



MONROE PARK BOARD

Regular Meeting
Thursday, February 17, 2022, 7:00 PM
Zoom Online Meeting Platform

Park Board Members
Jessie Robinson, Ron Petrick,
Daniel Enrico, Amy Martin, Keith
Dahlenburg, Kyle Fisher (Planning
Commission Representative),
Devlin Piplic (School District
Representative)

1. CALL TO ORDER

Virtual Participation Information The Planning Commission meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting

<https://us02web.zoom.us/j/83935153973?pwd=STN5L29GR0RGOExiT3ZKaHV2c01uUT09>

Meeting ID: 839 3515 3973

Password: 208845

One tap mobile

+12532158782,,83935153973#,1#,208845# US (Tacoma)

+14086380968,,83935153973#,1#,208845# US (San Jose)

2. ROLL CALL

| | |
|---|-----------------------|
| <input type="checkbox"/> Amy Martin | Board Member/Resident |
| <input type="checkbox"/> Daniel Enrico | Board Member/Resident |
| <input type="checkbox"/> Keith Dahlenburg | Board Member/Resident |
| <input type="checkbox"/> Ron Petrick | Board Member/Resident |
| <input type="checkbox"/> Jessie Robinson | Chairperson/Resident |

3. APPROVAL OF MINUTES

- 3.1. Park Board - January 2022 Meeting Minutes Ben Swanson
[Agenda Bill - Minutes - Pdf](#)

3 - 5

4. PUBLIC COMMENTS

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.

For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.

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

(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.)

5. NEW BUSINESS

- | | | |
|------|---|---------|
| 5.1. | Proposed amendments to Chapter 4.50 MMC Ben Swanson Agenda Bill - Park Board - Pdf | 6 - 12 |
| 5.2. | Lodging Assessment Agenda Bill - Lodging Assessment - Pdf | 13 - 40 |

6. STAFF/DEPARTMENT REPORTS

- | | | |
|------|--|---------|
| 6.1. | North Hill Area Neighborhood Park Update (oral report) | |
| 6.2. | City Council, Boards, and Commissions Resource Manual Ben Swanson Agenda Bill - Resource Manual - Pdf | 41 - 57 |
| 6.3. | Community Development Monthly Report Ben Swanson N/A Agenda Bill - CD - Pdf | 58 - 64 |

7. ADJOURNMENT

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.

For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.

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



AGENDA BILL

Meeting Date: February 17, 2022

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: Park Board - January 2022 Meeting Minutes

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

Move to approve the Park Board meeting minutes for January 2022

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

Provide recommended amendments to the proposed minutes

ATTACHMENTS:

[January 2022 Park Board Meeting Minutes](#)

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

January 20, 2022

7:00 p.m.

via Zoom Meeting

CALL TO ORDER

Board Member Robinson called the Park Board meeting to order at 7:04 pm, via Zoom online meeting platform.

ROLL CALL

Board Members Present: Jessie Robinson, Ron Petrick, Amy Martin.

Board Members Absent: Devlin Piplic, Daniel Enrico, Keith Dahlenburg

AGENDA REVISIONS – None.

APPROVE MINUTES

Motion was made by Board Member Petrick, seconded by Board Member Robinson, to approve the December 16, 2021 minutes. Motion carried 3-0.

AUDIENCE PARTICIPATION – None.

UNFINISHED BUSINESS – None

ANNOUNCEMENTS – Mayor Thomas and Director of Parks and Recreation, Mike Farrell, announced that City staff will begin amendments to Chapter 4.50 Monroe Municipal Code (MMC) – Park Board. Currently the code establishes a seven member park board with five members at large, and one member from the planning commission, and one member from the school district. Proposed revisions to this section would remove the membership requirement of a planning commissioner and member of the school district and replace the positions with two at large Park Board positions. The purpose of this amendment is to allow a broader range of representation on the park board and accommodate the growing desire of residents to serve in local government.

NEW BUSINESS

1. Imagine Monroe Vision Statement

Mayor Thomas presented the adopted Imagine Monroe Vision Statement to the Park Board. The Mayor explained the City updated its vision statement (approved by Council December 14, 2021) to better reflect the current needs and priorities of our community. Imagine Monroe will serve as the guiding values for the development of the City's Comprehensive Plan update in 2024 and other policy decisions. No action required.

2. OPMA/PRA Overview

Monroe's City Clerk, Jodi Wycoff, provided State mandated training in accordance with the Open Government Trainings Act (OPMA) and the Public Records Act (PRA). Ms. Wycoff reviewed PRA retention policies, what constitutes a meeting under OPMA, and when OPMA training is required. No action required.

3. Park Board 2021 Annual Report

Director Farrell reviewed the annual report with the Park Board. The annual report summarizes 2021 list of activities by the Park Board and Parks & Recreation Department. Motion was made by Board Member Robinson, seconded by Board Member Petrick, to forward the annual report to City Council in accordance with MCC 2.16.070. Motion carried 3-0.

4. Election of Officers

Accommodations for people with disabilities will be provided upon request.

Please allow advance notice, call Mike Farrell (360) 863-4557.

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

As required by MMC 4.50.060, the Parks Board held the annual election of Park Board chairperson and vice chairperson.

After general Board discussion, motion made by Board Member Petrick, seconded by Board Member Martin to elect Board Member Robinson to role of Park Board Chairperson for 2022. Motion passed 3-0.

After general Board discussion, motion made by Board Member Martin, seconded by Board Member Robinson to elect Board Member Petrick to role of Park Board Vice Chairperson for 2022. Motion passed 3-0.

It was noted by City staff that the role of Secretary was not required by the Monroe Municipal Code. Therefore, no vote was needed for the role of Secretary.

STAFF REPORTS/UPDATES

1. Monthly Staff Reports for December was provided by the Director Farrell. Highlights of the reports included House Bill 1025 that proposes allowing a sales tax to fund parks in local jurisdictions, impacts from flooding on the parks and PROS Plan updated timeline for adoption of the plan in February 2022.
2. City staff provided an update on the North Hill Area Neighborhood Park project. Staff noted the City hired MIG consulting to assist in the public outreach and park design. A public open house will be held, via Zoom, on January 26, 2022, to solicit input from the residents of Monroe.

BOARD Reports/Updates – No report

AGENCY REPORTS

Planning Commission – No report.

Monroe School District- No report.

ADJOURNMENT – Board Member Petrick motioned to adjourn and Board Member Martin seconded, motion carried and meeting adjourned at 8:24 PM.

Jessie Robinson, Chairperson



AGENDA BILL

Meeting Date: February 17, 2022

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: Proposed amendments to Chapter 4.50 MMC - Park Board

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

None, informational only

POLICY CONSIDERATIONS:

The intent of the amendments is to better align Chapter 4.50 MMC with the municipal code governing the City's Planning Commission by allowing additional opportunities for residents to serve on the Board and remove any outdated provisions contained within the chapter. The proposed amendments are contained within Attachment 1 of this agenda bill.

The Park Board serves as an advisory board to the City Council. The purpose of the Board is to provide recommendations to the City Council on park policy and needs associated with the park, recreation, and open space system.

DESCRIPTION/BACKGROUND:

The purpose of this meeting is to review proposed amendments to Chapter 4.50 MMC and receive policy guidance from the Legislative Affairs Committee. City staff is proposed the following:

- MMC 4.50.010 – Currently the code establishes a seven member park board with five members at large, and one member from the planning commission, and one member from the school district. Proposed revisions to this section would remove the membership requirement of a planning commissioner and member of the school district and replace the positions with two at large members. The purpose of this amendment is to allow a broader range of representation on the park board and accommodate the growing desire of residents to serve in local government.

Also removed from this subsection is the allowance for the City Council to designate a member to serve as a liaison to the park board. This is an unused provision of code and is not consistent with current or past practice.

- MMC 4.50.030 – This was revised to specify when a park board term expires and remove reference to school district representative. The proposed code is consistent with term of office for the planning commission
- MMC 4.50.030 – The proposal removes Subsection H that grants authority to the park board to cause or order the removal of any tree. The proposed code is not consistent with current or past practice of the park board. This code also carries liability by placing the park board in a regulatory position in which they may or may not have subject matter knowledge. Other sections of the municipal code regulate street trees, tree maintenance, and hazard removal.
- MMC 4.50.080 – The proposal removes Subsection E, the definition of “tree.” The definition of “tree” is currently defined in Chapter 22.12 MMC and not applicable to this chapter.

If the Legislative Affairs Committee recommends approval, City staff will present the proposed amendments at a Council meeting in February or March.

FISCAL IMPACTS:

None

TIME CONSTRAINTS:

The Parks Board is currently serving with five members pending council consideration to better align Chapter 4.50 MMC with the municipal code governing the City’s Planning Commission by allowing additional opportunities for residents to serve on the Board.

ALTERNATIVES TO REQUESTED ACTION:

1. Modify the proposed action;
2. Recommend denial of the proposed action; or
3. Request additional review at a future Legislative Affairs Committee meeting.

ATTACHMENTS:

[Draft Chapter 4.50 MMC](#)

Chapter 4.50

PARK BOARD

Sections:

- 4.50.010** **Created – Membership – Compensation.**
- 4.50.020** **Terms of office.**
- 4.50.030** **Powers and duties.**
- 4.50.040** **Matters referred to the board by city council.**
- 4.50.050** **Reports.**
- 4.50.060** **Selection of officers.**
- 4.50.070** **Meetings and attendance.**
- 4.50.080** **Definitions.**

4.50.010 **Created – Membership – Compensation.**

- A. There is hereby created a ~~seven-member~~ board of park commissioners. ~~— consisting of seven members who shall be appointed by the mayor and confirmed by the city council. All members of the board of park commissioners shall reside within the city limits of the city of Monroe, except the mayor may appoint and the city council confirm one commissioner from the city of Monroe’s urban growth area to fill a vacant position.~~ The park board shall consist of five members at large, with one member from the city planning commission and one member from the Monroe school district.
- B. ~~The members shall be selected without respect to political affiliations. The mayor with the consent of the city council shall appoint the members at large. The members at large shall be of recognized fitness for such position, and shall reside within the limits of the city of Monroe, except the mayor may appoint, with consent of the city council, one board member from the city of Monroe’s urban growth area to fill a vacant position. The mayor shall confer with the planning commission and Monroe school district to select a representative from each organization. The mayor shall appoint one member from each organization, with the consent of the city council.~~

C. Board members shall serve without compensation and may be reimbursed by the city for reasonable expenses incurred in their exercise of the official business of the board, consistent with the expense reimbursement policies of the city and as provided for in the general provisions of Chapter [4.10](#) MMC.

~~D. The city council may select a member from its body as a liaison to the board of park commissioners. (Ord. 017/2019 § 7)~~

4.50.020 Terms of office.

~~The term of office for each appointed commission member shall be four years, and expiration of terms of office shall be set forth so that each position shall expire in rotation on December 31st in each succeeding year, so that the fewest possible terms will expire in any one year. The term of office for each appointed board member shall be four years except that the term of members from the planning commission and Monroe school district shall be for two years. (Ord. 017/2019 § 7)~~

4.50.030 Powers and duties.

The board shall be an advisory board to the city council and shall have and exercise those powers and that authority prescribed below:

- A. Review on an annual basis the comprehensive park and recreation plan and suggest amendments, if appropriate, to the city council.
- B. Work with the planning commission in reviewing the needs and locations of park sites.
- C. Continually assess the city park and recreation facilities, programs, needs and costs and make recommendations to the city council for the care, management, supervision, improvement and budgeting for parks, recreational facilities and programs.

- D. Advise the city council on annual budget needs for the parks department.
- E. Advise the council on the personnel needs of the maintenance and operation of the park system.
- F. Advise the city council on capital expenditures program for the park department, including planning, acquisition, construction, development, maintenance and operation; including restrictions on concessions or privileges in parks and play and recreation grounds and other municipally owned recreation facilities.
- G. The park and recreation board, when requested by the city council, shall consider, investigate, make findings, report and recommend upon any special matter or question concerning trees in the city coming within the scope of its work.

~~H. The park and recreation board may remove, or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. (Ord. 017/2019 § 7)~~

4.50.040 Matters referred to the board by city council.

The city council may refer to the board for its recommendation and report on any ordinance, resolution or other proposals on matters and subjects relating to city parks, parks operations, and recreation programs and other similar matters generally considered under the influence of park and recreation operations. (Ord. 017/2019 § 7)

4.50.050 Reports.

The board shall present an annual report to the city council. Such annual report shall be in writing. (Ord. 017/2019 § 7)

4.50.060 Selection of officers.

A chairperson and vice chairperson shall be elected each year. Officers shall be elected by a majority of all commissioners present at the first meeting of the new year. (Ord. 017/2019 § 7)

4.50.070 Meetings and attendance.

A. The board of commissioners shall determine a monthly meeting time and date. The board may have special meetings at other times; provided, such meetings are announced to the general public at least twenty-four hours prior to said meetings, in accordance with Chapter [42.30](#) RCW; and further provided, that such special meeting is used to consider a separate concern or agenda item. Special meetings should not be used to conduct general business.

B. Park board members shall be subject to removal if absent from more than three consecutive meetings. (Ord. 017/2019 § 7)

4.50.080 Definitions.

Words used in this chapter shall have the following meanings:

A. "Park" means an area of land, with or without water, developed or undeveloped and used for public recreational purposes by the city of Monroe, including landscaped tracts, picnic grounds, playgrounds, athletic fields, recreation centers, foot and bicycle paths, and facilities for boating and fishing.

B. "Park board" means board of park commissioners.

C. "Parks department" means a branch of city government.

D. "Recreation" means any recreational facility, program, activity or function sponsored by or through or as a part of the services offered to residents of the city of Monroe through the parks department.

~~E. "Trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets and avenues or shrubs, bushes and all~~

~~other woody vegetation in public parks having individual names, and all areas owned by the city or to which the public has free access as a park. "Urban forest" is herein defined as trees, shrubs, bushes, and all other woody vegetation within the city limits of the city of Monroe including both street trees and park trees. (Ord. 017/2019 § 7)~~



AGENDA BILL

Meeting Date: February 17, 2022

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: Lodging Assessment

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

None. For discussion only

POLICY CONSIDERATIONS:

City of Monroe Comprehensive Plan, P.073 Identify and promote recreational activities, uses, and opportunities that support local tourism and lodging.

DESCRIPTION/BACKGROUND:

The City of Monroe hired a consultant to conduct a lodging needs assessment. The assessment is part of the Economic Development Advisory Board (EDAB) 2022 work plan. The assessment will evaluate the demand for traditional hotel/motel lodging, and demand for non-traditional lodging including RV, yurts, and glamping sites.

Depending on the outcome of the assessment, it could alter park needs within the City. Staff from the Parks Department will be involved with the study to provide input and ensure the goals and policies from the Parks, Recreation, and Open Space Plan are represented.

FISCAL IMPACTS:

Potential fiscal impacts will be reviewed as part of the proposed Lodging Needs Assessment and Feasibility Study

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

None. For discussion only

ATTACHMENTS:

[RFP for Lodging Needs Assessment Services](#)

[HVS Proposal Lodging Needs Assessment 1.7.2022](#)

**(RFP) REQUEST FOR PROPOSAL FOR
CITY OF MONROE
LODGING NEEDS ASSESSMENT AND FEASIBILITY STUDY**

Proposals must be received no later than:

October 29, 2021 at 3:30pm

Deliver proposals to Monroe City Clerk:
Rabecca Hasart, Interim City Clerk
806 W. Main Steet
Monroe, WA 98272

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Exhibits:

Exhibit A – City of Monroe Professional Services Agreement – EXAMPLE

REQUEST FOR PROPOSAL (RFP) LODGING NEEDS ASSESSMENT AND FEASIBILITY STUDY

1. INTRODUCTION

The City of Monroe is soliciting proposals for the performance of a Lodging Needs Assessment and Feasibility Study. This study should address the current and projected market demand for the number, type, and duration of lodging facilities in Monroe, a competitive analysis regarding current lodging stock, an economic analysis and proforma, and optimal site selection for each type of lodging facility identified as a need.

The City of Monroe is seeking a consultant, firm, or partnership, to work collaboratively with the City, Snohomish County, and current lodging facilities and tourism attractions located in Monroe. This work shall identify current and future lodging demand in Monroe through analysis of demographic data and projections, trends in the lodging and hospitality industry, local economic and visitation trends, regional competitors for overnight visitation, potential lodging market segments, and current and projected occupancy and average daily room rate.

The City is seeking to begin this project in December 2021 and anticipates the final report and findings to be made available by April 2022.

BACKGROUND

The City of Monroe is a community of approximately 19,800 residents. Located at the confluence of three major federal and state highways (US-2, and State Routes 203 and 522), Monroe is uniquely situated as the gateway to Stevens Pass and the Bavarian-themed community of Leavenworth for travelers heading east, to the I-5 corridor for travelers heading west, and to Seattle for travelers heading south. Monroe is also an important central place and economic hub of commerce for the more than 90,000 people residing in the Skykomish Valley.

The Skykomish Valley, nicknamed Sky Valley, is a region in eastern Snohomish County that extends approximately 29 miles along the Skykomish River; it stretches east of Highway 9 from the City of Snohomish to the Cascade Mountains, terminating near Skykomish, Washington. For purposes of this study, the cities and towns of the Skykomish Valley include Sultan, Startup, Gold Bar, Index, Baring, and Skykomish, as well as the unincorporated areas of Snohomish County surrounding these communities.

The key visitor attraction for the City of Monroe is the Evergreen State Fair Park, located just outside City limits in unincorporated Snohomish County. Managed by the Snohomish County Department of Natural Resources and Conservation, the Fair Park is a prominent, year-round event facility. In addition to hosting the annual Evergreen State Fair in August/September, the 193-acre Fair Park (established in 1949) includes a variety of facilities capable of accommodating year-round events like trade shows, swap meets, animal shows, training seminars, festivals, and car shows. The Equestrian Center is comprised of indoor and outdoor arenas that host local, regional, and national horse shows, and the Evergreen Speedway (established in 1954) is the only NASCAR-sanctioned racetrack in Washington State, hosting over 130 events and 270,000 fans per year. The Fair Park is also home to two RV Camping Parks: the public park offers 117 RV sites (including 24 pull-through sites) and the Equestrian-event park offers 88 RV sites.

In addition to the Fair Park, Monroe is home to several tourism events, venues, and facilities. The City manages three signature parks (Lake Tye Park, Al Borlin Park, and Sky River Park which is home to the Sky Valley's destination dog park, Wiggly Field), and approximately 10 community parks; in August 2021, the

City celebrated the grand opening of two lit synthetic turf athletic fields at Lake Tye Park, vastly expanding the availability of year-round athletic facilities for local use as well as regional and national tournaments. Just north of US-2 is the North Kelsey commercial area, featuring a combination of big-box retailers (Fred Meyer, Wal-Mart, Lowe’s), boutique shops, dining, and leisure activities; south of US-2 is Monroe’s Historic Downtown, featuring locally-owned boutique retail shops, restaurants, and bars.

Nestled next to the Skykomish River, Monroe features two river access points within the City limits, and nearly five miles of riverfront property currently or anticipated to be under City ownership. Among this land is the Cadman Rock Quarry, which is in the process of being transferred to the City. The City’s Park Board and Economic Development Advisory Board are particularly interested in the potential demand for a camping facility at this site, including what types of camping facilities (tent, RV, etc.) are potentially needed. A riverfront master plan process is anticipated to commence in 2022.

Monroe is home to four traditional lodging facilities within its city limits: the Best Western Sky Valley Inn, the Evergreen Inn and Suites, Fairgrounds Motel, and the Monroe Motel. Outside city limits in unincorporated Snohomish County are the Mountain Views Tree House B&B Retreat, the Ponderosa of Sky Valley Bed and Breakfast, and the Thunderbird Thousand Trails RV Resort.

2. NEEDS STATEMENT

The consultant should use a “nothing about us without us” approach to conducting the needs assessment. This is to prevent assumption-based recommendations and to provide a foundation for data driven programs and solutions.

The consultant will need to work with City Staff, the City’s Lodging Tax Advisory Committee (LTAC) and Economic Development Advisory Board (EDAB), the Monroe Chamber of Commerce, the Snohomish County Department of Natural Resources and Conservation, Seattle NorthCountry tourism marketing, the Economic Alliance Snohomish County (EASC), and the lodging facilities located in and near Monroe to facilitate report findings, review recommendations, and to form suggested priorities for implementation and funding sources.

The consultant will need to be knowledgeable of data collection, trend analysis, and market forecasting, and what trends are occurring within the lodging and hospitality industry, and be currently knowledgeable of or be able to quickly become familiar with Monroe and its regional visitation competitors.

3. REQUEST FOR PROPOSAL (RFP)

The City of Monroe is accepting proposals from qualified consultants, firms, or partnerships to render professional services to the City to conduct and produce a Lodging Needs Assessment and Feasibility Study. The goal of this work is to determine the current and projected market demand for the number, type, and duration of lodging facilities in Monroe, conduct a competitive analysis regarding current lodging stock, and produce an economic analysis, proforma, and optimal site selection for each type of lodging facility identified as a need. The City will select the most cost-effective qualified respondent to complete this work.

4. TIMELINE/DUE DATES

- RFP Release Date: October 1, 2021
- Consultant Proposal Due to City: October 29, 2021 at 3:30 p.m.
- Notice of Award: December 1, 2021

5. INQUIRIES

Questions regarding this RFP are to be submitted to Rich Huebner, Management Analyst, with “Lodging Needs Assessment” in the subject line, at RHuebner@MonroeWA.gov. Questions regarding this RFP will be accepted by email only.

6. SUBMITTING PROPOSALS

An electronic copy of the proposal shall be submitted by email to Rabecca Hasart, Interim City Clerk, with “Lodging Needs Assessment and Feasibility Study” in the subject line at BHasart@MonroeWA.gov.

All proposals must be received on or before 3:30 PM, October 29, 2021. Proposals received after the due date may be rejected. The proposal offer acknowledges the right of the City to accept or reject any or all proposals and to waive any informality in any proposal received.

7. INFORMATION REQUIRED WITH PROPOSAL

Proposals must include:

1. Introduction of respondent, summarizing the consultant, firm, or partnership’s background, resources, and relevant experience
2. Examples of past projects, preferably of a similar size and scope
3. References from at least three (3) past projects, preferably matching those projects used as examples in #2 above
4. Proposed budget for the project; budget shall include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services
5. Proposed schedule for the project, including project stages, milestones, and payments
6. A list of personnel on the project team and any possible sub-consultants and sub-contractors, their professional experience/CV, and their roles
7. Identify the Project Leader as the main point of contact: name, title, phone, and email address must be included
8. The proposal may be submitted as an electronic copy by email to the Interim City Clerk; each page shall be numbered and have the name of the respondent (consultant, firm, or partnership) on it
9. Consultants and/or sub-consultants who have bilingual and cultural competency may be given preference

8. DESCRIPTION OF SERVICES

The qualified Consultant will be responsible for the coordination of a fully completed Lodging Needs Assessment and Feasibility Study. This work is to include collection and analysis of demographic data, visitor trends, and visitor analytics. This report will include the following:

Needs Assessment

1. Determine current and potential future lodging and hospitality demand in the City of Monroe
2. Review of competitive facilities in both the immediate area and vicinity
3. Conduct accommodation inventory and space analysis
4. Analyze present marketing position and provide recommendations for underserved markets and/or opportunities that can be targeted with a new hospitality product

5. Identify demand generators and potential uses of current and potential new facility or facilities
6. Identify and determine current community needs and possible quality of life opportunities that would benefit from additional lodging facilities/space, and evaluate the economic opportunities available to Monroe of such industry expansion
7. Impact of short-term rental inventory and local camping/non-traditional lodging options

Feasibility Study

1. Determine the viability of hospitality facility expansion in Monroe based on potential demand and market penetration of customers
2. Identify financing constraints in the current market
3. Estimate capital investment required and the expected revenues to attract able investors
4. Economic impact forecasts:
 - a. Tax revenue increase to Monroe
 - b. Impact on dining and retail sectors
 - c. Impact of hotel room nights
5. Address any potential public incentives that could improve the viability and/or attractiveness for investment in such a recommended project

Site Selection

Identify optimal sites for any recommended new lodging facility development based on:

1. Property acquisition cost
2. Relationship to commercial core and other area amenities
3. Access, both vehicular and pedestrian
4. Parking
5. Ambiance of the surrounding neighborhood
6. Relationship to demand generators
7. Current land uses in the vicinity
8. Advantages/disadvantages of the site in comparison to alternative sites

9. AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive respondent whose offer will be the most advantageous to the City in terms of cost, functionality, experience, quality of past work, and other factors as specified elsewhere in this RFP.

The City reserves the right to:

1. Consider proposals based on their relative merit, risk, and value to the City
2. Negotiate with all respondents
3. Reject any or all offers and discontinue this RFP process without obligation or liability to any respondent, when it is in the City's best interest
4. Accept other than the lowest priced submission

10. EVALUATION CRITERIA

Proposals received shall be judged by the City solely on the following selection criteria:

1. Respondent's understanding of the lodging and hospitality industry, the Monroe community, and the scope of this project (20%)
2. Respondent's demonstrated experience with similar projects (20%)

3. Skill and experience of Project Leader and Project Team (20%)
4. Proposed price of the entire project (15%)
5. Expected timeline for completing the project (15%)
6. Previous project references (10%)

Consultants and/or sub-consultants who have bilingual and cultural competency may be given preference.

Proposals will be evaluated upon the respondent's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful respondent may be asked to participate in negotiations and may be asked to revise their proposal based on such negotiations. In submitting a proposal, each respondent acknowledges that they have read and understand these requirements. Competitive proposals will be considered and will result in a fixed price contract.

11. REJECTION OF PROPOSALS

The City reserves the right to accept or reject any and all proposals, and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of the City of Monroe.

12. PROJECT DELIVERABLES

1. An executive summary report with findings
2. A detailed report, separated into the three sections identified in section 3 above
3. Preliminary budget summary report with findings for implementation of all recommendations
4. Presentation(s) to the Mayor and Monroe City Council, LTAC, and EDAB.

13. COST OF PROPOSAL

The respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid. The City of Monroe shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

14. DISCLOSURES & RESERVATIONS

1. It is the obligation and responsibility of the respondent to learn of addenda, responses, or notices issued by the City. Some third-party services independently post City solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.
2. All submittals sent to the City may be considered compliant with or without specific confirmation from the Consultant that any and all addenda was received and incorporated into your response. However, the City reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.
3. The City reserves the right to select the proposal which, in its sole judgment, best meets the needs of the City. The lowest proposed cost will not be the sole criterion for recommending the contract award. The recommended selection of the evaluation committee is final and subject only to review and final approval by the Mayor and the City Council.
4. The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest.

5. The City reserves the right to retain all accepted proposals, including proprietary documentation, regardless of which proposal is selected. No proposals will be returned to proposers.
6. The City reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial information, additional interview(s), and/or additional presentation by the proposer.
7. The City reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.
8. The reserves the right to delete or add functionality (i.e., modules and components) until the final contract signing.
9. The City reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited to: selection schedule, submittal date, and submittal requirements.
10. The City reserves the right to revise the RFP prior to the date that proposals are due. The City reserves the right to extend the date by which the proposals are due.
11. The City reserves the right to split the award from this RFP between multiple proposals when such split award is determined to be in the best interests of the City.
12. The City reserves the right, in its sole discretion, to reject any and all proposals and to waive informalities and minor irregularities in any proposals received. Failure to furnish all information requested or to follow the format requested herein may disqualify the respondent, in the sole discretion of the City. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
13. This RFP does not commit the City to award a contract. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review.
14. The City shall not be liable for any pre-contractual expenses incurred by prospective vendors or selected Consultants, including but not limited to costs incurred in the preparation or submission of proposals.
15. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

END OF RFP



PROPOSAL TO PROVIDE CONSULTING SERVICES

Lodging Needs Assessment

MONROE, WASHINGTON



SUBMITTED BY:
HVS GLOBAL HOSPITALITY SERVICES
WWW.HVS.COM



205 West Randolph
Suite 1650
Chicago, Illinois 60606
+1 312-587-9900
+1 312-488-3631 FAX
www.hvs.com

January 7, 2022

Rich Huebner
City of Monroe
806 West Main Street
Monroe, WA 98272
360-722-1684
rhuebner@monroewa.govv

Re: Lodging Needs Assessment

Dear Rich,

HVS Convention, Sports & Entertainment Facilities Consulting (“HVS”) is pleased to present this proposal to provide a Lodging Needs Assessment for Monroe, Washington.

The City of Monroe seeks a Lodging Needs Assessment and Feasibility Study. The goal of this work is to determine the current and projected market demand for the number, type, and duration of lodging facilities in Monroe, conduct a competitive analysis regarding current lodging stock, and produce an economic analysis, proforma, and optimal site selection for each type of lodging facility identified as a need.

HVS offers the highest level of expertise and experience in the hospitality industry. HVS is the largest consulting firm dedicated to the study of hospitality land uses and is uniquely qualified to provide these services. We conduct thousands of consulting engagements around the world each year. We specialize in the planning and analysis of hotels, event venues, visitor attractions, and mixed-use hospitality developments. Our databases on facility operations are unmatched.

Our consulting process is distinguished from our competitors by our continuous engagement with our clients and project stakeholders. We promise to keep you informed of our progress, to collaborate on each task, and to efficiently remove obstacles to progress through weekly updates and daily interactions if necessary.

On behalf of our team, we are excited about this important project, and we look forward to hearing from you.

Sincerely yours,

Thomas Hazinski, MPP, Managing Director
HVS Convention, Sports & Entertainment
thazinski@hvs.com

Kasia M. Russell, MAI, Managing Director
HVS Pacific Northwest
krussell@hvs.com



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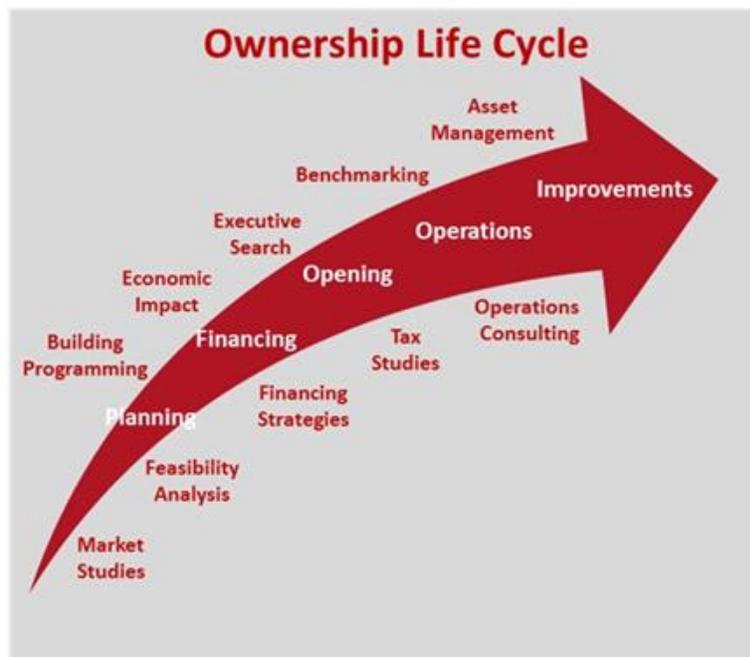
Lodging Needs Assessment Proposal

We have organized our response in the following sections.

1. Firm Overview
 2. Scope of Work
 3. Schedule
 4. Fees
- Authorization

1. Firm Overview

Since 1980, HVS, the leading global hospitality consulting organization, has provided financial and valuation consulting services for over 45,000 assignments throughout the world for nearly every major industry participant. Our professional staff of more than 300 industry specialists offers a wide range of services, including market feasibility studies, valuations, strategic analyses, impact studies, advisory and development planning, and litigation support. With over 35 offices in 10 countries, HVS offers one of the most comprehensive knowledge bases in the industry. Annually, HVS completes more than 3,000 feasibility studies, appraisals, and consulting engagements. HVS is respected worldwide by developers, underwriters, operators, and investors. We operate independently as consultants and have no ownership in any venues. We serve owners through the life cycle of facilities ownership from the project inception and throughout their operation and ongoing improvement.



By engaging HVS for this assignment, you will benefit from access to some of the most experienced hospitality consultants in the industry and the industry’s most comprehensive databases. Our reputation among investors, bankers, rating agencies, developers, and public officials is extremely important to us and ensures that we pay close attention to each engagement we accept. HVS offer a wide range of skills and experience in the analysis of a variety of land uses including hotels, convention and conference centers, tourist and visitor attractions, entertainment

and arts centers, sports facilities, restaurants, casinos, and other land uses related to hospitality and tourism.

HVS offers a comprehensive range of customized market, feasibility, and advisory services to help owners, developers, and municipalities to evaluate new and existing properties. HVS specializes in the study of hotels and event facilities, as well as mixed-use developments in public-private partnerships.

Our database of hotel operations and information – the largest in the world – combined with our broad insight and extensive experience market, enables HVS to recommend products that provide the optimal "product/market fit" for the market and type of customers visiting a given market area.

Our studies often appear in bond offering statements, and our staff has presented these studies to rating agencies, bond insurers, and investors. As a global hospitality consulting firm, HVS has many resources at its disposal that our competitors lack.

The HVS integrated hotel database includes operating information on over 60,000 properties in North America and we have the most up-to-date database on hotel developments of any consulting firm in the industry. This unmatched resource will be used in our consideration of a wide variety of hotel types and brands in the Monroe market.

HVS prides itself on providing public sector clients with analysis and recommendations designed to result in the most efficient use of public resources and suggesting modifications to prior assumptions whenever necessary to achieve that objective.

Our business philosophy is to always provide our clients with the best available objective advice. HVS works for a wide range of industry participants including lenders, private developers, operators, and public owners. They rely on our advice to make important investment decisions and use our services repeatedly precisely because they can rely on our credibility. This philosophy is consistent with our academic background in public policy and our prior years of service in the public sector.

KEY STAFF

Thomas Hazinski



Thomas A. Hazinski, Managing Director of HVS Convention, Sports & Entertainment, has over 30 years of experience in the public policy arena as a public official and as a consultant. He specializes in providing economic and financial research to public agencies and private developers involved in economic development initiatives. For the past thirty years, Tom has specialized in the analysis of convention, sports, and entertainment markets and associated real estate developments. In January 2001, he started the Chicago office of HVS as its Managing Director. Tom holds a Masters Degree in Public Policy from the Harris

School of Public Policy at the University of Chicago (“Harris School”), where he specialized in municipal finance. He completed four years in the post-graduate degree program, including doctoral coursework, before leaving to pursue active management. Tom is currently serving as an adjunct professor at the Harris School and teaching a graduate degree course in State and Local Government Finance. Tom has managed over 500 assignments related to the analysis of public assembly facilities and hotels including hotel strategy and planning studies in Chicago, Boston, Raleigh, Stockton, and in many other large and small communities throughout the world.

Kasia Russell



Kasia M. Russell, MAI is Managing Director, Senior Partner, and head of HVS’s offices across the western region of the United States. A Seattle native, she currently resides in Portland, Oregon and has completed or overseen hundreds of assignments, spanning hotel appraisals, market studies, and feasibility studies for proposed hotels, resorts, and mixed-use assets. She has extensive experience assessing the Skagit and Snohomish County hotel market. She has experience with a broad range of clients, including municipalities, independent investors, hotel owners and management companies, and major banks. Since joining HVS in 2006, Kasia has focused on hospitality markets across the Pacific Northwest. In addition to her consulting and valuation work, Kasia has represented HVS at several major hotel industry events, also having hosted the HVS Market Connections event in Portland in 2016. Kasia authors the firm’s annual Franchise Fee Guide and has written on the dynamics, demand generators, and hotel-supply shifts in the Portland, Seattle, and Phoenix lodging markets. Kasia earned her bachelor’s degree from Western Washington University; she has front-line hotel experience with a variety of hotels, casinos, and resorts throughout the state of Washington. She is a Designated Member of the Appraisal Institute (MAI).

Experience in Monroe

HVS has completed seven hotel studies and appraisals in Monroe since 2016. HVS has conducted appraisals of the following Monroe hotels in the last 5 years. As part of these recent analyses, we have current and historical data on the hospitality market in Monroe.

- Best Western Sky Valley Inn (appraisals in 2021, 2020, 2016)
- Fairground Inn (appraisals in 2021, 2020, 2016)
- Evergreen Inn & Suites

HIGHLIGHTED PROJECTS

Hotel Futures Study Raleigh, North Carolina



The City of Raleigh engaged HVS to identify new opportunities to increase the impact of the hospitality industry in Raleigh. The rapid growth of downtown Raleigh over the past decade created new challenges and opportunities for hotel development. The lodging market experienced significant changes and growth in supply and room night demand. Group demand for downtown accommodations was increasing and group demand was competing with transit and leisure demand for available rooms. HVS assessed city-wide lodging supply and demand trends to create a strategy for future hotel development of the market. The study included an assessment of the potential for growth of Raleigh's hospitality and convention markets, analyzed lost business due to the lack of room blocks for convention groups, and helped determine the best path for future development that allows the hospitality industry to continue to thrive and grow.

HVS recommended the amount and types of new hotel development that would support the growing needs of downtown businesses, tourist, and events at the Raleigh Convention Center. HVS also gathered information on public-private efforts to finance hotel development in other U.S. cities. This analysis provided a menu of options for incentivizing hotel development in downtown Raleigh.

Downtown Hotel Study Modesto, California



The City of Modesto ("City") engaged HVS to determine the feasibility of a possible new hotel in downtown Modesto adjacent to the existing convention center. Before the City (through its redevelopment successor agency) proceeds with the subdivision of the parcel and disposition of the land for a hotel development, the City first wants to better understand the lodging market and the feasibility of proceeding with a sale and hotel development to occur within the next five years. The study analyzed the lodging market supply; determined future demand for hotels; and examined the financial feasibility of a new downtown hotel. The study also identified the best product(s) for the site and made recommendations to the City for predevelopment actions and possible incentives the City should consider to ensure a successful outcome.

Hotel Development Strategy Stockton, California



The City of Stockton hired HVS to evaluate the existing supply and demand of lodging facilities in Stockton and to evaluate the potential market support for additional lodging facilities in downtown Stockton. The analysis includes a project feasibility and market study on the concept of new hotel(s) in downtown Stockton, including boutique hotels in vacant or underutilized sites such as the City's 70,000 square foot historic City Hall and three adjacent City-owned parcels.

**Tourism Master Plan
Los Angeles, California**



HVS served as a subconsultant to Resonance Consulting to develop a Tourism Master Plan for the City of Los Angeles. HVS provided a detailed analysis of lodging trends in Downtown Los Angeles and West L.A. including projections of supply and demand and a comparison of five lodging submarkets throughout Los Angeles. The study included an analysis of Los Angeles Convention Center’s effect on the hotel supply and an analysis of the net impacts historic LACC operations have had on the local lodging market through a “difference of means” test. HVS also provided an analysis of home sharing/short-term rentals in nine submarkets across Los Angeles including the substitutability of short-term rentals for hotel rooms.

**Hotel Development
Strategic Plan
Boston, Massachusetts**



The Massachusetts Convention Center Authority (MCCA) engaged HVS to study the development of several hotels to serve the Boston Convention & Exhibition Center (BCEC) and, along with a group of planning and design firms, to work with the MCCA staff and the Convention Partnership to create strategies for expansion of the convention center and improvement of the surrounding neighborhood. Since its opening in 2004, the BCEC met with success in attracting new and larger convention and tradeshow events that could not be accommodated by the existing Hynes Convention Center. The BCEC greatly expanded the potential for development in the South Boston Seaport District. Since redevelopment of the Seaport District is a work in progress, the BCEC suffered from a lack of proximate hotel rooms and other urban amenities that would improve the attractiveness of Boston as an event destination.

The Convention Partnership (a group of public and private sector stakeholders) considered a wide range of potential expansion options, and HVS helped assess the relative costs and benefits of various types of hotel developments. We studied the feasibility of full-service, extended-stay, and focused-service hotel developments in the district. Several of the hotels are now open or under development.

**Hotel Conference
Feasibility
Fredericksburg, Texas**



The Fredericksburg Convention and Visitor Bureau (“FCVB”) engaged HVS to conduct a market and feasibility study for a proposed hotel and conference center in Fredericksburg, Texas. The FCVB tasked HVS with investigating whether the development of a hotel conference center could enhance the demand potential of the meetings market in Fredericksburg and allow the city to compete more effectively for regional and state group meetings business. The study provided a market and feasibility analysis to determine the market demand and appropriate size of any recommended facility. We also assisted in determining the best location and if the City has sufficient amenities to support any new development. The study analyzed the economics, project income and expenses, identified the amount of revenue streams which can support debt, operational models, economic and fiscal impacts, and provided financing case studies. Based on the HVS study, HVS developed an RFP for a development partner for the hotel conference center. HVS assisted the City negotiate an agreement for a public private development of the property.

**Strategic Planning
New Orleans, Louisiana**



HVS was hired by the Ernest N. Morial Convention Center to provide strategic planning services. The goals of the project were to provide an opportunity for new and additional experiences for the millions of tourists that visit New Orleans each year and to improve the ability of the Convention Center to attract high-impact convention and tradeshow events. HVS provided an analysis of the hotel market and made recommendations on the optimal number of rooms needed to support the Convention Center. HVS then provided a market and feasibility study for the new convention hotel with 1,000 to 1,500 rooms and recommendations regarding the building program for a mixed-use development adjacent to the Convention Center. These services were provided in coordination with financial advisors and the master planning team.

**Convention Center and
Hotel Futures Study
Honolulu, Hawaii**



The Hawai'i Tourism Authority engaged HVS Convention, Sports & Entertainment to conduct a Convention Center and Hotel Futures Study for the Hawai'i Convention Center ("HCC") and surrounding area in Honolulu. HVS recommended options to redevelop and improve the HCC and the surrounding neighborhood, with the goals of increasing the HCC's utilization and improving its contribution to Honolulu as a tourist destination. Our analysis also included hotel development recommendations and feasibility and recommendations for destination and district improvements that would enhance Honolulu's competitive position in the meeting and convention industry.

**Development Planning
Chicago, Illinois**



HVS was engaged by the Metropolitan Pier and Exposition Authority (MPEA) to prepare a neighborhood impact assessment of a mixed-use development adjacent to McCormick Place. The district is anticipated to include hotels, an events center, and restaurant and entertainment developments. HVS assessed the current conditions of the neighborhoods immediately surrounding these developments, the impact of the proposed developments on existing land uses, and the potential of the proposed projects to stimulate additional investment. HVS also gathered information on comparable hotel and entertainment district developments in other markets. Other work for the MPEA within the District includes a feasibility study of an expansion of the Hyatt Regency McCormick Place, which opened in 2013. We also assisted in the selection of and negotiations with firms for the design and construction of the expansion. We provided feasibility analysis for the development of the 1,200-room Chicago Marriott Marquis Hotel adjacent to McCormick Place, as well as determining its effect on the existing Hyatt hotel and the Convention Center. The Marriott Marquis Hotel opened in 2017.

2. Scope of Work

Approach to the Scope of Services

We designed our scope of services to meet your goals and allow us to provide our findings and recommendations according to schedule. The figure below summarizes the tasks involved in our proposed scope of services.

| Task | Description |
|---|-----------------------------------|
| Phase 1: Market Assessment | |
| 1 | Project Orientation and Fieldwork |
| 2 | Market Assessment |
| 3 | Visitor Assessment |
| 4 | Supply and Demand Analysis |
| 5 | Site Analysis |
| 6 | Development Recommendations |
| 7 | Report on Preliminary Findings |
| Phase 2: Development Feasibility | |
| 1 | Market Penetration Analysis |
| 2 | Financial Projections |
| 3 | Feasibility Analysis |
| 4 | Reporting |

PHASE 1: MARKET ANALYSIS

Task 1.1: Project Orientation and Fieldwork

HVS staff will come to Monroe and meet with you and your representatives to discuss our study in more detail and to formulate a schedule for performing the engagement. We will conduct interviews with key informants, collect statistical data, and investigate the market area as follows.

1. Prior to the call, we will provide an information request letter and set up an interview schedule.
2. HVS staff will discuss the project, establish lines of communication, and gather information from you, which may assist us in performing this assignment.
3. Review any previous analysis prepared for the project.
4. Gather relevant statistical data including:
 - a. economic and demographic trends—population, workforce characteristic, employment levels, income, major business and industry, and other relevant indicators of economic growth or decline
 - b. potential development sites and their conditions

- c. transportation access—air service, highway access, and public transit
 - d. tourism attractions and visitation
 - e. existing and new lodging supply, occupancy, room rates, demand sources, and seasonality of demand
5. HVS will interview staff from the City, Snohomish County, tourism officials, the City’s Lodging Tax Advisory Committee (LTAC) and Economic Development Advisory Board (EDAB), the Monroe Chamber of Commerce, the Snohomish County Department of Natural Resources and Conservation, Seattle NorthCountry tourism marketing, the Economic Alliance Snohomish County (EASC), management of event venues and visitor attractions, hotel representatives, and other entities to obtain information necessary to analyze potential hotel development.
6. The market orientation of existing lodging facilities will be evaluated to determine their competitive position in the marketplace. Key properties will receive a physical inspection, along with selective management interviews, to estimate levels of occupancy, room rates, market segmentation and other pertinent operational characteristics.
7. HVS will describe and summarize the location, type and quality of facilities, age, physical condition, and chain affiliation of the Monroe hotel supply.
8. The demand for transient accommodations will be investigated to identify the various generators of visitation to Monroe. The current and anticipated potential of each of these market segments will be evaluated to determine the extent to which the existing hotel supply supports that demand. In conjunction with the identification of potential demand, will assess seasonality, weekly demand fluctuations, vulnerability to economic trends and changes in travel patterns and other related factors.

Task 1.2:
Market Assessment

HVS will evaluate the market area conditions and recent trends in the local economy, which are critical to understanding the potential for new hotel development. HVS will assess key market variables and economic data for Monroe and the area, culminating in an analysis of the following:

- Local area economic trends
- Demographic and economic characteristics
- Work force characteristics
- Projected economic growth
- Business climate
- Corporate and institutional presence

- Dining, cultural and entertainment offerings
- Hotel supply
- Leisure and tourism industry statistics
- Proposed development initiatives
- Transportation and air access statistics

HVS aims to gain a thorough understanding of the characteristics and conditions of the Monroe market area, thereby providing a sound basis for our overall market conclusions about supply and demand. Because HVS conducts more than 3,000 market studies, appraisals, and planning analyses each year, we have recent market data pertaining to almost every local market area in the United States, including Monroe. This will allow us to gain a more thorough understanding of Monroe's market area as we can benefit from an extended history of evaluating this market during various economic cycles over the past decade.

Task 1.3:
Visitor Assessment

The tourist or visitor market will be an important component of analysis. Work in this task will assess the visitor market segments to the area. We will gather visitor data on the existing attractions, including Evergreen State Fair Park (including the Equestrian Center and the Evergreen Speedway), various Lake Tye Park and other parks, historic downtown, and other attractions.

Market characteristics to the extent data are available may include:

- Trends in tourist visitation and its relationship to overall economic conditions and per-capita spending for visitors
- Demographic and economic characteristics of visitors
- Geographic sources of visitation and length of stay
- Means of transportation
- Seasonal patterns of visitation
- Existing or proposed tourism amenities in area
- Comparison with other tourism destinations
- Future expectation for growth in tourist visitation

Task 1.4:
**Hotel Market Supply
and Demand Analysis**

HVS will define the sub-markets within Monroe including hotel clusters if appropriate. Each of these submarkets has distinct sources of lodging demand, which is reflected in the room supply. For each sub-market, HVS will analyze demand by market segment (commercial, leisure, group, contract). Supply will be analyzed by hotel size, brand, and chain scale. Long-term trends in occupancy rates, average daily room rate ("ADR") and revenue per available room ("RevPAR") will indicate long-term growth rates and the level of volatility in the market during past business cycles.

Key steps of our analysis include the following:

- Analysis of historical lodging market trends in Monroe will provide the foundation for projections of future market growth and for public sector strategies to guide that growth. Long-term trends in occupancy rates, average daily room rate (“ADR”) and revenue per available room (“RevPAR”) will indicate long-term growth rates and the level of volatility in the market during past business cycles.
- Analysis of seasonal patterns of demand will reveal the amount of unaccommodated room night demand in each sub-market when the existing supply cannot accommodate all prospective guests.
- Analysis of changes in lodging demand generators (population, residential growth, businesses, and tourism, etc.) will provide the basis for projections of future lodging supply and demand growth in each market segment. HVS will provide 10-year projections.

Accurate data and competent analysis are critical to developing accurate forecasts of supply and demand. Using market data from our proprietary SPIDER® database, industry data purchased from Smith Travel Research, and information from our fieldwork interviews with hotel managers, HVS will estimate existing and future room night demand in the market area. We will also provide an overview of historical performance for these hotels.

HVS sets the industry standard for thoroughness in hotel supply and demand analyses. Our proprietary market segmentation models and penetration analysis models are preferred by most, if not all, lenders and investors working in the industry. Our report would provide a thorough explanation of these models and their outputs.

**Task 1.5:
Site Analysis**

The suitability of the land for hotel and accommodation development is an important consideration affecting economic viability and ultimate marketability. HVS will meet with City planning officials and review any current planning documents. Based on specific criteria, HVS will assess potential site areas in Monroe that may be appropriate for various lodging development. HVS will consider several areas, including but not limited to the former airfield site adjacent to the fairgrounds, the site of the former high school, the riverfront park site, and others as identified.

HVS employs a site evaluation matrix that involves 20-30 variables that help to determine Marketability, Transportation, Constructability, Urban Impact, and Financial Considerations. The site evaluation matrix also assesses issues related to access, circulation, parking, size, topography, visibility, and the availability of utilities, which have a direct impact on the desirability of a particular area/site.

**Task 1.6:
Development
Recommendations**

The match between the market demand and the quality and size of recommended lodging development in Monroe is essential to the continued success of the area. Based on our analysis, HVS will analyze present marketing position and provide recommendations for underserved markets and/or opportunities that can be targeted with a new hospitality product. HVS will consider a wide variety of potential lodging, including tent, urts, RV, and others as identified.

HVS will identify what types of lodging developments would occur in the market in the absence of public incentives and what types of hotels are desirable but not feasible and therefore require incentives.

HVS will assess the potential sites' ability to accommodate the recommended lodging products.

**Task 1.7:
Interim Findings Call**

Upon completion of the above analysis, HVS will deliver a presentation of our interim findings and organize an online meeting with client representatives to present and discuss our market analysis and demand projections. Depending on the findings from the analysis, the Client may decide to end the analysis at this point, if the market assessment does not support the development of additional lodging. This discussion may lead to consideration of alternative development strategies and may cause us to adjust our recommendations and projections. If our recommendations are positive and we achieve a consensus on the direction of the study, HVS will proceed with following Phase 2 analysis.

PHASE 2 DEVELOPMENT FEASIBILITY

**Task 2.1:
Market Penetration
Analysis**

Based on our market research, supply and demand analysis, and facility recommendations, HVS will provide a projection of occupancy and average daily rates for recommended hotel development (s). Our projections will show annual occupancy and average rate for the opening year through stabilization. Thereafter, occupancy will stabilize, and room rates are expected to grow with inflation.

As new competitive supply or additional demand generators open, the market may experience substantial positive or negative changes in occupancy or average daily rates. Our analysis will attempt to model these changes over the projection period, based on the most current available information and planning data.

HVS will provide a 10-year projection of occupancy and average daily rates (ADR) for the recommended development. Revenue per available room (RevPAR) is a third variable we analyze, which can be calculated by taking the product of the occupancy and ADR for a given year. The occupancy and average rate projections allow us to calculate annual room revenue.

Based on our market research and demand analysis, we will analyze how well the current supply addresses market need.

**Task 2.2:
Pro Forma Operating
Statement**

Annual room revenue (occupied room night multiplied by ADR) is the starting point of our forecast of income and expenses. But other potentially important revenue categories, such as food and beverage sales and other sources need to be forecast. HVS will identify each key revenue category and forecast annual revenue levels in each category for a 10-year period for the recommended development(s).

HVS will also project fixed and variable expenses. The HVS proprietary SPIDER© database allows us to analyze actual financial operating statements of over 80,000 of hotels around the country. From this vast financial data library, we will select a highly relevant set of “comparable facilities” as the basis of a detailed analysis of expense ratios appropriate for the proposed hotel. HVS will identify each expense category and forecast annual expense levels in each category for a 10-year period. Our forecast of income and expenses will be consistent with the Uniform System of Accounts for the Lodging Industry.

**Task 2.3:
Feasibility Analysis**

Following the recommended procedures and industry standards set forth in the textbook *Hotels and Motels: A Guide to Market Analysis, Investment Analysis, and Valuations* that HVS authored for The Appraisal Institute, a feasibility analysis will be performed to determine whether the proposed hotel(s) have economic justification.

Reporting

Upon completion of our study, we will submit a draft report. After you have had the opportunity to review it, we will convene an online call to discuss our findings. After our call, we will incorporate any agreed-upon changes and issue a final report. We will provide a fully documented narrative report that will explain our findings, assumptions, and recommendations. Reports will be provided electronically in PDF format.

OPTIONAL SERVICES

If requested by the City, HVS can provide additional consulting services. They may include an economic impact analysis and identification of financing strategies or assessing the level of public sector involvement in the developments. These services will require additional authorization and are not included in the fees quoted in this proposal.

3. Schedule

We propose an 8-week schedule, beginning from the date of our fieldwork. The figure below illustrates our proposed schedule.

PROPOSED SCHEDULE

| Task Description | W-1 | W-2 | W-3 | W-4 | W-5 | W-6 | W-7 | W-8 |
|---|-----|-----|-----|-----|-----|-----|-----|-----|
| Phase 1: Market Assessment | | | | | | | | |
| Project Orientation and Fieldwork | M | | | | | | | |
| Market Assessment | | | | | | | | |
| Visitor Assessment | | | | | | | | |
| Supply and Demand Analysis | | | | | | | | |
| Site Analysis | | | | | | | | |
| Development Recommendations | | | | | | | | |
| Report on Preliminary Findings | | | | | | | | |
| Phase 2: Development Feasibility | | | | | | | | |
| Market Penetration Analysis | | | | | | | | |
| Financial Projections | | | | | | | | |
| Feasibility Analysis | | | | | | | | |
| Reporting | | | | | | | | |

M = Meeting
CC = Conference Call
DR = Draft Report

4. Fees

We propose to perform the scope of services presented in the proposal for the following fee.

| | |
|----------------------------------|----------|
| Phase 1: Market Assessment | \$29,300 |
| Phase 2: Development Feasibility | \$12,700 |

A retainer of will be due upon authorization to proceed.

In addition to the fees presented above, you agree to reimburse us for reasonable out-of-pocket expenses incurred on your behalf. We will bill expenses at cost and include all travel related expenditures for one trip for fieldwork, the cost of all data from third-party data sources including ESRI, STR, and Placer.ai data, and the production of presentation materials and reports. We do not expect expenses to exceed \$3,000.

To engage our services, please return an executed agreement. Upon authorization to proceed, a retainer is due in the amount of \$15,000. After this initial payment, you will be invoiced monthly for fees based on the percentage of work completed and for the expenses incurred during the previous month. The final balance of fees and expenses is due upon receipt of the draft report. All outstanding invoices must be paid in full before delivery of report products.

Rates

The following are our hourly rates for HVS staff for services requested outside our scope of services:

HVS HOURLY RATES

| Position | Hourly Rate |
|-------------------|-------------|
| Managing Director | \$400 |
| Senior Director | \$300 |
| Director | \$275 |
| Senior Associate | \$250 |
| Associate | \$200 |
| Staff | \$90 |



AUTHORIZATION

Client: Rich Huebner, City of Monroe

Date: January 7, 2022

Your signature beneath the words "Agreed to and Accepted" signifies your agreement to employ HVS for the services described in the accompanying proposal titled "Lodging Needs Assessment".

To schedule our assignments and perform your study in accordance with our proposed schedule, we ask that you return an executed copy of this agreement as authorization to proceed with the proposed scope of work. This proposal will remain effective for 30 days from of the date at the top of this page.

Payment must be made in U.S. dollars, using either a check drawn on a U.S. bank or a wire transfer of funds to the account of HVS Convention, Sports & Entertainment Facilities Consulting. If after completing the fieldwork phase of this assignment it becomes necessary to alter the parameters of the study, HVS will be entitled to charge an additional fee based on our current per diem rates and the time required to incorporate the necessary changes into our analysis and reports. Material changes to the scope may include changes to the property description, financing conditions, management or ownership structure, or other factors that could change the final projections. In addition to adjusting our fees, we will adjust the project schedule to reflect the time required to complete the revised scope of services.

Notwithstanding the proposed fee payment schedule, if, at any time while performing this assignment, it becomes necessary to suspend work for a period of 30 days or more, then HVS will be entitled to bill for the portion of the assignment completed up to the suspension (less any retainer paid) at its current per diem rates.

It is agreed that the liability of HVS, its employees and anyone else associated with this assignment is limited to the amount of the fee paid as liquidated damages. You acknowledge that any opinions, recommendations, and conclusions expressed during this assignment will be rendered by the staff of HVS acting solely as employees and not as individuals. Any responsibility of HVS is limited to the client and use of our product by third parties shall be solely at the risk of the client and/or third parties. The study described in this proposal will be made subject to certain assumptions and limiting conditions. A copy of our normal assumptions and limiting conditions will be provided upon request.

President
HVS Convention, Sports & Entertainment Facilities Consulting

AGREED TO AND ACCEPTED: Rich Huebner, City of Monroe

Signature: _____ Date: _____



AGENDA BILL

Meeting Date: February 17, 2022

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: City Council, Boards, and Commissions Resource Manual

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

N/A

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

The City developed a resource manual to assist the City Council, Boards, and Commissions. The manual provided several links to resources frequently uses by these groups. The manual also provides background on local government in Washington State. The resource manual can be found on the City's webpage at

https://monroewa.gov/DocumentCenter/View/12524/Council-Boards-Commissions_Resource-Manual-2022---final

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[Council-Boards-Commissions Resource Manual 2022 - final](#)

Imagine Monroe



A lively center surrounded by nature. A place of beauty and goodwill.

Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.

*City Council
Boards and Commissions*

Resource Manual



Welcome From Mayor Geoffrey Thomas

Welcome and thank you for your commitment to our shared community.

As elected and appointed officials, volunteers, and staff, I feel we share a common goal of realizing Monroe as the best community of people. To me, the first steps to realize this, includes that each of us is humble, compassionate, and thoughtful in the work we do. To me, we each need to listen to our residents and employers with our minds and hearts. To me, each of the elected and appointed officials must embrace the fact that they serve everyone - the people who voted for or against them, did not or could not vote. For every one of us in our city, we must embrace the fact that we serve everyone regardless of their social, economic, legal, personal, or other standing or lived experience. We need to do an even better job of considering the impacts of the work we do and how that impacts all the people within our community. And, at the core of the work we do, we must realize our community as a safe place for all, where everyone feels at home, and feels like they belong.

In 2020, we began the process of developing an aspirational vision statement of who and what Monroe wanted to be in 2050. That process involved over 1,323 responses to surveys, a steering committee of representatives from diverse lived experiences in our community, adoption by our City Council and it resulted in *Imagine Monroe*. *Imagine Monroe* will be the starting point for every plan, policy, budget, and operations we develop, consider, and implement. It is for this reason that *Imagine Monroe* appears on the cover of this resource manual and is re-stated here:

Imagine Monroe

A lively center surrounded by nature. A place of beauty and goodwill.

Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.

I look forward to working with you to realize *Imagine Monroe* in all that we do from our daily operations, annual budgeting, and our long-range planning.

This resource manual will provide you with support in your service. Whether you are new or experienced with serving in local government, I hope that you will take the time to review the materials provided in this resource manual. As questions arise, staff and I are available to help with questions. If you are an appointed official or volunteer, please direct your questions to your staff liaison. If you are an elected official, please direct your questions initially to the City Clerk, City Administrator, or Mayor.

In closing, thank you again for your service to our community. I feel you are serving in the position that you are in because you belong here – let's ensure that every resident, employer, and visitor knows that in Monroe, they too belong here.

Yours in service,



Mayor Geoffrey Thomas

City of Monroe

By the numbers

Population: 19,800 (2021) Area: 6.16 mi² Budget: \$106,997,654

Utilities

City of Monroe-Water/Sewer <https://www.monroewa.gov/96/Utility-Billing>

Republic Services-Garbage <https://www.republicservices.com/municipality/monroe-wa>

Snohomish County Public Utilities District (PUD) <https://www.snopud.com/>

Representing Our Region

Federal

Washington's 1st Congressional District represented by Democrat Suzan DelBene

<https://delbene.house.gov/about/district.htm>

State

39th Legislative District which also includes rural areas between Sedro Woolley and Skykomish

<https://app.leg.wa.gov/districtfinder/displaydistrict/39>

- District 39: [Sen. Wagoner, Keith](#); [Rep. Sutherland, Robert](#); [Rep. Eslick, Carolyn](#)

County

Snohomish County Council District 5 <https://snohomishcountywa.gov/768/District-5>

- Represented by Councilmember Sam Low Sam.Low@co.snohomish.wa.us

Snohomish County Executive's Office <https://snohomishcountywa.gov/182/Executive>

- Snohomish County Executive Dave Somers Dave.Somers@co.snohomish.wa.us

Schools

Monroe School District <https://www.monroe.wednet.edu/>

Fire District

Snohomish Regional Fire & Rescue <https://www.srfr.org/>

Table of Contents & Hyperlinks

City Resources and Policy Documents

1. City Organizational Chart
<https://monroewa.gov/DocumentCenter/View/12477/Organizational-Chart-2022>
2. City Staff Directory
 - a. <http://monroewa.gov/directory.aspx>
3. Boards and Commissions Organizational Chart and Informational Brochure
 - a. <https://monroewa.gov/DocumentCenter/View/12044/Boards-Commissions-Committees-Brochure>
 - b. <https://monroewa.gov/DocumentCenter/View/12478/Boards-and-Commissions-Org-Chart>
4. Council Rules of Procedure
 - a. [http://monroewa.gov/DocumentCenter/View/10487/Council-Rules-of-Procedure APPROVED 031020?bidId=](http://monroewa.gov/DocumentCenter/View/10487/Council-Rules-of-Procedure-APPROVED-031020?bidId=)
5. Code of Ethics
 - a. <https://monroe.municipal.codes/MMC/2.52>
6. Public Records Act and Policy
 - a. <http://monroewa.gov/ArchiveCenter/ViewFile/Item/2500>
7. Social Media Policy for Council Members
 - a. <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:58bd04cb-7035-4e51-9a45-b2d74aab4907>
8. Network, IT, Email Policy
 - a. <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:0ad9fad8-0dbd-47f3-b944-9a4ed9875eed>
9. Anti-Harassment Policy
 - a. <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:ed187f3b-ada3-4bef-916c-ea328d82a7e4>

-
10. Strategic Plan Monroe Vision 2050
 - a. <https://www.monroewa.gov/DocumentCenter/View/6538/Vision-2050-RFP-?bidId=>
 11. Imagine Monroe
 - a. <https://monroewa.gov/995/Imagine-Monroe-Visioning-Project>
 - b. <http://www.monroewa.gov/996/Imagine-Monroe-Sounding-Board>
 12. 2015-2035 Comprehensive Plan
 - a. <http://monroewa.gov/831/2015-2035-Comprehensive-Plan>
 13. Office of the Washington State Auditor Monroe Accountability and Financial Audit Report
 - a. <https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1027272&isFinding=false&sp=false>
 - b. <https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1027277&isFinding=false&sp=false>
 14. City Budget & Financial Reports

During the first quarter of each year, a budget calendar is developed for the next fiscal year and presented to Council for consideration representing specific milestone dates by which certain budget tasks should be completed including public hearings, City Council budget workshop in the fall, first reading, and final reading/adoption of the ordinance. Statutorily, a balanced budget must be adopted prior to the end of the year. You will find a link to the 2022 Budget Calendar below.

 - a. <https://www.monroewa.gov/177/Budget-Financial-Reports>
 - b. <https://www.monroewa.gov/DocumentCenter/View/12192/2022-Budget-Calendar>
 - c. Ordinance adopting budget <https://monroewa.gov/ArchiveCenter/ViewFile/Item/3323>
 - d. Resolution adopting a Debt Policy <https://monroewa.gov/ArchiveCenter/ViewFile/Item/2325>
 15. Community Human Services Needs Assessment

In May 2021, the City of Monroe, and the Community Human Services Advisory Board (CHSAB) commissioned a onetime study to conduct a Community Needs Assessment and Facilitated Program Development

 - a. <http://monroewa.gov/1060/Community-Human-Services-Needs-Assessmen>
 16. Monroe Economic Development

Annual Report, Business Survey & Plan

 - a. <https://www.monroewa.gov/87/Economic-Development>

-
17. Mayor Proclamations
Mayor issues proclamations throughout the year for events and matters of significance.
 - a. <https://www.monroewa.gov/Archive.aspx?AMID=74&Type=&ADID=>
 18. Monroe City Council Agenda, Packets, and Minutes
 - a. <https://monroewa.civicweb.net/Portal/MeetingTypeList.aspx>
 19. Monroe Maps
Address, Utility, Comprehensive Plan, Flood Plains, Reimbursement Agreements & Zoning
 - a. <https://www.monroewa.gov/115/City-Maps>
 - b. <https://mail.monroewa.gov/cityportal/home/>
 20. Monroe Calendar of Events
 - a. <https://www.monroewa.gov/266/Events-Programs>
 21. Monroe Housing Action Plan (HAP)
 - a. <https://www.monroewa.gov/958/Housing-Action-Plan-HAP>

Municipal Research Service Center (MRSC) Resources <https://mrsc.org/Home.aspx>

22. MRSC Candidate Information Resources for Local Government Elective Offices
Information resources for local government elective offices
 - a. <https://mrsc.org/Home/Explore-Topics/Governance/Candidates-and-Newly-Elected-Officials/Candidate-Information-Resources-for-Local-Governme.aspx>
23. MRSC Quick Guide for Newly Elected City Officials
This page provides a quick introduction to the core duties and responsibilities of newly elected city officials in Washington State, along with recommended resources for more information
 - a. <https://mrsc.org/Home/Explore-Topics/Governance/Candidates-and-Newly-Elected-Officials/Newly-Elected-City-Officials-Information.aspx>
24. Guide to Effective Conduct of Public Meetings
Using Parliamentary Procedures and Robert's Rules of Order
 - a. https://mrsc.org/getmedia/e30d9213-1706-47d5-9b53-3e9f41b5df3c/m58pubmeetguide_1.pdf.aspx

-
25. MRSC Open Government Public Records Act
Information on Washington Public Disclosure Laws
 - a. <https://mrsc.org/home/explore-topics/legal/open-government/public-records-act.aspx>
 - b. <https://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-Records-Act.pdf.aspx?ext=.pdf>

 26. MRSC “Knowing the Territory”
Basic Legal Guidelines for Washington City, County and Special Purpose District Officials
 - a. <https://mrsc.org/getmedia/1e641718-94a0-408b-b9d9-42b2e1d8180d/Knowing-The-Territory.pdf.aspx?ext=.pdf>

 27. MRSC Local Government Policy Making
Describes local government policy-making process, outline effective roles for local officials, and to provide practical tips for the local policy making process
 - a. <https://mrsc.org/getmedia/e46223b6-f3ac-4afb-b7d9-b2362edf6890/Local-Government-Policy-Making-Process.pdf.aspx?ext=.pdf>

 28. MRSC Appearance of Fairness Doctrine
Basic overview of the Appearance of Fairness Doctrine for local governments
 - a. <https://mrsc.org/Home/Explore-Topics/Governance/Legal-Issues/The-Appearance-of-Fairness-Doctrine.aspx>
 - b. <https://mrsc.org/getmedia/04ae5092-48df-4964-91d7-2a9d87cb2b7c/Appearance-Of-Fairness-Doctrine-In-Washington-State.pdf.aspx?ext=.pdf>

 29. MRSC Public Hearings
Overview of the legal requirements for conducting public hearings
 - a. <https://mrsc.org/Home/Explore-Topics/Governance/Legislative-Organization-Meetings-and-Process/Public-Hearings-When-and-How-to-Hold-Them.aspx>

 30. MRSC Roles and Responsibilities of Local Government Leaders
Overview of the powers of the legislative and executive branches of cities and counties in Washington, along with tips for avoiding conflicts
 - a. <https://mrsc.org/Home/Explore-Topics/Governance/Offices-and-Officers/Roles-and-Responsibilities.aspx>

-
31. MRSC Code City Handbook
This report has been prepared to provide essential information for code city officials and to indicate their powers and duties and alternatives that are available under the applicable forms of municipal government
 - a. <https://mrsc.org/getmedia/f96b74ab-a955-44be-8db2-8fbce16075ea/Code-City-Handbook.pdf.aspx?ext=.pdf>

 32. MRSC Open Meetings Act & Electronic Communications
Practical information for local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW and the Open Public Meetings Act
 - a. https://mrsc.org/getmedia/bfa1aec4-0e0f-4663-8918-be4afc885271/opma_electronic%20communications_practice%20tips.pdf.aspx
 - b. <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2013/Email-and-the-OPMA-Key-Tips-for-Local-Government-E.aspx>
 - c. <https://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act.aspx>
 - d. <https://mrsc.org/getmedia/275e74fc-9d43-4868-8987-a626ad2cea9f/open-public-meetings-act.pdf.aspx?ext=.pdf>

Jurassic Parliament

33. Essential Guides for City Councils
Mastering meetings using Robert's Rules
 - a. <https://jurassicparliament.com/wp-content/uploads/2021/01/City-Council-Guidelines-Updated.pdf>

34. Guidelines for Public Comment in Local Government
Information on Public Hearings and Quasi-Judicial Hearings
 - a. <https://jurassicparliament.com/wp-content/uploads/2018/03/Guidelines-for-Public-Comment.pdf>

Washington Attorney General's Office

35. Public Records and Open Public Meetings
 - a. <https://www.atg.wa.gov/public-records-and-open-public-meetings>

36. Open Government Training
 - a. <https://www.atg.wa.gov/open-government-training>

Association of Washington Cities (AWC) <https://wacities.org/>

37. AWC Mayor and Council Handbook
Reference guide for mayors and councilmembers in Washington cities and towns operating under the mayor/council form of government.
 - a. <https://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf.aspx?ext=.pdf>

38. AWC Strong Cities Pocket Guide
Gain ideas and resources to advocate for strong cities
 - a. <https://wacities.org/advocacy/advocacy-tools/strong-cities-advocacy-guide>

39. AWC Newly Elected Officials
Resources for newly elected officials
 - a. <https://wacities.org/news-by-category/-in-category/categories/newly-elected-officials>
 - i. Elected Officials' Roadmap
Tips to help navigate the first year in office
 - ii. Equity Resource Guide: Tools and Case Studies for Washington Cities
Intentional work of improving diversity, equity, and inclusion (DEI) in their communities
 - iii. Learn about 2022 Legislative Priorities
Explore City Legislative Priorities for the upcoming session
 - iv. Home Rule in Washington
Explores the existing authority that cities have in Washington to make decisions and laws close to home
 - v. Climate Resilience Handbook: Preparing for a Changing Environment
Resource for city leaders and planners providing examples of climate actions other cities are taking
 - vi. Advocacy is a Year-Round Job
Tips to learn what you can do to help make a difference, even when the Legislature is adjourned
 - vii. State of the Cities: Housing Report
Explores cities' housing challenges and solutions using data, infographics, city case studies and a rundown of available fiscal and policy tools
 - viii. Homelessness and Housing Toolkit for Cities
Real-world examples of tools and actions Washington cities have used in responding to the issues of homelessness and affordable housing

Washington RCWs and **Links to Required Training**

The Open Government Trainings Act requires that elected and appointed officials take training related to the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) within 90 days of taking their seat and every 4 years thereafter.

40. Open Public Meetings Act
 - a. **Required Training** <https://wacities.org/data-resources/open-public-meetings-act-elearning>
 - b. Washington State Law <https://app.leg.wa.gov/rcw/default.aspx?cite=42.30>

41. Public Records Act
 - a. **Required Training** <https://wacities.org/data-resources/public-records-act-elearning>
 - b. Washington State Law <https://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>

42. PRA/OPMA for Local Elected Officials
 - a. Washington State Law
[https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.150#:~:text=\(1\)%20Each%20local%20elected%20official,40.14%20RCW%20for%20records%20retention](https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.150#:~:text=(1)%20Each%20local%20elected%20official,40.14%20RCW%20for%20records%20retention)
 - b. <https://app.leg.wa.gov/rcw/default.aspx?cite=42.30.205>

43. PRA for Public Records Officers
 - a. Washington State Law <https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.152>

44. Records Retention Law
 - a. <https://app.leg.wa.gov/rcw/default.aspx?cite=40.14>

45. Acronyms and Glossary of Terms
 - a. https://monroewa.gov/DocumentCenter/View/12479/Acronyms-and-Definitions_Council-binder-2021

Mayor/Council General Powers and Duties

1. Powers and Duties of the Mayor (RCW 35A.12.100)

The mayor is the chief executive and administrative officer and ceremonial head of the city. The mayor is in charge of all departments and employees and has authority to designate assistants and department heads.

The mayor, in addition:

- a. May appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance;
- b. Sees that all laws and ordinances are faithfully enforced and that law and order is maintained in the city;
- c. Approves or disapproves, personally or through a designee, all official bonds and contractor's bonds;
- d. See that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed;
- e. May cause legal proceedings as to contracts and agreements to be instituted and prosecuted in the name of the city, subject to approval by a majority vote of all members of the council;
- f. Presides over all meetings of the city council, when he or she is present, but only votes if there is a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of a franchise or license, or any resolution for the payment of money;
- g. Reports to the council concerning "the affairs of the city and its financial and other needs" and make recommendations for council consideration and action;
- h. Prepares and submits a proposed budget to the council;
- i. May veto ordinances passed by the council and submitted to him or her pursuant to RCW 35A.12.130. The mayor's veto may be overridden by a majority vote plus one of the council; and
- j. May call a special meeting of the city council by having written notice delivered to each member of the council at least 24 hours in advance of the time specified for the meeting.

In addition, pursuant to RCW 35A.21.030, the mayor is to perform in the manner provided "all duties of his office which are imposed by state law on officers of every other class of city who occupy a like position and perform like functions."

2. Powers and Duties of the City Council

The powers and duties of the city council include the following:

- a. Organize and regulate its internal affairs (within the provisions of Title 35A RCW);
- b. Define the functions, powers, and duties of the city's officers and employees;
- c. Fix the compensation and working conditions of the city's officers and employees, and establish and maintain a civil service or merit systems, or retirement and pension systems not in conflict with Title 35A RCW or with existing charter provisions. Any merit or civil service system for police officers and fire fighters must substantially accomplish the same purpose as provided by Ch. 41.08 RCW for fire fighters and Ch. 41.12 RCW for police officers. A pension or retirement system for fire fighters or police officers may not provide different pension and retirement benefits than those provided by general law for those classes;
- d. Adopt and enforce ordinances of all kinds relating to and regulating local or municipal affairs and appropriate to the good government of the city. The council may provide penalties for violations of ordinances including a fine not to exceed \$5,000, or imprisonment not to exceed one year, or both. The punishment for any criminal ordinance must be the same as the punishment in state law for the same crime. Alternatively, the council may provide that the violation of an ordinance is a civil violation, subject to a monetary penalty, but no act which is a state crime may be made a civil violation;
- e. Exercise all of the powers possible for a city or town to have under the state constitution not denied by law, including but not limited to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment, or beautification of public ways, real property of all kinds, water ways, structures, or any other improvement or use of real or personal property;
- f. Exercise powers in regard to all aspects of collective bargaining, as provided for and subject to the provisions of Ch. 41.56 RCW;
- g. Provide for the rendering of local social, cultural, recreational, educational, governmental, or corporate services including the operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns;
- h. Levy taxes for local purposes except those expressly preempted by the state as provided in RCW 66.08.120, 82.36.440, 48.14.010, and 48.14.080;
- i. Exercise the powers of eminent domain, borrowing, taxation, and the granting of franchises, in the manner provided by Title 35A RCW or the general law of the state where not inconsistent with Title 35A RCW;

-
- j. Accept a gift or grant for any public purpose and carry out any conditions of the gift or grant not in conflict with state or federal law;
 - k. Participate in the programs set forth in the Economic Opportunity Act of 1964 (Public Law 88-452; 78 Stat. 508), as amended;
 - l. Expend moneys and conduct promotion of resources and facilities in the city, or general area, by advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion;
 - m. Supervise and control streets over tidelands or upon or across tide and shore lands of the first class within the city's corporate limits as provided in RCW 35.21.230, 35.21.240, and 35.21.250. The council exercises jurisdiction over adjacent waters as provided in RCW 35.21.160;
 - n. Perform, in the manner provided, all the duties of the office which are imposed by state law on officers of every other class of city who occupy a like position and perform a like function, except as otherwise provided by Title 35A RCW;
 - o. Construct, condemn and purchase, purchase, acquire, add to, alter, maintain and operates waterworks, within or without its limits. Such waterworks may include facilities for the generation of electricity as a by-product;
 - p. Engage in economic development programs and/or contracts with nonprofit corporations in furtherance of economic development;
 - q. Own or operate, individually or collectively with other cities or counties, a professional sports franchise, if the owners of the franchise announce their intention to sell or move the franchise.

Boards/Commissions/Committees

Overview

The Monroe boards, commissions, and committees advise the City Council on nearly every aspect of municipal government. These groups often seek new members, and all meetings are open to the public. These meetings also provide opportunities to comment on the work of city government.

Civil Service Commission

The purpose of the Civil Service Commission is to assure that police officers are recruited through open competition, are hired and promoted on the basis of merit, and are demoted, suspended, or discharged for cause. It oversees civil service examinations and certifies eligibility lists.

Community Human Services Advisory Board

The Community Human Services Advisory Board advises the Mayor and City Council on the implementation of the Homelessness Policy Advisory Committee recommendations, and on programs and policies to respond not only to those experiencing homelessness, but also to those at risk of becoming homeless, those who are living in poverty, those who are adversely affected by crisis, and those in marginalized communities.

Economic Development Advisory Board

The Economic Development Advisory Board reviews and prioritizes the list of recommended actions contained in the Economic Development Strategy, the Downtown Master Plan, and other plans identified and presents the information to the Mayor and City Council.

Ethics Board

The Ethics Board is a board that investigates, conducts hearings, and renders advisory opinions concerning accusations against city officials of violations of ethics or conflicts of interest. It also reviews and recommends periodic updates to the city's ethics Policy and its applicability.

Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee reviews grant applications and makes recommendations to the City Council regarding allocation of local lodging tax funds. The committee also reviews and comments on any proposed imposition of lodging tax, increase in the rate of lodging tax, repeal of an exemption from lodging tax, or change in the use of revenue received from lodging tax.

Park Board

The Park Board advises the City Council on the management, supervision, improvement, and budgeting for parks and recreation facilities and programs. The board reviews the Comprehensive Park and Recreation Plan, assists with new park sites, and advises the City Council on capital projects in city parks.

Planning Commission

The Planning Commission reviews and makes recommendations regarding the physical development of the city. It considers both long-range and current plans, as well as development regulations. It works with the City Council in balancing environmental concerns with those of the city.

Salary Commission

The Salary Commission sets the salaries of elected officials, including the mayor and the members of the council.



AGENDA BILL

Meeting Date: February 17, 2022

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: Community Development Monthly Report

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

N/A

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[12 2021 CD Report](#)



COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for December 2021

December HIGHLIGHTS

PROJECT REVIEW

Multiple residential projects are moving towards final plat.

BUILDING PERMITS

6 Single Family Building Permit was issued in December

86 Total SFR permits issued in 2021

BUILDING INSPECTIONS

155 Inspections December

2,928 total inspections in 2021

CODE ENFORCEMENT

December
21 Cases were opened
26 Cases were closed

2021 Total Cases
486 Cases were opened
481 Cases were closed.

BUSINESS LICENSES

December
161 Renewals
51 New Licenses

Total for 2021
1263 Renewals
576 New Licenses

Pre-Application Review

There was (2) pre-application meetings for the month of **December**. There are (33) pre-application meetings in **2021**.

1. TI for retail business/office – Ryan Lawrence– 124 E Main St.
Proposal is for a tenant improvement for retail space in front and offices in the back with new exterior door.
Staff contact – Anita Marrero

2. New Portable Classroom – Monroe Christian School – 1009 W Main St.
Proposal is for a new portable classroom.
Staff contact – Anita Marrero

Project Highlight

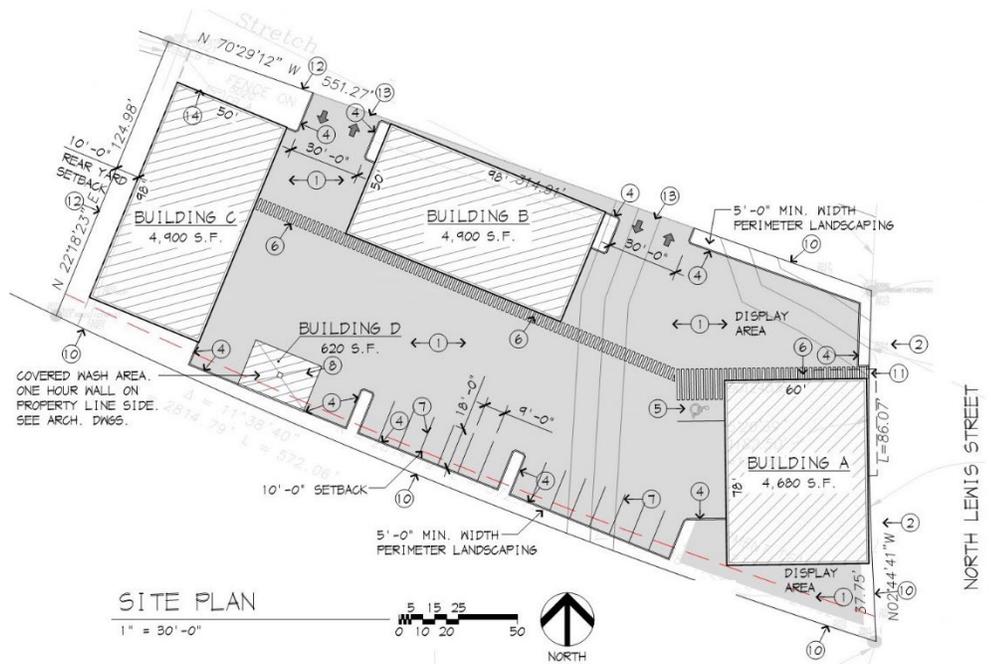
Adventure Motorsports Site Plan Review

Applicant: 2812 Architecture

Status: In review

Location: 310 N Lewis St

Project Description: New development intended to be used as a motorsports sales and repair facility with 3 new buildings and a roofed wash bay.





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CURRENT PLANNING PROJECTS

Preliminary Plat Review

Cooper Ridge Preliminary Plat, 19785 137th St SE
Project: 33-lot subdivision in the R4 zoning district.
Status: Under review
Staff contact – Amy Bright

Garibaldi Preliminary Plat/PRD, 13624, 13424, 13704,
and 13802 Chain Lake Road Chain Lake Road
Project: 90-lot subdivision in the R4 zoning district.
Status: Under Review
Staff contact – Anita Marrero

Safe Harbor 9-lot Short Plat – 16096 174th Drive SE
Project: 9 lot short plat within the R15 zone.
Status: Under Review
Staff contact – Amy Bright

Civil Design Review

New Commercial Bldg. – Adventure Motorsports
Project: New commercial building
Staff contact – Amy Bright

Tsuark Townhomes – 15025 179th Ave SE
Project: New 3- & 5-unit townhome buildings
Staff contact – Anita Marrero

Sky Valley Food Bank – 233 Sky River Parkway
Project: Parking lot and drainage improvements
Staff contact – Anita Marrero

The Lakeview Building, 13800 Fryelands Blvd.
Project: Civil & landscape improvements for a new
warehouse building
Staff contact – Anita Marrero

Accessory Dwelling Unit

Thaete ADU – 15203 175th Ave SE
Project: Detached garage with ADU above.
Status: In review
Staff contact – Leigh Anne Barr

Land Use Model Homes

Foxborough Subdivision– 17417 W Main St
Project: Attached 3 units building for model homes
Staff contact – Leigh Anne Barr

Site Plan Review

New Commercial Bldg. – Adventure Motorsports
Project: New commercial building
Status: Under Review
Staff contact – Amy Bright

3 Unit Bldg. – 347 N Kelsey St
Project: New multifamily building
Status: Under Review
Staff contact – Amy Bright

Monroe Gateway, 16306 West Main Street
Project: Site Plan review for the construction of a 3,500
square foot RV showroom and sales lot on
approximately 6.0 acres in the General Commercial
(GC) zoning district.
Status: Under Review
Staff contact – Anita Marrero

Terrace Street Apartments, 602 Terrace Street
Project: The scope of this project is to remodel an
existing, non-permitted dwelling unit and change the
occupancy to R3.
Status: Under Review
Staff contact – Anita Marrero

Buck Office Park, 134 S Ferry Street
Project: Relocation of two homes located on Ann Street.
Status: On hold by applicant
Staff contact – Amy Bright

Civil Construction

Woods Creek Highlands, 13327 Chain Lake Road
Project: 24-lot PRD/subdivision within the R4 zoning
district.
Staff contact – Anita Marrero

Foxborough, 17417 W Main St
Project: 18 lot subdivision for townhomes.
Staff contact – Amy Bright

Kestrel Ridge, 13217 & 13305 Chain Lake Road
Project: 46 lot subdivision within the R4 zone.
Staff contact – Amy Bright

Stanton Station, 149th St SE & 179th Ave SE
Project: 19 lot subdivision for townhomes.
Staff contact – Amy Bright

Building Construction

Belmark Apartments, 15125 179th Avenue
Project: 20-unit apartment development within the MG
zoning district.
Staff contact – Anita Marrero

Belmont Terrace PRD/Subdivision, 18830 134th St SE
Project: 19-lot PRD/subdivision
Staff contact – Anita Marrero



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Car Wash – 14679 Chain Lake Rd
Project: New construction car wash
Staff Contact – Amy Bright

Lake Apartments – 18727 Blueberry Lane
Project: Apartment Complex
Staff Contact – Amy Bright

Eaglemont Division IV Plat and PRD – 115 Lots
Project: 115 lot plat within the R4 Zone
Staff contact – Amy Bright

Main Brook Townhomes Plat, XXXX W Main Street
Project: 19-lot subdivision in MUC zoning district.

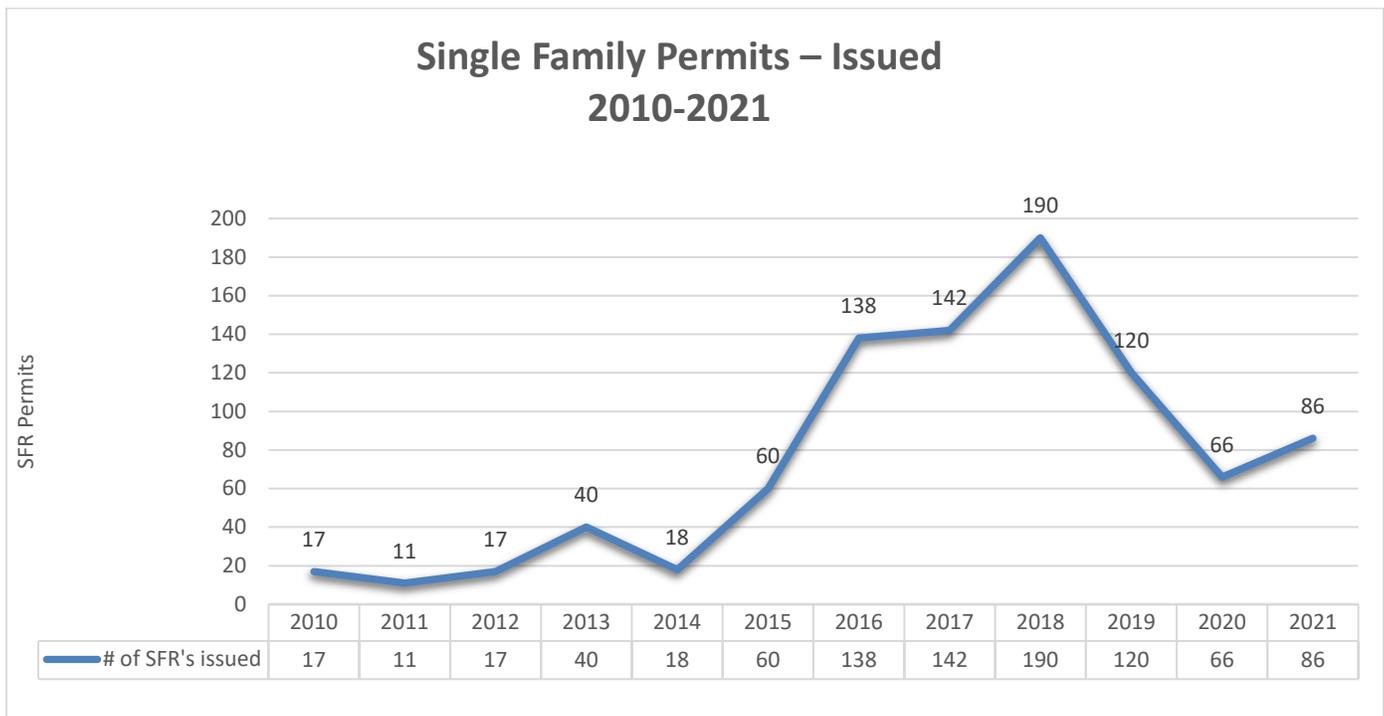
Eaglemont Division V Plat – 16 Lots
Project: 16 lot plat within the R4 zone.
Staff contact – Amy Bright

Skycroft/Raspberry Hill PRD/Subdivision
Project: 26-lot PRD/subdivision in the R4 zoning district.
Staff contact – Anita Marrero

Sunnyside Gardens Townhomes, 17510 W Main St
Project: 47-unit townhome development
Staff contact – Anita Marrero

BUILDING PERMITS REVIEWED

There were 6 single-family building permits issued in December 2021. In contrast, 4 single-family building permits had been issued in December 2020. The building department conducted 155 inspections in the month of December 2021.



Staff contact – Jessica Lether

- December was a busy month with inspections, plan reviews and inquiries from our customers. In the past, the winter months were traditionally slower and would allow for us to catch up; However, over the last several years, construction and development is booming all 12 months of the year.
- With the help of HR, we locked in a new building inspector who starts January 18th. Her name is Victoria Forte, and she is coming to us from the City of Sultan.



**COMMUNITY DEVELOPMENT
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CODE ENFORCEMENT

Code Enforcement Cases month by month for 2021

| Month | Opened Cases | | Resolved |
|----------------|--------------|--|----------|
| October | 65 | | 67 |
| November | 41 | | 39 |
| December | 21 | | 26 |
| Totals: | 127 | | 132 |

- Signs, graffiti and yard clean up remain a constant complaint.
- We are close to finalizing the paper citations needed to issue civil infractions if the need arises. Again, our goal is to never have to use these, but to get voluntary compliance.
- A reminder went out to the community on sidewalk maintenance regarding snow and ice removal.

BUSINESS LICENSES

- There were 51 new business license applications and 161 business license renewals received in December.

New Business Applications

| | |
|--------------------------------------|--|
| HAIRLARIOUS | 15465 179TH AVE SE MONROE WA 98272-1728 |
| GALAXY VAPOR - MONROE | 19559 STATE ROUTE 2 STE 5 MONROE WA 98272-1535 |
| TO A T BOOKKEEPING LLC | 15366 167TH AVE SE MONROE WA 98272-2648 |
| EMET LLC | 15446 ESTHER AVE SE MONROE WA 98272-2667 |
| INTI BOYS APPAREL | 20009 RAVENWOOD RD SE MONROE WA 98272-8321 |
| PMSUPPLY7479 LLC | 13547 199TH AVE SE MONROE WA 98272-8510 |
| D & M TIMBER LLC | 12933 PHILLIPS RIDGE RD SE MONROE WA 98272-2845 |
| HANSEN & COGAR, PLLC | 17325 W MAIN ST MONROE WA 98272-1937 |
| PSPD - MONROE, PLLC | 14090 FRYELANDS BLVD SE STE 348 MONROE WA 98272-2760 |
| BELLO HOME SOLUTIONS | 15956 179TH AVE SE MONROE WA 98272-2002 |
| ANGEL TOUCH MASSAGE & REFLEXOLOGY | 14090 FRYELANDS BLVD SE STE 249 MONROE WA 98272-2693 |
| E & R WATER PROOFING LLC | 15413 166TH AVE SE MONROE WA 98272-2652 |
| CASTLE POOLS AND SPA LLC | 14892 VAN AVE SE MONROE WA 98272-2615 |
| PET PROS MONROE | 19575 STATE ROUTE 2 MONROE WA 98272-1535 |
| VIVEZZA MED SPA | 19144 135TH ST SE MONROE WA 98272-7896 |
| SKOGHOUL | 14751 N KELSEY ST # 227 STE 105 MONROE WA 98272-1458 |
| BRANDON STEVENS LLC | 12909 200TH AVE SE MONROE WA 98272-8789 |
| R+R ALL REMODELING CONSTRUCTION, LLC | 15556 CHESTNUT DR SE MONROE WA 98272-1096 |
| VANITY HAIR | 209 N BLAKELEY ST STE 102 MONROE WA 98272-1409 |
| HOME CARE AND CONSTRUCTION | 15010 180TH AVE SE MONROE WA 98272-1121 |
| PAUL STAYBACK | 16668 132ND ST SE SNOHOMISH WA 98290-6767 |
| IRON EAGLE GOLF LLC | 124 E MAIN ST MONROE WA 98272-1506 |



**COMMUNITY DEVELOPMENT
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| | |
|---|--|
| JNS CONSTRUCTION, INC | 16690 WHITE MOUNTAIN RD SE MONROE WA 98272-2880 |
| HOUSE CARE CORP | 634 W COLUMBIA ST MONROE WA 98272-1211 |
| ACOUSTICAL CEILING SYSTEMS, INC. | 7706 213TH AVE SE # - SNOHOMISH WA 98290-7397 |
| CASEY FOSS PHOTOGRAPHY | 122 N BLAKELY #221 MONROE WA 98272 |
| VN WOOD FLOOR DESIGN | 17631 147TH ST SE STE 10 MONROE WA 98272-1049 |
| CHAMPAGNE REFLECTIONS | 13443 FOREST VIEW AVE SE MONROE WA 98272-8782 |
| BUDDY BURGER | 11329 211TH AVE SE SNOHOMISH WA 98290-7129 |
| PURCELL PAINTING & COATINGS | 6456 S 144TH ST TUKWILA WA 98168-4609 |
| BIGHORN FIVE GUYS ACQUISITIONS, LLC | 1301 W BAKERVIEW RD BELLINGHAM WA 98226-7370 |
| KV CONSTRUCTION, LLC | 501 CEDAR CT GRANITE FALLS WA 98252-8711 |
| LAVISH HOMES DESIGN | 122 121ST PL SE EVERETT WA 98208-5746 |
| US FOODS, INC. | 2204 70TH AVE E STE 100 FIFE WA 98424-3612 |
| INTEREST MORTGAGE, L.L.C. | 9726 OLD BAILES RD STE 140 FORT MILL SC 29707-7882 |
| US FOODS, INC. | 1001 SHUKSAN WAY EVERETT WA 98203-5896 |
| BBG, INC. | 1111 MAIN ST VANCOUVER WA 98660-2990 |
| INTERIOR WOOD PRODUCTS LLC | 9705 LATHROP INDUSTRIAL DR SW TUMWATER WA 98512-9188 |
| 1-800-RADIATOR OF EVERETT | 9826 7TH AVE SE EVERETT WA 98208-3711 |
| ARTISTIC DRYWALL TEXTURES, INC. | 3810 166TH PL NE STE 205 ARLINGTON WA 98223-8403 |
| TBI SMART HOME SOLUTIONS, INC. | 1140 VIRGINIA DR FORT WASHINGTON PA 19034-3204 |
| WASHINGTON ALARM, INC. | 2030 AIRPORT WAY S SEATTLE WA 98134-1603 |
| RIEDMANN ENTERPRISES LLC | 6008 N 280TH CIR VALLEY NE 68064-4481 |
| FIRST CHOICE COMMUNICATIONS L.L.C. | 5705 38TH CT SE LACEY WA 98503-7129 |
| CENTRAL SUN CONSTRUCTION CORPORATION | 9106 116TH ST NE ARLINGTON WA 98223-8806 |
| RAINIER ELECTRICOMM INC. | 14602 81ST AVE NE ARLINGTON WA 98223-4912 |
| NORTHWAY CONSTRUCTION INC | 1433 VALENTINE AVE SE STE 102 PACIFIC WA 98047-2146 |
| DAVIS DOOR SERVICE, INC. | 2021 S GRAND ST SEATTLE WA 98144-4526 |
| AMERICAN ELECTRICAL & BUILDING COMPANY, LLC | 18820 126TH ST SE SNOHOMISH WA 98290-8607 |
| GOLDFINCH BROTHERS INC. | 11300 BEVERLY PARK RD EVERETT WA 98204-3548 |
| VOLT-TECH ELECTRICAL SERVICES | 19237 181ST AVE NE WOODINVILLE WA 98077-6614 |

Staff contact – Leigh Anne Barr

A. Comprehensive Plan

1. 2020-2021 Comprehensive Plan Docket Cycle

The opportunity for the public to submit proposed amendments to the City's Comprehensive Plan closed on July 31, 2021. The City received interest from one party. The Comprehensive Plan Docket submittal was reviewed by City Council in September 2021. City Council voted to not move the item to the final docket is a 6:1 vote.

Staff contact – Amy Bright



**COMMUNITY DEVELOPMENT
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B. Code Amendments

1. 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.

City Staff have been working with Emily Miner with Ogden, Murphy, Wallace, PLLC with assistance in writing the WCF code chapter. At this time, a draft plan is being reviewed by stakeholders. Emily and Staff will be bringing the proposal forward to Planning Commission in October 2021.

Staff contact – Amy Bright

2. UDR Code Housekeeping

Staff is in the process of identifying and preparing amendments to the UDR to rectify discrepancies and omissions. Staff brought forward a temporary ordinance to Council to adopt the definitions for more commonly used terms. Council passed the interim ordinance in September 2021.

Staff contact – Anita Marrero

C. Monroe – Duvall Shuttle

| Month | ROUTE | Days | Total | Adult | Youth | Senior | Disabled |
|-----------------|-------|------|-------|-------|-------|--------|----------|
| January, 2021 | SVTM | 19 | 56 | 56 | 0 | 0 | 0 |
| February, 2021 | SVTM | 19 | 100 | 98 | 0 | 2 | 0 |
| March, 2021 | SVTM | 23 | 34 | 14 | 0 | 14 | 10 |
| April, 2021 | SVTM | 22 | 64 | 44 | 5 | 12 | 3 |
| May, 2021 | SVTM | 20 | 148 | 134 | 0 | 14 | 0 |
| June, 2021 | SVTM | 22 | 20 | 14 | 2 | 4 | 0 |
| July, 2021 | SVTM | 20 | 27 | 15 | 7 | 5 | 0 |
| August, 2021 | SVTM | 22 | 35 | 23 | 9 | 2 | 1 |
| September, 2021 | SVTM | 21 | 33 | 13 | 3 | 9 | 8 |
| October, 2021 | SVTM | 21 | 53 | 2 | - | 26 | 25 |
| November, 2021 | SVTM | 20 | 88 | 39 | 1 | 26 | 22 |
| December, 2021 | SVTM | 20 | 82 | 38 | 2 | 27 | 15 |
| Total | | | 740 | 400 | 29 | 137 | 84 |

D. Miscellaneous

1. Annexation

On March 16, 2021, the City’s consultant, LDC, gathered signatures from residents of the Monroe Woodlands for the 60% annexation petition. Per “no-protest” agreements signed prior to the annexation initiative, the Mayor’s designee signed for

residents for whom a signature could not be obtained. The annexation packet for the Woodlands was resubmitted to the County on March 30, 2021. The petition was determined by the County to be sufficient in June 2021. The annexation packet is awaiting feedback from the Boundary Line Review Board. *Staff contact – Anita Marrero*