:	001-05	REPORTS TO:	City Administrator
UNION:	PG-11 Non-Exempt	CURRENT:	

MAJOR FUNCTION AND PURPOSE

Perform administrative duties of the City Clerk’s office as outlined in RCW; Act as Public Records Officer and administer the City’s records management program; Function as assistant to in a limited capacity, to the Mayor. Performs administrative work in support of city clerk operations, functions and programs.

SUPERVISION RECEIVED

This position serves under the direction of the City Administrator.

SUPERVISION EXERCISED

Provides occasional general direction to some Support Service staff and/or interns.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Maintain and document all official City records as Public Records Officer.
- Provides executive support to the Mayor, including calendar management and scheduling.
- Disclosure of information in accordance with law, and as Public Records Officer, and as authorized by the City Administrator.
- Responsible for all records retention duties; including archiving, ordering, returning, and answering any questions regarding the same. Update the Records Retention Policy as needed, or once a year. Develop and keep current archive database. Assist in training of employees regarding records retention
- Supervise the issuance of municipal licenses and permits, including, but not limited to, business, gambling, professional and amusement licenses and overweight parking permits with a great deal of contact with the public.

- Attend all City Council meetings. Record and prepare minutes and ensure that the meetings are properly documented and that ordinances and resolutions are properly recorded.
- Provide back-up assistance to prepare Council agenda and packets under the direction of the Mayor and City Administrator.
- Ensure that all legal notices are properly prepared and published according to RCW.
- Ensure that appropriate ordinances are codified and distributed as required.
- Record appropriate city documents with Snohomish County Auditor, including, but not limited to, easements, deeds, and agreements.
- Index City records, such as, deeds, easements, contracts, and all actions taken by the City Council.
- Prioritize and route media and information to appropriate destination.
- Perform other duties as directed.
- **MINIMUM QUALIFICATIONS**
- Two years of college/business-level courses or equivalent. Coursework beyond a two-year level of college/business courses may be substituted for up to one year of experience.
- Municipal or governmental business office work experience may be substituted for up to one year of college/business course education.
- Northwest Municipal Clerk's certification desired, or the ability to acquire within normal certification period (2-3 years).
- **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**
- Knowledge of legal requirements pertaining to the recording and preservation of all municipal actions.
- Knowledge of the operation of all departments within city government, including what resources each department provides the staff and public.
- Knowledge of election laws of the State of Washington.
- Knowledge of purchasing principles and practices and state laws governing public purchasing.

- General knowledge of governmental budgeting.
- Ability to develop, implement and maintain effective record keeping systems, procedures and policies.

- 6.1 Ability to lead large projects from inception to completion with close attention to detail.
- 6.2 Ability to establish and maintain working relationships at various levels.
- 6.3 Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- 6.4 Ability to express oneself effectively in all avenues of communication.
- 6.5 Ability to work under pressure of simultaneous activity.
- 6.6 Ability to independently draft nearly final correspondence and update incomplete meeting notes into final form.
- 6.7 Intermediate computer, grammar and math skills.

7.0 WORK ENVIRONMENT

See Physical Demands Job Assessment Form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Head

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

(Employee signature)



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Kim Klinkers, Senior Engineer

Department: Public Works

SUBJECT: Authorize Mayor to Sign Agreement with The Blueline Group for 2021 Annual Road Maintenance Design Services

PREVIOUS DISCUSSION:

01/21/2020, 01/12/2021

REQUESTED ACTION:

Move to authorize the Mayor to sign an agreement with The Blueline Group authorizing design services for the 2021 Annual Road Maintenance capital project, M2021-0002; in an amount not to exceed \$137,100; and expressly authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATIONS:

In accordance with Section 6 of the Procurement Policies & Procedures, professional services contracts costing more than \$100,000 require City Council approval.

DESCRIPTION/BACKGROUND:

The City has established a Transportation Benefit District (TBD) to help maintain existing streets. Engineering staff utilize the StreetScan program that helps determine the best use of TBD funds in order to maximize maintenance efforts toward our citywide street system. Some street segments are identified for only preservation, while others are paired up with utility reconstruction needs that collectively form a complex project and take a year or two to accomplish. In addition, existing sidewalk ramps adjacent to the project areas are reviewed and reconstructed as necessary to be compliant with current ADA standards.

On January 21, 2020 and January 12, 2021, the Council authorized the preparation of plans and specifications and solicitation of bids for construction of the 2020/2021 Capital Improvement Projects, which included the 2021 Annual Road Maintenance Project.

This project provides for street improvements at various locations within the City per the table below:

Road Name*	From	To
Roberts St	Park St	Access Rd

Monroe St	Park St	Kelsey St
McDougall St	Madison St	Access Rd
Simons Rd	Railroad Ave	End
Short Columbia St	Sams St	Madison St
Madison St	Main St	Elizabeth St
Morris St	Pike St	Main St
Pike St	Sams St	Madison St
Mill St	Simons Rd	Railroad Ave
Orr St	Hill St	Access Rd
Maple St	Kelsey St	End
Ann St	Main St	US 2

**Preliminary road list. Final list will be determined as project costing is developed concurrent with design efforts.*

The anticipated work includes placement of hot mix asphalt, pavement repair, planing or grinding, construction of ADA ramps, pavement markings, utility adjustments, traffic control and other associated work. In addition, this project includes updating pavement markings (e.g., striping, crosswalk markings, and pavement symbols) at other locations throughout the City. These locations are in addition to the replaced markings associated with the overlay work. This work will be paid by the Streets Capital 318 Fund and reimbursed by the TBD.

The City solicited for design and construction management services in December 2020. Seven firms responded to the advertisement and City staff selected two firms for interviews. The Blueline Group was determined to be the most qualified to perform the requested services for this project. City staff has negotiated a contract for \$137,100 with The Blueline Group for this work, which includes topographic surveying, geotechnical engineering, and civil engineering to prepare complete Plans, Specifications and Estimate (PS&E) for construction in 2021. Refer to the attached Consultant Agreement for more information. The scope and fee for construction management services to be provided by The Blueline Group will be negotiated at a later date as the construction contract documents are nearing completion.

FISCAL IMPACTS:

The design consultant is requesting \$137,100 to provide a complete set of plans, specifications and estimate by April 2021. The full contract amount is anticipated to be spent during the 2021 fiscal cycle.

The approved budget for the 2021 Street Capital 318 Fund includes \$1,303,486 for street preservation / overlay projects, exclusive of staff salaries and benefits. The Monroe Transportation Benefit District has budgeted sufficient funds to reimburse the City for both contractor expenses and staff salaries and benefits.

The project anticipated expenses are summarized in the table below:

Phase	Anticipated Expenses
-------	----------------------

Design Services	\$ 137,100
Advertisement / Printing	\$ 2,000
Construction Contract	\$1,000,000
Construction Management Services	\$ 85,000
Geotechnical Services	\$ 25,000
Total Expenses	\$1,249,100
Amount Budgeted	\$1,303,486

TIME CONSTRAINTS:

Approval is requested by Council to advance project development. Design documents should be completed by April 2021 to advertise during a favorable bid environment. Seeking bids during the earlier part of the year is advantageous in that contractors tend to offer lower pricing. Delays in authorizing the design services contract may push the design completion date, which in turn may result in higher bids due to being later in the year.

ALTERNATIVES TO REQUESTED ACTION:

1. Approve as recommended.
2. Do not approve. Provide direction to the Mayor and City Staff to areas of concern.
3. Approve with Council recommendations.

ATTACHMENTS:

[Consultant Agreement - Blueline](#)



CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER 1 2021 Annual Road Maintenance M2021-0002	WORK DESCRIPTION 2 Provide plans, specifications, and estimates (PS&E) for pavement preservation and rehabilitation. Construction Management Services provided after bidding phase.
CONSULTANT 3 The Blueline Group, LLC 16000 Bothell-Everett Highway, Suite 150 Mill Creek, WA 98012	CONSULTANT CONTACT NAME, EMAIL, AND TELEPHONE NO. 4 Deanna Martin dmartin@thebluelinegroup.com 425-250-7239
FEDERAL I.D. NO. 5 91-2191569	BUDGET OR FUNDING SOURCE 6 318-000-120-595-10-65-00
PROJECT ADMINISTRATOR NAME, ADDRESS, EMAIL, AND TELEPHONE NO. 7 Kim Klinkers, P.E. Project Manager 806 W Main St Monroe, WA 98272 kklinkers@monroewa.gov 425-760-7895	MAXIMUM AMOUNT PAYABLE, IF ANY 8 \$137,100.00 ** City of Monroe Business License required to receive NTP **
COMPLETION DATE 9 December 31, 2021	10 <input type="checkbox"/> Lump Sum <input type="checkbox"/> Cost Plus a Fixed Fee <input type="checkbox"/> Schedule Rate/Time and Materials <input checked="" type="checkbox"/> Time and Materials/Not to Exceed

THIS AGREEMENT is entered into on January _____, 2021 between the City of Monroe, Washington, hereinafter called "the CITY" or "the Public Entity", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall promptly make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its

own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY; this work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute as provided in Section 18. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Electronic versions of all work products shall be provided to the CITY in a format compatible with CITY software, except to the extent expressly waived in the attached exhibits.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The Consultant shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its

officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant'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. The provisions of this section shall survive the expiration or termination of this Agreement.

9. Insurance. The CONSULTANT shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

J. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

10. Records Retention and Disclosure. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible

copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose. The CONSULTANT shall also provide a complete electronic copy of all reports, plans, and specifications upon completion of the work or upon request of the CITY.

Separate from and additional to the foregoing, the CONSULTANT shall fully cooperate with and assist the CITY with respect to any request for public records received by the CITY and related to any public records generated, produced, created and/or possessed by the CONSULTANT and related to the services performed under this agreement. Upon written demand by the CITY, the CONSULTANT shall furnish the CITY with full and complete copies of any such records within five business days.

The CONSULTANT's failure to timely provide such records upon demand shall be deemed a material breach of this agreement. To the extent that the CITY incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the CONSULTANT shall fully indemnify and hold harmless the CITY as set forth in Section 8.

For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

The provisions of this section shall survive the expiration or termination of this agreement.

11. Notices. All notices required to be given by either party to the other under this agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it generally meets the requirements of this agreement, and for reviewing, monitoring and approving the general quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator. Provided, that nothing in this section shall be construed as altering the CONSULTANT'S duty of care or otherwise limiting, abridging, waiving or reducing the CONSULTANT'S obligations under this agreement.

13. Conflict Amongst Main Agreement and Attachments. In case of conflict between the Exhibits to this agreement and the portions of this agreement preceding the signature lines (Sections 1-24), the terms of Sections 1-24 shall prevail. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in Sections 8 and 9 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified in Box 3 on page 1. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services satisfactorily performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any subconsultants approved by the CITY at the outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Resolution of Disputes; Governing Law and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises out of or in connection with this agreement, including any question regarding its existence, enforceability, interpretation, or validity, the parties will, if practicable, meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties may resort to litigation. The exclusive venue for any litigation arising out of this agreement shall be the Snohomish County Superior Court. The substantially prevailing party in any such litigation shall be entitled to an award of its reasonable attorneys' fees.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. Code of Ethics. The CONSULTANT and all subconsultants/subcontractors shall also comply with the Monroe Code of Ethics (Exhibit E), Chapter 2.52 MMC. Any violation of Chapter 2.52 MMC by the CONSULTANT or any of its subconsultants/subcontractors shall be considered a material breach of this Agreement.

21. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

22. Legal Compliance. In the performance of work under this agreement, the CONSULTANT shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the CONSULTANT's business, equipment, and personnel engaged in operations covered by this agreement or accruing out of the performance of such operations.

23. Risk of Loss. The CONSULTANT shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections

reasonably necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the CONSULTANT shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

24. City of Monroe Business License: The Consultant shall be solely responsible for obtaining a City of Monroe Business License prior to any work commencing per the Monroe Municipal Code 5.02.030.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT: THE BLUELINE GROUP, LLC

CITY OF MONROE:

Geoffrey Thomas, City Mayor

By: _____

Title: _____

ATTEST/AUTHENTICATED:

Rabecca R. Hasart, Interim City Clerk

EXHIBIT A

SCOPE OF WORK

Blueline's scope of work for the Project is as follows:

Task 001 Project Management

Fee: Not to Exceed (\$7,900)

This task is for general coordination and meetings on the project, including coordination with the City, internal plan review/discussion meetings, subconsultant coordination, and in-house quality assurance. Blueline will prepare monthly invoices for work performed during the previous month. Included with the invoices will be pertinent backup materials and progress reports of the project to date.

Deliverables: *Monthly Invoices, Progress Reports.*

Task 002 AERIAL & GIS BASE MAPPING

Fee: Not to Exceed (\$6,300)

Axis Survey and Mapping will prepare digital base mapping for the areas as specified by the City in the 2021 Annual Road Maintenance Project. AutoCAD drawings will be prepared at a scale of 1"=20'. Services will include the following:

- Approximate paving limits.
- Retrieve, interpret, and include existing as-builts as available from local agencies and purveyors.
- Establish right-of ways and road centerlines within the areas, as requested by the City, as available from Snohomish County GIS Parcel lines.
- Show and label all control points with elevations and point numbers.

Deliverables: *AutoCAD 2016 drawing file with dtm files*

Underlying Assumptions: *The City will provide all available GIS data for utilities and property information.*

Task 003 ADA SURVEY & BASE MAPPING

Fee: Not to Exceed (\$11,200)

- Axis Survey and Mapping will prepare base mapping for 6 separate curb return areas for ADA ramp replacement, as requested by the City. AutoCAD drawings will be prepared at a scale of 1"=20'. Services will include the following:
- Control survey in NAD 83/91 Horizontal Datum, with all elevations derived from and checked to NAVD 88 Vertical Datum.
- Retrieve, interpret, and include existing as-builts as available from local agencies and purveyors.
- Establish right-of ways and road centerlines available from recorded plats, and public records and further compared to the Snohomish County GIS Parcel lines.
- Set additional elevation benchmarks along project length at each intersection within the project area.
- Coordinate underground utility locate service Washington One Call (811) to provide utility locate services for underground utilities including: power, water, gas, cable, fiber optics and telecommunications.

- Location of trees with DBH size and species within the Right of Way per the City of Monroe Municipal Code.
- Depict hard and soft surfaces on individual layers per accepted APWA standards.
- Show and dimension located topographic features and contours at 2' intervals.
- Show and label all control points with elevations and point numbers.

Deliverables: AutoCAD 2016 drawing file with dtm files

Underlying Assumptions: The City will provide all necessary right of entry into private property and notice to landowners along the route of mapping activity.

Task 004 GEOTECHNICAL RECOMMENDATIONS

Fee: Not to Exceed (\$23,200)

See attached scope and fee estimate from HWA Geosciences Inc.

Task 005 60% DESIGN

Fee: Not to Exceed (\$37,900)

Blueline will complete the 60% Design stage for the project. The services under this task will include:

- Initial site visit.
- Kickoff meeting with City staff.
- Preparing 60% Design Plan Sheets for the proposed improvements. It is anticipated there will be up to 50 plan sheets in the Plan set for estimating purposes.
- Preparing 60% Specifications including all Proposal, Contract Forms, General Conditions, and Measurement and Payment in WSDOT format, using City-provided standard specifications when available.
- Preparing a 60% Engineer's Estimate including quantities and a contingency.
- Assist City with WSDOT permit application. It is assumed the City will coordinate with WSDOT directly and Blueline will provide supporting materials as needed.
- Up to 2 additional site visits to verify quantities and field conditions.
- Project Walk-through with the City's Engineering and Operations staff.

Deliverables: 60% Plans (PDF).
60% Specifications (PDF).
60% Engineer's Estimate (PDF).

Design memo accompanying the submittal that outlines assumptions, questions, and recommendations (PDF).

Task 006 FINAL DESIGN

Fee: Not to Exceed (\$33,500)

Based on City review comments from the 60% Design stage, Blueline will proceed to producing the Final Design (Bid Documents), including:

- Review meeting with City staff.
- Incorporating the City's 60% comments into the contract documents.
- Up to 2 additional site visits to verify quantities and field conditions.
- ADA ramp grading for up to 6 ramps.

- Prepare MEF documentation for non-compliant ramps.
- Final Plans, Specifications, and Estimate developed to the bid-ready stage.

Deliverables: *Final Design Plans (PDF and ACAD base files).*

Final Design Specifications (PDF and Word files).

Final Design Engineer's Estimate (PDF and Excel files).

MEF Documentation (PDF).

Task 007 BIDDING & AWARD SERVICES

Fee: Not to Exceed (\$3,300)

Blueline will provide consulting services during the bidding process, including:

- Addressing questions from prospective bidders, if necessary.
- Generally assisting the City during the bidding process as needed.
- Preparing and issuing addenda to clarify the construction documents, if necessary.

Deliverables: *Addenda if necessary.*

Task 008 MANAGEMENT RESERVE

Fee: Not to Exceed (\$12,300)

This task provides for unanticipated services deemed to be necessary during the course of the Project that are not specifically identified in the scope of work tasks defined above. Any additional work or funds under this item are not to be used unless explicitly authorized by the City. Fee estimate is based on $\pm 10\%$ of Tasks 001-007.

Deliverables: *Not yet identified.*

General Assumptions & Notes

- Scope and fees outlined above are based on the following information (any changes to these documents may result in changes to the fees):
 - City of Monroe's Request for Proposal dated December 16, 2020.
 - Scoping discussion with the City of Monroe on January 14, 2021.
 - Email correspondence with the City of Monroe prior to the date of this scope and fee proposal.
- This proposal does not include any of the following:
 - Electrical, Traffic, or Structural Engineering.
 - Underground utility replacement or improvements including stormwater collection or conveyance improvements.
 - Environmental Assessment, Permitting, or Mitigation.
 - ROW acquisition or offsite easements.
 - Drainage calculations or TIR.
 - Grading permit, SEPA, NPDES, or SWPPP (not anticipated to be necessary).
 - Dry utility design or coordination.
 - Construction Administration, Staking, or Inspection Services.
- Blueline will provide an Additional Services Authorization request to the City for Construction Inspection Services at a later date.

- Agency fees (if any) are not included as part of the fees outlined above.
- Traffic Control Plans will be submitted by the Contractor and are therefore, not included within Blueline's scope of work.
- Permanent Easement investigation, preparation, and acquisition (if required) are not included as part of the fees outlined above.
- Temporary Construction Easement preparation and coordination is not included as part of the fees outlined above.
- The City will coordinate with franchise utility companies for any required pole relocations.
- The fees stated above do not include reimbursable expenses such as large format copies (larger than letter/legal size), mileage, and plots. These items will be billed under a separate task called Expenses. **Estimate: \$1,500.**
- Project stops/starts and significant changes to the Project Schedule may result in changes to the fees provided above and a separate fee proposal will be provided.
- Time and expense items are based on Blueline's current hourly rates.
- These fees stated above are valid if accepted within 30 days of the date of the proposal.
- Client revisions requested after the work is completed will be billed at an hourly rate under a new task called Client Requested Revisions. A fee estimate can be provided to the Client prior to proceeding with the revisions.
- Blueline reserves the right to move funds between approved Tasks 001 - 007 included in this proposal as necessary, provided the overall budget of the approved contract is not exceeded. The City Project Manager will be notified if funds are shifted.

EXHIBIT B

COMPLETION SCHEDULE

Blueline shall begin work immediately upon receipt of Notice-to-Proceed from the City and proceed according to the following general Project Schedule. This schedule reflects the City’s desire to complete design as soon as possible and begin construction in June 2021. Key dates include:

Notice to Proceed	January 27, 2021
Survey & Information Gathering.....	early February 2021
60% Design Submittal.....	March 1, 2021
Final Design Submittal.....	April 9, 2021
Advertise for Bid.....	April 19, 2021
Begin Construction.....	June 2021

All work on this project will be complete and project closed out by/before December 31, 2021.

EXHIBIT C

FEE SCHEDULE

Task #	Base Tasks	Principal \$215/hr Hours	Project Engineer \$185/hr Hours	Engineer \$165/hr Hours	Engineering Designer \$152/hr Hours	Total Hours	Total Fee
001	Project Management	32	0	6	0	38	\$7,900
002	Aerial & GIS Mapping						\$6,300
003	ADA Survey & Base Mapping						\$11,200
004	Geotechnical Recommendations						\$23,200
005	60% Design	18	38	86	84	226	\$37,900
006	Final Design	8	42	72	80	202	\$33,500
007	Bidding & Award Services	0	4	8	8	20	\$3,300
008	Management Reserve						\$12,300
	Expenses						\$1,500
	Total Hours	58	84	172	172	486	
	Blueline Personnel	\$12,470	\$15,540	\$28,380	\$26,144		\$137,100

Scope of Work

Visual assessment of 20 alignments proposed for 2021 Overlay Program.
 Prepare Street Use permit application and traffic control plans and submit to the City of Monroe for approval.
 This estimate assume no flaggers will be required and traffic control will consist of typical signs and cones around the work area.
 Mark locations of 20 pavement cores and arrange for utility locates.
 Perform 6-inch diameter pavement cores at 20 locations. Shallow excavations using hand digging equipment will be performed to assess base course thickness, if any is present.
 Cores will be patched with Aquaphalt.
 Create photographic pavement core logs and present in a letter report along with recommendations for overlay and reconstruction.

ESTIMATED HWA LABOR:

WORK TASK DESCRIPTION	PERSONNEL & 2021 BILLING RATES							TOTAL HOURS	TOTAL AMOUNT
	Geot. VIII \$235.00	Engr. VII \$235.00	Engr. I \$110.00	Geot III \$120.00	CAD \$95.00	Contractor \$125.00	Clerical \$87.00		
Project Setup/Coordination		2						2	\$470
Visual Assessment of Project Alignments		8						8	\$1,880
Prepare Street Use Permit & TCP		2		4				6	\$950
Mark Cores & Arrange Utility Locates				8				8	\$960
Perform Pavement Coring			32	32				64	\$7,360
Prepare Photographic Core Logs		4		8				12	\$1,900
Engineering Analysis and Letter Report	4	16	4					24	\$5,140
TOTAL LABOR CHARGES:	4	32	36	52	0	0	0	124	\$18,660

LABORATORY TEST SUMMARY:

Test	Est. No.	Unit	Total
	Tests	Cost	Cost
Grain Size Distribution	0	\$100	\$0
Atterberg Limits (plasticity index)	0	\$175	\$0
CBR/Precor	0	\$500	\$0
LABORATORY TOTAL:			\$0

ESTIMATED DIRECT EXPENSES:

Mileage @ IRS rate	\$150
Per Diem	\$0
FWD Testing Rate (@ \$250/hr)	\$0
Pavement Coring (@ \$60/core)	\$1,200
Traffic Control (Rental of Signs and Cones)	\$150
Laboratory Testing	\$0
TOTAL DIRECT EXPENSES:	\$1,500

PROJECT TOTAL SAND SUMMARY:

Total Labor Charges	\$18,660
Direct Expenses	\$1,500
GRAND TOTAL:	\$20,160

Assumed Conditions:

- All costs are estimated, and may be increased or decreased within the limits of the total budget at the discretion of HWA's project manager.
- No permit fees will be required by the City.

EXHIBIT D

SUBCONSULTANT LIST

HWA GeoSciences Inc.
21312 30th Dr SE, Ste 110
Bothell, WA 98021

Axis Surveying & Mapping
15241 NE 90th St, Ste 100
Redmond, WA 98052

EXHIBIT E

MONROE CODE OF ETHICS

Chapter 2.52 CODE OF ETHICS

Sections:

- 2.52.010 Purpose – Construction.
- 2.52.020 *Repealed.*
- 2.52.030 Award of contracts prohibited.
- 2.52.040 *Repealed.*
- 2.52.050 *Repealed.*
- 2.52.060 *Repealed.*

2.52.010 Purpose – Construction.

The city of Monroe hereby adopts the code of ethics for municipal officers codified at Chapter 42.23 RCW, inclusive of any future amendments thereof. It is the city’s specific intent that the ethical standards set forth at Chapter 42.23 RCW shall govern the conduct of municipal officers within the city of Monroe. Except as expressly provided in this chapter, and Chapter 4.30, Ethics Board, the city disclaims any intent to impose substantive standards of conduct that are more stringent than or otherwise different from those set forth in Chapter 42.23 RCW with respect to the subject matter of said chapter.

2.52.020 *Repealed.*

2.52.030 Award of contracts prohibited.

Members of the city of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. Exceptions to this rule are those covered by the CBA, RCW and WAC. This section was submitted to the Monroe city council as an initiative with enough required signatures to be submitted to the voters. The city council adopted the initiative as an ordinance as an alternative to placing on the ballot. Consequently, to the extent required by law, this subsection shall be construed as superseding any conflicting city requirements or requirements that otherwise operate to illegally amend the requirements of an initiative.

2.52.040 *Repealed.*

2.52.050 *Repealed.*

2.52.060 *Repealed.*

EXHIBIT F

TITLE VI

During the performance of this contract, the consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “consultant”) agrees as follows:

1. Compliance With Regulations – The consultant shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination – The consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment – In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the consultant of the consultant’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports – The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance – In the event of the consultant’s noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the consultant under the contract until the consultant complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions – The consultant shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any sub-consultant or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the consultant may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the consultant may request the USDOT enter into such litigation to protect the interests of the United States.



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Jeff Jolley, Police Chief

Department: Police

SUBJECT: Police Department Council Report

ATTACHMENTS:

[December 2020 YTD \(2\)](#)



Monroe Police Department

Monthly Council Report

December 2020



○ SIGNIFICANT CASES/EVENTS

- **December 4, 2020** – Detective Kornish observed a male enter the Coastal Farm and Feed store through the exit door and then later run out with a cart full of merchandise. He conducted a traffic stop of the suspect vehicle due to the driver having a suspended license. Subsequently the suspect confessed to stealing the merchandise from the store. The recovered stolen items totaled over \$1,480.00.

○



- **December 7, 2020** – Officers responded to the call of a suicidal male in a residence. Upon arrival officers learned that the male had weapons, made a threat towards law enforcement, and a shot had been fired. The male had barricaded himself in a bedroom and was non-cooperative with officers. A search warrant was obtained to enter the residence and the regional SWAT team responded to serve the warrant. Upon entering officers found the 36-year-old male deceased from an apparent self-inflicted gunshot wound. There were no other occupants in the residence at the time of entry.

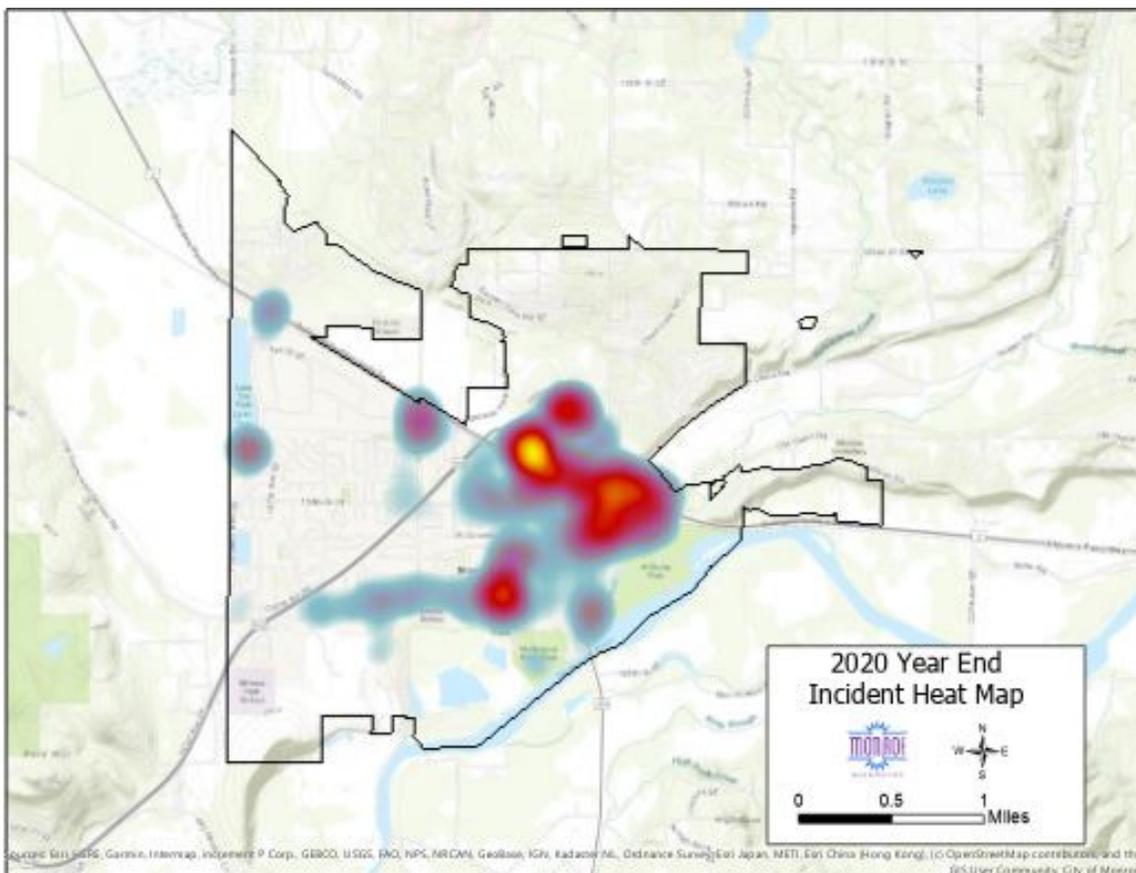
- **December 14, 2020** – A SCSO deputy contacted the Monroe Police Department to let officers know that a vehicle matching the description of our suspect vehicle from a recent porch theft incident was parked at a residence in the Lake Roesiger area. Officers responded to the area and stopped the vehicle in the 21400 blk of Dubuque Rd. The subsequent search warrant on the vehicle located numerous items that were either confirmed stolen or presumed stolen including gift cards, stolen credit cards, and checks.



- **December 16, 2020** – Officers contacted and interviewed a suspect in a theft where the employee had been stealing tools and equipment from his employer for the last 4 months. Thanks to the interviewing skills of Officer Lether, the suspect confessed. The suspect has already assisted in recovering some of the stolen property, but there are still many items to be recovered. The total value of the stolen property is estimated to be between \$10,000 - \$14,000.
- **December 18, 2020** – Officers were dispatched to a suicidal subject with a knife in the area of Sky River Park. Upon arrival officers found the individual who verified that she had a knife in her hand and that she had cut her arms with the knife. After speaking with the individual they were able to have her throw the knife into the grass area and get close enough to assess her injuries. The individual was transported to EvergreenHealth for evaluation. She expressed that she was thankful for the compassion and efforts shown by officers on scene to get her the help she needed.

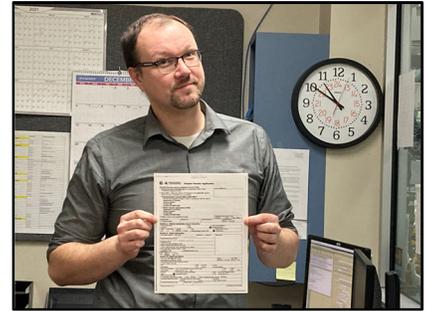
• DEPARTMENT STATISTICS

	2020 YTD	2019 YTD	2018 YTD
Burglaries	44	57	45
Vehicle Prowls	89	150	59
Vehicle Thefts	34	52	36
Vehicle Recoveries	15	26	25
Collisions	239	336	324
<hr/>			
Dispatched Calls	11,464	12,676	11,611
Self-Initiated Calls	9,525	12,744	11,674
Case Reports	2,816	3,310	2,872
Tickets	2,154	3,012	2,711
Arrests	910	962	862
<hr/>			
Code – Abandoned vehicle	290	312	301
Code – Animal calls for service	353	413	374
Code – Nuisance	643	852	690
Code – Parking complaints	274	334	276
<hr/>			
Public Records Requests	1,060	1,139	1038



Increased gun sales during pandemic

Month	2020 Year to Date	2019 Year to Date	2018 Year to Date
January	67	25	33
February	114	59	70
March	230	108	116
April	305	136	151
May	378	165	173
June	523	248	198
July	596	307	222
August	672	344	249
September	740	408	269
October	816	457	296
November	920	508	232
December	1,020	576	372



A NEW RECORD
The 1,000th firearms application was received in December.

○ PERSONNEL UPDATES

- Several employees were recognized for milestones anniversaries in 2020:
 - Sergeant Steve Clopp – 20 years
 - Detective Nathan Erdmann – 20 years
 - Sergeant Chuck Fuller – 20 years
 - Deputy Chief Ryan Irving – 20 years
 - Admin. Manager Sherri Simonson – 30 years
 - Officer Darryl Stamey – 30 years
 - Officer Tim Walker – 20 years

○ COMMUNITY OUTREACH TEAM

- The fourth quarter of 2020, the Community Outreach team has been able to assist several individuals, here are some of their success stories:
 - A couple that the Community Outreach Team assisted with motel funding is now next on the list for permanent supported housing. They are still in a motel that is being paid for by one of the housing programs while they wait.
 - Seven people went to inpatient treatment. By the end of the quarter six completed their training and were placed in clean and sober housing.
 - One individual graduated from drug treatment and was transported to clean and sober housing.



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Finance

SUBJECT: Finance Report

DESCRIPTION/BACKGROUND:

Attached is the November and parts of December 2020 Financial Report. The full December report will not be available until the 2020 fiscal year is closed.

ATTACHMENTS:

- [1-01-26-2021 Council Report](#)
- [2-01-26-2021 Council Report addendum](#)
- [3-November 2020 Rev Exp Summary Report](#)
- [4-2020 Sales Tax Analysis](#)
- [5-December by Category](#)
- [6-2020 REET](#)
- [7-2020 Lodging Tax Analysis](#)
- [8-November 2020 Balance Sheet](#)
- [9-November 2020 Investment Report](#)
- [10-December 2020 Investment Report](#)
- [11-donation tracking 2020](#)



MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight

FROM: Becky Hasart, Finance Director

DATE: January 26, 2021

RE: **November 2020 and December 2020 Finance Department Report**

Please find attached the November 2020 financial monthly report. Straight line trending would be ninety one point six percent (91.6%). December's report will not be available until after period 13 is closed (year end close out).

Miscellaneous revenues are trending higher than expected due to the early call outs of some of the City's long term investments. It is anticipated that future returns will be low, reflective of the decrease in interest rates enacted by the Federal Reserve.

Intergovernmental Revenues are behind budgeted expectations. However, this category includes the anticipated CARES Act reimbursements. Expectations are once these revenues are received, this revenue category will meet budget expectations.

General Fund revenues, after adjustment for budgeted transfers and reimbursable COVID related costs, are ahead of expenditures by \$1,186,571 through November. This is due to staff compliance with the Mayor's directive to manage expenses per the budget amendment and within the City's overall strategic needs. The 2020 Budget Amendment was finalized on August 25, 2020 and the attached report reflects the changes.

The December 2020 Sales Tax, 2020 REET, and 2020 Lodging Tax reports are attached for your review. All three have been adjusted based on the adopted 2020 Budget Amendment and finished the year higher than anticipated.

The balance sheet report for November is included in this report.

COVID-19

The Mayor had directed staff to continue reviewing their budgets to help identify potential adjustments that can be made within the City's overall strategic needs. The Mayor has also directed, through Emergency Order 2020-007, that all new contracts and capital purchases be suspended until those contracts and capital purchases can be analyzed with Deborah Knight within the context of the adopted 2020 Budget Amendment. This has resulted in keeping expenditure outflows under revenue inflows, specifically for the General Fund.

Investment Report

The November and December 2020 investment reports are attached for your convenience. Interest rates continue to decrease in the current environment, which is reflected in our short term investments (LGIP and Opus Bank). These rates continue to be volatile based on national and world events (Covid-19 concerns, various new international tariffs, changes in international leadership, etc.).

Donation Report

The December 2020 Donation report is attached for your convenience. Donations received during September and October, both monetary and in kind, are reflected on the attached.

Passport Services

On November 17, 2020, the Finance and Human Resources committee discussed the City's passport processing program (committee agenda item attached in the Council packet of 12/08/2020). It was determined that the City would no longer process passports due to the following reasons:

- Processing passports is disruptive to customer service operations. Processing can take a minimum of 30 minutes per application. Some applications can take longer depending on how complete the applicant's paperwork is.
- Cost recovery is minimal at \$35 per application. Fees are not adjusted annually, if at all. Regardless of the time it may take to process a passport, we are limited on how much we can recover by the US State Department.
- Spacing is a challenge. To process passports, we are supposed to provide a private area in which we can review and certify paperwork with the applicant. We did begin to use the jury room off the lobby, but this is a challenge when applicants bring their children. And when we have multiple applicants waiting to process passports, we do not have adequate room for processing.
- With the uncertainty surrounding the COVID-19 pandemic, staff is uncomfortable with the face to face aspect of passport processing.
- The majority of customers are not from the City of Monroe. (We have seen our passport traffic increase after Lake Stevens discontinued processing passports.) The Monroe Post Office continues to process passports, thus there is a local option for those that live in Monroe.



806 West Main Street
Monroe, WA 98272-2198
(360) 794-7400 Fax: (360) 794-4007
www.monroewa.gov

MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Becky Hasart, Finance Director
DATE: January 26, 2021
RE: **Finance Monthly Report – November Professional Services Agreements**

Per the City of Monroe Procurement Policies and Procedures Manual, the following are the professional (personal) services contracts executed during the month of November 2020:

- Robinson Noble – \$4,418
Rainier View Road PRV Testing
- Commercial Industrial Roofing – \$2,951
Police Dept roof leak inspection
- Garland/Commercial Industrial Roofing – \$2,951
Police Dept roof leak inspection/correction

Thank you.

City of Monroe - November 2020 (91.6%)

General Fund Revenues	2020	Year-to-Date	% of	2019	Year-to-Date	% of
	Budget	11/30/2020	Budget	Budget	11/30/2019	Budget
Property Tax	3,248,041	3,297,717	101.5%	3,201,628	3,197,978	99.9%
Sales Tax	5,716,390	5,845,703	102.3%	5,791,928	5,826,091	100.6%
Admissions Tax	31,330	31,331	100.0%	115,000	103,570	90.1%
Utility Tax	2,687,410	2,642,485	98.3%	3,236,541	3,036,689	93.8%
Leasehold & Gambling Taxes	30,205	47,987	158.9%	55,117	56,491	102.5%
Total Taxes	11,713,376	11,865,222	101.3%	12,400,214	12,220,819	98.6%
Licenses & Permits	554,700	619,107	111.6%	631,183	772,696	122.4%
Intergovernmental	1,142,052	879,592	77.0%	520,815	481,647	92.5%
Charges for Goods & Services	1,462,711	1,352,712	92.5%	1,572,010	1,481,295	94.2%
Fines & Penalties	134,516	141,497	105.2%	240,624	224,526	93.3%
Miscellaneous Revenues	96,650	107,840	111.6%	69,371	116,324	167.7%
Transfers In/Insurance Recovery	42,151	42,152	100.0%	0	0	0.0%
Total General Fund Revenues	15,146,156	15,008,121	99.1%	15,434,217	15,297,307	99.1%

Becky Hasart:
This item includes the pending CARES Act reimbursements.

Becky Hasart:
After adjusting for COVID related expenses (100% reimbursable), GF Revenues exceeds Expenditures by \$1,186,571 year to date.

City of Monroe - November 2020 (91.6%)

General Fund Expenditures	2020 Budget	Year-to-Date 11/30/2020	% of Budget	2019 Budget	Year-to-Date 11/30/2019	% of Budget
Executive	661,761	543,742	82.2%	684,439	639,243	93.4%
Human Services	248,560	124,493	50.1%			
City Clerk/Public Records	178,405	156,740	87.9%	174,941	164,869	94.2%
Legal	738,000	557,454	75.5%	728,000	669,056	91.9%
Human Resources	264,745	212,922	80.4%	218,762	190,159	86.9%
Legislative	232,236	155,140	66.8%	276,757	143,557	51.9%
Finance	630,721	536,687	85.1%	567,917	497,980	87.7%
Community Development	1,722,732	1,428,960	82.9%	1,509,673	1,344,706	89.1%
Emergency Management	20,384	14,393	70.6%	26,870	16,765	62.4%
Police	7,737,537	6,738,522	87.1%	7,887,945	6,750,490	85.6%
Jail & Dispatch	698,184	478,448	68.5%	771,000	574,522	74.5%
Municipal Court	483,900	414,143	85.6%	414,783	368,884	88.9%
Parks & Recreation	1,656,534	1,489,197	89.9%	1,773,793	1,420,087	80.1%
City-Wide Expenditures	127,009	114,329	90.0%	110,216	67,522	61.3%
COVID Expenses	607,116	806,983	132.9%			
Interfund Transfers Out	545,450	425,000	77.9%	1,979,405	1,108,203	56.0%
Total General Fund Expenditures	16,553,274	14,197,152	85.8%	17,124,501	13,956,040	81.5%

City of Monroe - November 2020 (91.6%)

Other Funds' Revenues	2020 Budget	Year-to-Date 11/30/2020	% of Budget	2019 Budget	Year-to-Date 11/30/2019	% of Budget
Street Fund	999,256	1,045,745	104.7%	820,111	704,187	85.9%
Tourism Fund (Lodging Tax)	43,994	56,104	127.5%	80,750	85,119	105.4%
Real Estate Excise Tax Fund	890,208	1,126,007	126.5%	958,182	1,272,966	132.9%
Water Fund	6,744,771	6,337,672	94.0%	6,627,042	6,491,237	98.0%
Sewer Fund	7,789,008	7,525,926	96.6%	7,550,194	7,319,069	96.9%
Storm Drain Fund	2,179,993	2,007,623	92.1%	1,979,043	1,834,653	92.7%
Water CIP Fund	2,238,659	1,183,295	52.9%	2,613,882	2,030,940	77.7%
Sewer CIP Fund	3,762,947	2,574,388	68.4%	2,019,979	2,275,598	112.7%
Storm Drain CIP Fund	3,519,634	296,926	8.4%	532,665	42,517	8.0%

Becky Hasart:
Street Revenues exceed expenditures by \$147,137

Becky Hasart:
Bulk of revenues are derived from transfers from the respective O&M funds, which occur in June and December each year. For Stormwater CIP, revenues also include grant monies which should be realized as the related capital project is constructed.

City of Monroe - November 2020 (91.6%)

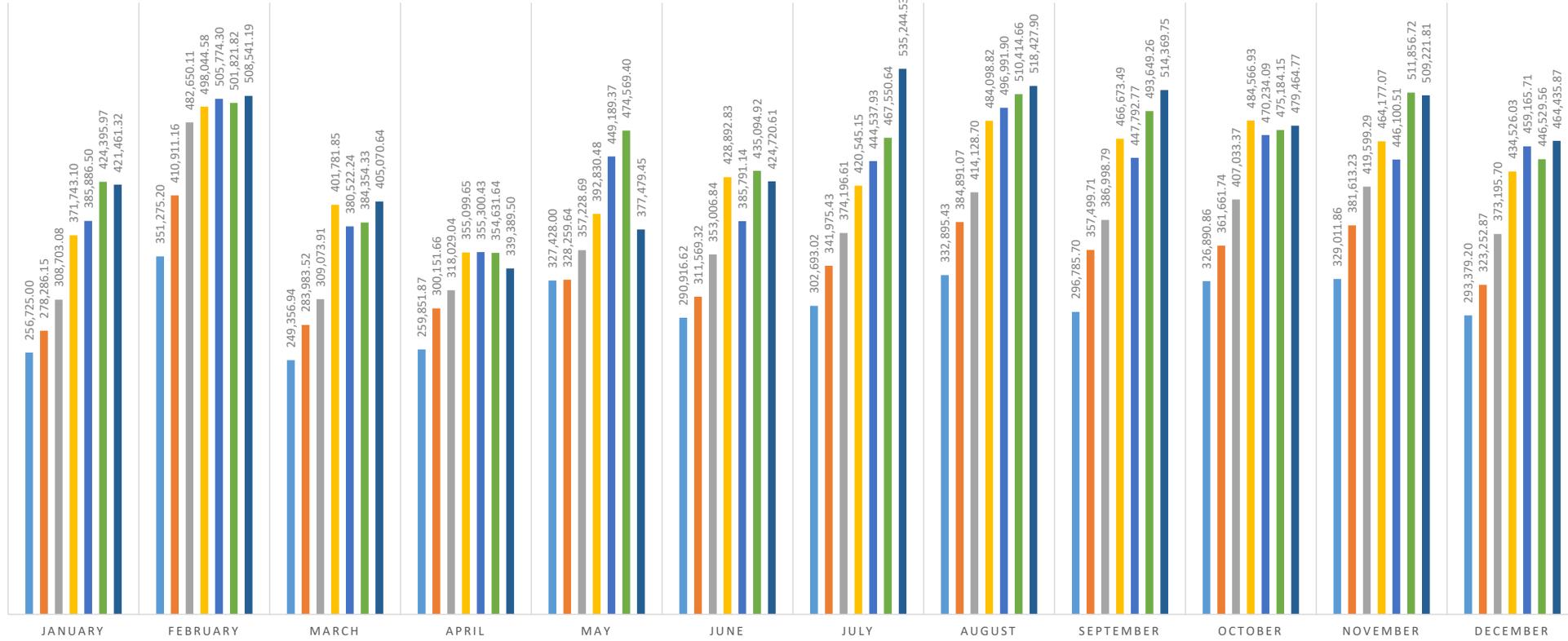
Other Funds' Expenditures	2020 Budget	Year-to-Date 11/30/2020	% of Budget	2019 Budget	Year-to-Date 11/30/2019	% of Budget
Street Fund	1,101,325	898,607	81.6%	820,556	701,305	85.5%
Tourism Fund (Lodging Tax)	86,060	21,511	25.0%	106,426	46,974	44.1%
Parks CIP Fund	6,341,514	279,144	4.4%	940,166	430,866	45.8%
Street CIP Fund	5,644,428	2,131,077	37.8%	3,927,852	2,397,852	61.0%
Water Fund	6,759,365	5,174,317	76.6%	7,230,853	5,610,910	77.6%
Sewer Fund	8,371,989	6,466,745	77.2%	7,803,838	5,946,350	76.2%
Storm Drain Fund	2,216,373	1,751,744	79.0%	2,065,944	1,667,606	80.7%
Water CIP Fund	5,131,259	1,198,609	23.4%	5,377,369	3,283,363	61.1%
Sewer CIP Fund	2,578,018	1,020,668	39.6%	1,899,961	2,350,904	123.7%
Storm Drain CIP Fund	3,461,432	507,084	14.6%	887,314	403,926	45.5%
Information Technology I.S. Fund	867,544	677,765	78.1%	798,375	613,556	76.9%
Fleet & Equipment I.S. Fund	1,984,380	1,834,917	92.5%	1,645,228	1,021,891	62.1%
Facilities I.S. Fund	1,480,729	1,210,600	81.8%	1,475,240	1,411,856	95.7%

Sales Tax Analysis

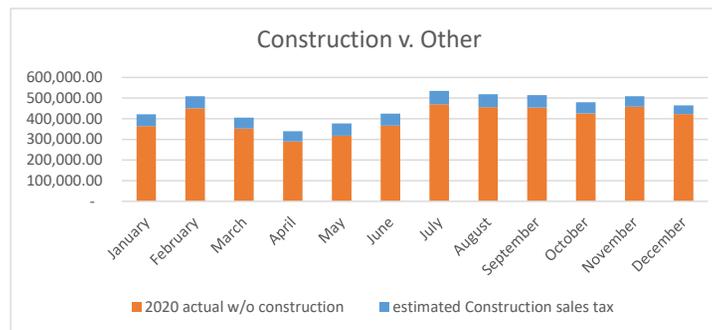
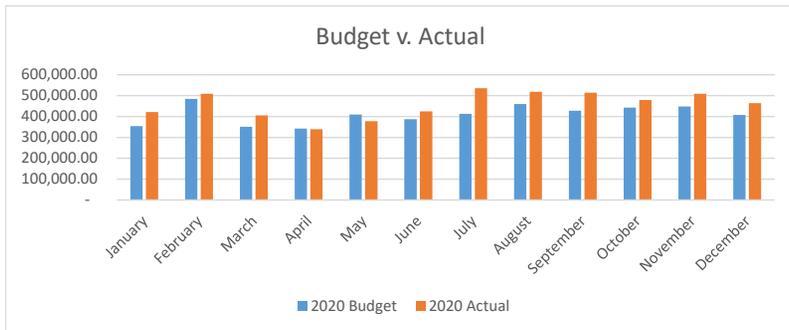
Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	256,725.00	7.10%	278,286.15	6.85%	308,703.08	6.85%	371,743.10	7.14%	385,886.50	7.38%	424,395.97	7.74%	7.18%	353,635.80	421,461.32	67,825.52
Feb	351,275.20	9.71%	410,911.16	10.11%	482,650.11	10.72%	498,044.58	9.57%	505,774.30	9.68%	501,821.82	9.16%	9.82%	483,965.95	508,541.19	24,575.24
March	249,356.94	6.89%	283,983.52	6.99%	309,073.91	6.86%	401,781.85	7.72%	380,522.24	7.28%	384,354.33	7.01%	7.13%	351,080.36	405,070.64	53,990.28
April	259,851.87	7.18%	300,151.66	7.39%	318,029.04	7.06%	355,099.65	6.82%	355,300.43	6.80%	354,631.64	6.47%	6.95%	342,579.89	339,389.50	(3,190.39)
May	327,428.00	9.05%	328,259.64	8.08%	357,228.69	7.93%	392,830.48	7.55%	449,189.37	8.59%	474,569.40	8.66%	8.31%	409,415.41	377,479.45	(31,935.96)
June	290,916.62	8.04%	311,569.32	7.67%	353,006.84	7.84%	428,892.83	8.24%	385,791.14	7.38%	467,550.64	7.94%	7.85%	386,804.48	424,720.61	37,916.13
July	302,693.02	8.37%	341,975.43	8.41%	374,196.61	8.31%	420,545.15	8.08%	444,537.93	8.50%	467,550.64	8.53%	8.37%	412,256.51	535,244.53	122,988.02
Aug	332,895.43	9.20%	384,891.07	9.47%	414,128.70	9.20%	484,098.82	9.30%	496,991.90	9.51%	510,414.66	9.31%	9.33%	459,752.66	518,427.90	58,675.24
Sept	296,785.70	8.20%	357,499.71	8.80%	386,998.79	8.59%	466,673.49	8.97%	447,792.77	8.57%	493,649.26	9.01%	8.69%	428,086.79	514,369.75	86,282.96
Oct	326,890.86	9.04%	361,661.74	8.90%	407,033.37	9.04%	484,566.93	9.31%	470,234.09	9.00%	475,184.15	8.67%	8.99%	442,995.58	479,464.77	36,469.19
Nov	329,011.86	9.10%	381,613.23	9.39%	419,599.29	9.32%	464,177.07	8.92%	446,100.51	8.53%	511,856.72	9.34%	9.10%	448,284.83	509,221.81	60,936.98
Dec	293,379.20	8.11%	323,252.87	7.95%	373,195.70	8.29%	434,526.03	8.35%	459,165.71	8.78%	446,529.56	8.15%	8.27%	407,531.73	464,435.87	56,904.14
Total	3,617,209.70	100.00%	4,064,055.50	100.00%	4,503,844.13	100.00%	5,202,979.98	100.00%	5,227,286.89	100.00%	5,480,053.07	100.00%	100.00%	4,926,390.00	5,497,827.34	571,437.34
% increase from prior year			12.35%		10.82%		15.52%		0.47%		4.84%			-5.76%		
														Total	% inc	
														2,963,020.00		
														2,999,246.00	1.22%	
	January	February	March	April	May	June	July	August	September	October	November	December		3,444,040.01	14.83%	
2014	256,725.00	351,275.20	249,356.94	259,851.87	327,428.00	290,916.62	302,693.02	332,895.43	296,785.70	326,890.86	329,011.86	293,379.20		3,617,209.70	5.03%	
2015	278,286.15	410,911.16	283,983.52	300,151.66	328,259.64	311,569.32	341,975.43	384,891.07	357,499.71	361,661.74	381,613.23	323,252.87		4,064,055.50	12.35%	
2016	308,703.08	482,650.11	309,073.91	318,029.04	357,228.69	353,006.84	374,196.61	414,128.70	386,998.79	407,033.37	419,599.29	373,195.70		4,503,844.13	10.82%	
2017	371,743.10	498,044.58	401,781.85	355,099.65	392,830.48	428,892.83	420,545.15	484,098.82	466,673.49	484,566.93	464,177.07	434,526.03		5,202,979.98	15.52%	
2018	385,886.50	505,774.30	380,522.24	355,300.43	449,189.37	385,791.14	444,537.93	496,991.90	447,792.77	470,234.09	446,100.51	459,165.71		5,227,286.89	0.47%	
2019	424,395.97	501,821.82	384,354.33	354,631.64	474,569.40	435,094.92	467,550.64	510,414.66	493,649.26	475,184.15	511,856.72	446,529.56		5,480,053.07	4.84%	
2020	421,461.32	508,541.19	405,070.64	339,389.50	377,479.45	424,720.61	535,244.53	518,427.90	514,369.75	479,464.77	509,221.81	464,435.87		5,497,827.34	5.18%	

SALES TAX COLLECTION HISTORY

■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020

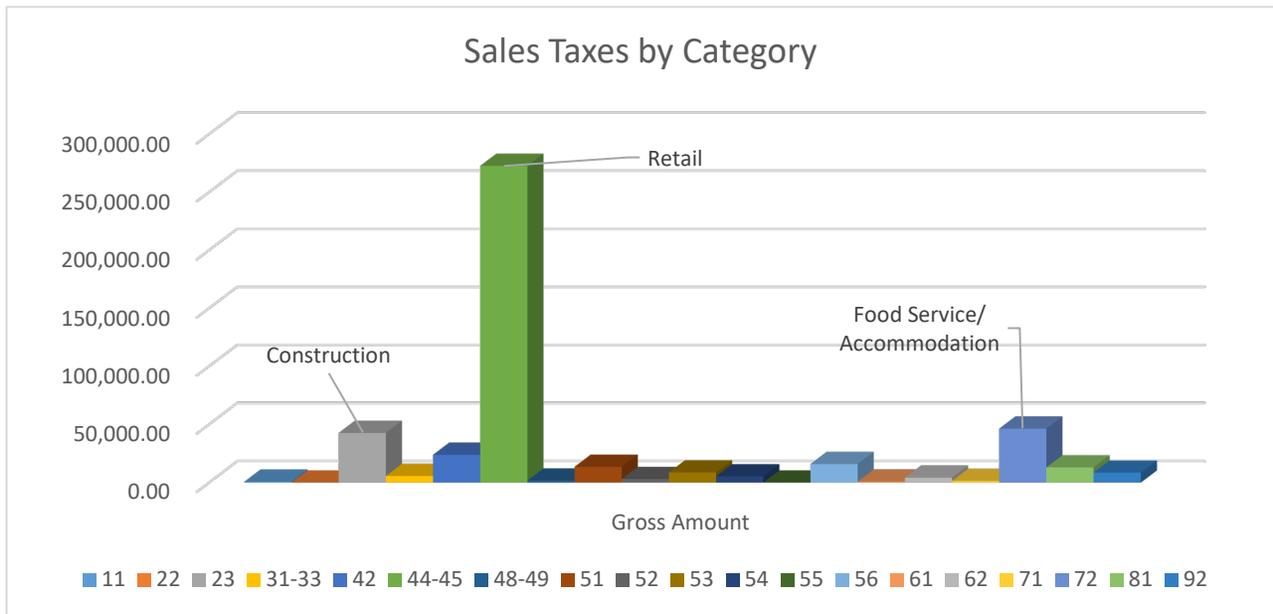


Ave Receipts % by month per history		2020 Budget	2020 Actual	Difference over/(under)	% over/(under) budget		estimated Construction sales tax	2020 actual w/o construction	Construction % of total
7.18%	January	353,635.80	421,461.32	67,825.52	19.18%	January	56,801.81	364,659.51	13.48%
9.82%	February	483,965.95	508,541.19	24,575.24	5.08%	February	58,390.17	450,151.02	11.48%
7.13%	March	351,080.36	405,070.64	53,990.28	15.38%	March	53,019.27	352,051.37	13.09%
6.95%	April	342,579.89	339,389.50	(3,190.39)	-0.93%	April	49,885.45	289,504.05	14.70%
8.31%	May	409,415.41	377,479.45	(31,935.96)	-7.80%	May	59,644.62	317,834.83	15.80%
7.85%	June	386,804.48	424,720.61	37,916.13	9.80%	June	57,986.23	366,734.38	13.65%
8.37%	July	412,256.51	535,244.53	122,988.02	29.83%	July	64,736.80	470,507.73	12.09%
9.33%	August	459,752.66	518,427.90	58,675.24	12.76%	August	62,320.20	456,107.70	12.02%
8.69%	September	428,086.79	514,369.75	86,282.96	20.16%	September	60,668.53	453,701.22	11.79%
8.99%	October	442,995.58	479,464.77	36,469.19	8.23%	October	53,985.66	425,479.11	11.26%
9.10%	November	448,284.83	509,221.81	60,936.98	13.59%	November	51,538.13	457,683.68	10.12%
8.27%	December	407,531.73	464,435.87	56,904.14	13.96%	December	42,276.11	422,159.76	9.10%
100.00%		4,926,390.00	5,497,827.34	571,437.34	11.60%		671,252.98	4,826,574.36	12.21%



December 2020 receipts

Title		Gross Amount	Net Amount
Ag/Forestry/Fishing & Hunting	11	789.59	782.13
Utilities	22	16.89	16.73
Construction	23	42,679.12	42,276.11
Manufacturing	31-33	5,680.28	5,626.64
Wholesale Trade	42	23,905.69	23,679.95
Retail Trade	44-45	272,692.54	270,117.56
Transportation & Warehousing	48-49	1,715.99	1,699.79
Information	51	13,581.34	13,453.09
Finance & Insurance	52	3,075.90	3,046.85
Real Estate & Rental & Leasing	53	8,804.31	8,721.17
Professional/Scientific/Tech Services	54	5,386.54	5,335.68
Management of Companies & Enterprises	55	7.77	7.70
Admin & Support & Waste Mngt & Remediation Services	56	15,970.05	15,819.25
Education Services	61	875.42	867.15
Health Care & Social Assistance	62	4,194.93	4,155.32
Arts/Entertainment/Recreation	71	1,458.60	1,444.83
Accommodation & Food Services	72	46,338.06	45,900.50
Other Services (except Public Admin)	81	13,082.40	12,958.87
Public Administration	92	8,607.83	8,526.55
Other	99		
		<u>468,863.25</u>	<u>464,435.87</u>
		468,863.25	464,435.87



REET Analysis
1st Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	32,673.37	4.90%	5.47%	22,871.95	88,281.32	65,409.37	
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	43,910.15	6.58%	8.66%	36,194.75	36,267.81	73.06	
March	33,331.71	8.99%	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	42,455.95	6.36%	6.14%	25,666.69	27,795.63	2,128.94	
April	14,944.94	4.03%	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	39,277.46	35,261.08	(4,016.38)	
May	15,970.80	4.31%	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	27,755.08	32,573.51	4,818.43	
June	22,229.03	5.99%	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	59,711.05	8.95%	8.68%	36,299.77	17,348.28	(18,951.49)	52.21%
July	40,083.53	10.81%	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	64,056.57	9.60%	8.85%	37,009.80	50,006.98	12,997.18	
Aug	38,917.10	10.49%	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	69,662.04	10.44%	9.38%	39,218.08	59,868.41	20,650.33	
Sept	34,705.67	9.36%	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	33,298.71	48,174.82	14,876.11	
Oct	24,168.98	6.52%	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	35,047.39	42,047.68	7,000.29	
Nov	51,464.54	13.87%	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	65,429.32	9.80%	9.47%	39,568.19	89,200.20	49,632.01	
Dec	65,564.88	17.67%	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	45,792.14	43,281.44	(2,510.70)	
Total	370,953.76	100.00%	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	667,316.90	100.00%	100.00%	418,000.00	570,107.16	152,107.16	

% increase from prior year

27.04%

72.03%

-17.77%

0.10%

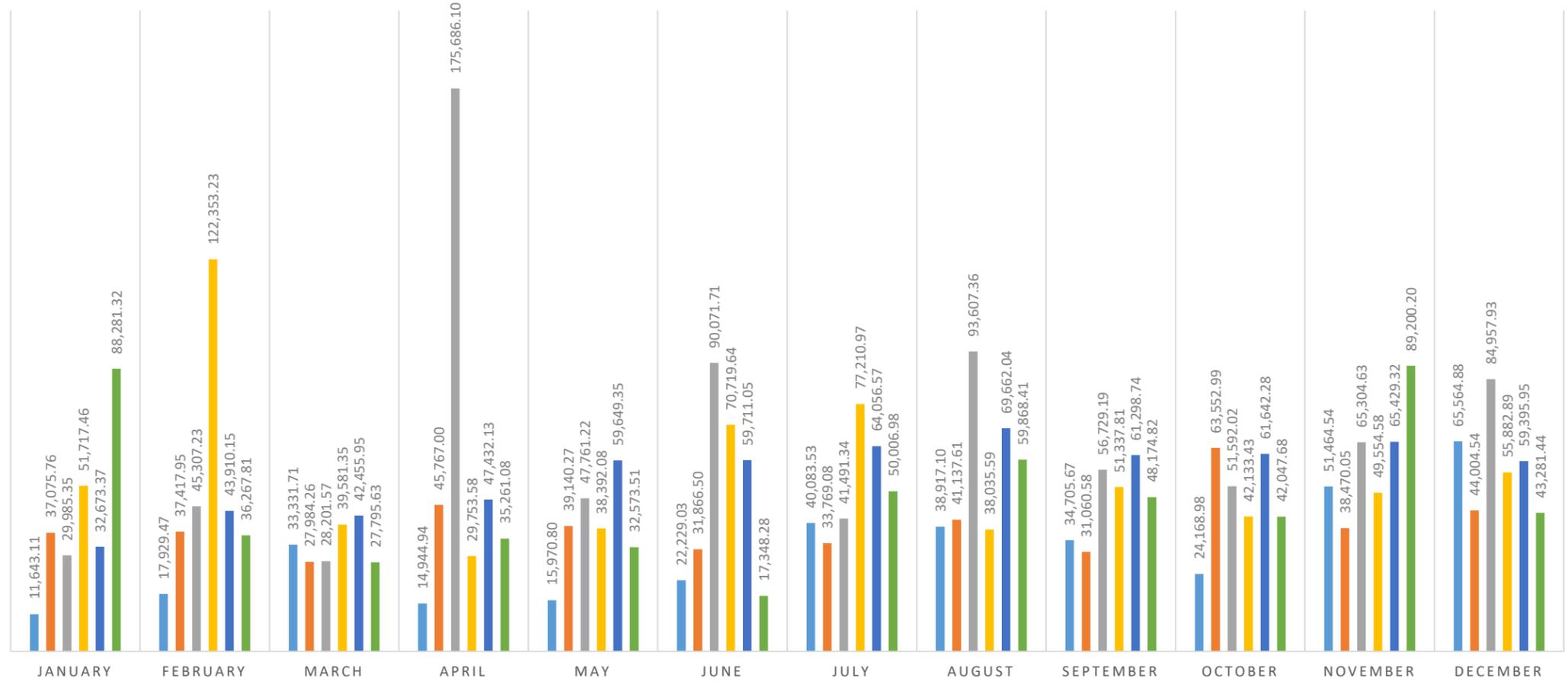
-37.36%

Total

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	11,643.11	17,929.47	33,331.71	14,944.94	15,970.80	22,229.03	40,083.53	38,917.10	34,705.67	24,168.98	51,464.54	65,564.88	370,953.76
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90
2020	88,281.32	36,267.81	27,795.63	35,261.08	32,573.51	17,348.28	50,006.98	59,868.41	48,174.82	42,047.68	89,200.20	43,281.44	570,107.16

1ST QTR REET COLLECTION

■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020



REET Analysis
2nd Quarter %

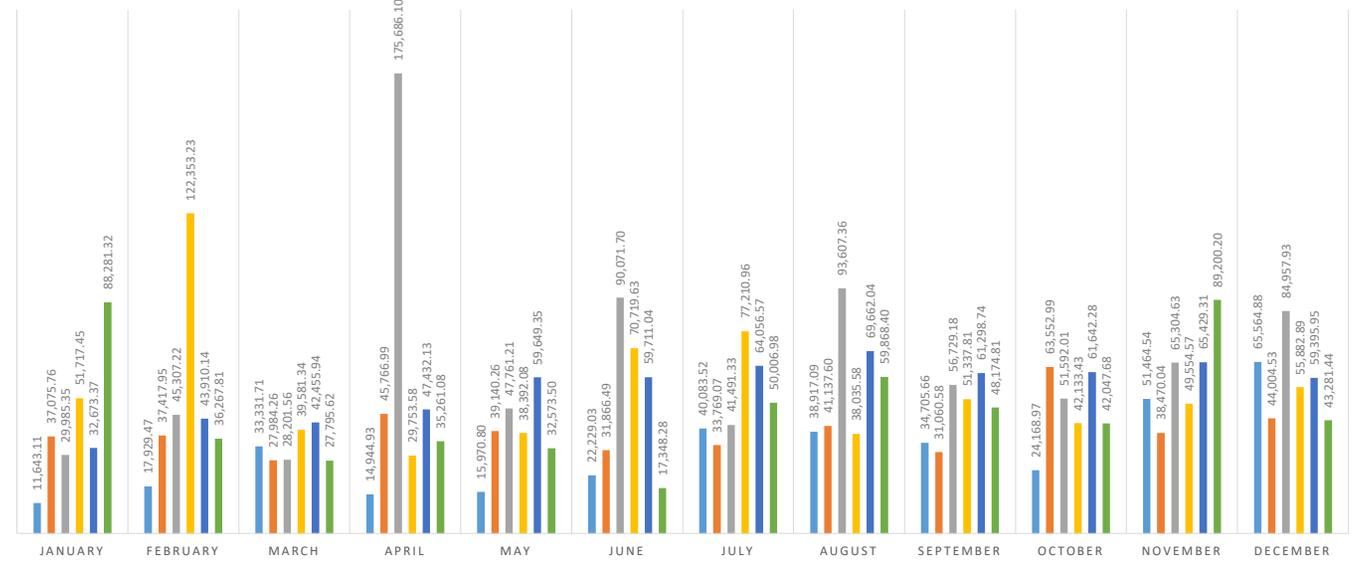
Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	32,673.37	4.90%	5.47%	22,871.95	88,281.32	65,409.37	
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	43,910.14	6.58%	8.66%	36,194.76	36,267.81	73.05	
March	33,331.71	8.99%	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	42,455.94	6.36%	6.14%	25,666.69	27,795.62	2,128.93	
April	14,944.93	4.03%	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	39,277.46	35,261.08	(4,016.38)	
May	15,970.80	4.31%	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	27,755.08	32,573.50	4,818.42	
June	22,229.03	5.99%	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	59,711.04	8.95%	8.68%	36,299.77	17,348.28	(18,951.49)	52.21%
July	40,083.52	10.81%	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	64,056.57	9.60%	8.85%	37,009.80	50,006.98	12,997.18	
Aug	38,917.09	10.49%	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	69,662.04	10.44%	9.38%	39,218.08	59,868.40	20,650.32	
Sept	34,705.66	9.36%	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	33,298.71	48,174.81	14,876.10	
Oct	24,168.97	6.52%	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	35,047.39	42,047.68	7,000.29	
Nov	51,464.54	13.87%	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	65,429.31	9.80%	9.47%	39,568.19	89,200.20	49,632.01	
Dec	65,564.88	17.67%	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	45,792.14	43,281.44	(2,510.70)	
Total	370,953.71	100.00%	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	667,316.86	100.00%	100.00%	418,000.00	570,107.12	152,107.12	
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-37.36%			

Total

	January	February	March	April	May	June	July	August	September	October	November	December	
2015	11,643.11	17,929.47	33,331.71	14,944.93	15,970.80	22,229.03	40,083.52	38,917.09	34,705.66	24,168.97	51,464.54	65,564.88	370,953.71
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53	471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93	810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89	666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95	667,316.86
2020	88,281.32	36,267.81	27,795.62	35,261.08	32,573.50	17,348.28	50,006.98	59,868.40	48,174.81	42,047.68	89,200.20	43,281.44	570,107.12

2ND QTR REET COLLECTION

■ 2015
 ■ 2016
 ■ 2017
 ■ 2018
 ■ 2019
 ■ 2020

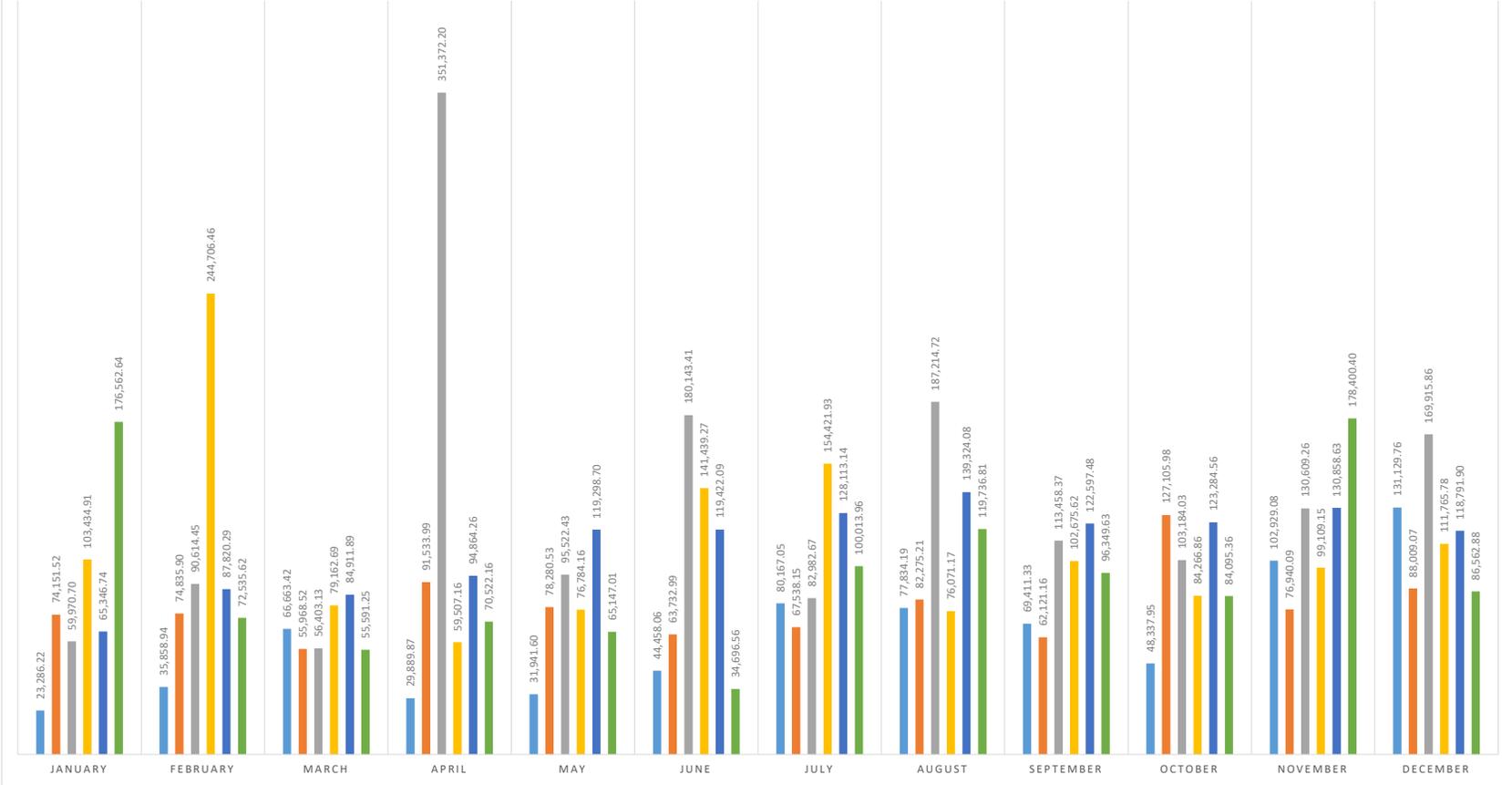


REET Analysis
Both quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	23,286.22	3.14%	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	65,346.74	4.90%	5.47%	45,743.89	176,562.64	130,818.75	
Feb	35,858.94	4.83%	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	87,820.29	6.58%	8.66%	72,389.51	72,535.62	146.11	
March	66,663.42	8.99%	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	84,911.89	6.36%	6.14%	51,333.38	55,591.25	4,257.87	
April	29,889.87	4.03%	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	94,864.26	7.11%	9.40%	78,554.91	70,522.16	(8,032.75)	
May	31,941.60	4.31%	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	119,298.70	8.94%	6.64%	55,510.16	65,147.01	9,636.85	
June	44,458.06	5.99%	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	119,422.09	8.95%	8.68%	72,599.53	34,696.56	(37,902.97)	52.21%
July	80,167.05	10.81%	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	128,113.14	9.60%	8.85%	74,019.60	100,013.96	25,994.36	
Aug	77,834.19	10.49%	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	139,324.08	10.44%	9.38%	78,436.16	119,736.81	41,300.65	
Sept	69,411.33	9.36%	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	122,597.48	9.19%	7.97%	66,597.42	96,349.63	29,752.21	
Oct	48,337.95	6.52%	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	123,284.56	9.24%	8.38%	70,094.78	84,095.36	14,000.58	
Nov	102,929.08	13.87%	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	130,858.63	9.80%	9.47%	79,136.39	178,400.40	99,264.01	
Dec	131,129.76	17.67%	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	118,791.90	8.90%	10.96%	91,584.27	86,562.88	(5,021.39)	
Total	741,907.47	100.00%	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	1,334,633.76	100.00%	100.00%	836,000.00	1,140,214.28	304,214.28	
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-37.36%			
Total															
	January	February	March	April	May	June	July	August	September	October	November	December			
2015	23,286.22	35,858.94	66,663.42	29,889.87	31,941.60	44,458.06	80,167.05	77,834.19	69,411.33	48,337.95	102,929.08	131,129.76		741,907.47	
2016	74,151.52	74,835.90	55,968.52	91,533.99	78,280.53	63,732.99	67,538.15	82,275.21	62,121.16	127,105.98	76,940.09	88,009.07		942,493.11	
2017	59,970.70	90,614.45	56,403.13	351,372.20	95,522.43	180,143.41	82,982.67	187,214.72	113,458.37	103,184.03	130,609.26	169,915.86		1,621,391.23	
2018	103,434.91	244,706.46	79,162.69	59,507.16	76,784.16	141,439.27	154,421.93	76,071.17	102,675.62	84,266.86	99,109.15	111,765.78		1,333,345.16	
2019	65,346.74	87,820.29	84,911.89	94,864.26	119,298.70	119,422.09	128,113.14	139,324.08	122,597.48	123,284.56	130,858.63	118,791.90		1,334,633.76	
2020	176,562.64	72,535.62	55,591.25	70,522.16	65,147.01	34,696.56	100,013.96	119,736.81	96,349.63	84,095.36	178,400.40	86,562.88		1,140,214.28	

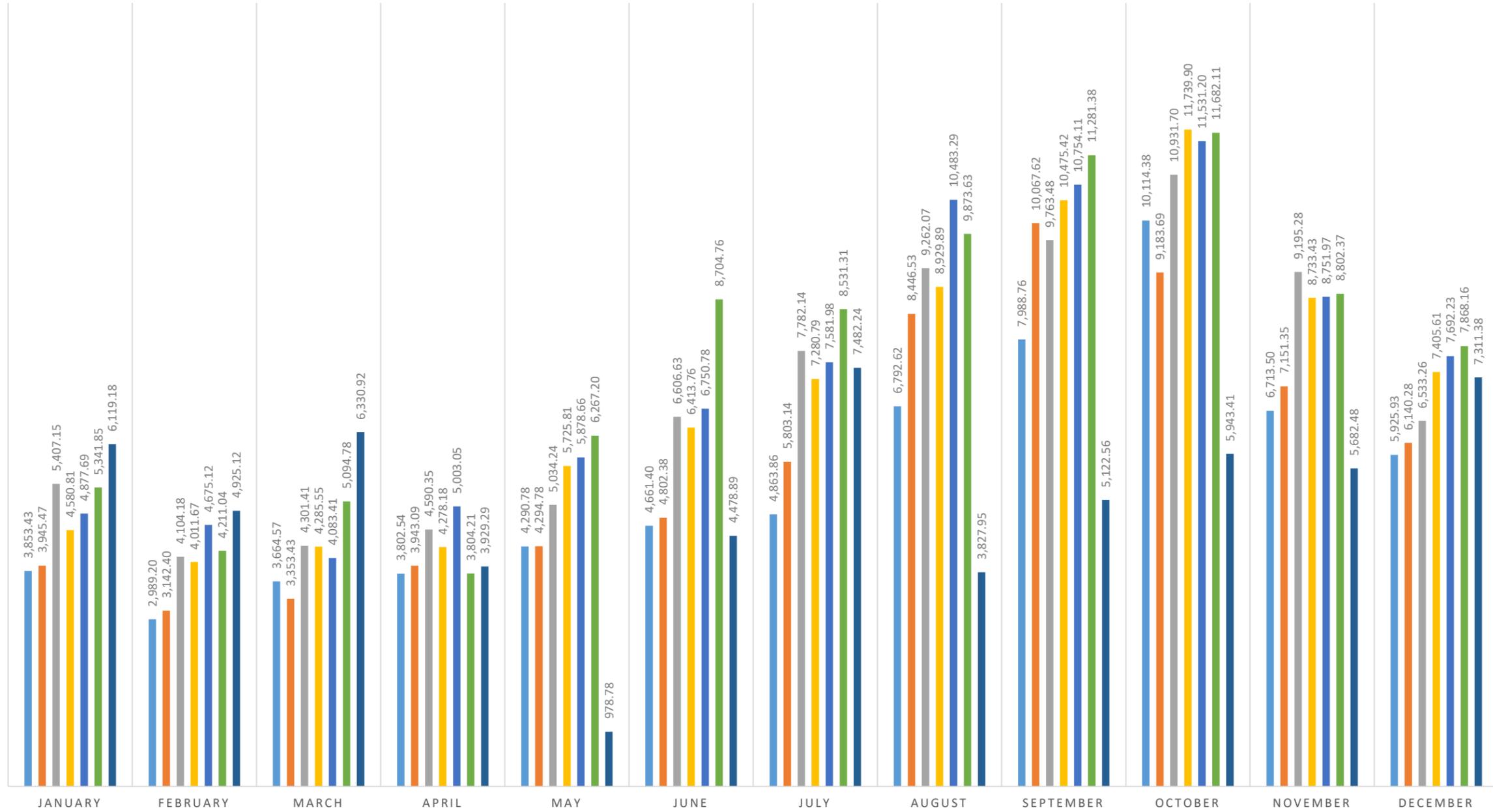
TOTAL REET COLLECTION

■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020



LODGING TAX COLLECTION HISTORY

■ 2014
 ■ 2015
 ■ 2016
 ■ 2017
 ■ 2018
 ■ 2019
 ■ 2020



General Ledger

Revenue vs Expenses Summary

User: becky
 Printed: 12/15/2020 - 3:54 PM
 Fiscal Year: 2020
 Fiscal Period: 11



Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount
001	General Fund	4,574,522.40	2,506,875.80	1,629,030.30	5,452,367.90
002	Contingency Fund	988,413.63	21.74	0.00	988,435.37
008	Donation Fund	12,532.27	300.00	0.00	12,832.27
105	Streets	490,328.25	164,508.91	89,708.88	565,128.28
109	Tourism	100,562.78	5,684.69	0.00	106,247.47
114	Narcotic/Drug Buy Fund	51,901.38	0.41	0.00	51,901.79
117	REET	5,042,770.27	178,514.24	0.00	5,221,284.51
203	Governmental Debt Fund	3,469.63	0.07	0.00	3,469.70
307	Capital Improvements CIP	1,364.84	147,738.81	147,588.84	1,514.81
317	Parks CIP Fund	1,370,980.28	12,488.59	33,893.16	1,349,575.71
318	Streets CIP Fund	857,843.81	1,292,848.48	44,825.18	2,105,867.11
319	North Kelsey Development	149,707.80	3.29	0.00	149,711.09
411	Water Maintenance & Operations	2,060,322.57	553,884.20	523,917.86	2,090,288.91
412	Water Capital Projects	6,806,454.37	20,704.72	88,706.59	6,738,452.50
421	Sewer Maintenance & Operations	3,043,881.30	755,119.62	876,218.06	2,922,782.86
422	Sewer Capital Projects	9,504,786.27	151,094.52	153,041.75	9,502,839.04
431	Stormwater Maint & Operations	557,694.06	185,121.27	144,638.16	598,177.17
432	Stormwater Capital Projects	567,157.68	67,430.76	26,515.19	608,073.25
450	Revenue Bond Debt Reserve	2,822,226.26	62.10	0.00	2,822,288.36
510	Information & Tech Services	265,966.55	50,138.06	40,456.14	275,648.47
520	Equipment & Fleet Management	5,164,288.00	185,558.76	176,543.36	5,173,303.40
530	Facilities Management	98,260.78	114,535.22	90,207.03	122,588.97
621	Employee Sick Leave Reserve	249,372.18	5.48	0.00	249,377.66
622	Risk Management Reserve	20,390.47	0.44	0.00	20,390.91
623	Transportation Benefit Dist	3,320,731.23	119,854.75	1,337,384.09	2,103,201.89
631	Agency Fund	459,495.74	40,007.05	21,535.55	477,967.24
635	Salvation Army	41.00	59.00	0.00	100.00
636	School Mitigation Fees	7,902.00	19,780.00	7,912.00	19,770.00
637	WSDOT Agency/Traffic	52,348.24	0.00	0.00	52,348.24
	Report Totals:	48,645,716.04	6,572,340.98	5,432,122.14	49,785,934.88
	Cash				-13,017,733.16
	Investments				-36,693,272.58
	Accrual adjustment				-74,929.14
	Total				<u>0.00</u>

November 30, 2020 Investment Report

Short Term Investments:

LGIP	\$	8,146,950.17
Opus Bank	\$	<u>-</u>

subtotal short-term \$ 8,146,950.17

Long Term Investments:

US Bank safekeeping \$ 28,546,322.41

Total Investments **\$ 36,693,272.58**

Interest reinvested thru 11/2020	\$	91,747.06
Interest received thru 11/2020	\$	<u>624,049.48</u>

Total interest earned 2020 to date **\$ 715,796.54**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. November's net interest rate was 0.1611%, a decrease of 0.0254% from October's rate of 0.1865%.

Opus Bank was recently purchased by Pacific Premier Bank out of Long Beach, California. In corresponding with Pacific Premier, they have not yet been able to confirm they will honor the current no fee arrangement we have with Opus Bank. Because of the uncertainties surrounding the future terms associated with our banking arrangement, the City has closed this account effective October 30, 2020. Final month's interest earnings were \$516.55.

Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from January 2021 through October 2024 and interest rates range from 0.41% to 2.62%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

December 31, 2020 Investment Report

Short Term Investments:

LGIP	\$	8,148,029.80
Opus Bank	\$	<u>-</u>

subtotal short-term \$ 8,148,029.80

Long Term Investments:

US Bank safekeeping \$ 28,539,203.88

Total Investments **\$ 36,687,233.68**

Interest reinvested thru 12/2020 \$ 92,826.69

Interest received thru 12/2020 \$ 709,063.48

Total interest earned 2020 to date **\$ 801,890.17**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. December's net interest rate was 0.1560%, a decrease of 0.0051% from November's rate of 0.1611%.

Opus Bank was recently purchased by Pacific Premier Bank out of Long Beach, California. In corresponding with Pacific Premier, they have not yet been able to confirm they will honor the current no fee arrangement we have with Opus Bank. Because of the uncertainties surrounding the future terms associated with our banking arrangement, the City has closed this account effective October 30, 2020. Final month's interest earnings were \$516.55.

Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from January 2021 through October 2024 and interest rates range from 0.41% to 2.62%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

The City had two investments mature during December, both for a par value of \$2 Million. The City also purchased two new investments during December. The first was for a par value of \$1,995,000 and coupon rate of 0.28%. The second was for a par value of \$1,997,000 and coupon rate of 0.36%.



AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Ben Swanson, Community Development Director

Department: Community Development

SUBJECT: Community Development Staff Report December 2020

REQUESTED ACTION:

Review the December 2020 Community Development Staff Report. Ask follow up questions as needed.

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[12 2020 CD Report](#)

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

CURRENT PLANNING

A. Pre-application Review

There was one (1) pre-application meeting for the month of December.

1. 33 Lot Subdivision – Prospect Development – 19785 137th St SE
Proposal is for a 33-lot subdivision with associated improvements.
Staff contact – Amy Bright

B. Planning Projects

1. City Water Reservoir CUP, 17000 West Main Street
The applicant is requesting a conditional use permit for the construction of a new 0.85 million gallon reservoir which will be located next to the existing reservoir located on the Washington State Department of Correction's property in the Institutional (IN) zoning district with associated grading and drainage improvements. The potable water storage reservoir will have a 73' diameter, 34' sidewall height, and a maximum height at the tallest point of approximately 40'. The project will also include an access road around the reservoir. The DNS was issued and the project is scheduled to go to hearing in June. The project was approved by the hearing examiner. The city has submitted for building and grading permits.
Staff contact – Anita Marrero
2. Stanton Station, SEPA2019-16, 15125 179th Ave. SE
The applicant is requesting Preliminary Plat approval and site plan approval for a 22 lot subdivision on approximately .9 acres within the Mixed Use - General (MG) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. The proposal was deemed complete on November 13, 2019. The Notice of Application was issued on November 25, 2019. The comment/appeal period ends December 9, 2019. Comments were sent to the applicant. Then project was approved by the Hearing Examiner with conditions on October 27, 2020.
Staff contact – Amy Bright
3. Eaglemont 7 Plat and PRD – 44 Lots
After the approval of the Gilmartin Plat, the property was purchased by MainVue Homes. MainVue annexed the adjacent parcel 13107 Chain Lake Road. MainVue submitted for Eaglemont Division 7 Preliminary Plat and PRD on March 28, 2019. The project was deemed complete on April 15, 2019. Comments were sent to the applicant on July 24, 2019. At this time, the applicant is working with the City of Monroe and Snohomish County regarding the realignment of Brown Road.
Staff contact – Amy Bright
4. Belmark Apartments, SEPA2019-16, 15125 179th Ave. SE
The applicant is requesting site plan approval for 20 new multi-family residential apartment units on approximately .86 acres in the Mixed Use – General (MG) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. The existing single-family residence will remain. The DNS has been issued. The comment/appeal period ends December 2, 2019. Out for comments. The NOD has been issued. Under civil and building permit review.
Staff contact – Anita Marrero
5. Eastside Masonry, SLSP2019-01, 13800 Fryelands Blvd.
Demolition of the existing structures and proposed grading to provide temporary stormwater detention and treatment for future development of the site, which is approximately 6.82 acres. A Notice of Application was issued on May 9, 2019. The project was approved by the Hearing Examiner on August 15, 2019 and an NOD was issued. The project is currently in the appeal period with the WA Department of Ecology. Project has been approved. Demolition work has

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

begun. The buildings have been demolished and the site has been prepped for a future building pad.

Staff contact – Anita Marrero

6. Belmont Terrace Preliminary Plat/PRD, PLPRD2019-01, 18830 134th Street SE
Preliminary plat and planned residential development approval for a 19-lot subdivision on approximately 4.75 acres in the Urban Residential (UR9600) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. A Notice of Application was issued on February 27, 2019. The application is under review. The project was approved by the Hearing Examiner and an NOD was issued. No appeals were received. The applicant has submitted for civil review. Grading permits have been issued. The applicant is in the process of submitting for final plat review.
Staff contact – Anita Marrero
7. Garibaldi Preliminary Plat/PRD, PLPRD2018-02, 13624 & 13424 Chain Lake Road
CPH Consultants, on the behalf of Garibaldi Lake, LLC, is requesting preliminary plat approval for a 61-lot Subdivision/Planned Residential Development. The application was submitted on December 19, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. There is a Category III wetland and unclassified stream onsite. The existing single-family residences and outbuildings will be demolished. The proposed development will take access off of Chain Lake Road. A Notice of Application was issued on January 16, 2019. The application is under review. A review comment letter was sent to the applicant. The application is on hold.
Staff contact – Anita Marrero
8. Woods Creek Highlands Preliminary Plat/PRD, PLPRD2018-03, 13327 Chain Lake Road
Barghausen Consulting Engineers, Inc., on the behalf of Woods Creek Development Inc., is requesting preliminary plat approval for a 24-lot Subdivision/Planned Residential Development. The application was submitted on December 21, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. The existing single-family residence will be demolished. The proposed development will take access off of Chain Lake Road via 134th Street SE. A Notice of Application was issued on January 25, 2019. Application is under review. The proposed project is scheduled for a public hearing before the hearing examiner in June. The Hearing Examiner approved and an NOD was issued. No appeals were received. The applicant has submitted for civil review. The applicant has applied for a minor modification to the preliminary plat/PRD approval. The NOA was issued. The minor modification was approved. Under civil review.
Staff contact – Anita Marrero
9. Rivers Edge Affordable Housing Project, SLDP2018-03, SLVR2018-01, 147 S. Ann Street
The project consists of demolition of the existing structures, identifying and removing contaminants related to the legacy of industrial use, grade/prepare the site to construct a 166-unit multi-family residential affordable housing development on approximately 9.6 acres. The proposal includes access, parking, connection to existing utilities, a stormwater plan, and pedestrian access trail. A compensatory mitigation plan has been designed to offset impacts to the shorelines/critical areas resulting from this project. The application was submitted on November 2, 2018. A comment review letter has been sent to the applicant. On hold. The project went to the Hearing Examiner on March 21st and the HE recommended approval to city council. DOE approved the Shoreline Variance. Grading and building permits have been issued. Under construction. Two (2) buildings have been finalized. The last building has received a temporary C of O. Should be receiving a final C of O soon.
Staff contact – Anita Marrero
10. Kestrel Ridge PLPRD2018-01, 13217 & 13305 Chain Lake Road
The applicant, Prospect Development is requesting preliminary approval for a 31-lot Planned Residential Development. The proposal includes all associated improvements and open space. The application was deemed complete on September 21, 2018. The applicant is revising the site plan to include an adjacent parcel, change the location of one cut onto Chain Lake Road. Staff is currently waiting for a response to plan review comments or a redesign. The project was

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

resubmitted in December and included the addition of a new parcel to be included in the subdivision. Staff provided comments and the applicant resubmitted in April. SEPA was issued in May. A hearing was held in front of the Hearing Examiner on June 25, 2020. City Council held a closed record hearing in August approving the preliminary plat with conditions.

Staff contact – Amy Bright

11. Safe Harbor 9-lot Short Plat SP2020-02– 16096 174th Drive SE

The proposal is to construct a 9-lot short plat on .72 acres. Existing structures are proposed to be removed. The properties are located within the R15 zone. At this time, staff is awaiting responses to comments.

Staff contact – Amy Bright

12. Safe Harbor 2-lot Short Plat SP2020-01– 15922 175th Drive SE

The proposal is to construct a 2-lot short plat on .15 acres. Existing structures are proposed to be demolished. The properties are located within the R15 zone. At this time, staff is awaiting responses to comments.

Staff contact – Amy Bright

13. Sunnyside Gardens Townhomes, SEPA2018-03, 17510 West Main Street

The project consists of a mixed-use development with 11 multi-family buildings for a total of 46 townhome units and 1 commercial building on two parcels approximately 1.81 acres. The entrance will be off of West Main Street with an internal fire apparatus road that will provide access to each unit. The application was submitted on June 27, 2018. The project is under civil review. The applicant has submitted building permit applications for all buildings. A review comment letter has been sent to the applicant. On hold. Project has been approved. Grading permits have been issued. Under construction. Has applied for a Phasing Plan.

Staff contact – Anita Marrero

14. Clothier Short Plat SP2017-01, 13813 Chain Lake Road

The applicant, Shanna Clothier, is requesting preliminary short plat approval for a 7-lot short subdivision on approximately 3.62 acres in the Residential 4 Dwellings per acre (R4) zoning district. The property contains a Category II wetland and an existing single-family residence that will remain. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 30, 2018 and are under current review. A Notice of Decision was issued and no appeals were received. Under construction.

Staff contact – Anita Marrero

15. Main Brook Townhomes Plat, PL2017-02, XXXX W Main Street

The applicant, Hanson Homes, is requesting preliminary plat approval for a 19-lot subdivision containing eighteen (18) zero lot-line townhome lots and one (1) commercial lot to be developed in two (2) phases on approximately 1.42 acres in the Mixed-Use Commercial (MUC) zoning district. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 17, 2018 and are under current review. A hearing date has been set for Thursday, February 22, 2018. The Hearing Examiner approved the project. The applicant has submitted for civil plan review. The applicant has submitted a major preliminary plat amendment. The major amendment proposes to change the use of lot 19 from commercial to residential for a 10-unit apartment building. The project is scheduled to go to hearing in May. The project was approved and a Notice of Decision was issued. The applicant submitted for Final Plat Approval. The Final Plat has been recorded. The applicant has submitted for building permits.

Staff contact – Anita Marrero

16. Skyview Ridge – 42 Lot Plat/PRD

Council adopted ordinance No. 016/2017 on June 20, 2017 approving the final plat and planned residential development for the Skyview Ridge Subdivision (FPLPRD2017-01). The ordinance was published on June 23, 2017 and was effective on June 28, 2017. This plat was purchased by MainVue and is now known as Eaglemont Div. 6. Building permits have been submitted. A

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

final plat application has been submitted for Phase II. The final plat for Phase II has been approved and recorded. The applicant has submitted for building permits.

Staff contact – Anita Marrero

17. Bear Mountain Phase II Plat and PRD – 58 Lots – Final Plat

Final Plat of Phase II was approved.

Staff contact – Amy Bright

18. Foxborough Plat – 18 Lots - Civil Review

The Civil Review application was submitted November 3, 2016. Council approved the Foxborough preliminary plat on November 15, 2016. Civil review comments were sent to the applicant on November 23, 2016. The applicant submitted corrections on January 25, 2017. A second plan review letter was sent on February 15, 2017. The applicant resubmitted on April 21, 2017. Revised plans were submitted May 18, 2017. The civil permits were issued on June 6, 2017.

Staff contact – Shana Restall

19. Eaglemont Division IV Plat and PRD – 115 Lots

The preliminary plat and PRD of Eaglemont Division IV was granted preliminary approval on March 14, 2017. An Early Clear and Grade permit was issued on July 7, 2017. The Forest Practices permit was issued on May 2, 2017. Permits for retaining walls were issued on May 19, 2017. Grading permits were issued July 7, 2017. The applicant submitted a Civil Review application on March 13, 2017. Staff mailed a corrections letter to the applicant on April 5, 2017. The City received a response from the applicant on April 25, 2017. A second corrections letter was sent on July 10, 2017. Revised plans were submitted by the applicant on August 22, 2017. The civil permits were issued on August 24, 2017. The applicant submitted for the Final Plat of Phase 4B on October 28, 2019. Comments were sent on December 3, 2019.

Staff contact – Amy Bright

20. Raspberry Hill Plat, PRD, and Rezone – 26 Lots

An application was submitted on October 27, 2016 for the Raspberry Hill preliminary plat, PRD, and rezone. A comment letter was mailed to the applicant on February 16, 2017, and, at this time, the clock is stopped. Resubmittal on June 15, 2017. The resubmittal was deemed complete on July 3, 2017. The Planning Commission Public Hearing for the Rezone Application was held on August 28, 2017. Findings of Fact and Conclusions for Raspberry Hill Rezone (RZ2016-03) to be approved by the Planning Commission at the September 11th meeting. First reading before council is set for September 26, 2017. The rezone was approved by council on October 3, 2017. The Preliminary Plat/PRD went to a Public Hearing before the Hearing Examiner on November 16, 2017. The Hearing Examiner issued a decision and approved with conditions the Preliminary Plat/PRD. Under construction. Model home permits have been issued. The applicant has submitted for final plat. The plat/PRD has been recorded. The applicant has submitted for building permits.

Staff contact – Anita Marrero

21. Dickinson Short Plat – 3 Lots

Preliminary approval of the Dickinson Short Plat was granted by the City on May 2, 2017. The appeal period ended on May 16, 2017. No appeals were received. Civil construction plans have been submitted. Under review. The short plat received an emergency extension to the end of the year to complete site improvements and submit for final short plat.

Staff contact – Anita Marrero

22. Wolf Short Plat – 5 Lots

The applicant has submitted required bonds. A corrections letter was sent to the applicant on July 5, 2017. The review is presently on hold awaiting the submittal of additional materials by the applicant. Mylars were submitted and signed by the city. The applicant recorded the short plat with the county.

Staff contact – Shana Restall

23. Eaglemont Division V Plat – 16 Lots

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

An application for the fifth phase of the Eaglemont subdivision was submitted on August 30, 2017. A notice of application was published and posted on September 15, 2017. A DNS was issued on October 9th and the comment period ended on October 23rd. The preliminary plat hearing was held on January 4, 2108. The Hearing Examiner approved the Preliminary Plat with conditions. Final Plat was submitted on August 28, 2018. Final Plat was approved with conditions on November 13, 2018.

Staff contact – Amy Bright

24. Blueberry Meadows Plat – 36 Lots

An application for the Blueberry Meadows 36-lot plat was received by the City in April 2019. The Hearing Examiner granted preliminary approval on February 25, 2020.

Staff contact – Shana Restall

C. Building Permits Reviewed

There were 4 single-family building permits issued in December 2020. In contrast, 1 single-family building permit had been issued in December 2019. The building department conducted 198 inspections in the month of December 2020.



Staff contact – Jessica Lether

D. Building

1. You may have heard there was an emergency rule passed by the State Building code Council to push back the adoption date of the 2018 “Building Codes” until July 1st, 2021. This is correct, however the Washington Association of Building Officials (WABO) and the Washington State Association of Fire Marshals (WSAFM) filed an appeal that went to the Governor’s office to keep the current February 1st, 2021 deadline. The Governor’s office approved our appeal and as a result the 2018 “Building Codes” will become effective on February 1st, 2021 as currently adopted by our ordinance.

E. Code Enforcement

Code Enforcement Cases month by month for 2020

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

Month	Opened Cases		Resolved
May	24		10
June	28		21
July	40		44
August	29		37
September	26		23
October	34		30
November	13		18
December	21		19
Totals:	215		202

F. Business Licenses

There were 49 business license applications and 103 business license renewals received in December.

1. New Business Applications – 49 total

MOBILE TECHNICAL SERVICES LLC	19916 OLD OWEN RD NUM 113 MONROE WA 98272-9778
NEW SPRING VENTURES	16630 167TH ST SE MONROE WA 98272-2905
CRYSTAL CLEAR SOLUTIONS	20234 RUSTIC VIEW RD SE MONROE WA 98272-7601
TURING LABS LLC	14911 CHAIN LAKE RD # 344 MONROE WA 98272-8766
SPOTLESS CLEANING LLC.	614 ROBERTS ST MONROE WA 98272-2118
TRANSBLUE FRANCHISE MANAGEMENT, LLC	19916 OLD OWEN RD # 253 MONROE WA 98272-9778
NOA'S DETAILING	18463 BLUEBERRY LN APT Q104 MONROE WA 98272-1374
WHOLE PRODUCERS	19609 132ND ST SE MONROE WA 98272-7870
SIRALPHA, LLC	154 VILLAGE CT STE 100 MONROE WA 98272-2166
JDK SALES LLC	14751 N KELSEY ST STE 108B MONROE WA 98272-1457
JULIE TEUBER COUNSELING PLLC	203 N BLAKELEY ST STE 101 MONROE WA 98272-1454
HIGHLAND WOODWORKS LLC	13134 167TH AVE SE SNOHOMISH WA 98290-8257
3RD GEN PHOTOGRAPHY	18960 STATE ROUTE 2 STE 176 MONROE WA 98272-8998
STRAY KATZ LLC	19916 OLD OWEN RD # 215 MONROE WA 98272-9778
ZUNIGA LANDSCAPING	18463 BLUEBERRY LN APT G202 MONROE WA 98272-1389
OZ MARKETING GROUP LLC	14751 N KELSEY ST STE 105, 209 MONROE WA 98272
PACIFIC DIESEL SALES LLC	17404 147TH ST SE STE H MONROE WA 98272-2714
GOODDAYINDUSTRIES	18723 137TH ST SE MONROE WA 98272-8333
LAKETYEDYE	16700 165TH AVE SE MONROE WA 98272-2885
R SOLUTIONS L.L.C.	19916 OLD OWEN RD #401 MONROE WA 98272
FOUNTAIN GREEN FILMS LLC	17940 159TH ST SE MONROE WA 98272-1725
A BEAUTIFUL LIFE	14751 N KELSEY ST STE 110 MONROE WA 98272-1457
DIGI REIGN	19242 135TH ST SE MONROE WA 98272-7897

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

RUNAWAY GIRL, FPC DBA RUNAWAY GIRL INC	16098 LAKEVIEW AVE SE MONROE WA 98272-2854
BLUE SKY SELL/BUY	16355 131ST ST SE SNOHOMISH WA 98290-8253
911 DRIVING SCHOOL	17150 W MAIN ST # D MONROE WA 98272-1918
KOOKABURRA LICORICE COMPANY	14512 167TH AVE SE STE 192 MONROE WA 98272-2820
PANGOTEK	20501 HORIZON WAY SE MONROE WA 98272-9653
WASHINGTON TREE EXPERTS	16732 BROADWAY AVE SNOHOMISH WA 98296-8012
THE PLUMBING & DRAIN COMPANY INC	926 96TH ST E TACOMA WA 98445-3114
ADVANCED PLUMBING IV LLC	1822 BICKFORD AVE STE B SNOHOMISH WA 98290-1733
DCL CONSTRUCTION SERVICES LLC	24602 OLD PIPELINE RD MONROE WA 98272-8647
CONFLUENCE ENVIRONMENTAL COMPANY	146 N CANAL ST STE 111 SEATTLE WA 98103-8652
D & G BACKHOE INC.	2808 OLD HARTFORD RD LAKE STEVENS WA 98258-9760
A TOUCH OF BALANCE	32573 NE 40TH ST CARNATION WA 98014-8731
FARGO ELECTRICAL INC	1001 INDUSTRY DR BLDG 1001 TUKWILA WA 98188-4802
PACIFIC HOME MAINTENANCE LLC	21105 33RD PL W LYNNWOOD WA 98036-8959
GRANITE TRANSFORMATIONS	11524 MUKILTEO SPEEDWAY #101 MUKILTEO WA 98275-5416
PLEXUS WORLDWIDE, LLC	9145 E PIMA CENTER PKWY SCOTTSDALE AZ 85258-4627
ROSEWOOD PHOTOGRAPHY	4112 87TH AVE NE MARYSVILLE WA 98270-6844
SEATTLE TACOMA OLYMPIA PLUMBING STOP INC.	11301 17TH AVE E TACOMA WA 98445-3703
BEST EXCAVATION COMPANY LLC	7016 169TH AVE SE BELLEVUE WA 98006-8677
MACGYVER 4 HIRE LLC	224 N NYDEN FARMS RD LAKE STEVENS WA 98258-9704
BOOSTERPET LLC	447 NEIL BAY DR FRIDAY HARBOR WA 98250-9157
LESLIES POOLMART INC	2005 E INDIAN SCHOOL RD PHOENIX AZ 85016-6113
ARBORWELL, INC.	23622 BOTHELL EVERETT HWY BOTHELL WA 98021-9322
HOLIDAY PARKS INC	4600 S 134TH PL TUKWILA WA 98168-3241
CENTIMARK CORPORATION	12 GRANDVIEW CIR CANONSBURG PA 15317-8533
PYE-BARKER FIRE & SAFETY, LLC	735 E FAIRHAVEN AVE BURLINGTON WA 98233-1914

Business License Renewals – 103 total

Staff contact – Amy Bright

LONG RANGE PLANNING

A. Comprehensive Plan

1. 2018-2019 Comprehensive Plan Cycle

The 2018 – 2019 Comprehensive Plan Amendment Docket was remanded by the City Council back to the Planning Commission for additional review. A new public hearing was initially scheduled for March 23, 2020, but has been delayed until Planning Commission is able to meet.

Staff contact – Shana Restall

2. 2020-2021 Comprehensive Plan Cycle

A notice announcing that the City is accepting annual Comprehensive Plan amendments will be published in May 2020. Applications for amendments to the Comprehensive Plan will be accepted by the City until July 31, 2020, after which they will be processed pursuant to Chapter 22.74 MMC, Comprehensive Plan Amendments.

Staff contact – Shana Restall

B. Code Amendments

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

1. North Kelsey Design Guidelines Code Amendment

On April 10, 2018, the City Council directed the Planning Commission to evaluate amending the Monroe Municipal Code (MMC) to allow multi-family residential in the North Kelsey Planning Area. The code amendments were included in the UDR update. Further code amendments are required as well as amendments to the North Kelsey Design Guidelines and Zoning Map for consistency with the current code.

Staff contact – Anita Marrero

2. Affordable Housing Code Amendment

Staff is in the process of updating its Affordable Housing code. To accomplish this, staff is forming an Affordable Housing Committee that will consist of community members, planning commissioners, and affordable housing proponents. The goal of the Affordable Housing Committee will be to draft a code that will address the affordable housing crisis and implement regulations that will allow and encourage more affordable forms of housing.

Staff contact – Anita Marrero

3. WCF Code Amendment

In September 2018, the Federal Communications Commission (FCC) issued a Declaratory Ruling and Order, FCC 18-133: Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment (“Order”) intended to facilitate and streamline implementation of small cell deployment infrastructure. The FCC Order requires amendments to the City’s municipal code. The amendments primarily pertain to, but not exclusively, small cell technology. The FCC Order became effective on January 14, 2019.

The FCC Order essentially makes it easier for private companies to take local governments to court if they believe municipal policies are effectively prohibiting network investment. To comply with this order, the City is proposing a new code chapter to regulate small wireless facilities as well as updating the current WCF code, MMC 22.62 Large Wireless Communication Facilities.

Staff contact – Anita Marrero

4. UDR Code Housekeeping

As the UDR has been in use for nearly a year, staff is in the process of identifying and preparing amendments to rectify discrepancies and omissions.

Staff contact – Shana Restall

5. Permanent Temporary Encampments Regulations

The City’s temporary encampment regulations were not updated for compliance with state law when it changed in 2010. Additionally, Staff is updating the City’s regulations for conformance with changes that would be instituted under HB 1754, which, as of March 11, 2020, was awaiting signature by Governor Inslee.

Staff contact – Shana Restall

C. Online Inspection Requests

1. Currently our customers use a voicemail system to request building, planning and public works inspections. Often times these requests are missing information, the connection is not clear or there is a language barrier that may impede us from having enough information to do the requested inspection. Staff from building, planning, fire and public works have been working together to create an online request form specific to each department to provide another option for our customers. This form will be accessed through our website and will feature required field tabs like address, permit number and contact info, a comments tab for important information, and a list of inspections that they can click on to save time.

We are approximately 80% completed with the web link and department inspection forms, but we want to make sure the message gets out before we go live. This includes notices at the front counter, a group email list to current permit holders, changing the voicemail message, stickers to modify existing permit cards and several news releases. Our goal is to roll this out by the first of the year and encourage people to start using this more convenient option. We are also aware that

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for December 2020

some people might not want to use this option, so the standard voicemail system will be used at this time.

D. Monroe – Duvall Shuttle

Month	ROUTE	Days	Total	Adult	Youth	Senior	Disabled
January, 2020	SVTM	21	109	57	9	3	40
February, 2020	SVTM	19	56	52	0	4	0
March, 2020	SVTM	22	22	20	0	2	0
April, 2020	SVTM	22	56	56	0	0	0
May, 2020	SVTM	20	24	24	0	0	0
June, 2020	SVTM	22	38	36	0	0	2
July, 2020	SVTM	23	11	9	0	2	2
August, 2020	SVTM	21	15	14	0	1	0
September, 2020	SVTM	21	56	55	0	0	1
October, 2020	SVTM	23	306	137	145	20	4
November, 2020	SVTM	19	112	14	63	5	30
December, 2020	SVTM	20	97	79	1	17	2
Totals:			902	553	218	54	81

E. Miscellaneous

1. Eastside Masonry

The demolition of the buildings has been completed and grading and clearing of the property will be ongoing until all materials and cleanup of the site has been accomplished. The intent of the owner is to develop a “pad ready” ready site in anticipation of a new structure. The type and use of the structure is unknown at this time.

Staff contact – Anita Marrero

2. Housing Action Plan

In October 2019, the City of Monroe applied for a Department of Commerce grant funded through HB1923, which provided \$5 million to increase residential building capacity in Washington communities. Of the list of eligible activities, as defined in the bill, the City choose to adopt a Housing Action Plan with a total funding request of \$50,000. The City Council accepted the grant funding at the January 21, 2020 council meeting. The goal of a housing action plan is to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family market. The Stakeholder Advisory Committee (SAC) has been confirmed and the first meeting was held via Zoom on September 23rd. The draft Housing Needs Assessment is available on the project page website for review.

Staff contact – Anita Marrero



Human Resources and Information Technology

Department Report January 2021

Human Resources:

- Currently recruiting for three (3) positions – Lateral Police Officer, Senior Planner (Parks), and City Clerk

Information Technology:

- Office 365 Upgrade
 - Upgrade is on schedule
 - Migration is approximately 70% complete
 - Upgrade to be complete in February
- Springbrook Upgrade
 - Entered in to contract negotiation and scope of work
- Phone Upgrade
 - Hardware has been installed and tested
 - Cut over to take place in February



Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space and trails. Provide citizens of all age's positive recreational opportunities in clean, safe and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Governor's Office COVID-19 Update:

On January 5, 2021, Governor Inslee announced the [Healthy Washington - Roadmap to Recovery plan](#), which lays out the process to safely reopen Washington state. The plan includes guidance for certain businesses and industries including outdoor recreation activities to help protect Washingtonians and minimize the spread of COVID-19. This plan replaces the Governor's previous Safe Start Reopening Plan

The full Healthy Washington phased chart is available [here](#).

Updated Guidance for Sports, Recreation and Fitness:

- [Fitness and Training](#)
- [Outdoor Recreation](#)
- [Water Recreation](#)
- [Sporting Activities: recreational, K-12, higher education and professional](#)
- [Racing: non-motorized and motorized](#)
- [Golf](#)

To find more information about City Operations during the COVID 19 pandemic visit go [here](#).

Operations

December consisted of wrapping up maintenance tasks for the year. The Parks and Recreation team members also worked to install the holiday decorations on Main Street. In addition, they worked to remove two hazard trees behind the City Library. One had to be removed due to damages caused by a fire that was intentionally set at the base. The other was leaning towards the Library and was removed for safety purposes.



As an additional December task, the Parks crew resurfaced the gravel roadway at Al Borlin Park to fill potholes left from yearly flood waters.



Citizen Compliment: The Parks Department Staff received the following comments from Bryan and Marylynn Sutton; “We wanted to let you know how much we appreciate Al Borlin Park rest area. Since the virus has closed many stores and bathrooms, we can always count on the bathroom to be open and clean. Thank you for your work in keeping it open and clean.”

Department Receives Live Christmas Tree Donations

We’d like to thank residents Patricia Gonzales and Kristy Murphy who donated their fir and pine living Christmas Trees to the Monroe Parks Department. Both will be planted at Lake Tye Park. We look forward to watching both trees grow for years to come.



Rotary Field Netting Installation Project Completed

All City Fence Company installed 200 lineal feet of 20-foot-high netting to protect adjacent property parking lot from potential damage to cars from errant balls. The project was completed during December 2020, funded through Parks Capital Improvement fund.



Virtual Groundbreaking Ceremony for the Lake Tye All-Weather Lighted Field Project

On December 10, the City of Monroe celebrated the groundbreaking of the Lake Tye Park All-Weather Fields Project. State Representative Carolyn Eslick, County Councilmember Sam Low, City Councilmember Jason Gamble, and Sky Valley Little League Vice President Chad Pettis joined Mayor Geoffrey Thomas for the socially distanced event. We are thankful to the Monroe City Council for the investment of time, resources and funding to make this project happen, and to Representative Eslick, Councilmember Low, and the Sky Valley Little League for funding assistance provided by the state, County, and Little League. Each attendee spoke of the importance of this project to youth sports in Monroe and throughout the Sky Valley. The City hopes to hold a ribbon cutting ceremony next summer, upon completion of the project, that will hopefully be able to be open to the entire community.

The project is funded in part with \$1,300,000 in awarded state and county grants. For more information on this important project, please visit the Parks Department's capital projects [webpage](#).





Left to Right: County Councilmember Sam Low, City Councilmember Jason Gamble, Mayor Geoffrey Thomas, State Representative Carolyn Eslick, and Sky Valley Little League Vice President Chad Pettis.

Parks, Recreation, and Open Space (PROS) Plan Survey Launch

The City of Monroe is preparing an update to our long-range plan for our community’s park, recreation, and open space system. We have launched a survey asking the communities help in determining what types of park facilities and programs are needed to meet the recreation needs of our growing community. We believe resident involvement during this long-range plan update process will benefit from widescale participation, and the outcome has the potential to positively impact our schools, families and businesses. Participants contribution will help shape the future of your parks.

The survey launched on December 16, 2020 and closed January 15, 2021. Results will be released to the public mid-February.



Monroe Park Board

The December 17, 2020 Park Board meeting was cancelled. We look forward to meeting in January.

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to the present. The following is a summary of data for the past month:

Locations: Al Borlin Park, Sky River Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
12/1	4	0	
11/17	7.5	2	
11/23	5.5	0	
11/24	5	0	
Avg.	5.5	.5	
			See attached Parks Homeless Response Data 2017- 2020

Volunteer Opportunities

Due to COVID-19 the City of Monroe’s volunteering has been temporarily suspended. If you have any questions or would like additional information, please contact Katie Darrow at (360) 863-4519.

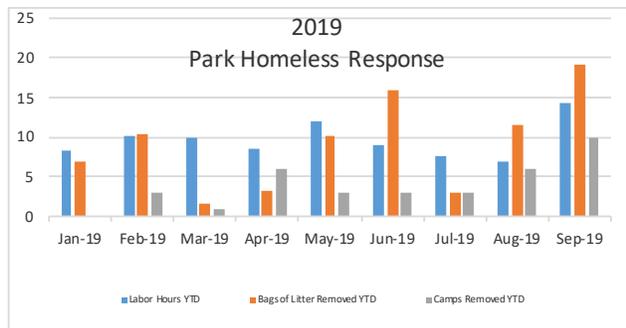
Visit the City website www.monroewa.gov for information on upcoming programs and events.

**2017-2020
Park Homelessness Response**

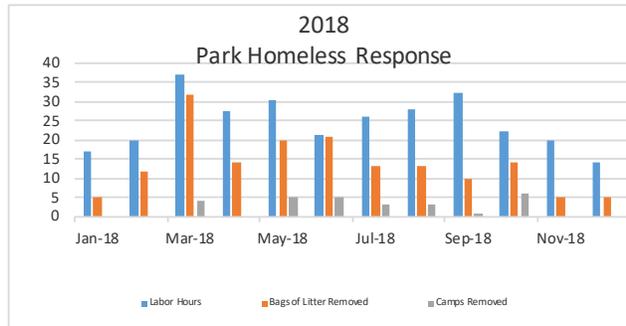
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20	9.625	2.5	3
Jun-20	6.25	3.75	2
Jul-20	8.5	4.25	1
Aug-20	7.875	2.25	3
Sep-20	9	3.4	0
Oct-20	7.25	1.25	0
Nov-20	6.25	1.25	0
Dec-20	5.5	0.5	0
Total 2020	86.82	29.63	9



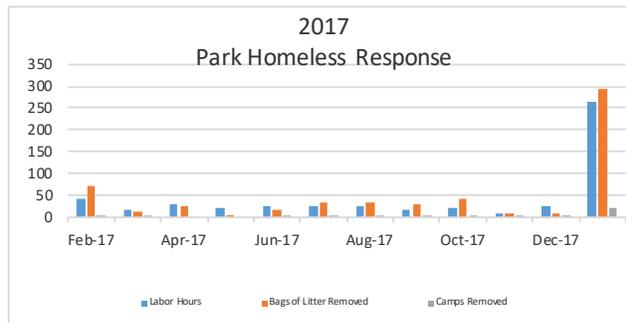
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



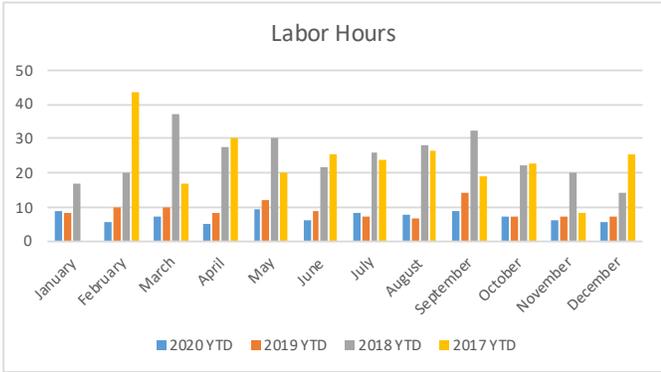
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



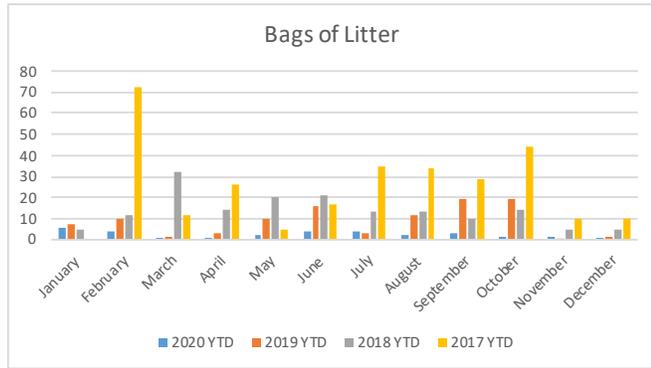
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



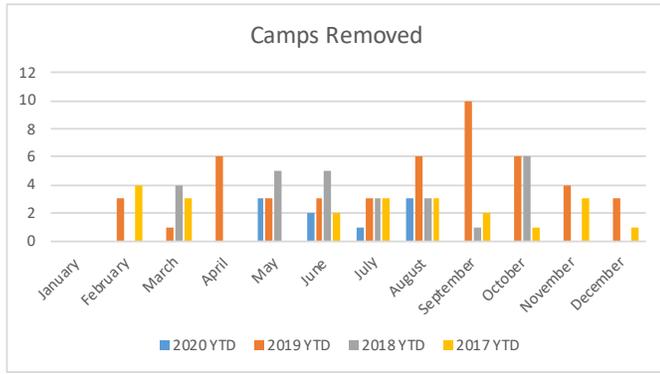
Labor Hours	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	8.75	8.3	17	0
February	5.67	10.2	20	43.5
March	7.25	10	37	17
April	4.9	8.5	27.5	30
May	9.625	11.9	30.5	20
June	6.25	9	21.5	25.5
July	8.5	7.5	26	24
August	7.875	6.9	28	26.5
September	9	14.25	32.5	19
October	7.25	7.3	22.5	23
November	6.25	7.5	20	8.5
December	5.5	7.3	14	25.5



Bags of Litter Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	5.5	7	5	0
February	4.33	10.3	12	72.5
March	0.25	1.5	32	12
April	0.4	3.25	14	26
May	2.5	10.25	20	5
June	3.75	16	21	17
July	4.25	3	13	35
August	2.25	11.5	13	34
September	3.4	19.25	10	29
October	1.25	19.4	14	44
November	1.25	0.875	5	10
December	0.5	1.2	5	10



Camps Removed	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	0	0	0	0
February	0	3	0	4
March	0	1	4	3
April	0	6	0	0
May	3	3	5	0
June	2	3	5	2
July	1	3	3	3
August	3	6	3	3
September	0	10	1	2
October	0	6	6	1
November	0	4	0	3
December	0	3	0	1





AGENDA BILL

Meeting Date: January 26, 2021

Staff Contact: Deborah Knight, City Administrator

Department: City Council

SUBJECT: Review the January 2021 Economic Development Report

REQUESTED ACTION:

Review the January 2021 Economic Development Report. Ask questions as needed.

POLICY CONSIDERATIONS:

This is an opportunity for the city council to receive an update on projects underway to implement the Economic Development work plan for 2021

DESCRIPTION/BACKGROUND:

Economic Development Advisory Board

At the January 14, 2021 meeting, the Board received a presentation from Spencer Cohen with High Peak Strategies on the draft Economic and Regional Demand Analysis. The report includes information on the city's current demographics, how the city serves as a central place and economic hub for the Sky Valley, and opportunities for the city to attract more visitors. The report was funded through a grant from Economic Alliance using CARES Act money. James Palmer and Mr. Cohen are scheduled to review the report with the city council at the February 2, 2021 study session.

North Kelsey

James Palmer, the City's Economic Development Specialist, is continuing to work with Lowe's to amend the Covenants, Conditions, and Restrictions on the parcels adjacent to Lowe's to allow development of multi-family housing. The Planning Commission is reviewing proposed changes to the N. Kelsey Design Guidelines.

Tourism Promotion and Marketing

Choose Monroe Magazine. The next issue will be mailed to residents in mid-April. Features for the issue include: day trip to Heybrook Ridge and Index, Reiter Foothills ATV park, farmer's markets, camping and RV sites.

New Banners. The Parks Department installed new tourism banners downtown and North Kelsey. The banners were funded using CARES Act money and include a short public safety message.

Special Events. Snohomish County and Sky Valley cities are continuing to evaluate the Covid19 restrictions for public gatherings. Most agencies are planning for limited restrictions during the summer months. Snohomish County is evaluating alternatives for hosting the Evergreen State Fair in August. Other events in and around Monroe that are scheduled include: US Soccer NW Regional in June; Tri-Monroe in June; and a Spike Ball tournament at Sky River Park in July.

Appointment to the Cascade Loop Board. Rich Huebner was invited to join the Cascade Loop board of directors. His appointment to the board is expected to be confirmed in March.

FISCAL IMPACTS:

None

TIME CONSTRAINTS:

None

ALTERNATIVES TO REQUESTED ACTION:

None

ATTACHMENTS:

[January 2021 Newsletter](#)

- **Current COVID-19 Guidelines**
 - Updated Open Air Guidelines
- **Financial Assistance**
 - SBA Loans
 - County Grants
 - SBA FAQs
- **Moving Ahead**
 - Moving from Phase 1 to 2
 - Vaccinations



Monroe, Washington Economic Development Newsletter for January 2021

Monroe **Business**

CURRENT STATUS >>>

On January 11, Governor Inslee signed the "Healthy Washington - Roadmap to Recovery" [proclamation](#) placing all counties/regions in Washington under public health measures outlined in the Governor's regional-based [Healthy Washington plan](#). Although Snohomish County officials have requested the county be evaluated separately from King and Pierce Counties, the current status is all three counties will be collectively evaluated as a single region. Detailed guidance and information is available on the [governor's website](#). As of January 1, all counties/regions are in Phase 1 and will remain so until at least Monday, January 25, 2021.

- **Restaurants and Bars:** Closed for indoor dine-in service. Outdoor and open-air dining and to-go service are permitted, provided that all outdoor/open-air dining must comply with the requirements of the Outdoor and Open-air Seating Guidance [here](#).
- **Indoor Recreation and Fitness Establishments** Low risk and moderate risk sports permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based Fitness/training; less than 1 hour sessions, no more than 1 customer/athlete per room or per 500/sq. ft. for large facilities. More Info here => [Fitness Guidelines](#)
- **Retail:** (includes farmers' markets, grocery and convenience stores, pharmacies) Maximum 25% of capacity, encourage curbside pick-up.
- **Worship Services:** Indoor maximum 25% capacity
- **Weddings/Funerals:** Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.

Latest COVID-19 reopening guidance for businesses and workers [here](#).

OPEN AIR DINING

Washington's Department of Labor and Industries (L & I) has relaxed dining regulations for certain restaurants after a Washington State restaurant owner argued that the restaurant's dining room, with garage-door sized roll-up windows, had just as much airflow as the outdoor sidewalk tents that have been allowed. His restaurant is now open for what the state has called "open-air dining," but the change doesn't apply to all restaurants.

You cannot just prop open a window and door and let people sit. A restaurant has to meet [certain criteria, operate at a limited capacity](#), and monitor carbon dioxide levels to ensure adequate airflow in an open-air dining room.

"We want to work with people," said Tim Church, spokesman for L & I. "Our people looked at the situation and decided it could be safe."

Anyone with questions is encouraged to [reach out to the department](#).

Federal

The Federal Government has continued to provide support for businesses which are experiencing financial hardship due to the COVID-19 crisis. The latest effort by the Feds includes an additional \$284 Billion to be administered through the SBA's Paycheck Protection Program or PPP.

These funds are the main thrust of the federal government's efforts to help small businesses and is intended to be the primary option for businesses seeking financial assistance. In most cases they are forgivable. If you have questions, contact your local SBA approved lender. To find one near you, click here => [Locate my nearest SBA Lender](#)

- [Paycheck Protection Program \(PPP\)](#) This package sets aside a portion of its funding for both first- and second-time borrowers with 10 or fewer employees as well as loans of less than \$250,000 in low-income areas. Forgiveness of loans of less than \$150,000 has been simplified as well. More than [107,000 Washington state businesses](#) have already received PPP loans. [Click here => Guidance on how small businesses can prepare for the application process and get program details.](#)

The Washington Small Business Development Center (SBDC), a partnership between the SBA and Washington State University, is providing virtual webinars on the loans:

- PPP webinars will be provided every Friday at 10 a.m. through March. For more information, visit <https://wsbdc.ecenterdirect.com/events>.
- [SBA E-Bulletin](#) with information about the PPP program and other relief options
- Fact sheets: [Paycheck Protection Program First Draw Loans: Overview \(sba.gov\)](#) and [Paycheck Protection Program Second Draw Loans: Overview \(sba.gov\)](#)

[Economic Injury Disaster Loan Advance](#) These loans provide up to \$10,000 of economic relief to businesses that are currently experiencing temporary difficulties that does not have to be repaid. This complements the traditional SBA Economic Injury Disaster Loan (EIDL) program which has been in place for the entire nation, all territories and Washington, D.C. since mid-March. Approval notification is estimated at approximately three days.

Snohomish County

Third Round of Small Business Relief Grants

Snohomish County has re-opened the Small Business Relief, Recovery, and Resiliency (R3) Grant Program. Businesses that previously applied to the R3 program in 2020 but have not yet received an award will automatically be considered in this round and ***do not need to reapply.***

Small business owners who have not previously applied for the R3 grant program may visit www.workforcesnohomish.org for details and application materials. Applicants can also request a direct link to the application and instructions by sending an email to requestgrant@workforcesnohomish.org. It is anticipated that it will take most businesses less than 30 minutes to apply. It is also anticipated awards will be made within two weeks of application close. Grants in amounts up to \$25,000 will be awarded to qualifying businesses. The funds received must be used to cover expenses that have not been previously accounted for and are incurred between March 1, 2020 and June 30, 2021.

Priority will be given to dining, retail, hospitality, arts and entertainment, and service sector establishments. Minority, women and veteran owned businesses are encouraged to apply.

For more general information, please go to <https://www.snohomishcountywa.gov/5600/COVID-19-Business-Recovery>, the County's comprehensive page for residents and small businesses impacted by COVID-19.

SBA PPP LOAN QUESTIONS >>>

How much will I get?

First-time borrowers are eligible for 2.5 times their average monthly payroll cost, up to \$10 million. (For sole proprietors, the [calculation is different](#). They can borrow 2.5 times the monthly profit they reported on their 2019 Schedule C tax form.)

Loans for second-time borrowers are capped at \$2 million. Food services and lodging businesses, such as restaurants and hotels, can get loans of 3.5 times their average monthly payroll, but the \$2 million cap still applies.

Do I have to pay the loan back?

Borrowers can have their loan forgiven if they follow the program's rules.

At least 60 percent of the loan must be used to pay workers, and the rest must be spent on qualifying expenses. Borrowers can choose how much time they want to spend the money, as long as it's between eight and 24 weeks.

Notably, borrowers don't have to keep their employees' head count and wages at pre-pandemic levels to have their loan forgiven, if they [certify that they had to cut staff](#) to comply with federal guidance on "sanitation, social distancing, or any other work or customer safety requirement related to Covid-19."

What else can I use the money for?

The other 40 percent can go toward rent, utilities, mortgage interest payments and other expenses.

The new stimulus bill added some items to the list: payments to suppliers, certain property damage not covered by insurance, Covid-related safety gear for workers, and the cost of erecting barriers and otherwise altering spaces to comply with social distancing guidelines and other health mandates.

What paperwork do I need to prepare?

Exact requirements vary by lender, but applicants will generally need copies of their payroll records. Many lenders will also request the business's 2019 tax return and documents like articles of incorporation or a state business registration certificate.

Those seeking second loans will need records showing that their sales dropped at least 25 percent in one quarter last year. Lenders are not required to collect that proof before making a loan under \$150,000, but they must get it before the loan is eligible to be forgiven. Most lenders plan to ask for it during the application process.



Click here for
[More Frequently Asked Questions](#)
[about PPP Loans](#)

中文?

ngôn ngữ tiếng Việt?

lengua española?

English not your first language?

Need help in your own language?

Click here for help => [Culturally and linguistically relevant assistance for business owners affected by COVID](#)

Moving Ahead >>>

As outlined in the governor's COVID-19 plan, regions must meet four metrics in order to move into Phase 2. These metrics provide an overview of current COVID-19 trends and healthcare system readiness in each region. The four metrics are:

- Decreasing trend of 10% or more in two-week rate of COVID-19 cases per 100k population.
- Decreasing trend of 10% or more in two-week rate of new COVID-19 hospitalizations.
- Less than 90% Intensive Care Unit (ICU) occupancy.
- COVID-19 test positivity of less than 10%.

DOH will reassess all the metrics each week and announce any changes to current phase status every Friday. For more detailed information on where each of the eight regions falls with regards to the four metrics visit the [DOH website](#).

For the most recent tally of cases by county, demographics, and more, visit the [Department of Health's dashboard](#) and the state's [COVID-19 risk assessment dashboard](#).

COVID-19 vaccine distribution update from the Washington State Department of Health.

As of January 12, Washington state has received 624,975 doses of vaccine, which includes allocations from both Moderna and Pfizer. This week we will receive 123,275 doses. This supply will go to 142 county sites and 11 tribal or Urban Indian Health Program sites.

As of January 12, 2021, there are 627 facilities fully enrolled as COVID-19 vaccine providers.

Read the full news release [here](#). Find your spot in line with Phase Finder. Go to www.FindYourPhaseWA.org and fill out the questionnaire.

Contact Us >>>

City of Monroe
Economic Development Office
806 West Main Street
Monroe, WA 98272
360-631-0050
JPalmer@MonroeWA.gov
www.monroewa.gov



Roadmap to Recovery

Puget Sound Region

Snohomish, King and Pierce Counties
January 25, 2021

Trend in 14-day rate of new COVID-19 cases per 100K population:



Trend in 14-day rate of new COVID-19 hospital admissions per 100K population:



Average 7-day percent occupancy of ICU staffed beds:



7-day percent positive of COVID-19 tests:



Numbers are updated each Friday.



MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting
Tuesday, December 19, 2021, 5:30 p.m.
Zoom Online Meeting Platform

Committee
Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

AGENDA

I. Call to Order

The City Council Finance & Human Resources Committee meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

- Join Zoom meeting:
<https://us02web.zoom.us/j/82837576052?pwd=S3lhNUw1TWJqckRqRVNxcWFaa2Ntdz09>
- Dial in: (253) 215-8782
- Meeting ID: 828 3757 6052
- Password: 187488

II. Roll Call

III. Approval of Minutes

- A. Meeting minutes of November 17, 2020

IV. New Business

- A. Select 2021 Chairperson (B. Hasart)
- B. Confirm Meeting Dates and Time (B. Hasart)

V. Other Business

VI. Next Committee Meeting (February 16, 2021, 5:30 p.m.)

- A. Review 2021 Work Plan

VII. Adjournment



MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting
Tuesday, November 17, 2020, 5:30 p.m.
Zoom Online Meeting Platform

Committee
Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

MINUTES

I. Call to Order & Roll Call

A regular meeting of the Monroe City Council Finance & Human Resources Committee was held on November 17, 2020 via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time. The meeting was called to order by Councilmember Gamble at 5:30 p.m.

Committee present: Councilmembers Gamble, Cudaback, and Scarboro
Mayor present: No
Staff present: Knight, Hasart, Roberts, Christian

II. Roll Call

III. Approval of Minutes

A. Meeting minutes of October 20, 2020. Councilmember Scarboro move to approve the minutes. Cudaback seconded. Motion passed 3-0.

IV. New Business

- A. Boys and Girls Club (B&GC) funding options – Mr. Roberts and Ms. Hasart presented information regarding current funding challenges associated with the B&GC project and outlined potential funding sources available to the Council.
- B. Passport processing discussion – Ms. Hasart presented information regarding the City's passport processing program and outlined the reasons that the program was discontinued.

V. Other Business – there was no other business for discussion.

VI. Next Committee Meeting (January 19, 2021, 5:30 p.m.)

- A. No meeting in December 2020
- B. Chairperson selection
- C. Confirm meeting dates and time
- D. Review 2021 work plan



**MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting**

Tuesday, November 17, 2020, 5:30 p.m.
Zoom Online Meeting Platform

Committee
Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

VII. Adjournment – Councilmember Scarboro moved to adjourn.
Councilmember Cudaback seconded. Motion passed 3-0. Meeting
adjourned at 6:30 p.m.

Submitted by:

Approved by:

Becky Hasart, Interim City Clerk

Councilmember Gamble, Chairperson



MONROE CITY COUNCIL EXTENDED AGENDA

Current as of 01/15/2021
TENTATIVE LISTING, SUBJECT TO CHANGE

Mayor
Geoffrey Thomas

Councilmembers
Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble; Jeff Rasmussen;
Ed Davis; & Kirk Scarborough

TUESDAY 1/19/2021

5:30 p.m. City Council Finance/HR Committee Meeting

- Select Chair; Confirm Meeting Dates/Times;

7 p.m. City Council Regular Study Session

- Executive Session – potential litigation
- Tourist Commercial Zoning discussion (B. Swanson)

TUESDAY 1/26/21

6 p.m. City Council P3 Committee Meeting

- Select Chair; Confirm Meeting Dates/Times; 2021 Work Plan; 6 yr TIP

7 p.m. City Council Regular Business Meeting

- Consent Agenda: TBD
- Proclamation: Black History Month 2/1 thru 3/1
- NB: Salary scale for City Clerk; Snohomish Jail ILA
- Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT
- Executive Session – sale of property
- Executive Session – Property Aquisition

TUESDAY 02/02/21

6 p.m. Public Safety Committee Meeting

- Select Chair; Confirm Meeting Dates/Times; 2021 Work Plan

7 p.m. City Council Regular Study Session

- Council meetings – hybrid zoom/in person format
- CHSAB annual report (R. Adams)

TUESDAY 02/09/21

6 p.m. Legislative Affairs Committee Meeting

- Select Chair; Confirm Meeting Dates/Times; 2021 Work Plan

7 p.m. City Council Regular Business Meeting

- Consent Agenda: TBD
- Proclamation: President’s Day 2/15
- Reports: Parks; Public Works, Emerg Mgt; Court

TUESDAY 02/16/2021

5:30 p.m. City Council Finance/HR Committee Meeting

- 2021 Work Plan

7 p.m. City Council Regular Study Session

- Economic Development Update
- CHSAB Annual Report
- Fireworks Regulations

TUESDAY 02/23/21

6 p.m. City Council P3 Committee Meeting

- TBD

7 p.m. City Council Regular Business Meeting

- Presentation – Snohomish Health District
- Consent Agenda: TBD
- NB: Committee work plans
- Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT
- Executive Session

CITY COUNCIL MEETING LOCATION

(unless otherwise noted):

City Hall, Council Chambers: 806 W Main Street, Monroe

COUNCIL COMMITTEE MEETING LOCATION

(unless otherwise noted):

City Hall, Permit Assistance Center: 806 W. Main Street, Monroe

UPCOMING ITEMS:

- Fireworks discussion February 16
- Financial Reserves Policy
- Retirement Recognition
- Wireless Regulations
- Criminal Justice System Priorities
- Solid Waste Contract Renewal
- TAC Recommendations
- Econ dev – demographics demonstration by consultants
- Legislative Session Update **March 16th SS**



MONROE THIS WEEK

January 22, 2021 • Volume 7/Edition 3



Thank you for reading Monroe This Week.

This week's edition includes details on the re-opening of the Paycheck Protection Program (PPP), COVID-19 vaccine availability and distribution phases, the City's active recruitment for a City Clerk and other open positions, the City's adoption of new Codes, a Monroe High School alum participating in a national competition, and an upcoming drive-thru food drive with a unique twist.



Please contact me with any and all feedback regarding the articles below. I can be reached at GThomas@MonroeWA.gov.

Yours in Service,

Mayor Geoffrey Thomas

PAYCHECK PROTECTION PROGRAM ACCEPTING NEW APPLICATIONS

On Tuesday, January 19, the Paycheck Protection Program (PPP) re-opened to all lenders accepting PPP applications. Eligible small businesses can now submit PPP applications to any such lender. Administered by the [Small Business Administration](#), the PPP provides loans to help businesses keep their workforce employed during the ongoing COVID-19 pandemic. SBA is currently offering:



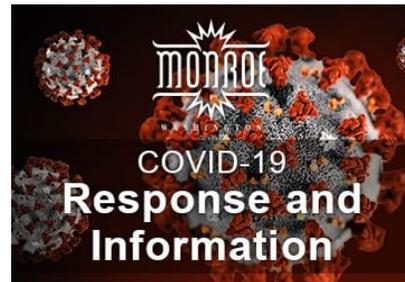
- First Draw PPP Loans for first time program participants
- Second Draw PPP Loans for certain businesses who have previously received a PPP loan

Business owners can visit the [PPP webpage](#) for additional program information, to find a participating lender, and to apply.

COVID-19 VACCINATIONS AVAILABLE TO SNOHOMISH COUNTY RESIDENTS IN TIERS 1A AND 1B1

COVID-19 vaccinations are currently being offered to Snohomish County residents in tiers 1A and 1B1. Persons in tier 1A are those who are:

- Workers in health care settings
- High-risk first responders
- Residents and staff of nursing homes, assisted living facilities, and other community-based, congregate living settings where most individuals over 65 years of age are receiving care, supervision, or assistance



Persons in tier 1B1 are:

- All people 65 years or older
- People 50 years or older who live in multigenerational households (2 or more generations)
 - Example: An older adult who cannot live alone and is being cared for by a relative or in-home caregiver, or an older adult who shares the home with a grandchild.

If you are a member of these groups and have not been vaccinated, please contact your primary care doctor, or the Snohomish Health District either by email at COVIDVaccine@snohd.org or by phone at (425) 339-5278.

If you do not fall within one of the above tiers, you will be eligible in a future phase. You can find what phase you are in using the online [Phase Finder](#). A chart of the phases can also be found below.

SNOHOMISH COUNTY'S COVID-19 VACCINE PHASES

Who is in Phase 1 for vaccination?
Timing between phases will vary. There are currently no firm dates for when future phases will start.

Find more information about COVID vaccine at www.snohd.org/covidvaccine

NOW	NOW	NEXT	UPCOMING	UPCOMING	FUTURE PHASES
A1 A2	B1	B2	B3	B4	FUTURE PHASES
<ul style="list-style-type: none"> High-risk healthcare workers in health care settings High-risk first responders Long-term care facility residents 	<ul style="list-style-type: none"> All people 65 years or older People 50 years or older in multigenerational households 	<ul style="list-style-type: none"> High-risk critical workers 50 years or older who work in certain congregate settings: Agriculture; food processing; grocery stores; K-12 (teachers and school staff); childcare; corrections; prisons; jails or detention centers; public transit; fire; law enforcement 	<ul style="list-style-type: none"> People 16 years or older with 2 or more co-morbidities or underlying conditions 	<ul style="list-style-type: none"> High-risk critical workers under 50 years who work in certain congregate settings (as noted in B2) People, staff, and volunteers in congregate living settings; Correctional facilities; group homes for people with disabilities; people experiencing homelessness that live in or access services in congregate settings 	<ul style="list-style-type: none"> Information on who is eligible for Phases 2, 3 and 4 coming soon.

FOCUS ON EQUITY: This approach prioritizes population groups that have been disproportionately impacted by COVID-19 due to external social factors and systemic inequities. Each group will become eligible for the vaccine one at a time and will continue to be eligible throughout the vaccine distribution. The timelines represented here are estimates and subject to change.



SNOHOMISH HEALTH DISTRICT
WWW.SNOHD.ORG



Snohomish County

Adapted from the Washington State Department of Health. Updated January 19, 2021

CITY RECRUITING FOR CITY CLERK, TWO OTHER POSITIONS

The City of Monroe recently announced that it is recruiting for a City Clerk. This position will perform administrative duties of the City Clerk's office, act as Public Records Officer and administer the City's records management program, serve as the City's official parliamentarian, and provide executive support to myself as Mayor.



Additionally, the City is actively recruiting for a Senior Parks Planner and a Lateral Police Officer. Prospective applicants are invited to review these [job openings](#) and apply online.

CITY ADOPTS NEW CODES

The City of Monroe has adopted the 2018 Codes with local amendments that will be implemented on February 1, 2021. Permit applications submitted on and after that date will need to comply with the 2018 Codes. We will be accepting complete applications under the 2015 Codes until January

31, 2021. For questions or assistance, feel free to contact the Permit Center at (360) 863-4501 or building@monroewa.gov.



The new codes adopted by the City are the 2018 editions of:

- The International Building Code
- The International Residential Code
- The International Existing Building Code
- The International Mechanical Code
- The International Energy Conservation Code
- The International Fuel Gas Code
- The Uniform Plumbing Code
- The International Fire Code
- The International Property Maintenance Code
- The International Swimming Pool and Spa Code

MONROE HIGH SCHOOL GRADUATE A CONTESTANT ON AMERICAN IDOL

Monroe High School graduate Benson Boone is competing on the musical competition series [American Idol](#). The upcoming 19th season will begin airing on Sunday, February 14, 2021. Benson has made it to the "Hollywood Round" of the competition. While it's too soon to start planning on voting for contestants, we can all watch and support Benson as he represents our community. Set your DVR's today!



EVERGREEN SPEEDWAY HOSTING DRIVE-THRU FOOD DRIVE

Next month, area residents will have the opportunity to support the [Sky Valley Food Bank](#) and take a spin on the [Evergreen Speedway](#) racetrack! On February 13, 2021, [Ragnarok's Garage](#) is sponsoring a drive-thru food drive from 9:00 a.m. to 12:00 p.m. at the Speedway. Any food donation comes with the opportunity to drive your car through the Auto X Course. On-track participants will be required to sign a liability waiver before driving on the track surface. Most requested items from food bank patrons are:

- | | |
|-------------------------------------|-----------------------------|
| • Canned vegetables and fruits | • Toilet paper |
| • Peanut butter and jelly | • Paper towels |
| • Tuna and canned meats | • Feminine hygiene products |
| • Canned soups, stews and chili | • Diapers and baby wipes |
| • Canned tomatoes, paste, and sauce | • Dish and laundry soap |
| • Canned beans (all types) | • Shampoo and conditioner |
| | • Bath soap |

- Oatmeal and cereal
- Pasta and rice
- Masa corn flour

- Toothpaste
- Deodorant
- Gift cards



UPCOMING CITY COUNCIL MEETING SCHEDULE

The City Council will meet in a Regular Business Meeting on Tuesday, January 26, 2021. The meeting will be held via the Zoom remote meeting platform and participation information will be posted with the January 26 agenda, which can be accessed by clicking the button below.

[Council Agendas/Minutes](#)

CITY COUNCIL MEMBERS



Councilmember
Patsy Cudaback



Councilmember
Kevin Hanford



Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Jeff Rasmussen



Councilmember
Kirk Scarboro



Councilmember
Heather Rousey

Have a question for your Councilmembers?
Contact them at councilmembers@monroewa.gov



City of Monroe | (360) 794-7400 | 806 West Main Street, Monroe, WA 98272

[Unsubscribe {recipient's email}](#).

[Update Profile](#) | [About our service provider](#)

Sent by rhuebner@monroewa.gov powered by



Try email marketing for free today!