

MONROE CITY COUNCIL
Regular Business Meeting
May 12, 2020, 7:00 P.M.

Zoom Online Meeting Platform

Join: <https://us02web.zoom.us/j/85879237485>

Mayor: Geoffrey Thomas

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

AGENDA

Call To Order

1. Virtual Participation Information

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and OPMA guidance issued by the Washington State Office of the Attorney General and Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- <https://us02web.zoom.us/j/85879237485>
- Dial in: 253-215-8782
- Meeting ID: 858-7923-7485

Roll Call

Pledge Of Allegiance

1. Councilmember Rousey

Public Comments

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak and the Mayor will call on attendees to speak at the appropriate time.

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5 p.m. on the day of the meeting and must be 350 words or less. Submit to gpfister@monroewa.gov.

Consent Agenda

1. Approval of the Minutes: April 28, 2020, Regular Business Meeting

Documents:

2. Approval of AP Checks and ACH Payments

Documents:

[AP Approval packet - 1.pdf](#)

[AP Approval packet - 2.pdf](#)

3. Approval of Payroll Warrants and ACH Payments

Documents:

[Payroll Warrant Approval.pdf](#)

4. AB20-065: Resolution Authorizing RCO Grant Application for North Hills Acquisition (M. Farrell)

Documents:

[AB20-065 RCO Grant for North Hills Park.pdf](#)

5. AB20-066: Resolution Authorizing the use of Digital and Electronic Signatures (B. Hasart)

Documents:

[AB20-066 Digital Signature Resolution.pdf](#)

New Business

1. AB20-067: 2020 Budget Assumptions Related to COVID-19 (Discussion Only) (B. Hasart)

Documents:

[AB20-067 Budget Assumptions Related to COVID-19.pdf](#)

2. AB20-068: Economic Development Advisory Board Recommendations for City Small Business Stimulus (Discussion Only) (D. Knight)

Documents:

[AB20-068 EDAB Recommendations.pdf](#)

3. AB20-069: Unmanned Aircraft Systems Policy (J. Jolley)

Documents:

[AB20-069 Unmanned Aircraft Systems Policy.pdf](#)

4. AB20-070: Ordinance: Floodplain Regulations, First Reading (B. Swanson)

Documents:

[AB20-070 Floodplain Regulations.pdf](#)

Councilmember Reports

Reports must be necessary and routine in accordance with Proclamation 20-28 issued by Governor Jay Inslee.

Staff/Department Reports

Reports must be necessary and routine in accordance with Proclamation 20-28 issued by Governor Jay Inslee.

1. Parks & Recreation (M. Farrell)

Documents:

[Report - Parks.pdf](#)

2. Police Department (J. Jolley)

Documents:

[Report - Police Department.pdf](#)

3. Public Works (Brad Feilberg)

Documents:

[Report - Public Works.pdf](#)

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight, City Administrator)

A. 2020 End Of Legislative Session Report

Documents:

[Report - Legislative.pdf](#)

2. Mayor's Update/Monroe This Week (May 8, 2020, Volume 6, Edition 17)
(Mayor Thomas)

Documents:

[MTW Volume 6 Edition 17.pdf](#)

Executive Session

If needed.

Adjournment

Majority vote to extend past 10:00 p.m.

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

Accommodations for people with disabilities will be provided upon request. Please call the Deputy City Clerk at 425-967-1272. Please allow advance notice.



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, April 28, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

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

MEETING MINUTES

All items on the April 28, 2020 agenda were deemed necessary and routine in accordance with the Washington State Office of the Attorney General's updated Open Public Meetings Act general guidance regarding the coronavirus (COVID-19) event.

CALL TO ORDER

The City Council meeting was 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.

The meeting was called to order by Mayor Thomas at 7:00 p.m.

ROLL CALL

Councilmembers Present:

Davis, Cudaback, Hanford, Gamble, Rasmussen, Scarboro, and Rousey

Staff Present:

Pfister, Huebner, Knight, Farrell, Feilberg, Swanson, Warthan, Hasart, Christian, Lande, Klinkers, Peterson, Marrero, and Jolley

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Scarboro

ANNOUNCEMENTS/PRESENTATIONS

1. Presentation: Snohomish Health District COVID-19 Update (Heather Thomas, Public & Government Affairs Manager)

Ms. Thomas thanked Council for their partnership and willingness to share COVID-19 related information; and led Council through a PowerPoint presentation highlighting the County's COVID-19 response and the following related topics:

- Case count
- Key priorities
- Essential work
- Budgets & projections
- Special session preparation
- Strategic planning

Ms. Thomas answered questions from Council.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

1. AB20-052: Confirmation of Emergency Executive Orders
2. AB20-053: Confirmation of Interim City Clerk Appointment
3. Approval of the Minutes: March 24, 2020, Regular Business Meeting
4. Approval of AP Checks and ACH Payments
5. Approval of Payroll Warrants and ACH Payments
6. AB20-054: Authorize the Mayor to sign an Agreement Accepting the Community Foundation of Snohomish County Grant (D. Knight)
7. AB20-055: Authorize the Mayor to sign the Consultant Agreement with Kennedy Jenks for the Wastewater Treatment Plant (WWTP) CIP 1 Design (B. Feilberg)
8. AB20-056: Authorize the Mayor to Accept a Consultant Agreement with LDC, Inc. for Assistance in Developing a Housing Action Plan (B. Swanson)
9. AB20-057: Approval of Collective Bargaining Agreements (B. Warthan)
10. AB20-058: Termination of School Resource Officer (SRO) Agreement for the 2019-2020 School Year (J. Jolley)

11. AB20-059: Authorize the Mayor to Execute an Amendment to the Consultant Agreement with Golden Rule, LLC for Business Recruitment, Retention, and Enhancement (D. Knight)

Mayor Thomas noted a request to remove item number 6 from the consent agenda.

Councilmember Scarboro moved to approve the consent agenda with item number 6 removed. The motion was seconded by Councilmember Rasmussen. The motion carried 7-0.

FINAL ACTION

1. AB20-054: Authorize the Mayor to sign an Agreement Accepting the Community Foundation of Snohomish County Grant (D. Knight)

AB20-054 was removed from the consent agenda (item number 6).

Councilmember Cudaback read the following statement: Attachment 3 to Agenda Bill No. 20-054 is a proposed human services agreement with the YMCA. I would like to disclose for the record that I am employed by the YMCA, where my compensation is comprised of fixed wages or a salary. Accordingly I have, at most, a "remote interest" in the proposed contract as defined by Washington law. For this reason, out of an abundance of caution and to ensure full transparency, I am recusing myself from participation in the City Council's deliberations and vote on this matter. For the record, I have not attempted to influence the vote of any other Council Member regarding this issue in any manner. I would respectfully ask that the City Clerk note this recusal in the official minutes. Thank you.

Councilmember Cudaback left the meeting for the vote.

Councilmember Hanford moved to accept the grant funding from the Community Foundation of Snohomish County in the amount of \$10,000, and authorize the Mayor to sign the attached contracts to local service providers to disperse the funds and assist those in the community experiencing poverty and homelessness during the COVID-19 global pandemic and in support of the local stay home order issued by Governor Jay Inslee. The motion was seconded by Councilmember Scarboro. The motion carried 6-0.

Councilmember Cudaback returned to the meeting after the vote.

NEW BUSINESS

1. AB20-060: Discussion Regarding Families First Coronavirus Response Act Policy (B. Warthan)

Ben Warthan, Human Resources Director, provided background information on AB20-060 and reviewed policy considerations.

Council engaged in brief discussion. Mr. Warthan will proceed with policy implementation.

2. AB20-061: Ordinance: Downtown Fee Waiver Program Extension; First & Final Reading (B. Swanson)

Ben Swanson, Community Development Director, provided background information on AB20-061 and explained the benefit of extending the current ordinance, notably helpful to small business owners during the COVID-19 crisis recovery period.

Mr. Swanson reviewed program fees waived to date.

Councilmember Rasmussen moved to waive Council Rules of Procedure requiring two readings of ordinances. Councilmember Rousey seconded the motion. The motion carried 7-0.

Councilmember Rasmussen moved to adopt Ordinance No. 003/2020, extending for an additional one year period the temporary elimination of fees for certain permits associated with development in the Downtown Commercial zone and fixing a time when the same shall become effective. Councilmember Scarboro seconded the motion. The motion carried 7-0.

3. AB20-062: Ordinance: 2020 Park Capital Bond Election Ordinance; First & Final Reading (B. Hasart)

The City Council of the City of Monroe adopted Ordinance ____ concerning a proposition for financing park and recreation acquisitions and improvements. If approved, this proposition authorizes the City to issue bonds to finance or reimburse costs of renovating Lake Tye Park athletic fields, improve playground equipment at 8 parks, develop Chain Lake Road Trail and acquire and develop North Hill Park. It authorizes the issuance of not more than \$8,155,000 of general obligation bonds maturing within 31 years, and authorizes the annual levy of excess property taxes to pay such bonds, as provided in Ordinance _____. Should this proposition be approved?

YES
NO

Becky Hasart, Director of Finance, provided background information on AB20-062 and reviewed prior council discussion regarding the bond. Ms. Hasart reviewed election deadlines; staff recommendations; and fiscal impacts.

Discussion ensued regarding affected projects; funding alternatives; and impacts to the community.

Councilmember Rousey moved to discontinue pursuit of a park bond levy and have staff develop alternative funding scenarios to complete the Lake Tye All-Weather Fields project and to complete the purchase of the North Hill park property to be discussed as part of the comprehensive 2020 Budget Amendment. The motion was seconded by Councilmember Gamble. The motion carried 7-0.

4. AB20-063: Authorize the Mayor to sign a Contract with Everett Gospel Mission for facilitation of the Technical Advisory Committee (TAC) (D. Knight)

Deborah Knight, City Administrator, provided background information on AB20-063 and reviewed the Homelessness Policy Advisory Committee (HPAC) recommendations already approved by council. Ms. Knight detailed implementation efforts, and the need for a subject matter expert to help accelerate efforts. Ms. Knight briefed council on the newly formed Technical Advisory Committee (TAC) and their collaboration with HPAC to make informed policy recommendations to council.

Councilmember Hanford moved to approve a contract with Everett Gospel Mission for the facilitation of the Technical Advisory Committee in an amount not to exceed \$11,500, unless otherwise agreed to by both parties via the project change request procedure. Councilmember Scarboro seconded the motion. The motion carried 7-0.

5. AB20-064: Authorize the Mayor to sign a Contract with Rachel Adams for Project Management regarding implementing the Homelessness Policy Advisory Committee Recommendations (D. Knight)

Ms. Knight provided background information on AB20-064 and noted it as a companion item to AB20-063. Ms. Knight acknowledged Ms. Rachel Adams' efforts on HPAC and as a city intern. Ms. Knight reviewed the scope of work, and provided examples of completed projects.

Discussion ensued related to monies allocated in the budget, and grants received.

Councilmember Hanford moved to authorize the Mayor to sign a contract with Rachel Adams for Project Management regarding implementation of HPAC recommendations not to exceed \$28,000 for the first term of the contract covering June 1, 2020 to December 31, 2020 and not to exceed \$20,000 covering the second term of the contract covering January 1, 2021 to May 31st 2021. Councilmember Scarboro seconded the motion. The motion carried 7-0.

COUNCILMEMBER REPORTS

Councilmember Rousey commented on her experience as a local business owner during the COVID-19 pandemic.

Councilmember Rousey thanked staff for the Virtual Town Meeting.

Councilmember Cudaback commented it was nice to see everyone, virtually.

Councilmember Hanford commented it was nice to see everyone, and was happy everyone is well.

Councilmember Gamble echoed Councilmembers Cudaback and Hanford's sentiments; and reported on the April 20 economic workforce recovery taskforce advisory board meeting that he participates on; and will provide updates over the next several months.

STAFF/DEPARTMENT REPORTS

Ms. Hasart, Finance Director and Interim City Clerk, noted all reports must be necessary and routine, or related to COVID-19 response.

1. Homelessness Policy Advisory Committee (HPAC) Report (D. Knight)

Ms. Knight provided an HPAC update.

2. Economic Development Update (D. Knight)

Ms. Knight provided an Economic Development update highlighting the following topics:

- Weekly meetings
- Virtual Town Hall meetings
- Monroe stimulus package
- Small business grants
- Federal resources
- Economic Development Specialist

Mayor Thomas commented on the well-attended virtual town hall and expressed his appreciation for the Economic Development Advisory Board (EDAB) and efforts by Mr. James Palmer, the city's Economic Development Specialist.

Councilmember Gamble noted that he is looking forward to hearing more about the Monroe stimulus package proposal.

3. Finance Update (B. Hasart)

Ms. Hasart referred Council to the materials included in the packet; and answered questions related to potential budget shortfalls due to the COVID-19 pandemic.

4. Parks & Recreation (M. Farrell)

Mike Farrell, Parks & Recreation Director, noted the materials included in the meeting materials; and provided an update on department response related to Governor Inslee's newest order and guidance.

5. Police Department (J. Jolley)

Chief Jolley noted the materials included in the meeting materials; and commented on officer actions during a recent house fire. Chief Jolley noted that he is proud of his department.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)

Ms. Knight noted no additional information to report and invited Mr. Swanson to provide an update on residential and commercial construction impacts and activities under the Governor's order and guidance.

2. Mayor's Update/Monroe This Week (April 24, 2020, Volume 6, Edition 15)(Mayor Thomas)

Mayor Thomas noted Monroe This Week included in the meeting materials and provided comments on the following topics: staff efforts during the COVID-19 pandemic; series of public service announcement and 'thank you' videos on Facebook; Snohomish County Mayors meetings and combined letter to Governor Inslee regarding development of COVID-19 development of recovery plans.

Mayor Thomas noted that a Closed Session to discuss collective bargaining pursuant to RCW 42.30.140(4)(a) would be taking place via Zoom immediately following the council meeting.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Hanford and seconded by Councilmember Rousey to adjourn the meeting. Motion carried 7-0.

MEETING ADJOURNED: 8:45 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Deputy City Clerk

ROUTING SLIP - CHECK APPROVAL

4/28/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>
Date:	<u>4/20/20</u>	\$ 192,608.99	91107-91136
Date:	<u>4/27/20</u>	\$ 19,440.88	91137-91145

Check Total: 212,049.87

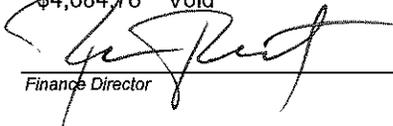
Date:	<u>4/17/20</u>	\$ 54,346.76	B&O
Date:	<u>4/17/20</u>	\$ 54,069.53	PUD
Date:	<u>4/23/20</u>	\$ 225.00	ACH
Date:	<u>4/20/20</u>	\$ 44,306.84	ACH
Date:	<u>4/27/20</u>	\$ 58,969.12	ACH
Date:	<u> </u>	<u> </u>	<u> </u>
Date:	<u> </u>	<u> </u>	<u> </u>

Electronic Total: 211,917.25

Total Claims This Period: 423,967.12

Committed Checks Voided

<u>Check #</u>	<u>Check \$</u>	
90884	\$492.90	Void
90919	\$4,084.76	Void

Signed  Date: _____
Finance Director

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: becky
 Printed: 04/25/2020 - 12:52PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
91107	4/20/2020	Advanced Classroom Technologies Inc		AP		4,084.76
91108	4/20/2020	BNSF Railway Company		AP		7,024.99
91109	4/20/2020	Helen Cole		AP		523.93
91110	4/20/2020	Helen Cole		AP		412.25
91111	4/20/2020	Columbia Ford Inc		AP		38,952.46
91112	4/20/2020	D.A. Hogan & Associates		AP		3,849.00
91113	4/20/2020	DataQuest LLC		AP		740.00
91114	4/20/2020	Department of Labor & Industries		AP		333.67
91115	4/20/2020	Elite Lock & Safe		AP		107.55
91116	4/20/2020	ESA Adolphson		AP		8,837.56
91117	4/20/2020	First American Title Insurance Compan		AP		455.00
91118	4/20/2020	Greenhaus Portable Restrooms		AP		345.00
91119	4/20/2020	Christopher Leif Griffen		AP		300.00
91120	4/20/2020	HealthEquity Employer Services		AP		23.60
91121	4/20/2020	Maximilian Michel		AP		148.27
91122	4/20/2020	Monroe School District		AP		11,868.00
91123	4/20/2020	Murraysmith, Inc		AP		42,426.30
91124	4/20/2020	Gene Olsen		AP		70.69
91125	4/20/2020	Pacific Air Control Inc		AP		1,823.12
91126	4/20/2020	Paul G. Hanson Attorney Inc., P.S.		AP		700.00
91127	4/20/2020	Railroad Management Co III LLC		AP		258.95
91128	4/20/2020	Salvation Army		AP		243.07
91129	4/20/2020	Snohomish County Fire District #7		AP		19,386.79
91130	4/20/2020	Snohomish County Sheriffs Office		AP		492.90
91131	4/20/2020	SNOPAC911		AP		26,528.87
91132	4/20/2020	Tenelco Inc.		AP		19,182.10
91133	4/20/2020	US Bank NA-Custody Treasury Div-Mc		AP		174.00
91134	4/20/2020	Vertical Visual Solutions		AP		231.53
91135	4/20/2020	Welcome Magazine		AP		2,400.00
91136	4/20/2020	WH Pacific Inc		AP		684.63
91137	4/27/2020	Joseph Bryson		AP		69.52
91138	4/27/2020	Department of Transportation		AP		535.22
91139	4/27/2020	Hos Bros Construction Inc		AP		1,900.00
91140	4/27/2020	Huber Technology Inc		AP		540.27
91141	4/27/2020	Lakeside Industries Inc		AP		907.45
91142	4/27/2020	PetroCard Systems Inc.		AP		17.56
91143	4/27/2020	Snohomish County Treasurer		AP		187.48
91144	4/27/2020	State Treasurer's Office		AP		13,755.17
91145	4/27/2020	Systems for Public Safety Inc		AP		1,528.21

Total Check Count: 39

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
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						<hr/> <hr/>
Total Check Amount:						212,049.87
						<hr/> <hr/>

Bank Reconciliation

Checks by Date

User: becky
Printed: 04/25/2020 - 1:00PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/15/2020	PUD		AP	4/15/2020	54,069.53
0	4/15/2020	Washington State Department of Revenue		AP	4/15/2020	54,346.76
Total Check Count:						2
Total Check Amount:						108,416.29

Bank Reconciliation

Checks by Date

User: becky
 Printed: 04/25/2020 - 12:53PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/17/2020	Associated Petroleum Products Inc		AP	4/17/2020	1,072.35
0	4/17/2020	Central Welding Supply Co Inc.		AP	4/17/2020	19.40
0	4/17/2020	Smarsh Inc		AP	4/17/2020	1,442.24
0	4/17/2020	Universal Field Services Inc		AP	4/17/2020	6,663.96
0	4/17/2020	Code Publishing Company		AP	4/17/2020	299.82
0	4/17/2020	Comcate Software Inc		AP	4/17/2020	461.19
0	4/17/2020	Dept. 400 Contract Land Staff LLC		AP	4/17/2020	1,753.75
0	4/17/2020	H.B. Jaeger Company LLC		AP	4/17/2020	2,392.09
0	4/17/2020	ISOsource		AP	4/17/2020	12,595.24
0	4/17/2020	Monroe Community Senior Center		AP	4/17/2020	2,500.00
0	4/17/2020	Ogden Murphy Wallace PLLC		AP	4/17/2020	15,106.80
0	4/20/2020	Kenneth L. Crowder		AP	4/20/2020	225.00

Total Check Count: 12

Total Check Amount: 44,531.84

Bank Reconciliation

Checks by Date

User: becky
Printed: 04/25/2020 - 12:53PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/24/2020	AmTest Inc.		AP	4/24/2020	66.50
0	4/24/2020	BHC Consultants LLC		AP	4/24/2020	33,322.79
0	4/24/2020	Enviroissues Inc		AP	4/24/2020	2,781.09
0	4/24/2020	Granich Engineered Products Inc		AP	4/24/2020	2,865.14
0	4/24/2020	H.B. Jaeger Company LLC		AP	4/24/2020	698.58
0	4/24/2020	Inland Environmental Resources Inc		AP	4/24/2020	9,478.50
0	4/24/2020	National Testing Network Inc		AP	4/24/2020	500.00
0	4/24/2020	NorthStar Chemical Inc.		AP	4/24/2020	729.58
0	4/24/2020	Ricoh USA Inc		AP	4/24/2020	4,526.94
0	4/24/2020	S360 Strategies 360, Inc		AP	4/24/2020	4,000.00
Total Check Count:						10
Total Check Amount:						58,969.12

Bank Reconciliation

Disbursement Detail

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 Printed: 04/25/2020 - 1:13PM
 Date Range: 04/15/2020 - 04/20/2020
 Systems: '(All)'

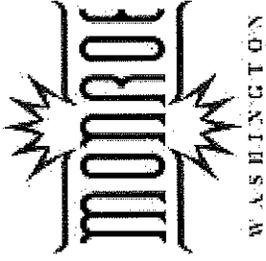


Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
	0 04/17/2020	Central Welding Supply Co Inc.	Helium Tank monthly rental	19.40
	0 04/17/2020	Code Publishing Company	Web update	299.82
	0 04/17/2020	Monroe Community Senior Center	Senior Transportation Plan	2,500.00
	0 04/17/2020	Ogden Murphy Wallace PLLC	Service thru 2/29/20	15,106.80
	0 04/20/2020	Kenneth L Crowder	Service rendered Sept-Ded 19 , Jan, Feb and March 2020 - Wi	225.00
	0 04/15/2020	Washington State Department of Revenue	March B&O payment	25.83
91113	04/20/2020	DataQuest LLC	Background checks	740.00
91114	04/20/2020	Department of Labor & Industries	Volunteer 2020 QTR 1	333.67
91115	04/20/2020	Elite Lock & Safe	Locks	107.55
91116	04/20/2020	ESA Adolfsen	North Kelsey EIS	8,837.56
91118	04/20/2020	Greenhaus Portable Restrooms	Sanican rental - 806 W Main St	345.00
91119	04/20/2020	Christopher Leif Griffen	Conflict Services- Heinz	300.00
91120	04/20/2020	HealthEquity Employer Services	HSA monthly payment	23.60
91126	04/20/2020	Paul G. Hanson Attorney Inc., P.S.	Legal fees - Boyle	700.00
91130	04/20/2020	Snohomish County Sheriffs Office	Replace lost check #90884 for Warrant Entries dated 1/31/20	492.90
91131	04/20/2020	SNOPAC911	Managed Laptop Services	26,528.87
91133	04/20/2020	US Bank NA-Custody Treasury Div-Mo	custody charges-monthly maint	174.00
91134	04/20/2020	Vertical Visual Solutions	Sign permit fee reimbursement	220.50
91135	04/20/2020	Welcome Magazine	Half Page Ad/Editorial	2,400.00
Total for Fund:001 General Fund				59,380.50
Fund: 317 Parks CIP Fund				
	91112	04/20/2020	D.A. Hogan & Associates	3,849.00
			Lake Tye All Weather Fields	
Total for Fund:317 Parks CIP Fund				3,849.00

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 04/25/2020 - 1:13PM
 Date Range: 04/15/2020 - 04/20/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 318 Streets CIP Fund				
	0 04/17/2020	Universal Field Services Inc	Chain Lk Road Phase 2a	6,663.96
	0 04/17/2020	Dept. 400 Contract Land Staff LLC	Oaks St. ROWS/Tjerne Phase 3	1,733.75
	91108 04/20/2020	BNSF Railway Company	Kelsey/Blueberry Intersection	7,024.99
	91117 04/20/2020	First American Title Insurance Company	Becker/Bunge	455.00
	91136 04/20/2020	WH Pacific Inc	Chain Lk Rd Phase 2a	684.63
			Total for Fund:318 Streets CIP Fund	16,582.33
Fund: 411 Water Maintenance & Operations				
	0 04/17/2020	H.B. Jaeger Company LLC	Supplies	2,392.09
	0 04/15/2020	PUD	855 Village Way	949.22
	0 04/15/2020	Washington State Department of Revenue	March B&O payment	22,786.90
	91109 04/20/2020	Helen Cole	Refund Check	106.59
	91110 04/20/2020	Helen Cole	Refund Check	119.81
	91121 04/20/2020	Maximilian Michel	Refund Check	28.26
	91124 04/20/2020	Gene Olsen	Refund Check	13.47
	91127 04/20/2020	Railroad Management Co III LLC	Permit	258.95
			Total for Fund:411 Water Maintenance & Operations	26,655.29
Fund: 412 Water Capital Projects				
	91123 04/20/2020	Murraysmith, Inc	DOC Reservoir #2	42,426.30
			Total for Fund:412 Water Capital Projects	42,426.30

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 04/25/2020 - 1:13PM
 Date Range: 04/15/2020 - 04/20/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 421 Sewer Maintenance & Operations				
0	04/15/2020	PUD	855 Village Way	949.22
0	04/15/2020	Washington State Department of Revenue	March B&O payment	27,535.50
91107	04/20/2020	Advanced Classroom Technologies Inc	Replace lost check #90919 for monitor	4,084.76
91109	04/20/2020	Helen Cole	Refund Check	362.95
91110	04/20/2020	Helen Cole	Refund Check	254.33
91121	04/20/2020	Maximilian Michel	Refund Check	104.38
91124	04/20/2020	Gene Olsen	Refund Check	49.76
91132	04/20/2020	Teneleo Inc.	Biosolids	19,182.10
Total for Fund:421 Sewer Maintenance & Operations				52,523.00
Fund: 431 Stormwater Maint & Operations				
0	04/15/2020	PUD	855 Village Way	977.99
0	04/15/2020	Washington State Department of Revenue	March B&O payment	2,365.74
91109	04/20/2020	Helen Cole	Refund Check	54.39
91110	04/20/2020	Helen Cole	Refund Check	38.11
91121	04/20/2020	Maximilian Michel	Refund Check	15.63
91124	04/20/2020	Gene Olsen	Refund Check	7.46
Total for Fund:431 Stormwater Maint & Operations				3,459.32
Fund: 510 Information & Tech Services				
0	04/17/2020	Comcate Software Inc	monthly maint-Monroe connection	461.19
0	04/17/2020	ISOsource	Billable Services Regular Weekday	12,595.24
0	04/17/2020	Smash Inc	Archive services	1,442.24
91129	04/20/2020	Snohomish County Fire District #7	Quarterly Fiber Cost Share	990.13
91134	04/20/2020	Vertical Visual Solutions	Sign permit fee reimbursement	11.03
Total for Fund:510 Information & Tech Services				15,499.83

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 04/25/2020 - 1:13PM
 Date Range: 04/15/2020 - 04/20/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 520 Equipment & Fleet Management				
	0 04/17/2020	Associated Petroleum Products Inc	Police vehicle fuel - Bldg H	1,072.35
	0 04/15/2020	Washington State Department of Revenue	March B&O payment	81.37
	91111 04/20/2020	Columbia Ford Inc	Police Utility AWD - #P96	38,952.46
	91129 04/20/2020	Snohomish County Fire District #7	Vehicle Maintenance	1,115.56
		Total for Fund:520 Equipment & Fleet Management		41,221.74
Fund: 530 Facilities Management				
	0 04/15/2020	PUD	PUD - Street Lighting	51,193.10
	91125 04/20/2020	Pacific Air Control Inc	2nd QTR billing	1,823.12
		Total for Fund:530 Facilities Management		53,016.22
Fund: 631 Agency Fund				
	0 04/15/2020	Washington State Department of Revenue	March B&O payment	1,551.42
	91129 04/20/2020	Snohomish County Fire District #7	Plan Review - j/1/20 - 3/31/20	17,281.10
		Total for Fund:631 Agency Fund		18,832.52
Fund: 635 Salvation Army				
	91128 04/20/2020	Salvation Army	Community Utility Program	243.07
		Total for Fund:635 Salvation Army		243.07
Fund: 636 School Mitigation Fees				
	91122 04/20/2020	Monroe School District	Mitigation fees 3/25/20 - 4/7/20	11,868.00
		Total for Fund:636 School Mitigation Fees		11,868.00
		Grand Total		345,557.12

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 04/25/2020 - 1:22PM
 Date Range: 04/23/2020 - 04/27/2020
 Systems: '(All)'

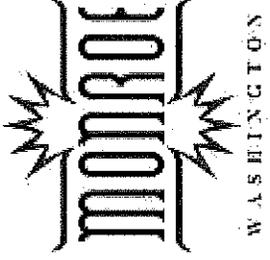


Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	04/24/2020	Enviroissues Inc	professional services March 1 - March 31, 2020	2,781.09
0	04/24/2020	National Testing Network Inc	National Testing Network Membership	500.00
0	04/24/2020	S360 Strategies 360, Inc	Professional Services for March 2020	4,000.00
			Total for Fund:001 General Fund	7,281.09
Fund: 105 Streets				
91138	04/27/2020	Department of Transportation	Signal Maintenance March 2020	535.22
91141	04/27/2020	Lakeside Industries Inc	EZ Street	907.45
			Total for Fund:105 Streets	1,442.67
Fund: 411 Water Maintenance & Operations				
0	04/24/2020	H.B. Jaeger Company LLC	Supplies	698.58
91137	04/27/2020	Joseph Bryson	Refund Check	69.52
91139	04/27/2020	Hos Bros Construction Inc	Refund Check	1,900.00
			Total for Fund:411 Water Maintenance & Operations	2,668.10
Fund: 421 Sewer Maintenance & Operations				
0	04/24/2020	AmTest Inc.	Testing	66.50
0	04/24/2020	Grnich Engineered Products Inc	Credit for parts	2,865.14
0	04/24/2020	Inland Environmental Resources Inc	Suplies	9,478.50
0	04/24/2020	NorthStar Chemical Inc.	Sodium Hypochlorite	729.58
91140	04/27/2020	Huber Technology Inc	Press Valve	540.27
			Total for Fund:421 Sewer Maintenance & Operations	13,679.99
Fund: 432 Stormwater Capital Projects				
0	04/24/2020	BHC Consultants LLC	Blueberry Lane Infiltration	33,322.79
			Total for Fund:432 Stormwater Capital Projects	33,322.79

Bank Reconciliation

Disbursement Detail

User: becky
Printed: 04/25/2020 - 1:22PM
Date Range: 04/23/2020 - 04/27/2020
Systems: (All)



Check#	Check Date	Payable To	Purpose	Amount
Fund: 510 Information & Tech Services 0	04/24/2020	Ricoh USA Inc	CH Ricoh copier lease WWTP	4,526.94
			Total for Fund:510 Information & Tech Services	4,526.94
Fund: 520 Equipment & Fleet Management 91142	04/27/2020	PetroCard Systems Inc.	Fuel	17.56
91145	04/27/2020	Systems for Public Safety Inc	Vehicle Maintenance - P 54	1,528.21
			Total for Fund:520 Equipment & Fleet Management	1,545.77
Fund: 631 Agency Fund 91143	04/27/2020	Snohomish County Treasurer	Crime Victim's March 2020	187.48
91144	04/27/2020	State Treasurer's Office	March 2020	13,755.17
			Total for Fund:631 Agency Fund	13,942.65
			Grand Total	78,410.00

ROUTING SLIP - CHECK APPROVAL

5/12/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>
Date:	<u>4/27/20</u>	\$ 2,500.00	91146
Date:	<u>5/4/20</u>	\$ 2,550.34	91147-91154
Date:	<u>5/12/20</u>	\$ 39,885.48	91155-91164

Check Total: 44,935.82

Date:	<u>4/27/20</u>	\$ 100.00	ACH
Date:	<u>4/27/20</u>	\$ 94,409.13	P-Cards
Date:	<u>4/30/20</u>	\$ 16,844.54	PUD
Date:	<u>5/5/20</u>	\$ 1,418.94	ACH
Date:	<u>5/12/20</u>	\$ 92,863.57	ACH
Date:	<u>5/12/20</u>	\$ 73.73	ACH

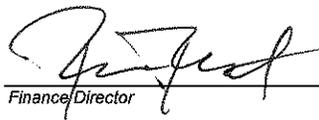
Electronic Total: 205,609.91

Total Claims This Period: 250,545.73

Committed Checks Voided

<u>Check #</u>	<u>Check \$</u>	
90763	\$100.00	Void

Signed



Finance Director

Date:

6 May 2020

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed

City Councilperson

Date:

Signed

City Councilperson

Date:

Bank Reconciliation

Checks by Date

User: becky
 Printed: 05/06/2020 - 11:55AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
91146	4/27/2020	United States Postal Service USPS-Hasl		AP		2,500.00
91147	5/4/2020	Dianna Atterbury		AP		135.67
91148	5/4/2020	Royal Blair		AP		13.81
91149	5/4/2020	Jason Coughlin		AP		187.63
91150	5/4/2020	Alisha & Paul Hobson		AP		52.36
91151	5/4/2020	Mark & Angela Humphreys		AP		24.96
91152	5/4/2020	Hunteco Directional Drilling		AP		1,850.23
91153	5/4/2020	Asora Noa		AP		6.09
91154	5/4/2020	Bradly Porter		AP		279.59
91155	5/12/2020	AWWA		AP		235.00
91156	5/12/2020	Rick Bomar		AP		142.08
91157	5/12/2020	Employment Security Department		AP		19,034.32
91158	5/12/2020	EquipmentWatch		AP		3,169.69
91159	5/12/2020	FCS Financial Consulting Solutions Grc		AP		1,347.50
91160	5/12/2020	Harmsen & Associates Inc		AP		1,225.00
91161	5/12/2020	Jessica Ness		AP		6,388.00
91162	5/12/2020	PH Consulting LLC		AP		5,587.38
91163	5/12/2020	Puget Sound Energy Inc		AP		2,409.33
91164	5/12/2020	Sprague Pest Solutions Inc		AP		347.18
Total Check Count:						19
Total Check Amount:						44,935.82

Bank Reconciliation

Checks by Date

User: becky
Printed: 05/06/2020 - 12:02PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/27/2020	US Bank National Associatio ND		AP	4/27/2020	94,309.13
0	4/27/2020	WA St Criminal Justice Training Comm		AP	4/27/2020	100.00
Total Check Count:						2
Total Check Amount:						94,409.13

Bank Reconciliation

Checks by Date

User: becky
Printed: 05/06/2020 - 11:56AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/1/2020	PUD		AP	5/1/2020	16,844.54
0	5/5/2020	Consolidated Press Printing Co Inc		AP	5/5/2020	1,418.94
Total Check Count:						2
Total Check Amount:						18,263.48

Bank Reconciliation

Checks by Date

User: becky
 Printed: 05/06/2020 - 11:56AM
 Cleared and Not Cleared Checks

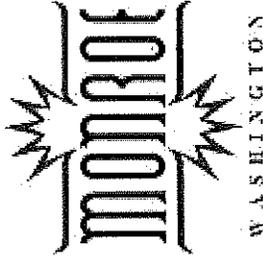


Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/12/2020	AFTS		AP	5/6/2020	3,525.09
0	5/12/2020	Allstream Business US Inc		AP	5/6/2020	1,863.94
0	5/12/2020	AmTest Inc.		AP	5/6/2020	237.50
0	5/12/2020	Associated Petroleum Products Inc		AP	5/6/2020	1,117.55
0	5/12/2020	Department of Ecology		AP	5/6/2020	800.00
0	5/12/2020	Downtown Monroe Association		AP	5/6/2020	2,083.00
0	5/12/2020	Golden Rule LLC		AP	5/6/2020	10,830.00
0	5/12/2020	Granich Engineered Products Inc		AP	5/6/2020	3,607.98
0	5/12/2020	ISOsource		AP	5/6/2020	7,216.92
0	5/12/2020	John Rongerude PS		AP	5/6/2020	600.00
0	5/12/2020	Kennedy/Jenks Consultants, Inc		AP	5/6/2020	6,848.63
0	5/12/2020	Monroe Law Group		AP	5/6/2020	14,000.00
0	5/12/2020	NorthStar Chemical Inc.		AP	5/6/2020	811.23
0	5/12/2020	Ogden Murphy Wallace PLLC		AP	5/6/2020	12,519.70
0	5/12/2020	NI Government Services Inc		AP	5/6/2020	73.73
0	5/12/2020	Pertec Inc		AP	5/6/2020	2,847.50
0	5/12/2020	Quality Controls Corporation		AP	5/6/2020	784.88
0	5/12/2020	Ricoh USA Inc		AP	5/6/2020	170.71
0	5/12/2020	Rodarte Construction, Inc		AP	5/6/2020	22,998.94
Total Check Count:						19
Total Check Amount:						92,937.30

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:08PM
 Date Range: 04/27/2020 - 04/27/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	04/27/2020	US Bank National Associatio ND	UBER - transportation	21,414.68
0	04/27/2020	WA St Criminal Justice Training Commi Property Evidence Training		100.00
91146	04/27/2020	United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		2,064.13
		Total for Fund:001 General Fund		23,578.81
Fund: 008 Donation Fund				
0	04/27/2020	US Bank National Associatio ND	dj - HOLIDAY GOO - Egg hunt candy	1,451.64
		Total for Fund:008 Donation Fund		1,451.64
Fund: 105 Streets				
0	04/27/2020	US Bank National Associatio ND	VERIZON WIRELESS - Design & Co	1,571.12
		Total for Fund:105 Streets		1,571.12
Fund: 318 Streets CIP Fund				
0	04/27/2020	US Bank National Associatio ND	FEDEX - postage chain lake rd 2a kf	8.42
91146	04/27/2020	United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		36.00
		Total for Fund:318 Streets CIP Fund		44.42
Fund: 411 Water Maintenance & Operations				
0	04/27/2020	US Bank National Associatio ND	ra 7-ELEVEN- hand sanitizers	6,657.16
91146	04/27/2020	United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		147.19
		Total for Fund:411 Water Maintenance & Operations		6,804.35
Fund: 412 Water Capital Projects				
0	04/27/2020	US Bank National Associatio ND	DAILY JOURNAL OF COMMERCE - adams lane	237.30
		Total for Fund:412 Water Capital Projects		237.30

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:08PM
 Date Range: 04/27/2020 - 04/27/2020
 Systems: '(All)'

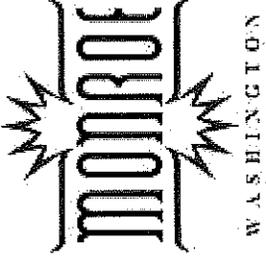


Check#	Check Date	Payable To	Purpose	Amount
Fund: 421 Sewer Maintenance & Operations				
0 04/27/2020		US Bank National Associatio ND	VERIZON WIRELESS - WWTP cell	10,025.95
91146 04/27/2020		United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		88.64
		Total for Fund:421 Sewer Maintenance & Operations		10,114.59
Fund: 422 Sewer Capital Projects				
0 04/27/2020		US Bank National Associatio ND	DAILY JOURNAL OF COMMERCE - adams lane	237.30
91146 04/27/2020		United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		81.50
		Total for Fund:422 Sewer Capital Projects		318.80
Fund: 431 Stormwater Maint & Operations				
0 04/27/2020		US Bank National Associatio ND	mt NATIONAL SAFETY- 34% Storm portion is \$316.40	2,521.48
91146 04/27/2020		United States Postal Service USPS-Hasle Replenish postage 12/3/19 - 4/27/20		82.54
		Total for Fund:431 Stormwater Maint & Operations		2,604.02
Fund: 510 Information & Tech Services				
0 04/27/2020		US Bank National Associatio ND	COMCAST - wwtp	8,203.25
		Total for Fund:510 Information & Tech Services		8,203.25
Fund: 520 Equipment & Fleet Management				
0 04/27/2020		US Bank National Associatio ND	dh TOWN & COUNTRY TRACTOR-replacement hose	15,900.37
		Total for Fund:520 Equipment & Fleet Management		15,900.37
Fund: 530 Facilities Management				
0 04/27/2020		US Bank National Associatio ND	Staples - chairs	26,080.46
		Total for Fund:530 Facilities Management		26,080.46
		Grand Total		96,909.13

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:17PM
 Date Range: 05/01/2020 - 05/06/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0 05/05/2020		Consolidated Press Printing Co Inc	Postage for Choose Monroe	1,418.94
			Total for Fund:001 General Fund	1,418.94
Fund: 411 Water Maintenance & Operations				
91147 05/04/2020		Dianna Atterbury	Refund Check	30.68
91149 05/04/2020		Jason Coughlin	Refund Check	35.76
91150 05/04/2020		Alisha & Paul Hobson	Refund Check	9.98
91151 05/04/2020		Mark & Angela Humphreys	Refund Check	24.96
91152 05/04/2020		Huntco Directional Drilling	Refund Check	1,850.23
91154 05/04/2020		Bradly Porter	Refund Check	53.29
			Total for Fund:411 Water Maintenance & Operations	2,004.90
Fund: 421 Sewer Maintenance & Operations				
91147 05/04/2020		Dianna Atterbury	Refund Check	91.30
91149 05/04/2020		Jason Coughlin	Refund Check	132.09
91150 05/04/2020		Alisha & Paul Hobson	Refund Check	36.86
91153 05/04/2020		Asora Noa	Refund Check	5.10
91154 05/04/2020		Bradly Porter	Refund Check	196.79
			Total for Fund:421 Sewer Maintenance & Operations	462.14
Fund: 431 Stormwater Maint & Operations				
91147 05/04/2020		Dianna Atterbury	Refund Check	13.69
91148 05/04/2020		Royal Blair	Refund Check	13.81
91149 05/04/2020		Jason Coughlin	Refund Check	19.78
91150 05/04/2020		Alisha & Paul Hobson	Refund Check	5.52
91153 05/04/2020		Asora Noa	Refund Check	0.99
91154 05/04/2020		Bradly Porter	Refund Check	29.51
			Total for Fund:431 Stormwater Maint & Operations	83.30
Fund: 530 Facilities Management				
0 05/01/2020		PUD	PUD - 512 S Sams St	16,844.54
			Total for Fund:530 Facilities Management	16,844.54
			Grand Total	20,813.82

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:09PM
 Date Range: 05/12/2020 - 05/12/2020
 Systems: (All)



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	05/12/2020	Downtown Monroe Association	Pro Services Agreement	2,083.00
0	05/12/2020	Golden Rule LLC	Services provided May 2020	10,830.00
0	05/12/2020	John Rongerude PS	Public defender services April 2020 - XZ0284316 and 6Z0457	600.00
0	05/12/2020	Monroe Law Group	Grand funded Social Worker contracted services for April 20	14,000.00
0	05/12/2020	NI Government Services Inc	satellite phone	18.43
0	05/12/2020	Ogden Murphy Wallace PLLC	Professional services for March 2020	12,519.70
0	05/12/2020	Pertee Inc	Services March 2020 - Easton Cove Landscape Bond Inspecti	2,847.50
0	05/12/2020	Rick Bomar	Work boots for Rick Bomar	142.08
91156	05/12/2020	Employment Security Department	Q1/2020 - PD	19,034.32
91157	05/12/2020	FCS Financial Consulting Solutions Grot	FOE Study 4/17/20	1,347.50
91159	05/12/2020	Jessica Ness	Judge's Salary - Jessica Ness	6,388.00
91161	05/12/2020	Sprague Pest Solutions Inc	528 Biakely - Code Enforcement 4/20/20	185.82
91164	05/12/2020			
			Total for Fund:001 General Fund	69,996.35
Fund: 105 Streets				
91158	05/12/2020	EquipmentWatch	subscription 4/14/20 - 5/14/21	792.42
			Total for Fund:105 Streets	792.42
Fund: 317 Parks CIP Fund				
91160	05/12/2020	Harnsen & Associates Inc	Miracle Leage Field	1,225.00
			Total for Fund:317 Parks CIP Fund	1,225.00
Fund: 318 Streets CIP Fund				
91162	05/12/2020	PH Consulting LLC	Quiet Zone Fesability Study	5,587.38
			Total for Fund:318 Streets CIP Fund	5,587.38

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:09PM
 Date Range: 05/12/2020 - 05/12/2020
 Systems: '(All)'

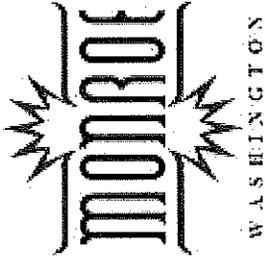


Check#	Check Date	Payable To	Purpose	Amount
Fund: 411 Water Maintenance & Operations				
	0 05/12/2020	AFTS	Postage - Utilities	1,174.92
	0 05/12/2020	NI Government Services Inc	satellite phone	18.43
	91155 05/12/2020	AWWA	Renewal Jordan Ottow 006604582 6/1/20 - 5/31/21	235.00
	91158 05/12/2020	EquipmentWatch	subscription 4/14/20 - 5/14/21	792.42
			Total for Fund:411 Water Maintenance & Operations	2,220.77
Fund: 412 Water Capital Projects				
	0 05/12/2020	Rodarte Construction, Inc	Adams Lane	11,499.47
			Total for Fund:412 Water Capital Projects	11,499.47
Fund: 421 Sewer Maintenance & Operations				
	0 05/12/2020	AFTS	Lockbox Charges	1,174.90
	0 05/12/2020	AmTest Inc.	Testing	237.50
	0 05/12/2020	Department of Ecology	WA-W749-20 Lab Accreditation Fees - WQ 3/2/20 - 3/1/2021	800.00
	0 05/12/2020	NI Government Services Inc	satellite phone	18.44
	0 05/12/2020	NorthStar Chemical Inc.	Sodium Hypochlorite 280.00g	811.23
	91158 05/12/2020	EquipmentWatch	subscription 4/14/20 - 5/14/21	792.42
			Total for Fund:421 Sewer Maintenance & Operations	3,834.49
Fund: 422 Sewer Capital Projects				
	0 05/12/2020	Kennedy/Jenks Consultants, Inc	WWTP Engineering Report	6,848.63
	0 05/12/2020	Rodarte Construction, Inc	Adams Lane	11,499.47
			Total for Fund:422 Sewer Capital Projects	18,348.10
Fund: 431 Stormwater Maint & Operations				
	0 05/12/2020	AFTS	Postage - Utilities	1,175.27
	0 05/12/2020	NI Government Services Inc	satellite phone	18.43
	91158 05/12/2020	EquipmentWatch	subscription 4/14/20 - 5/14/21	792.43
			Total for Fund:431 Stormwater Maint & Operations	1,986.13

Bank Reconciliation

Disbursement Detail

User: becky
 Printed: 05/06/2020 - 12:09PM
 Date Range: 05/12/2020 - 05/12/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 510 Information & Tech Services				
0	05/12/2020	Allstream Business US Inc	Monthly phone services April 2020	1,863.94
0	05/12/2020	ISOsource	Support tech and Consultant services 4/1/20 - 4/15/20	7,216.92
0	05/12/2020	Ricoh USA Inc	PD Ricoh copier lease Pro8100S	170.71
			Total for Fund:510 Information & Tech Services	9,251.57
Fund: 520 Equipment & Fleet Management				
0	05/12/2020	Associated Petroleum Products Inc	PW vehicle fuel	1,117.55
			Total for Fund:520 Equipment & Fleet Management	1,117.55
Fund: 530 Facilities Management				
0	05/12/2020	Granich Engineered Products Inc	Blower Removal	3,607.98
0	05/12/2020	Quality Controls Corporation	Air Flow Meter Repair	784.88
91163	05/12/2020	Puget Sound Energy Inc	PSE - 806 Main St Bldg C - Veh	2,409.33
91164	05/12/2020	Sprague Pest Solutions Inc	Pest control 4/20	161.36
			Total for Fund:530 Facilities Management	6,963.55
			Grand Total	132,822.78

PAYROLL WARRANT APPROVAL

MONTH OF PAYROLL: 4/1/2020

The following checks are approved for payment:

Date of Issue: 5/7/2020

Voided

Check #'s From: 36266 - 36268 To: 36274 - 36288

Direct Deposit \$644,699.55
ACH AP Payments \$208,499.74

Total Monthly Payroll \$1,402,399.60

H S A Funding: \$0.00

WARRANT APPROVAL:

I, the undersigned, do hereby certify under the penalty of perjury, that the Payroll Checks are just, due and unpaid obligations against the City of Monroe, and that I am authorized to certify said claims in the amount of \$1,402,399.60 on 5/7/2020

Signed: _____
Mayor or Designee

Dated: _____



MONROE CITY COUNCIL

Agenda Bill No. 20-065

SUBJECT:	Resolution No. 005/2020 Authorizing Recreation and Conservation Office (RCO) Grant Application for North Hill Area Park Site
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
5/12/2020	Parks	Denise Johns	Denise Johns	Consent Agenda #4

Discussion: 5/12/2020
Attachments: 1. Proposed Resolution 005/2020

REQUESTED ACTION: Move to approve Resolution No. 00/2020, Recreation and Conservation Office Applicant Resolution/Authorization for Project Number and Name: #20-1288 ACQ. Monroe North Hill Area Park Site

POLICY CONSIDERATIONS

Due to COVID-19, prior City Council meetings have been cancelled and only items that are necessary and routine may be forwarded for consideration. Due to the timelines involved, this resolution needs to be approved before June 1, 2020 in order to be able to apply for the RCO grant.

The policy question for the City Council is whether to approve submittal of a state grant application. The State Recreation and Conservation Office (RCO) requires the legislative body (City Council) to approve through resolution submittal of grant applications to RCO, which are due June 1, 2020. Successful grants are estimated to be awarded July 1, 2021.

DESCRIPTION/BACKGROUND

Staff is preparing a grant application to the RCO, Washington Wildlife and Recreation Program (WWRP) Local Parks Program for land acquisition in the North Hill Area of Monroe for future development of a park. The requested grant amount proposed is \$1,000,000, the program’s maximum. Acquiring parkland here is a strategic goal in the City’s adopted 2020 Budget that has been identified in the City’s Parks Recreation and Open Space Plans, Capital Improvement Plans since 2007. In August of 2019, the City Council authorized the Mayor Pro Tem to convey a non-binding Letter of Intent for acquisition of property located in the North Hill Area of Monroe.

RCO grants have a number conditions as outlined in the proposed resolution (Attachment 1):

1. WWRP grants require a minimum 25 percent (25%) match.
2. The City must “certify” the availability of match at least one month before WWCF funding approval.
3. The property owner must sign a “landowner acknowledgment form” or equivalent (letter of Intent) supporting the City’s intention to purchase the property. The property owner and city have signed a Letter of Intent.
4. Funding is provided on a “reimbursement” basis. The project would need to be included in the city’s budget before funds could be expended.

Waiver of Retroactivity

Staff applied for and received a *Waiver of Retroactivity* for acquisition of property. The RCO-approved Waiver authorizes the City to acquire the property in advance of a signed project



MONROE CITY COUNCIL

Agenda Bill No. 20-065

agreement without forfeiting eligibility to receive grant funding. Approval of a waiver does not guarantee funding and is good for two consecutive grant cycles.

RCO Resolution Purpose

The resolution authorizes the Mayor to act as the City's representative to:

1. Approve submittal of a grant application to RCO;
2. Enter into a project agreement on behalf of our organization;
3. Sign any amendments thereto on behalf of our organization;
4. Make any decisions and submissions required with respect to the Project(s); and
5. Designate a project contact(s) to implement the day-to-day grant(s) management.

Long Term Obligations

Key long-term obligations for grant-funded acquisition projects summarized here include the following:

1. Perpetuity. RCO requires the project area continue to function for the purposes for which these grant funds were approved, in perpetuity.
2. Conversion. Grant-funded acquired property may not at any time be converted to other uses and shall remain in the same ownership and in public use/access status in perpetuity unless otherwise expressly provided in the Agreement or applicable policies or unless a transfer or change in use is approved by the RCO through an amendment. Further, if the project is subject to operation and or maintenance obligations, the failure to comply with such obligations, without cure after a reasonable period as determined by the RCO, is a conversion. Determination of whether a conversion has occurred shall be based upon all terms of the Agreement, and all applicable state of federal laws or regulation.
3. Open to the public. Property must be open and accessible to the public.

FISCAL IMPACTS

We are targeting \$1.3 million for park land acquisition. This grant application for the \$1,000,000 maximum ask, if awarded, would retroactively and significantly lessen the City's overall obligation for acquisition. Once the property is acquired, the City will incur additional costs in future years related to eventual planning, design, construction, and maintenance of the park.

TIME CONSTRAINTS

The resolution is a requirement for grant submittal due June 1, 2020.

ALTERNATIVES

Do not approve the resolution and provide direction to City Staff. This alternative indicates the City Council has questions or concerns regarding the proposed resolution or grant application. The deadline for submittal of the grant application is June 1, 2020.

**CITY OF MONROE
RESOLUTION NO. 005/2020**

**RECREATION AND CONSERVATION OFFICE
APPLICANT RESOLUTION/AUTHORIZATION. PROJECT:
#20-1288 NORTH HILL PARK SITE**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, AUTHORIZING THE PERSON IDENTIFIED BELOW (IN SECTION 2) TO ACT AS THE AUTHORIZED REPRESENTATIVE/AGENT ON BEHALF OF OUR ORGANIZATION AND TO LEGALLY BIND OUR ORGANIZATION WITH RESPECT TO THE ABOVE PROJECT(S) FOR WHICH WE SEEK GRANT FUNDING ASSISTANCE MANAGED THROUGH THE RECREATION AND CONSERVATION OFFICE (OFFICE).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Geoffrey Thomas, Mayor
Project contact (day-to-day administering of the grant and communicating with the RCO)	Denise Johns, Senior Park Planner
RCO Grant Agreement (Agreement)	Geoffrey Thomas, Mayor
Agreement amendments	Geoffrey Thomas, Mayor
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items	Geoffrey Thomas, Mayor

that are typical recorded on the property with the county.	
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The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office’s WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that it’s authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify

the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.

10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed “Deed of Right” for fee acquisitions, or an “Assignment of Rights” for other than fee acquisitions (which documents will be based upon the Office’s standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
12. [for Development, Renovation, Enhancement, and Restoration Projects Only– If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only– If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.

15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.
17. ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this _____ day of _____, 2020.

Approved:
Effective:

CITY OF MONROE, WASHINGTON

(SEAL)

ATTEST:

Geoffrey Thomas, Mayor

Becky Hasart, Interim City Clerk

Washington State Attorney General's Office

Approved as to form _____

Brian Staller
Assistant Attorney General

2/13/2020
Date



MONROE CITY COUNCIL

Agenda Bill No. 20-066

SUBJECT:	<i>Resolution Authorizing the use of Digital and Electronic Signatures</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/12/2020	Finance/City Clerk	Becky Hasart	Becky Hasart	Consent Agenda #5

Discussion: 05/12/2020

Attachments: 1. Resolution 006/2020 – A Resolution of the City Council of the City of Monroe, Washington Authorizing the Use of Digital and Electronic Signatures in the City of Monroe.

REQUESTED ACTION: Move to adopt Resolution 006/2020 – A Resolution of the City Council of the City of Monroe, Washington Authorizing the Use of Digital and Electronic Signatures in the City of Monroe.

POLICY CONSIDERATIONS

Former RCW 19.34, Washington Electronic Authentication Act, allowed for political jurisdictions to use digital and electronic signatures as a normal course of business with the adoption of the appropriate policy and/or resolution. This chapter was repealed in 2019 but the basic authority has been recodified throughout RCW, thus still allowing for the use of electronic and digital signatures with the adoption of local authority through a policy and/or resolution.

COVID-19 compliance - Due to the Governor’s Stay Home Stay Healthy order, obtaining “wet” signatures can be a logistical challenge, which has led to delays in conducting City business. The adoption of this resolution will allow the City to utilize digital and electronic signatures as we comply with the social distancing protocols as required by the Governor’s order.

DESCRIPTION/BACKGROUND

The City has been researching the ability to use digital and electronic signatures as a means to be more efficient with the conduct of City business. State legislative authority allows local jurisdiction to use digital and electronic signatures in lieu of “wet” signatures and recognizes the legitimacy of this means of signing documents through the adoption of local policies and/or resolution. The attached resolution is needed in order to begin using digital and electronic signatures.

To utilize digital and electronic signatures in compliance with the Resolution, appropriate City staff will be given access to Adobe Pro, an accepted platform for digital/electronic signatures. The City currently has Adobe Pro licenses for some directors. We would need to purchase additional licenses depending on the number of authorized digital signors.

FISCAL IMPACTS

The last purchase of Adobe Pro the City made in August 2019 cost \$69.58. An inventory would need to be made to determine how many more licenses need to be purchased and who would have authority to sign digitally/electronically. If ten new licenses are needed, total costs, with estimated inflation, would be \$750.00. There is no anticipated maintenance costs beyond initial purchase.



MONROE CITY COUNCIL

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TIME CONSTRAINTS

The sooner the Resolution is adopted, the sooner we can begin using digital/electronic signatures. Currently, obtaining “wet” signatures during the Stay Home Stay Healthy order has delayed contract executions and requires extra coordination in order to comply with appropriate social distancing protocols.

ALTERNATIVES TO REQUESTED ACTION

- Do not approve the Resolution and continue to use “wet” signatures only.

CITY OF MONROE
RESOLUTION NO. 006/2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, AUTHORIZING THE USE OF
DIGITAL AND ELECTRONIC SIGNATURES IN THE CITY
OF MONROE.

WHEREAS, an electronic signature is an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record; and

WHEREAS, a digital signature is one type of electronic signature that contains a digital certificate, issued by a licensed certificate authority, behind the signature and offers authentication when sending a “signed” electronic document; and

WHEREAS, electronic signatures may be used for official public business to provide reasonable assurance of the integrity, authenticity, and nonrepudiation of an electronic communication with the adoption of appropriate legislative authority; and

WHEREAS, the state legislature, to the extent not already authorized by federal or state law, authorizes electronic dealings for governmental affairs and intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities; and

WHEREAS, a digital signature is as legal, valid, effective, and enforceable as a written signature; and

WHEREAS, a valid digital signature that is issued by a certificate authority provides the following protections:

1. Verifies the signer is who they represent themselves to be because the signer has had to prove their identity to a certificate authority to obtain the digital signature;
2. Confirms the signature was applied to the document and not copied from another document because the signature file is cryptographically bound to the document; and
3. Ensures the document was not altered after it was signed.

WHEREAS, a digitally-signed document is an original of the document; and

WHEREAS, the private key used to create a digital signature is the personal property of the subscriber and is exempt from public inspection and copying under Chapter 42.56 RCW; and

WHEREAS, the method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule; and

WHEREAS, digital and electronic signatures provide a convenient, time-saving, and secure way of signing electronic documents; and

WHEREAS, the use of digital and electronic signatures for City documents and to conduct City business, where appropriate and permitted by law, will lessen administrative demands, improve efficiency, increase access to public information for all Monroe residents, leverage the City's investments in digital technology, and provide for predictable processes throughout the City; and

WHEREAS Governor Jay Inslee's Stay Home/Stay Healthy Order requires business be conducted utilizing all social distancing protocols, which can limit or hinder the City's ability to conduct business by its inability to have documents signed in a timely manner;

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

THAT, City of Monroe employees who are designated by the City Council and/or the Mayor or his/her designee may sign City documents digitally if such an option is available, providing the following:

1. The City employee is authorized by the City Council or the Mayor and/or his/her designee to sign the document;
2. The digital certificate utilized by the City employee in connection with the digital signature is obtained from a certification authority in compliance with state law;
3. The digital certificate is not expired when the authorized City employee signs the document digitally;
4. The City employee does not provide information to the certification authority they know to be untrue; and
5. The digital signature contains the following information:
 - a. A hand-written representation of the City employee's signature;
 - b. A typed representation of the City employee's name and title; and
 - c. The date and time of the signature.

THAT, in addition to the foregoing, the Mayor, or his/her designee, may approve use of an electronic signature for official public business conducted by a City of Monroe Department if the process employed for the electronic signature provides for security, authentication, record integrity, and non-repudiation of the electronic communication.

THAT, a City document that is required by law to be signed in non-electronic media may not be digitally or electronically signed.

THAT, an electronically or digitally signed document shall be deemed the equivalent of an original signed document if the individual or entity signing the document has complied with the provisions of this Resolution.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this _____ day of _____, 2020.

Approved: _____, 2020
Effective: _____, 2020

CITY OF MONROE, WASHINGTON

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

Becky Hasart, Interim City Clerk



MONROE CITY COUNCIL

Agenda Bill No. 20-067

SUBJECT:	2020 Budget Impacts due to COVID-19
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/12/2020	Finance	Becky Hasart	Becky Hasart	New Business #1

- Discussion:** 05/12/2020
- Attachments:**
1. Summary Page – General Fund COVID-19 Projections
 2. 2020 Sales Tax Projection
 3. 2020 Real Estate Excise Taxes Projection
 4. 2020 Lodging Tax Projection
 5. Excerpts from WA Economic and Revenue Forecast Council
 6. Mayor’s Emergency Executive Order No. 2020-007 Expenditure Limits

REQUESTED ACTION: None. Informational only.

POLICY CONSIDERATIONS

RCW 35A.33 governs the budget process for optional municipal code cities, such as the City of Monroe. A balanced budget which does not exceed its resources must be adopted by each city in order to operate.

Efforts to contain COVID-19 have had a profound effect on the economy. This effect is anticipated to affect the City’s budget in 2020 as well as carry forward into the next few fiscal years. Tonight’s discussion is to understand the assumptions being made as the City’s finances are adjusted due to COVID-19.

DESCRIPTION/BACKGROUND

As with the rest of the nation, the City of Monroe is currently experiencing an unprecedented circumstance due to the COVID-19 pandemic. Efforts to flatten the curve have had a profound impact on our residents, our businesses, and our operations.

While the duration of the current efforts to combat this pandemic are still unclear, it is generally accepted that the effects from these efforts will continue to affect the economy well into 2021 and beyond. Attachment 5 is an excerpt from a presentation provide by Steve Lerch, Chief Economist and Executive Director of the Washington State Economic and Revenue Forecast Council. These slides project that the economy should begin a slow recovery by fourth quarter this year but that the recovery may take up to three years to be fully realized.

Under the Mayor’s direction, staff has been working to evaluate and analyze the financial impacts that COVID-19 can have on the City of Monroe’s budget, specifically with regards to the General Fund, which supports the majority of the City’s services to its businesses and residents. Special emphasis is being given to sales taxes, Real Estate Excise Taxes (REET), construction related permits, and lodging taxes.

For sales taxes, REET, and lodging taxes, revenues are received by the City two months after the date of the related transaction. For example, reports and the related taxes for transactions which occur in March are due to the state’s Department of Revenue (DOR) by the end of April.



MONROE CITY COUNCIL

Agenda Bill No. 20-067

DOR then remits the appropriate taxes to individual jurisdictions at the end of the month after receipts are received. Thus March transactions are received by the City at the end of May and April transactions will be received by the City at the end of June.

Due to the uncertainty regarding the duration of this pandemic and the efforts to combat it, a number of assumptions were made regarding impacts to the General Fund revenues. These assumptions, where appropriate, will also pertain to the other City funds. These assumptions include:

- Non-essential businesses as defined by the State will remain closed through May;
- The Stay Home/Stay Safe order will be lifted as a slow reopening, which may limit the number of people frequenting/served by business well past the summer;
- When businesses reopen, consumer confidence will take some time to begin to recover;
- Sales taxes associated with retail sales are expected to be one half of what had been anticipated prior to COVID-19 for the months of March and April (received in May and June respectively);
- Sales taxes associated with retail after May are expected to begin a gradual recovery, but still be approximately 70% to 80% of pre COVID-19 levels;
- Sales taxes associated with dining and accommodation are anticipated to be 25% of original projections to materially non-existent for the months of March and April (received in May and June respectively);
- Sales taxes associated with dining and accommodation are anticipated to require a longer recovery time than retail sales taxes;
- Sales taxes associated with construction are anticipated to be between 50% to 70% of pre COVID-19 projections for the months of March and April (received in May and June respectively);
- Aggregate sales taxes for 2020 are expected to be between 70% to 75% of originally anticipated budget (Attachment 8 shows 78%, which was rounded down to be conservative);
- Admissions taxes are expected to be materially non-existent during March and April, with a very slow recovery rate once the stay home order has been lifted;
- While housing starts were strong during the first quarter of 2020, housing is expected to slow down for the remainder of 2020;
- Expenditures were projected to be spent to budget and were adjusted for any programs/expenses which were preapproved by Council for the formal budget amendment. This allowed staff to establish a base line from which to discuss meaningful budget adjustments.

These assumptions will be readdressed as we begin to see actual receipts during the summer months and can be readdressed during the second half of the year once an end date is determined for the Governor's stay home order.

Based on the above, General Fund revenues are anticipated to be \$1,496,800 less than budgeted and expenditures are currently projected to be \$108,206 more than anticipated, based on the last bullet point detailed above (Attachment 1). With actual beginning fund balance coming in at \$666,197 more than was projected during the budget process, the general fund is projected to end the year \$938,805 less than was anticipated. This is approximately 6% less than budget (rounded to be conservative).



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General Fund	Budget	Projected	Difference
Revenue	\$15,061,788	\$13,564,988	(\$1,496,800)
Expenditures	\$16,330,897	\$16,439,098	(\$108,201)
Beg Fund Balance	\$3,966,802	\$4,632,998	\$666,197
Projected End Fund Balance	\$2,697,693	\$1,758,888	(\$938,805)

Over the last few years, the Mayor and Council have worked to place the City in a position to better address any economic challenges which may arise. These efforts included, but are not limited to:

- Insuring the Contingency Fund and all targeted reserves are fully funded;
- Implementing a sewer utility tax which bolstered General Fund and Street Operations and Maintenance Fund revenues without creating a new burden to sewer rate payers;
- Identifying and reserving appropriate resources to pay off the North Kelsey Debt in 2020 (eliminating the need to refinance and eliminating future debt service needs);
- Maintaining property tax banked capacity (currently over \$250,000);
- Identifying sales taxes associated with construction as one-time resources to be used on one-time expenditures only.

While these efforts will help the City as it analyzes the impacts from COVID-19 and allow us to consider furloughs and/or layoff of personnel as a last resort, the result of these efforts should be utilized in a strategic and conservative manner within the context of a three year recovery horizon.

To be strategic about our post COVID-19 recovery and to help the City remain stable over a potential three year recovery period, the Mayor has directed staff to begin reviewing their budgets to help identify potential adjustments that can be made this year within the City's overall strategic needs. The Mayor has also directed, through Emergency Order 2020-007 (Attachment 6), that all new contracts and capital purchases be suspended until those contracts and capital purchases can be analyzed with the City Administrator and the Mayor within the context of an overall 2020 Budget Amendment. If full recovery is anticipated to take approximately three years, making adjustments during 2020 will better position the City as we move into budget for 2021 and 2022.

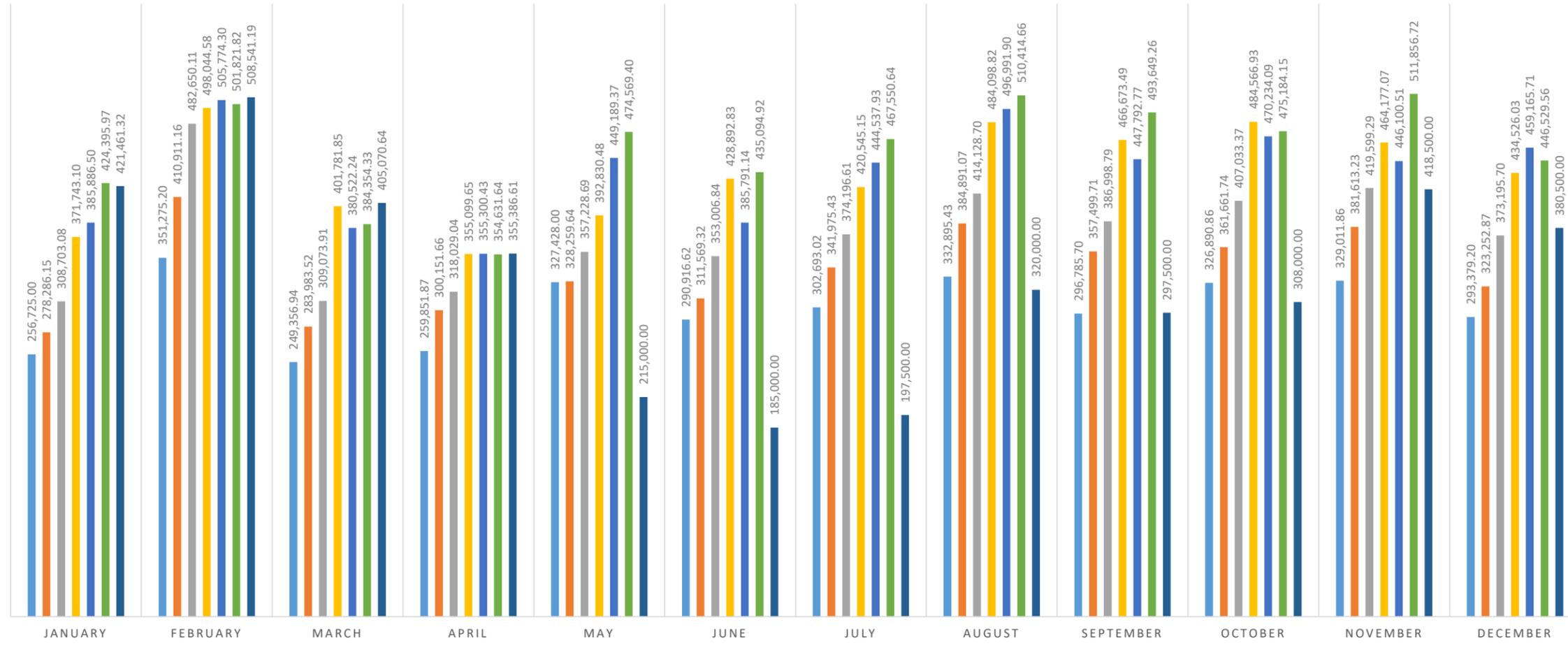
	A	B	C	D	E	F	G	H	I	J	K
1	COVID-19	General Fund Summary									
2	Departments	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Budget	2020 Projections	Remaining	% collected	
3											
4	Taxes (310)	\$8,963,606.69	\$9,374,990.27	\$10,922,889.79	\$11,187,505.44	\$13,018,694.10	\$12,091,630.00	\$10,644,012.96	\$1,447,617.04	88.03%	
5	Licenses & Permits (320)	\$481,275.47	\$837,034.29	\$806,563.24	\$943,595.84	\$788,791.22	\$520,850.00	\$518,850.00	\$2,000.00	99.62%	
6	Intergovernmental (330)	\$554,709.08	\$622,952.95	\$616,417.60	\$584,359.35	\$548,062.63	\$522,856.00	\$570,038.82	(\$47,182.82)	109.02%	
7	Charges for Services (340)	\$938,965.85	\$1,349,767.95	\$1,095,781.31	\$1,439,399.02	\$1,607,207.19	\$1,591,696.00	\$1,562,418.00	\$29,278.00	98.16%	
8	Fines & Forfeitures (350)	\$273,848.52	\$295,620.19	\$283,175.50	\$238,974.21	\$240,705.83	\$213,400.00	\$145,896.73	\$67,503.27	68.37%	
9	Interest & Other Revenues (360)	\$81,459.59	\$57,609.15	\$77,170.47	\$104,560.99	\$146,302.11	\$81,147.00	\$83,562.26	(\$2,415.26)	102.98%	
10	Transfers In (397)	\$295,470.43	\$100,000.00	\$446,952.62	\$122,351.00	\$0.00	\$40,209.00	\$40,209.00	\$0.00		
11	Total Resources	\$11,589,335.63	\$12,637,974.80	\$14,248,950.53	\$14,620,745.85	\$16,349,763.08	\$15,061,788.00	\$13,564,987.77	\$1,496,800.23	90.06%	
12											
13											
14	Departments	2015 Actuals	2016 Actuals	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 YTD	Available	% spent	
15	000 - Non Departmental	\$284,669.00	\$154,956.00	\$259,292.00	\$1,123,739.00	\$1,923,847.50	\$620,450.00	\$620,450.00	\$0.00	100.00%	
16	053 - City Wide	\$73,311.09	\$77,668.82	\$123,022.53	\$119,780.01	\$89,431.36	\$105,352.00	\$121,896.90	(\$16,544.90)	115.70%	
17	001 - Executive	\$365,551.70	\$393,901.59	\$526,420.87	\$571,742.68	\$664,714.05	\$781,261.00	\$819,779.61	(\$38,518.61)	104.93%	
18	002 - Finance	\$481,129.43	\$527,388.86	\$568,025.33	\$524,930.77	\$546,120.72	\$662,262.00	\$641,107.00	\$21,155.00	96.81%	
19	003 - Human Resources	\$136,816.13	\$147,636.94	\$152,413.57	\$194,917.05	\$204,808.47	\$275,245.00	\$274,827.62	\$417.38	99.85%	
20	004 - Police	\$6,291,627.37	\$6,747,023.65	\$7,004,650.24	\$7,276,020.37	\$7,415,495.33	\$8,083,382.00	\$8,062,121.64	\$21,260.36	99.74%	
21	005 - Legislative	\$119,608.61	\$190,552.22	\$187,380.20	\$158,209.24	\$159,268.25	\$276,622.00	\$315,069.79	(\$38,447.79)	113.90%	
22	006 - Legal	\$515,602.01	\$578,592.97	\$528,601.74	\$614,057.49	\$798,910.87	\$738,000.00	\$750,000.00	(\$12,000.00)	101.63%	
23	007 - City Clerk/Public Records	\$162,097.89	\$210,672.81	\$134,672.34	\$149,284.29	\$184,954.69	\$194,469.00	\$180,905.00	\$13,564.00	93.03%	
24	009 - Municipal Court	\$309,342.10	\$326,000.52	\$343,494.08	\$367,499.19	\$399,527.64	\$474,813.00	\$483,899.04	(\$9,086.04)	101.91%	
25	010 - Parks	\$1,023,227.32	\$1,129,368.13	\$1,319,056.97	\$1,368,704.30	\$1,578,757.88	\$1,722,741.00	\$1,722,741.00	\$0.00	100.00%	
26	011 - Jail and Dispatch	\$534,565.38	\$721,123.23	\$734,096.04	\$777,359.61	\$718,652.93	\$698,184.00	\$698,184.00	\$0.00	100.00%	
27	110 - Community Development	\$1,160,937.69	\$981,948.09	\$1,185,932.21	\$1,458,324.30	\$1,468,192.81	\$1,677,732.00	\$1,727,732.00	(\$50,000.00)	102.98%	
28	190 - Emergency Management	\$94,534.93	\$22,400.11	\$15,944.79	\$17,505.16	\$20,127.49	\$20,384.00	\$20,384.00	\$0.00	100.00%	
29	Total Expenditures	\$11,553,020.65	\$12,209,233.94	\$13,083,002.91	\$14,722,073.46	\$16,172,809.99	\$16,330,897.00	\$16,439,097.60	(\$108,200.60)	100.66%	
30											
42											
43											
44	Revenues Over/Under Expenditure with construction			\$1,165,947.62	-\$101,327.61	\$176,953.09	(\$1,269,109.00)	(\$2,874,109.83)			
45											
46	Beginning Fund Balance			\$3,383,932.07	\$4,548,624.84	\$4,422,551.00	\$3,966,802.00	\$4,632,998.68			
47											
48	Subtotal Ending Fund Balance (all)			\$4,549,879.69	\$4,447,297.23	\$4,599,504.09	\$2,697,693.00	\$1,758,888.85	\$938,804.15		difference
49											5.75% percent of current budget
50	Assigned Reserve (Policy)			\$2,280,568.00	\$2,280,568.00	\$2,658,404.00	\$2,620,851.00	\$2,620,851.00			
51	Restricted Reserve			\$375,076.37	\$329,169.00	\$73,863.00	\$45,730.00	\$45,730.00			
52											
53	Unrestricted Ending Fund Balance			\$1,894,235.32	\$1,837,560.23	\$1,867,237.09	\$31,112.00	(\$907,692.15)			\$1,000,000.00 or 6.12%
54											

Sales Tax Analysis

Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Projected	Difference
Jan	256,725.00	7.10%	278,286.15	6.85%	308,703.08	6.85%	371,743.10	7.14%	385,886.50	7.38%	424,395.97	7.74%	7.18%	366,855.82	421,461.32	54,605.50
Feb	351,275.20	9.71%	410,911.16	10.11%	482,650.11	10.72%	498,044.58	9.57%	505,774.30	9.68%	501,821.82	9.16%	9.82%	502,058.13	508,541.19	6,483.06
March	249,356.94	6.89%	283,983.52	6.99%	309,073.91	6.86%	401,781.85	7.72%	380,522.24	7.28%	384,354.33	7.01%	7.13%	364,204.86	405,070.64	40,865.78
April	259,851.87	7.18%	300,151.66	7.39%	318,029.04	7.06%	355,099.65	6.82%	355,300.43	6.80%	354,631.64	6.47%	6.95%	355,386.61	355,386.61	0.00
May	327,428.00	9.05%	328,259.64	8.08%	357,228.69	7.93%	392,830.48	7.55%	449,189.37	8.59%	474,569.40	8.66%	8.31%	424,720.65	215,000.00	(209,720.65)
June	290,916.62	8.04%	311,569.32	7.67%	353,006.84	7.84%	428,892.83	8.24%	385,791.14	7.38%	435,094.92	7.94%	7.85%	401,264.46	185,000.00	(216,264.46)
July	302,693.02	8.37%	341,975.43	8.41%	374,196.61	8.31%	420,545.15	8.08%	444,537.93	8.50%	467,550.64	8.53%	8.37%	427,667.96	197,500.00	(230,167.96)
Aug	332,895.43	9.20%	384,891.07	9.47%	414,128.70	9.20%	484,098.82	9.30%	496,991.90	9.51%	510,414.66	9.31%	9.33%	476,939.66	320,000.00	(156,939.66)
Sept	296,785.70	8.20%	357,499.71	8.80%	386,998.79	8.59%	466,673.49	8.97%	447,792.77	8.57%	493,649.26	9.01%	8.69%	444,090.02	297,500.00	(146,590.02)
Oct	326,890.86	9.04%	361,661.74	8.90%	407,033.37	9.04%	484,566.93	9.31%	470,234.09	9.00%	475,184.15	8.67%	8.99%	459,556.15	308,000.00	(151,556.15)
Nov	329,011.86	9.10%	381,613.23	9.39%	419,599.29	9.32%	464,177.07	8.92%	446,100.51	8.53%	511,856.72	9.34%	9.10%	465,043.13	418,500.00	(46,543.13)
Dec	293,379.20	8.11%	323,252.87	7.95%	373,195.70	8.29%	434,526.03	8.35%	459,165.71	8.78%	446,529.56	8.15%	8.27%	422,766.55	380,500.00	(42,266.55)
Total	3,617,209.70	100.00%	4,064,055.50	100.00%	4,503,844.13	100.00%	5,202,979.98	100.00%	5,227,286.89	100.00%	5,480,053.07	100.00%	100.00%	5,110,554.00	4,012,459.76	(1,098,094.24)
															78.51%	% of budget
														Total	% inc	
														2,963,020.00		
														2,999,246.00	1.22%	
	January	February	March	April	May	June	July	August	September	October	November	December		3,444,040.01	14.83%	
2014	256,725.00	351,275.20	249,356.94	259,851.87	327,428.00	290,916.62	302,693.02	332,895.43	296,785.70	326,890.86	329,011.86	293,379.20		3,617,209.70	5.03%	
2015	278,286.15	410,911.16	283,983.52	300,151.66	328,259.64	311,569.32	341,975.43	384,891.07	357,499.71	361,661.74	381,613.23	323,252.87		4,064,055.50	12.35%	
2016	308,703.08	482,650.11	309,073.91	318,029.04	357,228.69	353,006.84	374,196.61	414,128.70	386,998.79	407,033.37	419,599.29	373,195.70		4,503,844.13	10.82%	
2017	371,743.10	498,044.58	401,781.85	355,099.65	392,830.48	428,892.83	420,545.15	484,098.82	466,673.49	484,566.93	464,177.07	434,526.03		5,202,979.98	15.52%	
2018	385,886.50	505,774.30	380,522.24	355,300.43	449,189.37	385,791.14	444,537.93	496,991.90	447,792.77	470,234.09	446,100.51	459,165.71		5,227,286.89	0.47%	
2019	424,395.97	501,821.82	384,354.33	354,631.64	474,569.40	435,094.92	467,550.64	510,414.66	493,649.26	475,184.15	511,856.72	446,529.56		5,480,053.07	4.84%	
2020	421,461.32	508,541.19	405,070.64	355,386.61	215,000.00	185,000.00	197,500.00	320,000.00	297,500.00	308,000.00	418,500.00	380,500.00		4,012,459.76	-23.24%	

SALES TAX COLLECTION HISTORY

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



REET Analysis
1st Quarter %

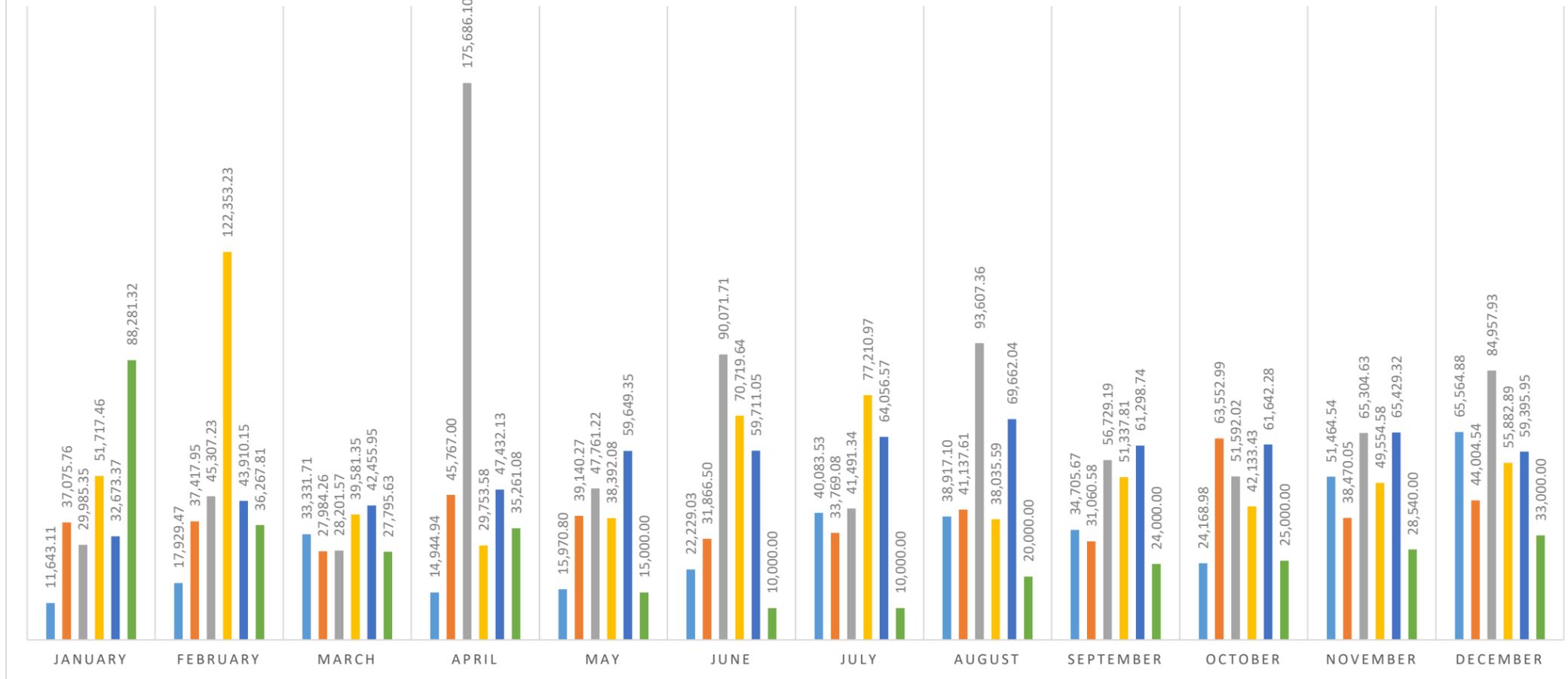
Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	43,910.15	6.58%	8.66%	38,965.64	36,267.81	(2,697.83)
March	33,331.71	8.99%	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	42,455.95	6.36%	6.14%	27,631.60	27,795.63	164.03
April	14,944.94	4.03%	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34	35,261.08	(7,023.26)
May	15,970.80	4.31%	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87	15,000.00	(14,879.87)
June	22,229.03	5.99%	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	59,711.05	8.95%	8.68%	39,078.70	10,000.00	(29,078.70)
July	40,083.53	10.81%	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	64,056.57	9.60%	8.85%	39,843.09	10,000.00	(29,843.09)
Aug	38,917.10	10.49%	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	69,662.04	10.44%	9.38%	42,220.42	20,000.00	(22,220.42)
Sept	34,705.67	9.36%	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90	24,000.00	(11,847.90)
Oct	24,168.98	6.52%	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44	25,000.00	(12,730.44)
Nov	51,464.54	13.87%	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	65,429.32	9.80%	9.47%	42,597.34	28,540.00	(14,057.34)
Dec	65,564.88	17.67%	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.75	33,000.00	(16,297.75)
Total	370,953.76	100.00%	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	667,316.90	100.00%	100.00%	450,000.00	353,145.84	(96,854.16)
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%		

Total

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	11,643.11	17,929.47	33,331.71	14,944.94	15,970.80	22,229.03	40,083.53	38,917.10	34,705.67	24,168.98	51,464.54	65,564.88	370,953.76
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90
2020	88,281.32	36,267.81	27,795.63	35,261.08	15,000.00	10,000.00	10,000.00	20,000.00	24,000.00	25,000.00	28,540.00	33,000.00	353,145.84

1ST QTR REET COLLECTION

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

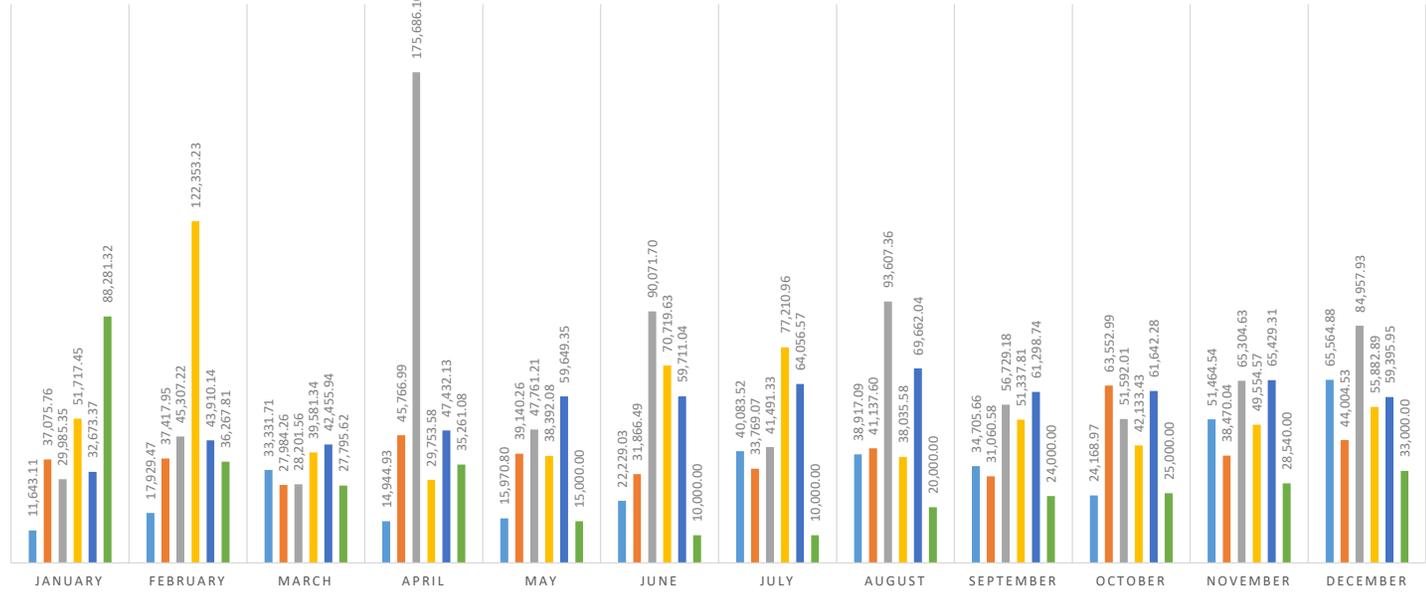


REET Analysis
2nd Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	43,910.14	6.58%	8.66%	38,965.65	36,267.81	(2,697.84)
March	33,331.71	8.99%	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	42,455.94	6.36%	6.14%	27,631.60	27,795.62	164.02
April	14,944.93	4.03%	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34	35,261.08	(7,023.26)
May	15,970.80	4.31%	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87	15,000.00	(14,879.87)
June	22,229.03	5.99%	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	59,711.04	8.95%	8.68%	39,078.69	10,000.00	(29,078.69)
July	40,083.52	10.81%	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	64,056.57	9.60%	8.85%	39,843.08	10,000.00	(29,843.08)
Aug	38,917.09	10.49%	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	69,662.04	10.44%	9.38%	42,220.42	20,000.00	(22,220.42)
Sept	34,705.66	9.36%	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90	24,000.00	(11,847.90)
Oct	24,168.97	6.52%	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44	25,000.00	(12,730.44)
Nov	51,464.54	13.87%	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	65,429.31	9.80%	9.47%	42,597.34	28,540.00	(14,057.34)
Dec	65,564.88	17.67%	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.76	33,000.00	(16,297.76)
Total	370,953.71	100.00%	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	667,316.86	100.00%	100.00%	450,000.00	353,145.83	(96,854.17)
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%		
Total														
	January	February	March	April	May	June	July	August	September	October	November	December		
2015	11,643.11	17,929.47	33,331.71	14,944.93	15,970.80	22,229.03	40,083.52	38,917.09	34,705.66	24,168.97	51,464.54	65,564.88		370,953.71
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53		471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93		810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89		666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95		667,316.86
2020	88,281.32	36,267.81	27,795.62	35,261.08	15,000.00	10,000.00	10,000.00	20,000.00	24,000.00	25,000.00	28,540.00	33,000.00		353,145.83

2ND QTR REET COLLECTION

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

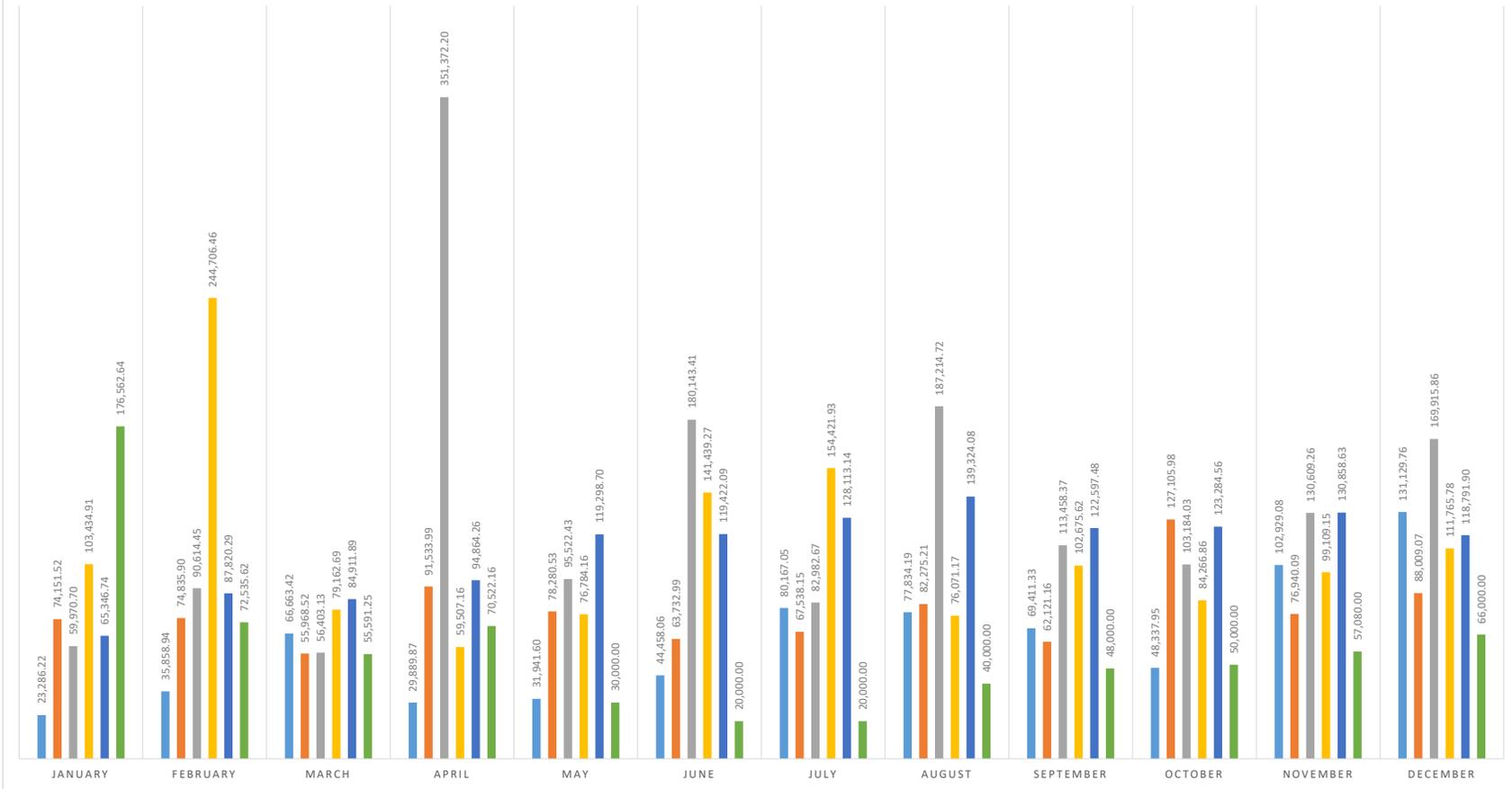


REET Analysis
Both quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	23,286.22	3.14%	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	65,346.74	4.90%	5.47%	49,245.82	176,562.64	127,316.82
Feb	35,858.94	4.83%	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	87,820.29	6.58%	8.66%	77,931.29	72,535.62	(5,395.67)
March	66,663.42	8.99%	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	84,911.89	6.36%	6.14%	55,263.20	55,591.25	328.05
April	29,889.87	4.03%	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	94,864.26	7.11%	9.40%	84,568.68	70,522.16	(14,046.52)
May	31,941.60	4.31%	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	119,298.70	8.94%	6.64%	59,759.74	30,000.00	(29,759.74)
June	44,458.06	5.99%	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	119,422.09	8.95%	8.68%	78,157.39	20,000.00	(58,157.39)
July	80,167.05	10.81%	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	128,113.14	9.60%	8.85%	79,686.17	20,000.00	(59,686.17)
Aug	77,834.19	10.49%	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	139,324.08	10.44%	9.38%	84,440.84	40,000.00	(44,440.84)
Sept	69,411.33	9.36%	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	122,597.48	9.19%	7.97%	71,695.79	48,000.00	(23,695.79)
Oct	48,337.95	6.52%	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	123,284.56	9.24%	8.38%	75,460.89	50,000.00	(25,460.89)
Nov	102,929.08	13.87%	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	130,858.63	9.80%	9.47%	85,194.68	57,080.00	(28,114.68)
Dec	131,129.76	17.67%	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	118,791.90	8.90%	10.96%	98,595.51	66,000.00	(32,595.51)
Total	741,907.47	100.00%	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	1,334,633.76	100.00%	100.00%	900,000.00	706,291.67	(193,708.33)
													78.48%	% of budget
														Total
	January	February	March	April	May	June	July	August	September	October	November	December		
2015	23,286.22	35,858.94	66,663.42	29,889.87	31,941.60	44,458.06	80,167.05	77,834.19	69,411.33	48,337.95	102,929.08	131,129.76		741,907.47
2016	74,151.52	74,835.90	55,968.52	91,533.99	78,280.53	63,732.99	67,538.15	82,275.21	62,121.16	127,105.98	76,940.09	88,009.07		942,493.11
2017	59,970.70	90,614.45	56,403.13	351,372.20	95,522.43	180,143.41	82,982.67	187,214.72	113,458.37	103,184.03	130,609.26	169,915.86		1,621,391.23
2018	103,434.91	244,706.46	79,162.69	59,507.16	76,784.16	141,439.27	154,421.93	76,071.17	102,675.62	84,266.86	99,109.15	111,765.78		1,333,345.16
2019	65,346.74	87,820.29	84,911.89	94,864.26	119,298.70	119,422.09	128,113.14	139,324.08	122,597.48	123,284.56	130,858.63	118,791.90		1,334,633.76
2020	176,562.64	72,535.62	55,591.25	70,522.16	30,000.00	20,000.00	20,000.00	40,000.00	48,000.00	50,000.00	57,080.00	66,000.00		706,291.67

TOTAL REET COLLECTION

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



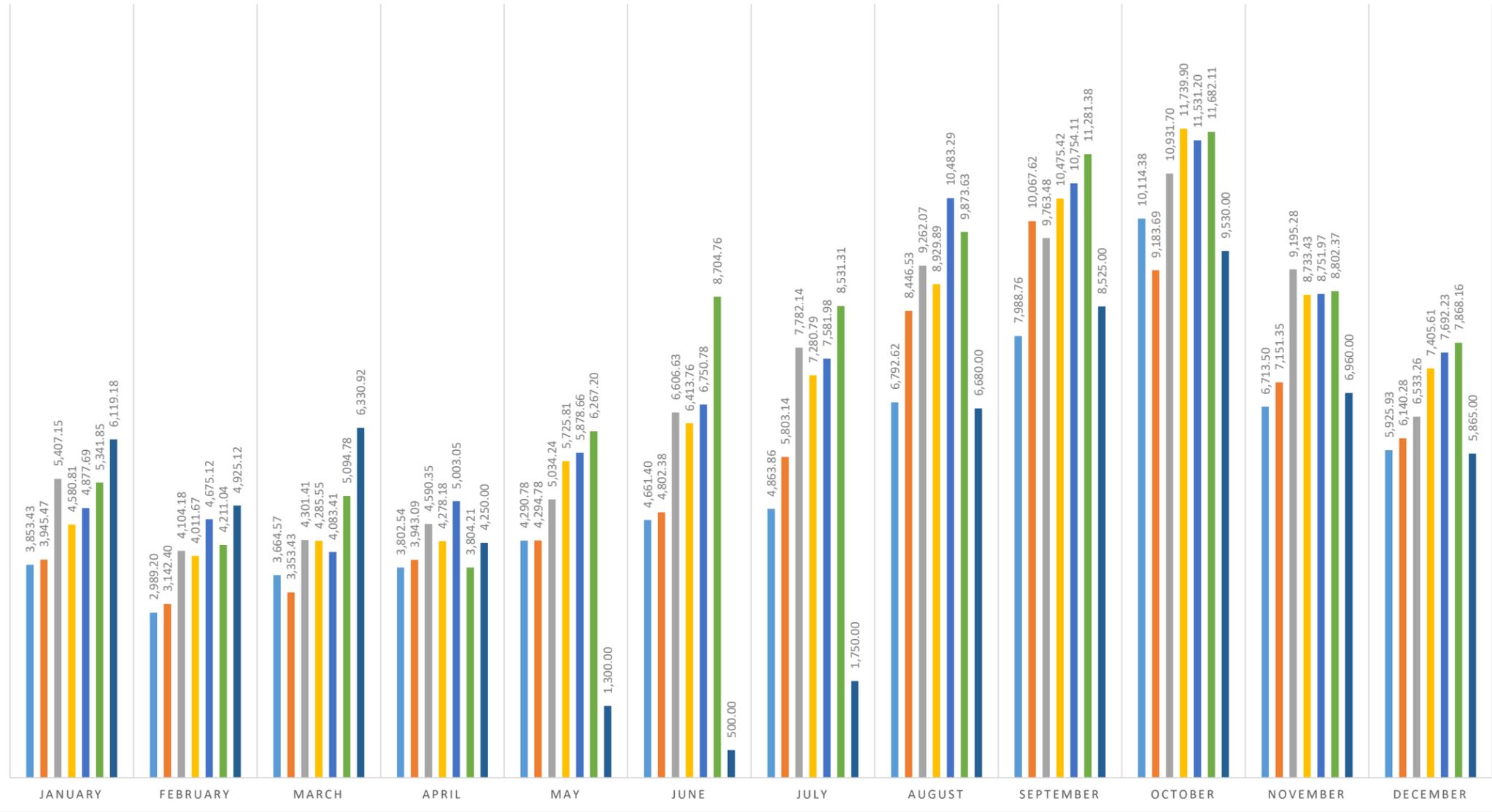
Lodging Tax Analysis

Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	3,853.43	5.87%	3,945.47	5.61%	5,407.15	6.47%	4,580.81	5.46%	4,877.69	5.54%	5,341.85	5.84%	5.80%	4,639.93	6,119.18	1,479.25
Feb	2,989.20	4.55%	3,142.40	4.47%	4,104.18	4.91%	4,011.67	4.78%	4,675.12	5.31%	4,211.04	4.60%	4.77%	3,818.03	4,925.12	1,107.09
March	3,664.57	5.58%	3,353.43	4.77%	4,301.41	5.15%	4,285.55	5.11%	4,083.41	4.64%	5,094.78	5.57%	5.14%	4,109.49	6,330.92	2,221.43
April	3,802.54	5.79%	3,943.09	5.61%	4,590.35	5.50%	4,278.18	5.10%	5,003.05	5.68%	3,804.21	4.16%	5.31%	4,245.44	4,250.00	4.56 n/a
May	4,290.78	6.53%	4,294.78	6.11%	5,034.24	6.03%	5,725.81	6.83%	5,878.66	6.68%	6,267.20	6.85%	6.50%	5,203.97	1,300.00	(3,903.97) est
June	4,661.40	7.10%	4,802.38	6.83%	6,606.63	7.91%	6,413.76	7.65%	6,750.78	7.67%	8,704.76	9.52%	7.78%	6,223.35	500.00	(5,723.35) est
July	4,863.86	7.41%	5,803.14	8.26%	7,782.14	9.32%	7,280.79	8.68%	7,581.98	8.61%	8,531.31	9.33%	8.60%	6,880.44	1,750.00	(5,130.44) 25%
Aug	6,792.62	10.34%	8,446.53	12.02%	9,262.07	11.09%	8,929.89	10.65%	10,483.29	11.90%	9,873.63	10.80%	11.13%	8,907.07	6,680.00	(2,227.07) 75%
Sept	7,988.76	12.17%	10,067.62	14.33%	9,763.48	11.69%	10,475.42	12.49%	10,754.11	12.21%	11,281.38	12.33%	12.54%	10,029.55	8,525.00	(1,504.55) 85%
Oct	10,114.38	15.40%	9,183.69	13.07%	10,931.70	13.09%	11,739.90	14.00%	11,531.20	13.09%	11,682.11	12.77%	13.57%	10,857.11	9,530.00	(1,327.11) 85%
Nov	6,713.50	10.22%	7,151.35	10.18%	9,195.28	11.01%	8,733.43	10.41%	8,751.97	9.94%	8,802.37	9.62%	10.23%	8,185.07	6,960.00	(1,225.07) 85%
Dec	5,925.93	9.03%	6,140.28	8.74%	6,533.26	7.82%	7,405.61	8.83%	7,692.23	8.73%	7,868.16	8.60%	8.63%	6,900.54	5,865.00	(1,035.54) 85%
Total	65,660.97	100.00%	70,274.16	100.00%	83,511.89	100.00%	83,860.82	100.00%	88,063.49	100.00%	91,462.80	100.00%	100.00%	80,000.00	62,735.22	(17,264.78) 78.42% % of budget

													Total	Projected on 04/07/2020		
	January	February	March	April	May	June	July	August	September	October	November	December				
2014	3,853.43	2,989.20	3,664.57	3,802.54	4,290.78	4,661.40	4,863.86	6,792.62	7,988.76	10,114.38	6,713.50	5,925.93	65,660.97	Cash balance @ 3/31/2020	\$84,851.49	A
2015	3,945.47	3,142.40	3,353.43	3,943.09	4,294.78	4,802.38	5,803.14	8,446.53	10,067.62	9,183.69	7,151.35	6,140.28	70,274.16	add est remaining 2020 rev	\$45,360.00	B
2016	5,407.15	4,104.18	4,301.41	4,590.35	5,034.24	6,606.63	7,782.14	9,262.07	9,763.48	10,931.70	9,195.28	6,533.26	83,511.89	Award obligations	\$112,548.00	
2017	4,580.81	4,011.67	4,285.55	4,278.18	5,725.81	6,413.76	7,280.79	8,929.89	10,475.42	11,739.90	8,733.43	7,405.61	83,860.82	less Awards already paid	<u>(\$4,950.70)</u>	
2018	4,877.69	4,675.12	4,083.41	5,003.05	5,878.66	6,750.78	7,581.98	10,483.29	10,754.11	11,531.20	8,751.97	7,692.23	88,063.49	subtotal remaining awards	<u>\$107,597.30</u>	C
2019	5,341.85	4,211.04	5,094.78	3,804.21	6,267.20	8,704.76	8,531.31	9,873.63	11,281.38	11,682.11	8,802.37	7,868.16	91,462.80			
2020	6,119.18	4,925.12	6,330.92	4,250.00	1,300.00	500.00	1,750.00	6,680.00	8,525.00	9,530.00	6,960.00	5,865.00	62,735.22	est. ending fund balance	<u>\$22,614.19</u>	=A+B-C

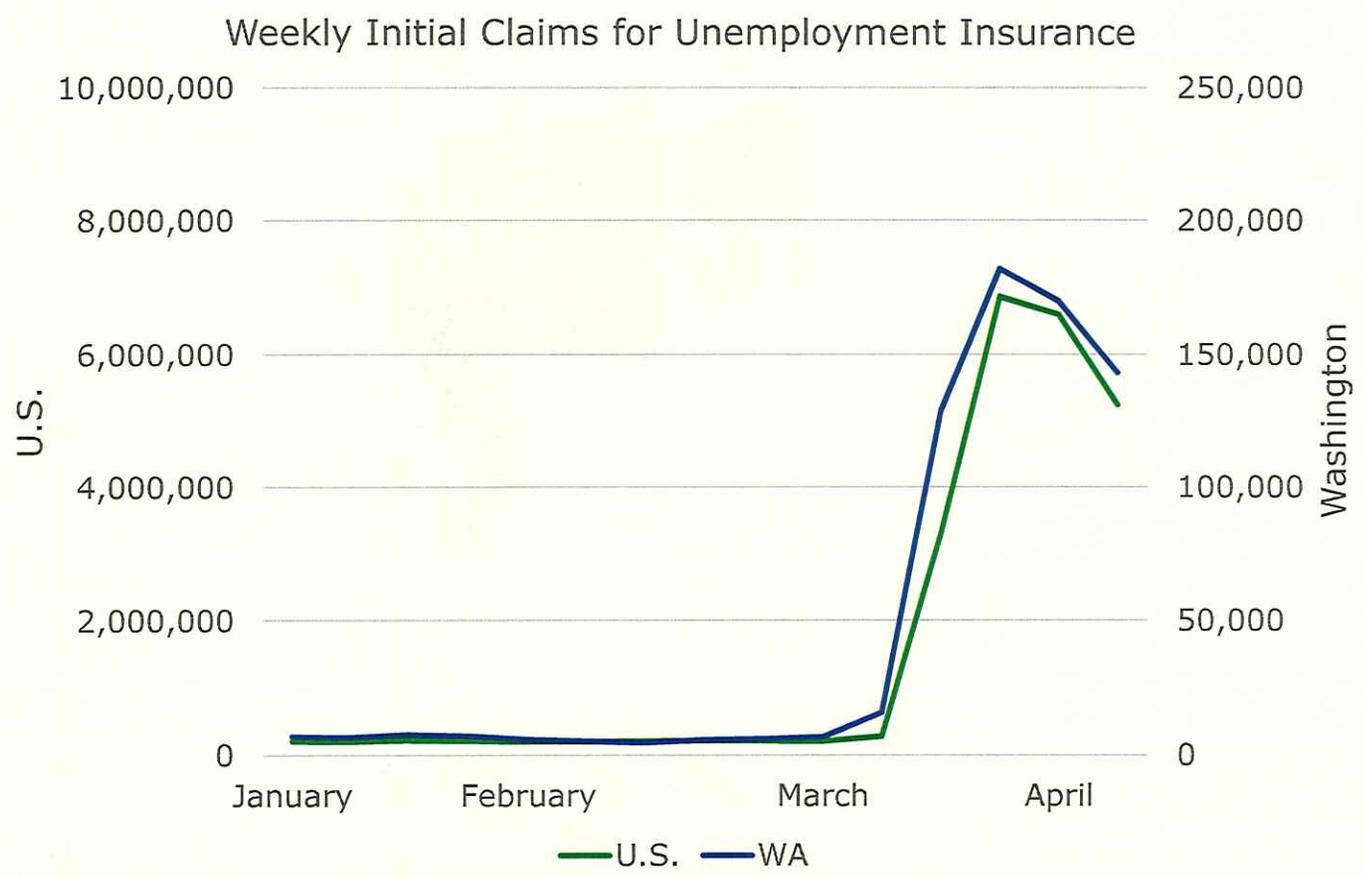
LODGING TAX COLLECTION HISTORY

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





Initial claims for unemployment insurance have surged



April 23, 2020
Slide 9

Source: U.S. Bureau of Labor Statistics, WA Employment Security Dept., data through week ending April 11 2020

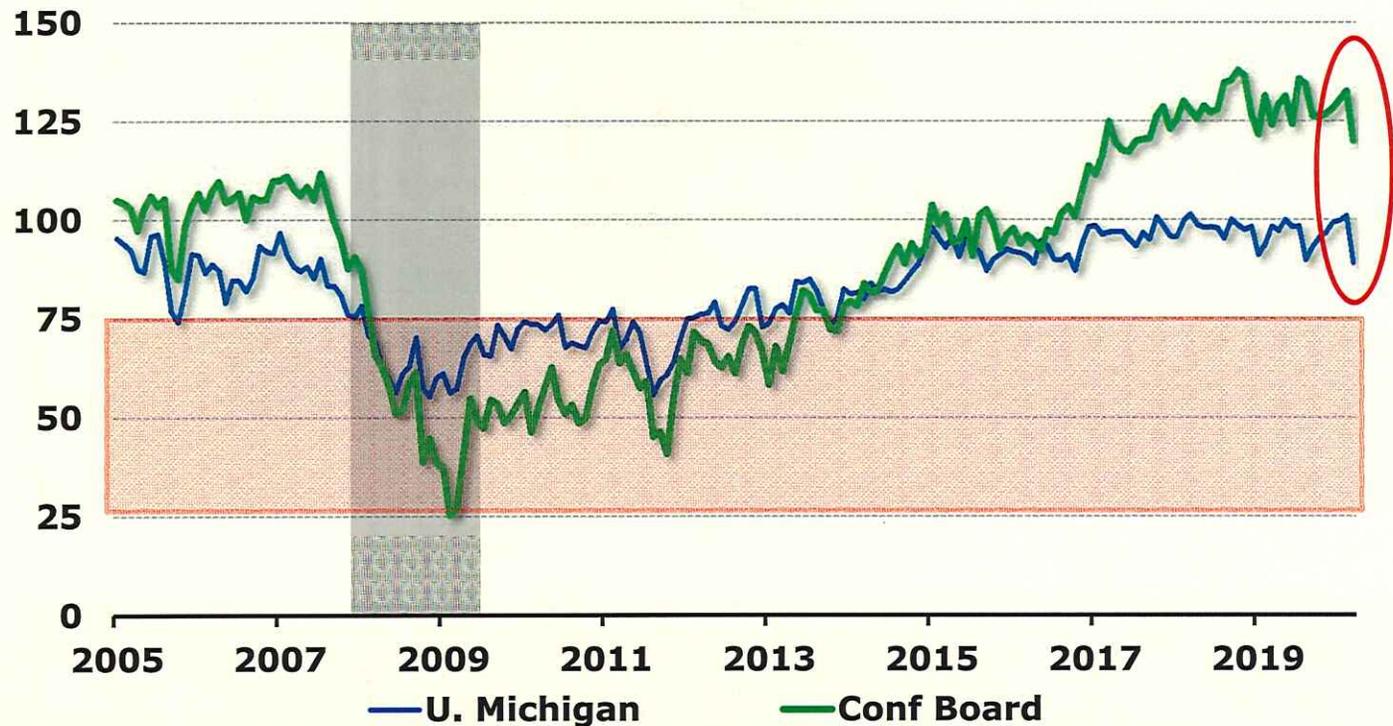
WASHINGTON STATE ECONOMIC AND REVENUE FORECAST COUNCIL



Consumer confidence declined in March

An early March survey by Boston Consulting Group found that 56% of consumers expect a recession due to the coronavirus

Index
Mich: 1966Q1 = 100, SA
Conf Board: 1985 = 100, SA



April 23, 2020

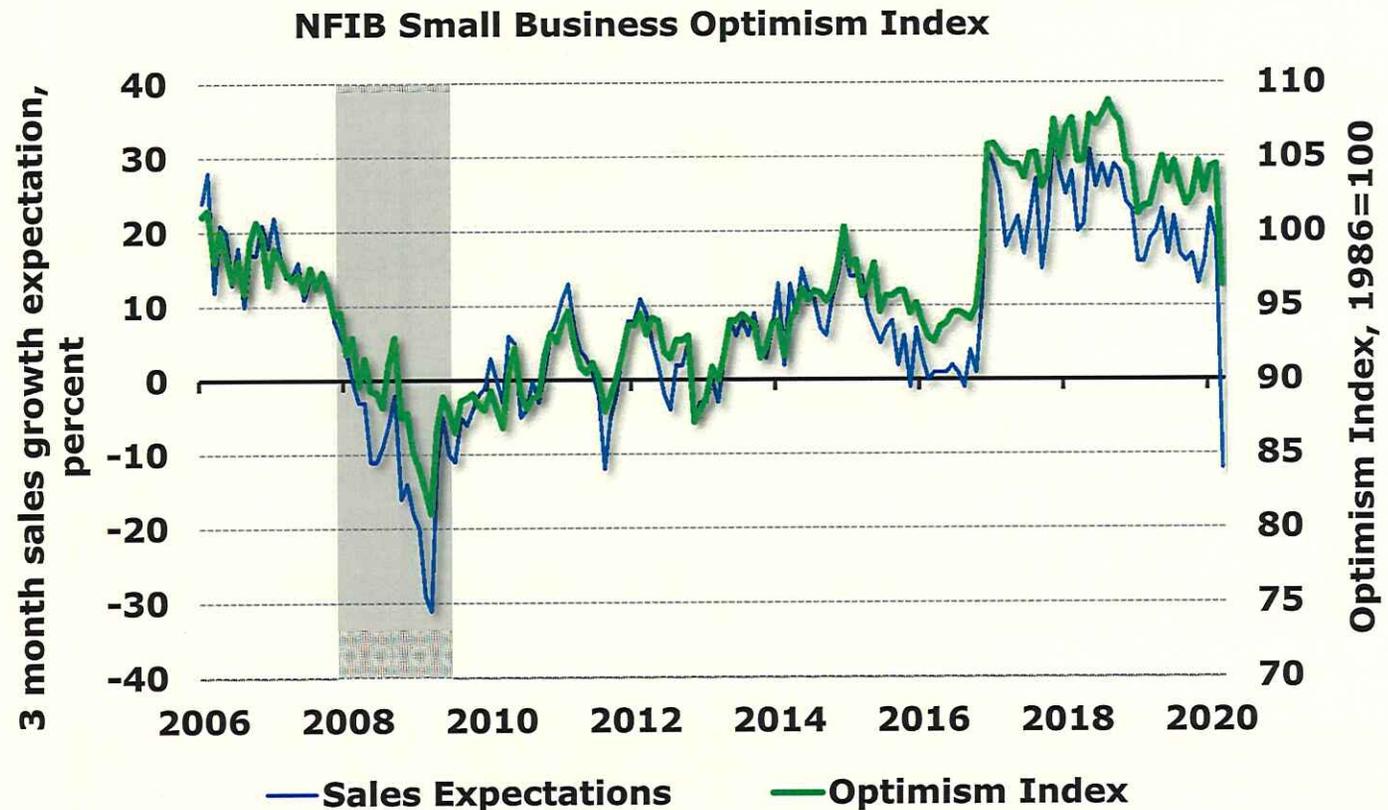
Slide 11

Sources: University of Michigan, Conference Board data through Mar. 2020

WASHINGTON STATE ECONOMIC AND REVENUE FORECAST COUNCIL



Small business optimism declines as sales expectations go negative



April 23, 2020

Slide 12

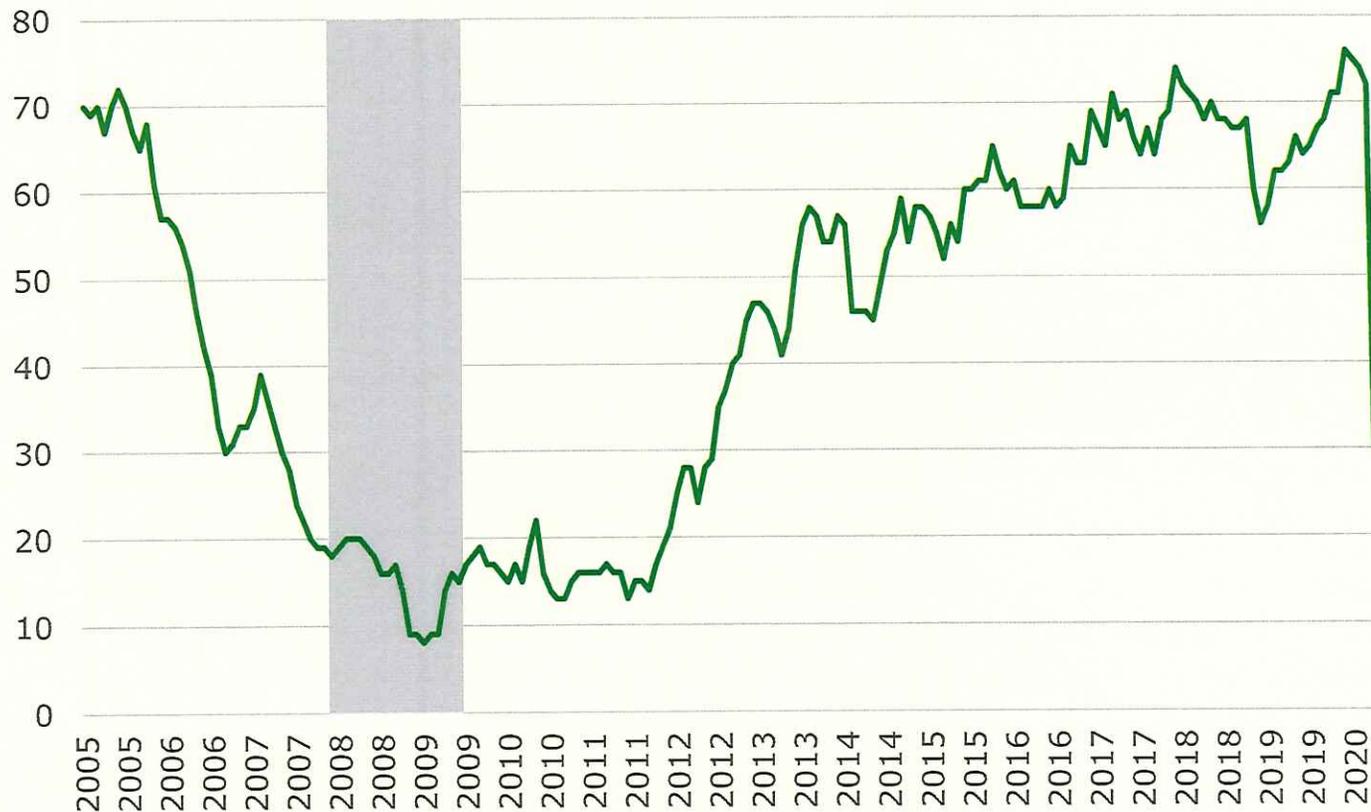
Source: National Federation of Independent Business; data through March 2020

WASHINGTON STATE ECONOMIC AND REVENUE FORECAST COUNCIL



The outlook for the single family housing market collapsed in April

NAHB Housing Market Index



Source: National Association of Home Builders; data through April 2020

WASHINGTON STATE ECONOMIC AND REVENUE FORECAST COUNCIL

April 23, 2020

Slide 13



U.S. retail sales in March fell 8.7% compared to February



April 23, 2020

Slide 14

Source: U.S. Census Bureau; advanced data through March 2020

WASHINGTON STATE ECONOMIC AND REVENUE FORECAST COUNCIL



Emergency Executive Order No. 2020-007

Expenditure Limits

Purpose:

To limit certain expenditures without approval of the City Administrator.

Discussion:

- I. On February 29, 2020, Washington Governor Jay Inslee proclaimed a State of Emergency due to the public health emergency posed by the spread of the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- II. On March 2, 2020, Mayor Thomas proclaimed a State of Emergency in the City of Monroe due to the SARS-CoV-2 virus that causes the coronavirus disease COVID-19.
- III. Pursuant to chapter 38.52 Revised Code of Washington and chapter 2.60 Monroe Municipal Code, Mayor Thomas has broad authority to issue, amend, and rescind orders, rules, and regulation on matters reasonably related to the protection of life and property related to a proclaimed emergency.
- IV. On March 18, 2020, Washington Governor Jay Inslee issue Proclamation 20-20 waived and suspended Department of Revenue interest, fees, penalties, and due dates.
- V. On March 23, 2020, Washington Governor Jay Inslee issue Proclamation 20-25 prohibiting all non-essential businesses in Washington from conducting business.
- VI. Due to the stay at home order, business closures, social distancing requirements, reduced building activity, delayed tax payments, and reduced spending in general:
 - a. The City of Monroe's general fund revenues are currently forecasted to be reduced by 6 – 10% in 2020.
 - b. It is uncertain as to the impact to other fund's revenues including REET, sewer, water, and stormwater.
- VII. It is uncertain how long the current stay at home order and related measures will last and, once lifted, it is uncertain as to the rate of general economic recovery or the resultant fiscal impacts to the City of Monroe.
- VIII. The Mayor finds it is necessary to limit expenditures immediately to ensure that there are more options for the Mayor and the Council to address changes in revenue as they will be realized in the upcoming weeks and months.

Action:

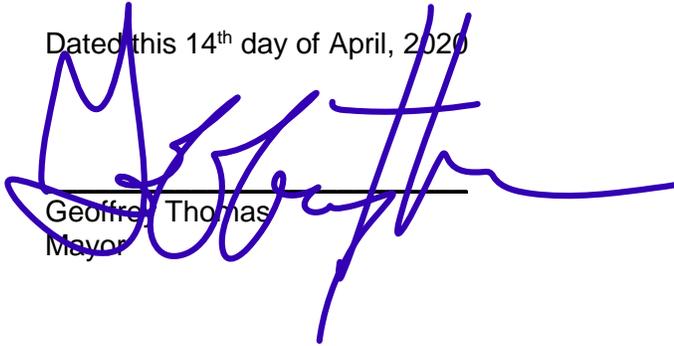
- I. Effective immediately, expenditures shall not be made on the following items without the written approval of the City Administrator:
 - Travel, training, conferences, accommodations, and similar activities.
 - Certifications, subscriptions, association and membership dues, and similar items.
 - Tuition reimbursement.
 - Capital equipment expenditures exceeding \$5,000, including but not necessarily limited to replacement of equipment and furniture.
 - Contracts that have not been executed.

- II. Effective immediately, vacant positions (including seasonal, part-time, full-time, and temporary) shall not be advertised and shall not be filled without written approval of the City Administrator.

Effective:

This Emergency Executive Order shall remain in effect until cancelled, suspended, or upon the issuance of a proclamation ending the emergency, whichever shall occur first.

Dated this 14th day of April, 2020



Geoffrey Thomas
Mayor



MONROE CITY COUNCIL

Agenda Bill No. 20-068

SUBJECT:	<i>Economic Development Advisory Board (EDAB) Economic Development Recommendations for City Small Business Stimulus</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/12/2020	Administration	Deborah Knight	Deborah Knight	New Business #2

Discussion: 05/12/2020

- Attachments:**
1. Federal Government Stimulus
 2. Working Washington Small Business Emergency Grant
 3. City of Monroe Economic Support Efforts
 4. J. Palmer Email Virtual Town Hall Meeting Invite
 5. Monroe Virtual Town Hall Presentation
 6. J. Palmer Email COVID19 Loans & Grants Update
 7. J. Palmer Email WWSBE Grant Applications Submitted

REQUESTED ACTION: Discuss the proposed City Small Business Stimulus Package as recommended by the Economic Development Advisory Board and provide direction to the Mayor and staff.

POLICY CONSIDERATIONS

On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, relating to the Open Public Meetings Act and Public Records Act; the proclamation restricted the ability of public agencies to take action to only those actions that are necessary and routine, or to respond to the COVID-19 outbreak and public health emergency. The proclamation was effective through April 23, 2020, subsequently extended through May 4, 2020 and subject to further extension.

One of the effects of the COVID-19 pandemic is a near-shut down of our economy and local business community. Supporting our local businesses, and providing focused resources and assistance to facilitate economic vitality in the COVID-19 recovery phase, is a vital function in response to the outbreak.

DESCRIPTION/BACKGROUND

Since the outbreak of the COVID-19 pandemic, government agencies at all levels (federal, state and local) have responded with legislation to provide relief and assistance to individuals and businesses.

Federal response measures have included the Coronavirus Aid, Relief and Economic Security (C.A.R.E.S.) Act signed into law on March 27, 2020. The law established four economic relief funding options including the Payment Protection Program (PPP), Economic Injury Disaster Loans (EIDL), and small business bridge loans and SBA debt relief. A second program was signed into law on April 24, 2020 to provide additional funds to the PPP and EIDL programs, and to dedicate funds to smaller lending institutions in order to reach small businesses not funded through the first program. Attachment 1 provides additional details on the Federal programs.

On April 7, 2020, Governor Inslee funded a \$5 million grant program from the Governor's Strategic Reserve Fund. The maximum grant amount was \$10,000. City staff and members of the City's Economic Development Advisory Board reviewed 149 applications from Monroe businesses. The review committee recommended funding six applications representing



MONROE CITY COUNCIL

Agenda Bill No. 20-068

Monroe's diverse business sectors and locations throughout the city. The applications were forwarded to the Economic Alliance for further consideration. In response to the widespread interest in the program, the Governor dedicated an additional \$5 million, bringing to total amount available to \$10 million. Attachment 2 provides details on the grants and the award process.

Since the initial outbreak of COVID-19, the city has been actively supporting our local small business community. The city immediately created a new COVID-19 webpage with information for business and residents; the web page is updated frequently. New information has been shared daily on the city's Facebook page since the Governor's Stay Home/Stay Healthy order went into effect.

James Palmer, the city's Economic Development Specialist, has been in frequent contact with the Monroe business community via email and social media. Attachments 6 and 7 are emails Mr. Palmer sent to the business community on April 16 and April 29.

Mr. Palmer has kept himself and city staff informed of changing information related to the application process. He has worked closely with businesses, assisting them with completing state and federal applications. He has been the point person working with businesses and city staff to respond to questions about essential businesses.

Mr. Palmer researched, promoted and organized the city's first virtual Town Hall on Tuesday, April 14, 2020. Attachment 4 is the email invitation Mr. Palmer sent to the business community on April 10 announcing the Town Hall, and Attachment 5 is the presentation slides Mr. Palmer shared during the meeting. Mr. Palmer has scheduled a second Town Hall on Thursday, May 7 to provide information on the federal reauthorization of the PPP and EIDL programs.

A detailed list of city actions to support small businesses is available in attachment 3.

To further support Monroe's small business community, Mayor Thomas requested staff consider and make recommendations of a City Small Business Stimulus Package. In order to prepare recommendations that would directly support local businesses, staff sought the advice of the Economic Development Advisory Board (EDAB), which has been meeting weekly since April 9.

In its weekly meetings, EDAB members have discussed economic impacts to small businesses and how to support businesses impacted by COVID-19. The Board considered measures the mayor and city council could take in addition to measures implemented by the state and federal governments. Several initiatives were discussed by the EDAB at its April 9 and April 16 meetings. The following four initiatives were recommended by the EDAB at its April 23, 2020:

Economic Development Advisory Board recommendations

1. Staff gift cards

Each Full Time Equivalent (FTE) city employees would be given \$100 to spend at Monroe small businesses. This program will be reimbursement-based, with employees spending money in local small businesses and submitting receipts to the city. Expenses eligible for reimbursement would be for purchases made and money spent at businesses located within the city limits of Monroe and would still be subject to public funds limitations. Employees may also elect to have their \$100 donated to a local 501(c)(3) non-profit agency. Implementation of this initiative would incur a cost to the city of \$12,000, based on 120 FTE employees.



MONROE CITY COUNCIL

Agenda Bill No. 20-068

2. Utility late fee waiver

The City has currently enacted a city-wide waiver per [Emergency Executive Order No. 20-003](#), ratified by the Council on April 28, 2020. Approval of this proposal would extend the existing waiver through December 31, 2020.

In discussions with Finance Director Hasart, implementation of this program would minimize the chance of errors and ease administration of the program if applied city-wide to both commercial and residential accounts due to following factors:

- a. Multiple buildings in Monroe have both residential and commercial units, and often have one meter for the whole building. While residents in such mixed-use buildings pay at the commercial rate, narrowed application of this proposal would benefit some residents and not others.
- b. Similar to mixed-use buildings, several fully commercial buildings also have one meter, with the property owner as the utility customer and individual tenants remitting their portion of the utility bill to the property owner. In such circumstances, the city would be unable to ensure that the economic benefit of this policy is passed down from property owner tenant. The city would also be unable to verify which tenants paid their landlord on-time, and which paid late.

An additional consideration of this proposal is that, per [RCW 35.21.300](#), the city cannot initiate a utility shutoff without providing notice to the customer that the account is delinquent. Such notice is provided through the assessment of a late fee. For the city to maintain the ability to enact a shutoff after December 31, 2020, Council would need to amend by resolution the 2020 utility fee schedule to establish a late fee of \$0.00.

Implementation of this initiative to all accounts city-wide would incur a cost of approximately \$56,000. This figure is based on an average of \$7,000 of delinquent account fees assessed per month for eight months if this proposal is enacted through December 31, 2020. The late fee waiver has already been in effect for two months (March and April) with an estimated impact of \$14,000 already incurred.

3. Waiver of mandatory solid waste disposal service for commercial accounts

The City has currently enacted such a waiver per [Emergency Executive Order No. 20-006](#), ratified by the Council on April 28, 2020. Approval of this proposal would extend the existing waiver through December 31, 2020.

The City's contracted solid waste disposal company, Republic Services, has agreed to this policy through the duration of the Stay Home/Stay Healthy Order. Extension of this waiver through a date beyond the lifting of that Order would require a negotiated amendment to the city's solid waste disposal service contract. The cost to the city of implementation of this policy would be determined through such negotiation.

4. Proclamation urging Governor to enact a moratorium on commercial evictions.

Mayor Thomas would issue a proclamation urging Governor Inslee to enact a moratorium on commercial evictions. There would be no fiscal implications to the city of issuing such a proclamation.



MONROE CITY COUNCIL

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FISCAL IMPACTS

Fiscal Impacts of each of the above initiatives are discussed within their individual descriptions.

TIME CONSTRAINTS

As soon as possible. The primary goal of the proposed initiatives is to support businesses through the current economic shutdown. A further program may be needed to assist businesses to reopen after COVID-19 restrictions are lifted.

While there is no statutory time constraints to enacting a City Stimulus Package, the sooner it is approved, the more beneficial it will be to local businesses, and the less overall need in a potential second program.

ALTERNATIVES

1. Do not approve the City Small Business Stimulus Package recommended by the Economic Development Advisory Board (EDAB) and direct the Mayor to develop and recommend an alternative package.
2. Partially approve the City Small Business Stimulus Package by approving one or more, but not all, of the EDAB's recommended initiatives.
3. Direct the Mayor to consider a community and economic relief program. Similar programs have been established or are being considered by other municipalities in Snohomish County to assist businesses and non-profits which provide assistance and services to infirm and low-income individuals. Such programs will provide grants either directly to local businesses, or to non-profit agencies which offer such services. Implementation of this Alternative would direct the Mayor to propose the structure of such a program and identify funding mechanisms.
4. Take no action and refer for future consideration.



Agenda Bill No. 20-068

Attachment No. 1

SUBJECT:	<i>Federal Government Stimulus</i>
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DESCRIPTION/BACKGROUND

In response to the COVID-19 pandemic, the federal government passed two bills to provide relief to small businesses. The two bills and the relief they offered are detailed below:

- Coronavirus Aid, Relief and Economic Security (C.A.R.E.S.) Act
 - Passed on March 26, 2020; signed into law March 27, 2020
 - Established four (4) economic relief funding options available to small businesses through the Small Business Administration (SBA):
 - Paycheck Protection Program (PPP): loan program designed for small businesses and non-profit agencies, as a direct incentive to keep employees on the payroll; loans become forgivable if employees kept on payroll through June 1 and funds used for payroll, rent, mortgage interest and/or utilities.
 - Economic Injury Disaster Loans (EIDL): loan advances of \$10,000, available to small businesses and non-profit agencies experiencing a COVID-19-related loss of revenue.
 - Small Business Bridge Loans: loans of up to \$25,000, available quickly, to small businesses with existing relationships with an SBA Express Lender.
 - SBA Debt Relief: automatic relief offered to businesses with current 7(a), 504 and microloans issued through the SBA, and all such future loans issued prior to September 27, 2020; relief issued in the form of payments on all principal, interest and associated fees on such loans for a period of six (6) months.
- Paycheck Protection Program and Healthcare Enhancement Act
 - Passed on April 23, 2020; signed into law April 24, 2020
 - Each of the above programs were depleted of initial allocations in a matter of weeks
 - Dedicated an additional \$370 billion to small business lending, including:
 - \$310 billion replenishment of the Paycheck Protection Program
 - \$250 billion through traditional lenders
 - \$30 billion dedicated to smaller lending institutions with assets of between \$10 million and \$50 million
 - \$30 billion dedicated to local lending institutions with assets under \$10 million
 - \$60 billion replenishment of the Economic Injury Disaster Loan program



Agenda Bill No. 20-068

Attachment No. 2

SUBJECT:	<i>Working Washington Small Business Emergency Grant</i>
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DESCRIPTION/BACKGROUND

In response to the COVID-19 pandemic, Governor Jay Inslee introduced the Working Washington Small Business Emergency Grant to provide relief to small businesses. The two bills and the relief they offered are detailed below:

- Working Washington Small Business Emergency Grant
 - Initial \$5 million fund announced on April 7, 2020, funded by the Governor's Strategic Reserve Fund.
 - Additional \$5 million announced on April 23, 2020, funded from passage of state's \$200 million emergency response legislation.
 - Maximum grant amount of \$10,000, available to businesses in operation for more than one year which employ no more than 10 employees, including the proprietor.
 - Grant funds administered at the County level by local economic development organizations.
 - Grant application scoring criteria established by Economic Alliance Snohomish County.



Agenda Bill No. 20-068

Attachment No. 3

SUBJECT:	<i>City of Monroe Economic Support Efforts</i>
-----------------	---

DESCRIPTION/BACKGROUND

Since the outbreak of COVID-19, the city has been actively supporting our local small business community. Support activities in which the city has engaged include:

1. Active and ongoing communication
 - a. Economic Development Specialist James Palmer has proactively engaged the business community to notify business owners of the above governmental support actions.
 - b. Examples of James's communication activities are attached.
2. Collaboration with business associations
 - a. James Palmer and City Administrator Deborah Knight have actively engaged and collaborated with the Monroe Chamber of Commerce and the Downtown Monroe Association to communicate and share important information with business owners.
3. Assisting businesses with grant applications
 - a. Since the roll-out of the federal and state grant programs, James Palmer has advised business owners with technical expertise in support of their applications for funding assistance.
4. Responding to questions about essential businesses
 - a. As part of the Stay Home/Stay Healthy Order, Governor Inslee ordered all businesses not classified as "essential" to temporarily cease or modify operations.
 - b. Since the enactment of the Order, staff have received and responded to calls seeking clarification of a particular business or industry's "essential" status.
 - c. Staff have also received and responded to complaints of non-"essential" businesses maintaining standard operations. In responding to such complaints, staff have educated business owners on the "essential" classifications and sought to establish which "essential" exemption the business claims in order to remain in operation.
5. Weekly EDAB meetings
 - a. Since the beginning of April, the city's Economic Development Advisory Board (EDAB) has meet weekly to offer expertise on economic recovery. The elements of the proposed City Small Business Stimulus Package were vetted and recommended by the EDAB.
6. Town Hall Meetings
 - a. Mayor Thomas and James Palmer facilitated a virtual Town Hall meeting on Tuesday, April 14 to share details of the above government support programs and answer questions related to the funds and the "essential" business definitions.
 - b. A second virtual Town Hall is scheduled for Thursday, May 7. This meeting will review the federal reauthorization of the PPP and EIDL programs, and provide updates on state unemployment benefit processing and Governor Inslee's pathway to reopening the economy.
7. Working Washington Small Business Emergency Grant Review
 - a. Economic Alliance Snohomish County (EASC) requested each city review applications from its local business community and provide a prioritized listing of applications.
 - b. Deborah Knight, James Palmer and Management Analyst Rich Huebner from the city staff, as well as EDAB members Sally King and Liz Nugent, scored applications based on the EASC's established criteria, and Mr. Palmer provided the prioritized list to EASC for its referral to the state.
8. Resources on City website
 - a. At the start of the COVID-19 outbreak, the city established a [COVID-19 Resource and Information](#) page on monroewa.gov.



Agenda Bill No. 20-068

Attachment No. 3

- b. Included in this new section is a [Resources for Businesses](#) page, updated regularly, with descriptions and links to business resources such as the above grant and loan programs, details on the definition of “essential” businesses, and the waiver of mandatory solid waste disposal services for local businesses.
9. Social Media Updates
 - a. Staff has posted regular updates to both the [City of Monroe](#) and [Mayor Geoffrey Thomas](#)'s Facebook pages with details addressing COVID-19. Posts have included both regular best practice updates and announcements of resources available to businesses.
10. City-produced videos
 - a. As the COVID-19 outbreak and Stay Home/Stay Healthy Order have progressed, city staff have produced a series of videos that have been shared on social media.
 - b. The videos have highlighted and thanked the essential businesses and first responders who continue to support the Monroe community and encouraged businesses and residents to implement social distancing in their ongoing public activities.

From: [James Palmer](#)
To: [James Palmer](#)
Cc: [Deborah Knight](#); [Ben Swanson](#); [Becky Hasart](#); [Rich Huebner](#); [Gina Pfister](#)
Subject: Monroe Business Virtual Town Hall Meeting
Date: Friday, April 10, 2020 6:15:48 PM
Attachments: [Zoom-Meeting \(1\).ics](#)

Dear Monroe Businesses and Citizens,

On Tuesday, April 14th at 6:00PM we will hold a virtual Town Hall to discuss the impact of COVID-19 on Monroe's Business Community and the efforts to provide relief to those businesses. We will cover the various assistance programs in the form of loans, grants, forgiveness programs and others from Federal, State and local agencies. The Town Hall will be opened by Mayor Thomas and then we will provide an overview of the various programs that have been established to aid businesses. This will be followed by a question and answer period. If you have questions about any of the financial assistance programs, we ask that you send your questions to <JPalmer@MonroeWA.gov> prior to the meeting. We will answer those first and then take any live questions during the remaining time left. Please find below the details to log into Zoom online, or if you simply wish to call in on your cell without video, use any one of the numbers listed under "Dial by your location."

City of Monroe is inviting you to a scheduled Zoom meeting.

Topic: City of Monroe Business Town Hall
 Time: Apr 14, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/469580643?pwd=djV3SkdEOys4cysxVDBITkdzT2gyZz09>

Meeting ID: 469 580 643
 Password: 021595
 One tap mobile
 +13462487799,,469580643# US (Houston)
 +14086380968,,469580643# US (San Jose)

Dial by your location
 +1 346 248 7799 US (Houston)
 +1 408 638 0968 US (San Jose)
 +1 669 900 6833 US (San Jose)
 +1 301 715 8592 US
 +1 312 626 6799 US (Chicago)
 +1 646 876 9923 US (New York)
 +1 253 215 8782 US

Meeting ID: 469 580 643

Find your local number: <https://zoom.us/u/asls2AcjR>

James Palmer
Economic Development Specialist

Main:360-794-7400

Cell: 360-631-0050
www.monroewa.gov



MONROE VIRTUAL TOWN HALL

Monroe Businesses
Stabilizing, Relief and Recovery

- Government When You Need It
 - Accurate and Timely Communication With Businesses
 - Coordination with County, State and Federal Agencies
 - Working with Economic Development Advisory Board on a Monroe Based “Stimulus”
- The Guiding Principles of Relief and Recovery
 - Economic Development Strategy Remains the Foundation of Monroe’s Path Forward



MAYOR’S MESSAGE

Mayor Geoffrey Thomas



FOR MORE INFORMATION ON BUSINESS ISSUES RELATED TO COVID-19 GO TO: [HTTPS://WWW.MONROEWA.GOV/936/RESOURCES-FOR-BUSINESSES](https://www.monroewa.gov/936/resources-for-businesses)

- Essential Businesses During the Shutdown
- Economic Development Infrastructure – Understanding where the money is coming from.
 - Federal – Treasury, SBA, US Dept. of Commerce
 - State – Governor’s Office, WA Dept. of Commerce
 - County – Employment Security, Economic Alliance of Snohomish County
 - City – Mayor
- Eligibility



ECONOMIC DEVELOPMENT

James Palmer
Economic Development Specialist
For City of Monroe

- Federal
 - Businesses
 - SBA
 - Paycheck Protection Program (PPP)
 - Economic Injury Disaster Loan (EIDL)
 - SBA Express Bridge Loans
 - SBA Debt Relief
 - IRS
 - Tax deferments
 - Changes in tax liabilities for IRA deductions



ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

Federal Program –
Businesses

The following entities affected by Coronavirus (COVID-19) may be eligible for SBA Loans:

- Any small business concern that meets SBA's size standards (either the industry based sized standard or the alternative size standard)
- Any business, 501(c)(3) non-profit organization, 501(c)(19) veterans organization, or Tribal business concern (sec. 31(b)(2)(C) of the Small Business Act) with the greater of:
 - 500 employees, or
 - That meets the SBA industry size standard if more than 500
- Any business with a NAICS Code that begins with 72 (Accommodations and Food Services) that has more than one physical location and employs less than 500 per location
- Sole proprietors, independent contractors, and self-employed persons



ECONOMIC DEVELOPMENT FINANCIAL AID PROGRAMS.

Federal Program –
SBA Eligibility

- Individuals and Employees
 - IRS
 - Basic Income Payment
 - Extended and Enhanced Unemployment (See State)



ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

Federal Program –
Individuals and Workers

- Governor's Office/Washington State Dept. of Commerce, implemented by EASC
 - SRF Working Washington Grants
- Dept. of Revenue
 - Tax deferments



ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

State Program –
Businesses

SRF Working Washington Grants

- After city review, EASC reviews and then sends to Commerce for final approval.
- There are no updates to applicants. If they succeed, they will be notified 2-4 weeks out.
- After approval by Commerce, an applicant will sign a contract with EASC.
- Grants are a reimbursement. If a company is approved for \$6K, they need to submit one invoice to EASC that is supported with vendor invoices etc. for \$6K in expenses.
- Invoice is submitted to Commerce who reimburses EASC, who then cuts the company a check.
- From the time the invoice is submitted to Commerce the process may take up to one week.



ECONOMIC DEVELOPMENT FINANCIAL AID PROGRAMS.

State Program –
Businesses

- Individuals and Employees
 - Employment Security Dept.
 - Extended and Enhanced Unemployment



ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

State Program –
Individuals and Employees

- **Small Business < 500 Employees**
 - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
 - **Small Business <10 Employees**
 - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
 - WA State SRF Working Washington Grant (State)
 - **Sole Proprietorship**
 - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
 - WA State SRF Working Washington Grant (State)
 - Paid Family Sick Leave* – (Federal)
 - Enhanced Unemployment for Sole Proprietors - Pandemic unemployment assistance program (State)
 - **Independent Contractor**
 - SBA – PPP/ EIDL/ Express Bridge Loan/ Debt Relief of Existing SBA Loans (Federal)
 - WA State SRF Working Washington Grant (State)
 - Paid Family Sick Leave* – (Federal)
 - Enhanced Unemployment for Sole Proprietors - Pandemic unemployment assistance program (State)
- *New rules allow “sick leave” tax deduction for the sole proprietor for 2020 taxes. You can reduce your estimated 2020 quarterly tax payments by the dollar amount of your leave taken.



ECONOMIC DEVELOPMENT

FINANCIAL AID PROGRAMS.

Eligibility –
By Type of Business

- Questions?



ECONOMIC DEVELOPMENT

James Palmer
Questions

Question:

Since we don't have employees (we just have a building and lease out rooms) is there any funding to help us with bills as many of our renters have had to close down during this time?

Answer:

- For SBA Federal relief, businesses and nonprofit organizations with fewer than 500 workers are eligible for aid, including sole proprietorships, independent contractors and freelancers.
- The SRF Working Washington Grant also is available to businesses with <10 employees including sole proprietorships.
- Extended and Enhanced Unemployment benefits are now available to sole proprietorships and independent contractors.
- Federal enhancement of Family Leave lets sole proprietors claim up to 10 days of loss work due to COVID-19



ECONOMIC DEVELOPMENT

James Palmer
Questions

Question:

How much of the SBA's PPP loan is a grant?

Answer:

Businesses can have their loans forgiven in full if they maintain their full-time equivalent head count (based on a 40-hour workweek) and wages for eight weeks after the loan is disburse. Not more than 25 percent of the forgiven amount may be used for non-payroll costs, like rent.



ECONOMIC DEVELOPMENT

James Palmer
Questions

Question:

I am a self-employed with 2 employees. We have been impacted through this crisis. Is there any help out there for us. I was told that self-employed business were not eligible.

Answer:

- Businesses and nonprofit organizations with fewer than 500 workers are eligible for Federal SBA aid, including sole proprietorships, independent contractors and freelancers.
- Expansion of the criteria for a variety of programs, including unemployment insurance and paid family sick leave has been expanded to include sole proprietors, contractors, gig workers and others not usually eligible for benefits.
- The State SRF Working Washington Grant is also available to businesses with <10 including sole proprietors, but application closed on April 10th.



ECONOMIC DEVELOPMENT

James Palmer
Questions

Question:

- how and when do we know if our SRF Emergency Grant application has been approved?
- how are funds received? direct deposit, all at once, installments?
- after the funds are received and used how do we know if its going to count as a loan or grant?
- who do we submit invoices to show what the expenses were used for and have it count as a grant instead of a loan?
- is there any sort of direction with the applications if your business is actually better suited for a different grant than the one you applied for--can it be re-directed or can you receive a recommendation to apply for something different to still receive funds

Answer:

You will be contacted by the EASC within 3 weeks from the application; Either direct deposit or a physical check; all are grants; No, Which loans/grants you apply to is your responsibility



ECONOMIC DEVELOPMENT

James Palmer
Questions

- Next Steps
- Closing Comments



ECONOMIC DEVELOPMENT

James Palmer
Economic Development Specialist
For City of Monroe

From: [James Palmer](#)
To: [James Palmer](#)
Cc: [Deborah Knight](#); [Rich Huebner](#); director@choosemonroe.com; downtownmonroeassociation@gmail.com
Subject: COVID-19 Business Loans/Grants Update
Date: Thursday, April 16, 2020 1:54:06 PM

Dear Monroe Business Owner,

SBA HALTS LOAN FUNDING:

The Small Business Administration announced today that they have exhausted the \$300+Billion funding provided in the C.A.R.E.S. Act and have ceased taking applications for all loans including the Paycheck Protection Program (PPP) and Economic Injury Disaster Loans (EIDL). Additional funding programs are being debated in the House and Senate and Congress is expected to hammer out a deal in the coming days so stay tuned. As has been mentioned before, the PPP can only be applied for through an SBA approved lending institution and borrowers who wish to apply are directed to their lending institution. I have read some banks are continuing to take applications, but only to fill a queue so if and when new funding is announced, they will be ready to start processing new loans and send up to SBA immediately. So check with your bank to see what their procedures are for taking new applications for PPP loans. The EIDLs are applied for directly on the SBA website which is no longer taking applications until new funding is appropriated. Keep checking back to the SBA website for the latest information on if and when they will start accepting new applications.

WORKING WASHINGTON SMALL BUSINESS EMERGENCY GRANT APPLICATIONS CLOSED:

The Working Washington Small Business Emergency Grant administered through the WA Dept. of Commerce and Economic Alliance of Snohomish County (EASC) closed the application process on Friday, April 10th at noon. EASC received 2,298 application of which 145 will be forwarded to Commerce for a final cut. Monroe Businesses submitted 149 applications. The process for EASC to review and score these applications before sending up to Commerce will likely go to the end of April and be submitted to Commerce sometime early May. Awards could be expected to be announced by June.

NEW \$5000 GRANT FOR SMALL BUSINESS ANNOUNCED BY US CHAMBER OF COMMERCE:

The US Chamber of Commerce announced today a fund to provide grants to US small businesses in "economically vulnerable communities" (The entire 98272 zip code qualifies) who are impacted by the COVID-19 shut down. These grants will be on a "rolling basis" meaning a first come first serve basis while funds are available. To qualify you must:

- Employ between 3 and 20 people
- Be located in an economically vulnerable community
- Have been harmed financially by the COVID-19 pandemic

The grant application opens April 20th so go to [Save Small Business Fund](#) for more information

and to apply on April 20th.

As always, if you have questions, please don't hesitate to contact me directly.

James Palmer
Economic Development Specialist

Main: 360-794-7400
Cell: 360-631-0050
www.monroewa.gov

From: [James Palmer](#)
To: [Allan Dye \(allankdye@gmail.com\)](#); [Bridgette Tuttle - Planning Commission \(bridgettetuttle0420@gmail.com\)](#); [Ciera Graham \(cgraham@everettcc.edu\)](#); [Downtown Monroe Association \(downtownmonroeassociation@gmail.com\)](#); [EDAB \(genesishvacr@gmail.com\)](#); [Elizabeth Nugent \(liz.nugent@skyvalleybusinesssolutionsinc.com\)](#); [Janelle Drews \(director@choosemonroe.com\)](#); [Katy Woods \(kwoods@coastalbank.com\)](#); [Megan Wirsching \(MWirsching@evergreenhealthmonroe.com\)](#); [Sally King](#)
Cc: [Becky Hasart](#); [Ben Swanson](#); [Deborah Knight](#); [Rich Huebner](#)
Subject: WWSBEG Grant Applications Submitted to Commerce
Date: Wednesday, April 29, 2020 11:56:50 AM
Attachments: [WWSBEG Application Process for Monroe Applicants.pdf](#)

Dear EDAB Members,

I wanted to update you on the Working Washington Small Business Emergency Grant (WWSBEG) applications which were submitted to Commerce this week. Please find the attached summary outlining the grant application process, the application review process, the submission to EASC and subsequently Commerce and the estimated time for awards from Commerce. If you have any questions about the WWSBEG please contact me directly. Thanks.

James Palmer
Economic Development Specialist

Main: 360-794-7400
Cell: 360-631-0050
www.monroewa.gov



MONROE CITY COUNCIL

Agenda Bill No. 20-069

SUBJECT:	<i>Small Unmanned Aerial Systems (sUAS) Presentation</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/12/2020	Police	Jeffrey D. Jolley	Jeffrey D. Jolley	New Business #3

Discussion: 05/12/2020
Attachments: 1. PowerPoint presentation

REQUESTED ACTION: Review the proposed uses of the Unmanned Aerial Systems (sUAS). Provide direction to Mayor and City Staff prior to implementing the city's sUAS program.

POLICY CONSIDERATION:

On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, relating to the Open Public Meetings Act and Public Records Act; the proclamation restricted the ability of public agencies to take action to only those actions that are necessary and routine, or to respond to the COVID-19 outbreak and public health emergency. The proclamation was effective through April 23, 2020, subsequently extended through May 4, 2020 and currently until May 31, 2020, subject to further extension.

This agency has adopted the use of sUAS to provide aerial visual perspective in responding to situations and exigent circumstances for the following objectives: To assist first responders; in understanding the nature, scale and scope on an incident and for planning and coordinating an effective response. This is especially true in regard to the recent COVID-19 events where responding police may use this technology to safely assess and respond proactively to Homelessness encampments in Monroe.

In support of the City of Monroe's strategic plan of leveraging technology for a "Safe and Secure" and "Smarter" government. Supporting the Homelessness Policy Advisory Committee's (HPAC) recommendation of the "Use of technology to increase public safety and protect infrastructure" and the Monroe Police Department's strategic plan to "Combat Crime to Enhance Community Safety and Quality of Life".

DESCRIPTION/BACKGROUND:

The 2020 approved budget included the investment of \$18,455 to purchase a sUAS shared between public works, police and parks. The sUAS will serve as a tool to enhance work done in the City's Public Works department and tourism and event promotion in the Parks and Recreation Department and to support the Police Department activities to enhance officer safety, improve community security, and to better identify publically owned areas where services should be deployed.

Unmanned Aerial Systems (Drone) program policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of small UAV with instructions on when and how this technology and the information it provides may be used for law enforcement, public safety and city related purposes in accordance with current laws and regulations.

The City of Monroe small sUAS policy is formed from best practice use across the United States and the police Lexipol Manual. In doing so, the policy incorporates the recommendations of

organizations who want to ensure privacy and 4th amendment protections. Organizations such as; the American Civil Liberties Union (ACLU), WA State Office of Privacy and Data Protection, along with the Department of Justice (DOJ), COPS Office and the Internal Association of Chiefs of Police (IACP).

The city will comply with all applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS.

All flights will be documented and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment which is the sole property of the city and shall be securely stored in accordance with agency policy and state records retention laws. All uses of sUAS platforms (flights) will be published monthly on the City web site.

City personnel who are assigned sUAS must complete an agency-approved training program to ensure proper use and operations.



Prohibited Uses

- ▶ To conduct random surveillance activities.
- ▶ To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
- ▶ To harass, intimidate or discriminate against any individual or group.
- ▶ To conduct personal business of any type.

FISCAL IMPACTS:

\$18,455 cost split five ways (Parks/Police and three Utilities) is included in the 2020 approved budget. The drone package has been purchased for \$8,924.00, there is still a pending software purchase of \$2,376.00. The total cost will be less than budgeted.

TIME CONSTRAINTS:

In light of the current COVID-19 crisis, this will be an invaluable tool for officers responding to critical incidents and in the use of enforcing illegal encampments associated with homelessness. It is the desire of the department to start the program soon as possible.

ALTERNATIVES:

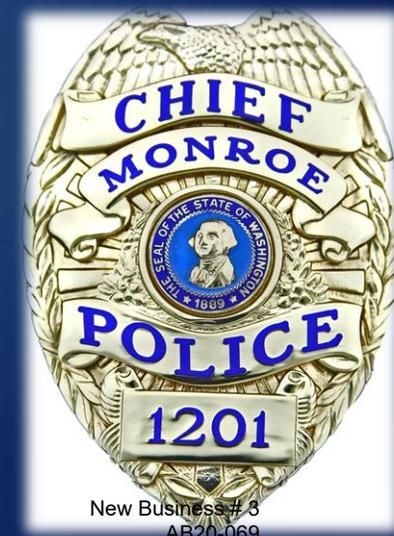
Provide input on policy considerations prior to implementing the city's sUAS program.

City of Monroe Drone Program

By Chief Jeffrey D. Jolley
Monroe Police Department

police@ci.monroe.wa.us

360.794.6300



Drone Program Background

- ▶ Included in 2020 City of Monroe Adopted Budget – November 2019
- ▶ Funded with line items from four City Departments - \$18,455
- ▶ Everett Herald news article – November 2019
- ▶ Drone committee established – January 2020
- ▶ Committee reviewed:
 - ▶ Type of platform
 - ▶ Policy
 - ▶ Procedure
 - ▶ Acquisition

Drone Use Guidelines

▶ MPD Policy 605.2:

- ▶ *Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.*

Deployment

- ▶ All uses of the City drone / UAS will be authorized by the City Chief Pilot or designee.
- ▶ Uses:
 - ▶ Situational Awareness
 - ▶ Search and Rescue
 - ▶ Tactical Deployment
 - ▶ Visual Perspective
 - ▶ Event Documentation
 - ▶ Training

Lakewood Police Drone Program

Lakewood Police Drone Program

The department began using drone technology at the end of 2017. That's when its Unmanned Aerial System program was established. Before capturing bird's eye view of Lakewood, policy regulations were drafted about how and when the devices will be used. The city's public safety advisory committee helped draft the document. The Federal Aviation Administration (FAA) vetted and reviewed the regulations before ultimately issuing a Certificate of Authorization.



Overview

While using drones the department will maintain its priorities on safety, transparency and privacy.

Each month the city will post the monthly Unmanned Aerial Vehicle reports here, which show how the device was used.



LPD UAS Monthly Usage Report

For: **March 2020**

Date	Time (From)	Time (To)	Location	Duration (Actual Flight Time) / Hrs	Radius from the control station	Max Altitude Flown	Purpose
03-26-20	1400	1530	PD Station	1.0	200'	300'	Maintenance & Training
03-27-20	0530	0630	S 21 st St / S Alaska St, Tacoma	0.5	500'	292'	SRT/Major Crimes Unit Search Warrant

Total Number of Flights: 2

Total Hours Flown: 1.5

Report by Officer A. Lee LK109 04/02/20



The Westport Police Department is partnering with Draganfly to test new drone technology in the “Flatten the Curve Pilot Program” to combat the spread of the Coronavirus.

Prohibited Uses

- ▶ **To conduct random surveillance activities.**
- ▶ **To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.**
- ▶ **To harass, intimidate or discriminate against any individual or group.**
- ▶ **To conduct personal business of any type.**

NBC News Article

▶ <https://www.nbcnews.com/tech/security/homeless-people-are-risk-coronavirus-police-have-contentious-solution-drones-n1191866>

Everett Herald News Article

- ▶ <https://www.heraldnet.com/news/drones-give-state-local-agencies-a-helpful-eye-in-the-sky/>

Mavic 2 Enterprise Drone – Practical Uses



QUESTIONS



MONROE CITY COUNCIL

Agenda Bill No. 20-070

SUBJECT:	Ordinance No. 004/2020, Amending Chapter 14.01 MMC, Flood Hazard Area Regulations; First Reading
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/12/2020	Community Development	Anita Marrero	Anita Marrero	New Business #4

Discussion: 05/12/2020
First Reading: 05/12/2020

- Attachments:**
1. Proposed Ordinance No. 004/2020
 2. Floodplains Boundary Map
 3. FEMA Compliance Letter
 4. Email from FEMA's Roxanne Reale-Pilkenton, Floodplain Management Specialist
 5. FIRM Maps
 6. SEPA Checklist
 7. DNS
 8. Commerce Acknowledgement Letter
 9. Planning Commission Recommendation
 10. Floodplain Regulations PowerPoint

REQUESTED ACTION: Move to accept as first reading Ordinance No. 004/2020, amending Chapter 14.01 MMC, Flood Hazard Area Regulations; updating floodplain regulations in order to reflect current Federal and State law; setting forth legislative findings; providing for severability; and establishing an effective date.

POLICY CONSIDERATIONS

On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, relating to the Open Public Meetings Act and Public Records Act; the proclamation restricted the ability of public agencies to take action to only those actions that are necessary and routine, or to respond to the COVID-19 outbreak and public health emergency. The proclamation was effective through April 23, 2020 and subsequently extended through May 31, 2020.

This subject matter is both necessary and routine as FEMA does not have the authority to postpone the effective dates of the maps. These dates are set by legislation and federal regulation. This process is routine, as amendments to the municipal code are subject to the requirements and standards of Chapter 36.70A RCW, the Washington State Growth Management Act, and conducted through an established procedure specified in Chapter 22.84 MMC, Permit Processing.

On December 19, 2019, the Federal Emergency Management Agency (FEMA) sent the City correspondence relating to the new Snohomish countywide Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) that will become effective for the City of Monroe on June 19, 2020. In the FEMA correspondence, it was noted that:

It must be emphasized that all the standards specified in Paragraph 60.3(d) of the NFIP regulations must be enacted in a legally enforceable document. This includes the adoption of the

effective FIRM and FIS report to which the regulations apply and the modifications made by this map revision.

The City is required to adopt both the updated FIRMs and to update the flood damage prevention ordinance, within six (6) months of the issuance of the Letter of Final Determination, in order to remain in good standing with the National Flood Insurance Program (NFIP).

DESCRIPTION/BACKGROUND

Flood Insurance Rate Maps (FIRMs) are the official maps on which the Federal Emergency Management Agency (FEMA) has delineated special flood hazard areas and risk zones. They show the location of a property relative to special flood hazard areas, which is one of the factors determining flood insurance rates. The city has 79 properties located in the floodplain.

FIRMs are used by:

- Citizens, insurance agents, and real estate brokers to locate properties and building in flood insurance risk areas.
- Planning staff and building officials to administer floodplain management regulations and to mitigate flood damage.
- Lending institutions and federal agencies to locate properties and buildings in relations to mapped flood hazards, and to determine if flood insurance is required when making loans for the purchase or construction of a building or for providing grants following a disaster.

The National Flood Insurance Program (NFIP) is a national program that provides affordable insurance and also encourages communities to adopt and enforce flood damage prevention regulations. While participation is voluntary, the City's participation in the NFIP program allows the City, property owners, businesses, and renters in flood-prone areas to obtain insurance and disaster assistance. Monroe has been a NFIP community since 1987.

Close to 300 towns, cities, counties, and tribes within the State of Washington participate in the NFIP. As a condition of participation in the NFIP, communities are required to adopt and enforce a flood hazard reduction ordinance that meets the minimum requirements of the NFIP.

Communities that adopt higher standards under the Community Rating System (CRS) are also able to benefit from reduced flood insurance premiums. The City has been a participant of CRS since 1991. Monroe has a Class 5 rating which entitles residents in Special Flood Hazard Areas (SFHAs) to a 25 percent discount on their flood insurance premiums and those outside the SFHAs are entitled to a 5 percent discount.

To coincide with the adoption of the updated FIRMs and FIS, the City of Monroe must update its Floodplain Management regulations in MMC 14.01 to meet current standards for participation in the NFIP – enabling Monroe residents and businesses to continue to purchase flood insurance.

The flood hazard area regulations code amendments were presented to the Planning Commission on March 9 and April 13, 2020. A public hearing was held on April 27, 2020, to receive formal comment on the Floodplain Management regulations. No public comments were received in writing or at the public hearing. The Planning Commission issued its recommendation on May 11, 2020, following the public hearing.

The Council must adopt the minimum floodplain standards necessary by June 19, 2020 in order for the city to remain in good standing with the NFIP. Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

FISCAL IMPACTS

N/A

TIME CONSTRAINTS

The code and FIRM's must be adopted by June 19, 2020 as a condition of continued eligibility in the National Flood Insurance Program (NFIP).

ALTERNATIVES TO REQUESTED ACTION

1. Do not accept for first reading at the May 12, 2020, regularly scheduled meeting, and bring back for first reading on June 9, 2020.
2. Do not accept as first reading; and direct staff to areas of concern.

**CITY OF MONROE
ORDINANCE NO. 004/2020**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING CHAPTER 14.01 MMC FLOOD HAZARD AREA REGULATIONS; UPDATING FLOODPLAIN REGULATIONS IN ORDER TO REFLECT CURRENT FEDERAL AND STATE LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Monroe is a participant in the National Flood Insurance Program (NFIP); and

WHEREAS, as a participant in the NFIP, the City is required to enact certain regulations as outlined in 44 CFR 60.3 and WAC 173-158; and

WHEREAS, the City is required to adopt both the Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS), and to update the flood damage prevention ordinance, by June 19, 2020, in order to remain in good standing with the NFIP; and

WHEREAS, the Planning Commission held a public hearing on March 27, 2020, to consider the proposed amendments to Flood Hazard Area Regulations, and recommended adoption of the proposed amendments contained therein; and

WHEREAS, the City has complied with the requirements of the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, by issuing a Determination of Non-Significance (DNS) on March 7, 2020; the appeal period ended on March 21, 2020, and no appeals were filed; and

WHEREAS, the proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on March 9, 2020. Expedited review (14 days rather than 60 days) was requested; and

WHEREAS, all persons desiring to comment on the proposal were given a full and complete opportunity to be heard; and

WHEREAS, the Monroe City Council, after considering all information received, has determined to adopt the amendments as provided in this ordinance;

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

Section 1. Amendment of Chapter 14.01 MMC. Sections 14.01.020, 14.01.050, 14.01.060, 14.01.090, 14.01.100, 14.01.120, 14.01.130, 14.01.190 of the Monroe Municipal Code are hereby amended to provide in their respective entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Findings. The above recitals and the content of Agenda Bill Nos. 20-XXX and 20-XXX are hereby adopted as legislative findings in support of the amendments set forth in this ordinance. The City Council further adopts by reference the findings contained in the Planning Commission's May 11, 2020, recommendation, in Exhibit B, attached hereto and incorporated herein by reference.

Section 3. Copy to Commerce, Ecology, and FEMA. Pursuant to RCW 36.70A.106, RCW 86.16.041, and WAC 173-158-084, respectively a true and correct copy of this ordinance shall be transmitted to the Department of Commerce, Growth Management Services Division, within ten days after adoption; to the Department of Ecology; and to the Federal Emergency Management Agency.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This ordinance shall be published as required by law, and shall take effect thirty (30) days from filing with the Department of Ecology unless disapproved thereby in writing pursuant to RCW 86.16.041 and WAC 173-158-084.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2020.

First Reading: 05/12/2020
Adoption: 06/09/2020
Published: 06/14/2020
Effective: 06/19/2020

CITY OF MONROE, WASHINGTON:

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Becky Hasart, Interim City Clerk

J. Zachary Lell, City Attorney

Exhibit A

14.01.020 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- A. To protect human life and health;
- B. To minimize expenditure of public money and costly flood -control projects;
- C. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. To minimize prolonged business interruptions;
- E. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;
- F. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
- G. To ensure that potential buyers are notified that property is in an area of special flood hazard; and
- H. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions; **and**
- I. To participate in and maintain eligibility for flood insurance and disaster relief.**

14.01.050 Basis for establishing the areas of special flood hazard.

~~((Areas of special flood hazard for portions of the city of Monroe covered by map panels 1100, 1377, 1380, and 1385 identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Rate Study for Snohomish County, Washington and Incorporated Areas," dated November 8, 1999, with accompanying Flood Insurance Rate Maps (FIRMs), are adopted by reference and declared to be a part of this chapter.))~~

~~((Areas of special flood hazard for portions of the city of Monroe covered by map panels 1070, 1357, 1360, and 1376 identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for Snohomish County, Washington and Incorporated Areas," dated September 16, 2005, and any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs), are adopted by reference and declared to be a part of this chapter. The Flood Insurance Studies shall be on file in the office of the city engineer, 806 West Main Street, Monroe, Washington. (Ord. 018/2017 § 2; Ord. 004/2006 § 2; Ord. 021/2005 § 1)))~~

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled “The Flood Insurance Study (FIS) for Snohomish County, WA and Incorporated Areas” dated June 19, 2020 and any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs) dated June 19, 2020, and any revisions thereto, are hereby adopted by reference and declared to be a part of this ordinance.

The FIS and the FIRM are on file at 806 West Main Street, Monroe, Washington and shall be made available upon request.

The best available information for flood hazard area identification as outlined in MMC 14.01.120(B) shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under MMC 14.01.120(B).

14.01.060 **Compliance and** Interpretation.

A. All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations.

B. In the interpretation and application of this chapter, all provisions shall be:

~~((A))~~**1.** Considered as minimum requirements;

~~2.((B-))~~ Liberally construed in favor of the city’s governing body;

~~3.((C.))~~ Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 004/2006 § 2; Ord. 021/2005 § 1)

14.01.090 Definitions.

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter it’s most reasonable application.

“Alteration of watercourse” means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

“Appeal” means a request for a review of the ~~((city engineer’s))~~ interpretation of any provision of this chapter or a request for a variance pursuant to MMC 14.01.170.**B.**

“Area of shallow flooding” means a designated **zone** AO ~~((or)), AH ((Zone on the)), AR/AO or AR/AH (or VO) on a community’s~~ Flood Insurance Rate Map (FIRM).~~The base flood depths range from)~~ **with a one percent or greater annual chance of flooding to an average depth of** one to three feet~~((;)),~~ **where** a clearly defined channel does not exist~~((;)),~~ **where** the path of flooding is unpredictable, and ~~((indeterminate; and)),~~ **where** velocity flow may be evident. ~~((AO))~~ **Such flooding** is characterized ~~((as))~~

by ponding or sheet flow ((and AH indicates ponding)). **Also referred to as the sheet flow area.**

“Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. ((Designation on effective maps always includes the letter A or)) **It is shown on the Flood Insurance Rate Map (FIRM) as zone A, AO, AH, A1-30, AE, A99, AR.** The term “special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard.”

“ASCE 24” means the most recently published version of ASCE 24, Flood Resistant Design and Construction, published by the American Society of Civil Engineers.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year- ((Also)) **(also)** referred to as the “((one-hundred))**100**-year flood.” Designation on maps always includes the letters A or V.

“Base Flood Elevation (BFE)” means the elevation to which floodwater is anticipated to rise during the base flood.

“Basement” means any area of the building having its floor sub-grade (**below ground level**) on all sides.

“Building”: See "Structure."

“Building Code” means the currently effective versions of the International Building Code and the International Residential Code adopted by the State of Washington Building Code Council and as adopted by the City of Monroe.

“Breakaway wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

“Community” means The City of Monroe when referenced in this chapter.

“Critical facility” means a facility for which even a slight chance of flooding might be too great. Critical facilities include but are not limited to schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

“Development” means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

“Development” also means subdivision of a parcel or parcels into two or more lots **located within the area of special flood hazard.**

“Elevation Certificate” means an administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a

Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

“Elevated Building” means for insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

“Essential Facility”: See “Essential Facility” defined in ASCE 24. Table 1-1 in ASCE 24-14 further identifies building occupancies that are essential facilities.

“Existing Manufactured Home Park or Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the community.

“Expansion to an Existing Manufactured Home Park or Subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

“Farmhouse” means a single-family dwelling located on a farm site where resulting agricultural products are not produced for the primary consumption or use by the occupants and the farm owner.

“Flood or Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1.

a) ~~((1))~~. The overflow of inland or tidal waters; ~~((and/or.))~~

b) ~~((2.))~~ The unusual and rapid accumulation ~~((of))~~**or** runoff of surface waters from any source;~~and/or~~

c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by

an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

“Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a “Flood Insurance Study (FIS).”

“Flood Insurance Rate Map (FIRM)” means the official map **of a community**, on which the Federal Insurance ((Administration))**Administrator** has delineated both the areas of special flood hazards and the risk premium zones applicable to the community. **A FIRM that has been made available digitally is called a “Digital Flood Insurance Rate Map (DFIRM).”**

“Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

“Floodplain or flood prone area” means any land area susceptible to being inundated by water from any source. See "Flood or flooding."

“Floodplain administrator” means the community official designated by title to administer and enforce the floodplain management regulations.

“Floodplain management regulations” means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

“Flood proofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than ((one-foot)) **a designated height.** **Also referred to as "Regulatory Floodway."**

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair

facilities, and does not include long term storage or related manufacturing facilities.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

a) By an approved state program as determined by the Secretary of the Interior, or

b) Directly by the Secretary of the Interior in states without approved programs.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building’s lowest floor, provided, that such enclosure is not built so as to render the structure in violation of the applicable ~~((nonelevation))~~ **non-elevation** design requirements of this chapter found in MMC 14.01.130 **(i.e. provided there are adequate flood ventilation openings).**

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than one hundred eighty consecutive days. For insurance purposes the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles. **The term “manufactured home” does not include a “recreational vehicle.”**

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

~~((O. “New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter.))~~

“Mean Sea Level” means, for purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

“New construction” means for the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial Flood Insurance Rate Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

“One hundred year flood or 100 year flood”: See “Base flood.”

“New manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

“Reasonably Safe from Flooding” means development that is designed and built to be safe from flooding based on consideration of current flood elevation studies, historical data, high water marks and other reliable data known to the community. In unnumbered A zones where flood elevation information is not available and cannot be obtained by practicable means, reasonably safe from flooding means that the lowest floor is at least two feet above the Highest Adjacent Grade.

“Recreational vehicle” means a vehicle:

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

“Start of construction” includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, **rehabilitation, addition,** placement, or other improvement was within

one hundred eighty days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. **For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.**

“Structure” means, **for floodplain management purposes**, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, **as well as a manufactured home.**

“Substantial damage” means damage of any origin sustained by a structure for which the cost of restoration to its before damaged condition would equal or exceed fifty percent of the ~~((assessed))~~ **market** value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, ~~((or))~~ **rehabilitation, addition, or other** improvement of a structure, the cost of which equals or exceeds fifty percent of the ~~((assessed))~~ **market** value of the structure, ~~((either))~~

~~((1. Before the improvement or repair is started; or))~~

~~((2. If the structure has been damaged and is being restored,))~~ before the ~~((damage occurred. For the purposes))~~ **start** of ~~((this definition))~~ **“construction” of the improvement. This term includes structures which have incurred** “substantial ~~((improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part))~~ **damage, regardless** of the ~~((building commences, whether or not that alteration affects the external dimensions of the structure.))~~ **actual repair work performed.**

The term does not, however, include either:

1) ~~((1.))~~ Any project for improvement of a structure to correct ~~((precited))~~ **previously identified** existing violations of state or local health, sanitary, or safety code specifications ~~((which))~~ **that** have been previously identified by the local code enforcement official and ~~((which))~~ **that** are the minimum necessary to assure safe living conditions; or

2) ~~((2.))~~ Any alteration of a **“historic”** structure ~~((listed on))~~, **provided that** the ~~((National Register of Historic Places or))~~ **alteration will not preclude the structure's continued designation as** a ~~((State Inventory of Historic Places))~~ **“historic structure.”**

“Variance” means a grant of relief **by a community** from the ~~((requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.))~~ **terms of a floodplain management regulation.**

“Water surface elevation” means the height, in relation to the vertical datum utilized in the applicable flood insurance study of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Water Dependent” means a structure for commerce or industry that cannot exist in any other location and is dependent on the water by reasons of the intrinsic nature of its operations.

14.01.100 Special flood hazard area development permits.

A. A special flood hazard area development permit shall be obtained before construction or development begins within any area of special flood hazard established in MMC 14.01.050. A special flood hazard area development permit shall be required for all structures, including the placement of manufactured homes.

B. Application for a special flood hazard area development permit shall be made on forms furnished by the floodplain manager and may include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

1. Elevation in relation to ~~((North American Vertical Datum of 1929))~~ mean sea level, of the lowest floor (including the basement) of all structures;
2. Elevation in relation to ~~((North American Vertical Datum of 1929))~~ mean sea level to which any structure has been floodproofed;
5. Base flood elevation data; ~~((and))~~
6. Floodway data, **including engineering analysis indicating no rise of the BFE where development is proposed in a floodway; and**

7. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

C. The total fee for the application shall be as established by the city council by periodic resolution. The application form must be completed and submitted with the application fee before issuance of the special flood hazard area development permit will be considered.

14.01.120 Floodplain manager – Duties and responsibilities.

Duties of the floodplain manager shall include, but not be limited to:

A. Permit Review.

1. Review all permit applications to determine that the special flood hazard area development permit requirements of this chapter have been satisfied.
2. Review all special flood hazard area development permit applications to determine that all necessary permits have been obtained from those governmental agencies from which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
3. Review all special flood hazard area development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of MMC 14.01.150 are met.
4. Review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in an area of special flood hazard, all new construction and substantial improvements shall (a) be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, (b) be constructed with materials resistant to flood damage, (c) be constructed by methods and practices that minimize flood damages, and (d) be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
5. Review subdivision proposals and other new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding. If a subdivision proposal or other proposed new development is in an area of special flood hazard, any such proposals shall be reviewed to assure that (a) all such proposals are consistent with the need to minimize flood damage within the area of special flood hazard, (b) all public utilities and facilities, such as sewer, gas, electrical, and water systems, are located and constructed to minimize or eliminate flood damage, and (c) adequate drainage is provided to reduce exposure to flood hazards.

6. Notify FEMA when annexations occur in the Special Flood Hazard Area.

B. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with MMC 14.01.050, Basis for establishing the areas of special flood hazard, the floodplain manager obtains, reviews, and reasonably utilizes any base flood elevation and floodway data available from a federal, state or other source, in order to administer MMC 14.01.130, 14.01.140 and 14.01.150.

C. Information To Be Obtained and Maintained.

1. Where base flood elevation data is provided through the Flood Insurance Study or required as in subsection (B) of this section, obtain and record the actual elevation (in relation to ~~((North American Vertical Datum of 1929))~~ mean sea level) of the lowest floor

(including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.

2. For all new or substantially improved floodproofed structures:

a. Verify and record the actual elevation in relation to ((North American Vertical Datum of 1929)) mean sea level to which the structure was floodproofed; and

b. Maintain the floodproofing certifications required in MMC 14.01.100.

3. ((Maintain for public inspection all records pertaining to the provisions of this chapter.))
Certification required by the encroachment provisions found at MMC 14.01.150.

4 .Records of all variance actions, including justification for their issuance.

5. Improvement and damage calculations.

6. Maintain for public inspection all records pertaining to the provisions of this chapter.

D. Alteration of Watercourses.

1. The floodplain manager shall notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

2. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.

E. Interpretation of FIRM Boundaries. The floodplain manager shall make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in MMC 14.01.170.

F. Changes to Special Flood Hazard Area.

1. If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to the BFE or boundaries of the SFHA would normally require a Letter of Map Change, then the project proponent shall initiate, and receive approval of, a Conditional Letter of Map Revision (CLOMR) prior to approval of the development permit. The project shall be constructed in a manner consistent with the approved CLOMR.

2. If a CLOMR application is made, then the project proponent shall also supply the full CLOMR documentation package to the Floodplain Administrator to be attached to the floodplain development permit, including all required property owner notifications.

14.01.130 General standards.

A. In all areas of special flood hazards, the following provisions are required:

1. Anchoring.

a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

b. All manufactured homes must be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors, and those listed in FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook. The anchoring requirement is in addition to applicable requirements for resisting wind forces.

2. Construction Materials and Methods.

a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

c. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

3. Utilities.

a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

b. Water wells shall be located outside of the floodway.

c. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters.

d. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4. Subdivision Proposals.

a. All subdivision proposals shall be consistent with the need to minimize flood damage.

b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

- c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
- d. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed development which contain at least fifty lots or five acres (whichever is less).

5. Storage of Materials and Equipment

- a. **The storage or processing of materials that could be injurious to human, animal, or plant life if released due to damage from flooding is prohibited in special flood hazard areas**
- b. **Storage of other material or equipment may be allowed if not subject to damage by floods and if firmly anchored to prevent flotation, or if readily removable from the area within the time available after flood warning.**

~~((5.))~~**6.** Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high-water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

B. In all areas of special flood hazards where base flood elevation data has been provided as set forth in MMC 14.01.050 or 14.01.120(B), the following provisions are required:

1. Residential Construction.

a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above base flood elevation. **Mechanical equipment and utilities shall be waterproofed or elevated at least one foot above base flood elevation.**

b. For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

- i. Provide a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
- ii. The bottom of all openings shall be no higher than one foot above grade; and

iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

iv. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters.

c. New construction and substantial improvements of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation, or, together with attendant utility and sanitary facilities, shall:

a. Be **dry** floodproofed so that below one foot above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;

b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;

c. Have a certification by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the city engineer;

d. Nonresidential structures that are elevated, but not floodproofed, must meet the same standards for space below the lowest floor as described in subsection (B)(1) of this section;

e. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to one foot above the base level will be rated as at the base flood level);

f. For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding, and

ii. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.

iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

iv. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters.

g. For all new construction and substantial improvement located in an unnumbered A Zone for which a BFE is not available and cannot be reasonably obtained, the structure shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

3. Manufactured Homes.

a. All manufactured homes that are placed or substantially improved (~~within zones A1-30, AH, and AE on the community's FIRM~~) on sites that are:

- i. Outside of a manufactured home park or subdivision;
- ii. In a new manufactured home park or subdivision;
- iii. In an expansion to an existing manufactured home park or subdivision; or
- iv. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood;

shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

b. All manufactured homes that are placed or substantially improved on sites in an existing manufactured home park or subdivision (~~within Zones A1-30, AH, and AE on the community's FIRM~~) that are not subject to the provisions of subsection (B)(3)(a) of this section must be elevated so that either:

- i. The lowest floor of the manufactured home **is elevated one foot or more** (~~(at or)~~) above the base flood elevation; or
- ii. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

4. Recreational Vehicles.

a. Recreational vehicles placed on sites (~~within Zones A1-30, AH, and AE on the community's FIRM~~) **are required to** either:

- i. Be on the site for fewer than one hundred eighty consecutive days;
- ii. Be fully licensed and ready for highway use; or
- iii. Meet the permit requirements of MMC 14.01.100 and the elevation and anchoring requirements for "manufactured homes" in subsection (B)(3) of this section.

b. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions. (Ord. 018/2017 § 4; Ord. 004/2006 § 2; Ord. 021/2005 § 1)

5. Enclosed Area Below the Lowest Floor. If buildings or manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access or storage.

14.01.190 Severability.

~~((If any section, sentence, clause or phrase of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this chapter. (Ord. 018/2017 § 6)))~~

This chapter and the various parts thereof are hereby declared to be severable. Should any Section of this chapter be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the chapter as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

City of Monroe



Floodplains & Shoreline Boundary

BOUNDARIES

- Urban Growth Area
- Monroe City Limits
- Shoreline Boundary

Flood Zones

- 100 Yr. Zone A and AE (1999)
- 100 Yr., Zone AE (2005)
- 500 Yr., Shaded Zone X (1999)
- Shaded Zone X (2005) - areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 sq mi; and areas protected by levees from 1% annual chance flood.

Notes:

- 1) The City of Monroe adopted the 2005 FIRM maps for Panel 1357 of 1575 and the 1999 FIRM maps for Panel 1377 of 1575 resulting in the mapping illustrated herein.
- 2) The locations depicted are approximate boundaries for critical areas within the city limits. This map provides only approximate boundaries of known features and is not a substitute for more detailed maps and/or studies to identify the exact locations of known features or additional critical area features not illustrated on the map.
- 3) The points where streams change classification are approximate and subject to confirmation and refinement.
- 4) Classifications are subject to refinement based upon additional or updated fish use and seasonality of water flow information.



Map data shown is the property of the sources listed below. Inaccuracies may exist, and the City of Monroe implies no warranties or guarantees regarding any aspect of data depiction. This map is not an actual survey of individually noted critical areas. Streams have been categorized using the water typing system defined in Monroe Municipal Code Chapter 20.05 (equivalent to WAC 222-16-031). Wetlands were classified using the Washington Department of Ecology's Washington State Wetland Rating system for Western Washington. Wetland size, shape and location are approximate based on a reconnaissance level evaluation. The City of Monroe and the Urban Growth Area may contain additional critical areas not identified on this map. Therefore this map is to be used for reference purposes only.

Source: FEMA's DFIRM Database, Snohomish County, Washington and Unincorporated Areas, 2005.

Project: Floodplain and Shoreline 11x17
 Location: Y:\GIS\Departments\CDI\Comprehensive Plan\Comp Plan 2013\For_Commerce
 Revised: 10-08-13
 Author: M. Sartorius

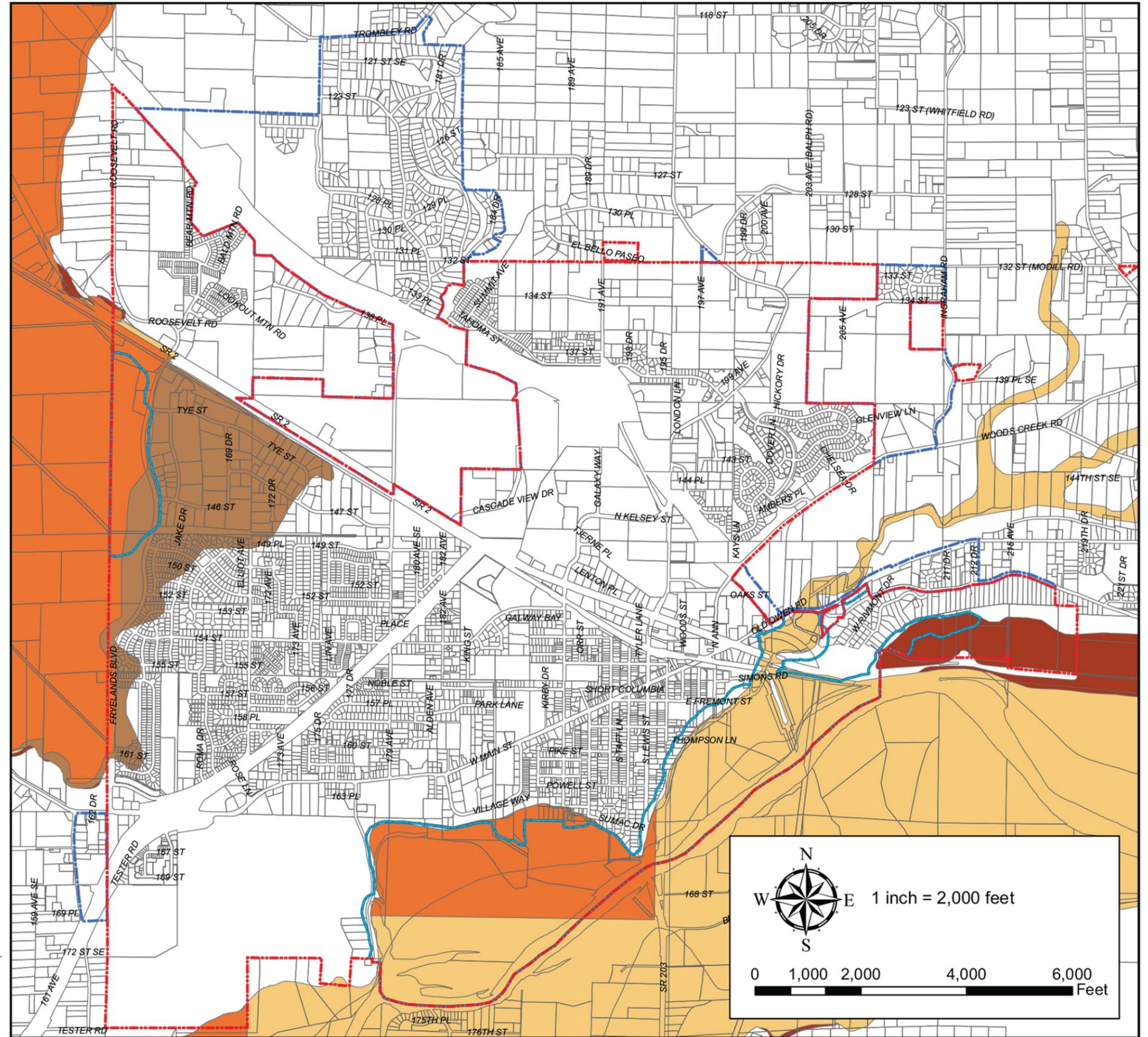


Figure 9.10 - Monroe's Floodplains & Shoreline Boundary map. (Image source: City of Monroe, 2013 Comprehensive Plan)



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
115-I

December 19, 2019

The Honorable Geoffrey Thomas
Mayor, City of Monroe
806 West Main Street
Monroe, Washington 98272

Community: City of Monroe,
Snohomish County,
Washington
Community No.: 530169
Map Panels Affected: See FIRM Index

Dear Mayor Thomas:

On January 12, 2007, you were notified of proposed Base Flood Elevations (BFEs) affecting the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for the City of Monroe, Snohomish County, Washington and on February 1, 2018 you were notified of proposed modified flood hazard determinations (FHDs). The statutory 90-day appeal periods that were initiated on January 23, 2007 when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed BFEs in the *Monroe Monitor and Valley News* and on February 15, 2018, when FEMA published a notice of proposed FHDs for your community in the *Daily Herald*, have elapsed.

FEMA received no valid requests for changes in the BFEs and FHDs. Therefore, the determination of the Agency as to the FHDs for your community is considered final. The final BFEs and FHDs will be published in the *Federal Register* as soon as possible. The modified BFEs, FHDs and revised map panels, as referenced above, will be effective as of June 19, 2020, and revise the FIRM that was in effect prior to that date. For insurance rating purposes, the community number and new suffix code for the panels being revised are indicated above and on the map and must be used for all new policies and renewals.

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Because of the modifications to the FIRM and FIS report for your community made by this map revision, certain additional requirements must be met under Section 1361 of the 1968 Act, as amended, within 6 months from the date of this letter. **Prior to June 19, 2020,** your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(d) of the NFIP regulations. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all the standards specified in Paragraph 60.3(d) of the NFIP regulations must be enacted in a legally enforceable document. This includes the adoption of the effective FIRM and FIS report to which the regulations, apply and the modifications made by this map revision. Some of the standards should already have been enacted by your community. Any additional requirements can be met by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3(d);
2. Adopting all the standards of Paragraph 60.3(d) into one new, comprehensive set of regulations;
or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3(d).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

A Consultation Coordination Officer (CCO) has been designated to assist your community with any difficulties you may be encountering in enacting the floodplain management regulations. The CCO will be the primary liaison between your community and FEMA. For information about your CCO, please contact:

Dwight Perkins
Regional Engineer, FEMA Region 10
130 – 228th Street, S.W.
Bothell, Washington 98021 – 9796
(425) 487- 4684

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs)) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

The FIRM panels have been computer-generated. Once the FIRM and FIS report are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Copies of the digital files or paper copies of the FIRM panels may be obtained by calling our FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP (1-877-336-2627). In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to call the Director, Federal Insurance and Mitigation Division of

FEMA in Bothell, Washington, at (425) 487- 4600 for assistance. If you have any questions concerning mapping issues in general or the enclosed Summary of Map Actions, please call our FMIX at the number shown above. Additional information and resources your community may find helpful regarding the NFIP and floodplain management, such as *The National Flood Insurance Program Code of Federal Regulations*, *Answers to Questions About the NFIP*, *Use of Flood Insurance Study (FIS) Data as Available Data*, *Frequently Asked Questions Regarding the Effect that Revised Flood Hazards have on Existing Structures*, and *National Flood Insurance Program Elevation Certificate and Instructions*, can be found on our website at <https://www.floodmaps.fema.gov/lfd>. Paper copies of these documents may also be obtained by calling our FMIX.

Sincerely,



Luis Rodriguez, P.E., Director
Engineering and Modeling Division
Federal Insurance and Mitigation Administration

Enclosure:

Final Summary of Map Actions

cc: Community Map Repository
Brad Feilberg, Public Works Director, City of Monroe

From: [Anita Marrero](#)
To: [Anita Marrero](#)
Subject: FW: Monroe Floodplain Management Ordinance Adoption
Date: Thursday, April 16, 2020 1:44:01 PM
Attachments: [image003.png](#)

From: Pilkenton, Roxanne [<mailto:roxanne.reale-pilkenton@fema.dhs.gov>]
Sent: Tuesday, April 14, 2020 7:34 AM
To: Ben Swanson <BSwanson@monroewa.gov>
Cc: Graves, John <John.Graves@fema.dhs.gov>; Harris, Bryr <bryr.harris@fema.dhs.gov>;
Radabaugh, David (ECY) <DRAD461@ECY.WA.GOV>
Subject: Monroe Floodplain Management Ordinance Adoption

Hi Mr. Swanson,

A new Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) are scheduled to become effective for your community on 19 June 2020. This means that your community must revise and adopt compliant regulations prior to this date. Failure to adopt the FIS and FIRM through revision of local regulations will result in immediate suspension from the National Flood Insurance Program (NFIP). A community that adopts compliant regulations after the above effective date can immediately be reinstated into the NFIP provided that no non-compliant development has taken place during the time the community was suspended.

FEMA understands that, in response to the COVID-19 pandemic, communities are working to slow the spread of the virus through the key strategies of social distancing and postponement or cancelation of large public gatherings. We also understand that a community's adoption of new regulations must involve the participation of its citizens through multiple public meetings with the local planning commission and/or the local board of commissioners. We recognize the current difficulty of fulfilling both responsibilities. Please see the [PROCLAMATION BY THE GOVERNOR AMENDING PROCLAMATION 20-05 – 20-28 Open Public Meetings Act and Public Records Act](#), signed by Jay Inslee, Governor of Washington on 24 March 2020, regarding public meeting resources.

At this time, FEMA does not have the authority to postpone the effective dates of the maps. These dates are set by legislation and federal regulation that require a community to adopt the new FIS and accompanying FIRM within six (6) months of the issuance of the Letter of Final Determination.

FEMA encourages communities to find whatever flexibility is available in their process to ensure that the FIS and FIRM are adopted on time to avoid the difficulties of suspension. Possibilities may include using technology to hold the required meetings online or exercising the authority to either waive or condense the required time between meetings. It may also

help expedite the adoption process if the only proposed regulation changes are those that are the minimum required to maintain membership in the NFIP.

The implementation of the NFIP in local communities is of paramount importance to ensuring that the safety and welfare of your citizens and their property are protected. FEMA is committed to providing whatever technical assistance we can to assist you in the timely adoption of the regulatory revisions required to continue providing this essential service to your community.

Please feel free to contact me with any questions.

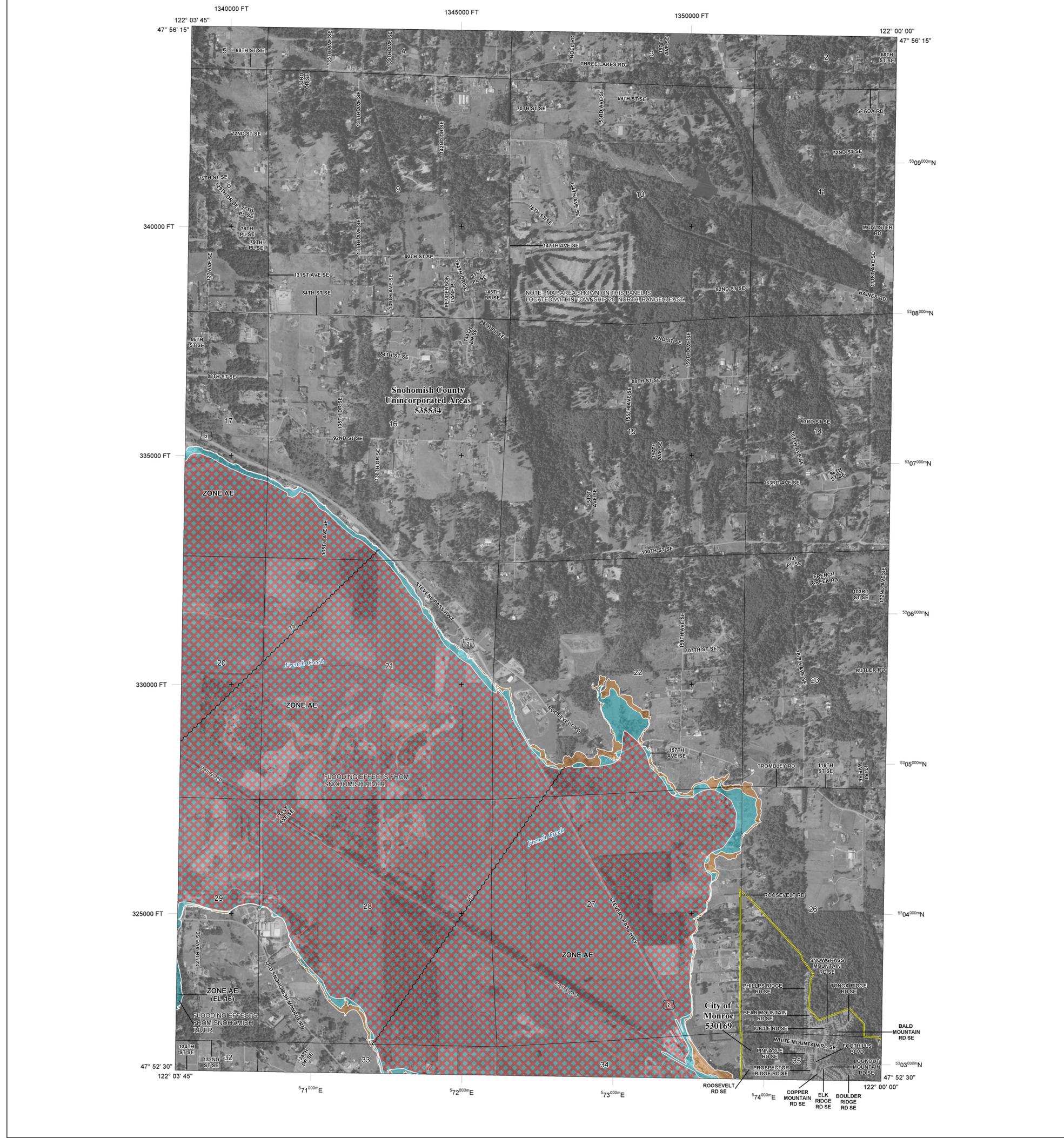
Kind regards,

Roxanne Reale-Pilkenton, CFM
Floodplain Management Specialist | Mitigation | Region 10
Office: (425) 487-4654 | Mobile: (202) 341-6948
roxanne.reale-pilkenton@fema.dhs.gov

Federal Emergency Management Agency
fema.gov



Federal Emergency Management Agency (FEMA), Region 10 is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request a disability accommodation contact me at least five (5) working days in advance at 425-487-4654 or roxanne.reale-pilkenton@fema.dhs.gov.



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

	Without Base Flood Elevation (BFE) Zone A,V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes. Zone X
	Areas Determined to be Outside the 0.2% Annual Chance Floodplain Zone X
	Area of Undetermined Flood Hazard Zone D
	Channel, Culvert, or Storm Sewer Accredited or Provisionally Accredited Levee, Dike, or Floodwall
	Non-accredited Levee, Dike, or Floodwall
	Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
	Coastal Transect
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary

NOTES TO USERS

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Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM index. These may be ordered directly from the Flood Map Service Center at the number listed above.

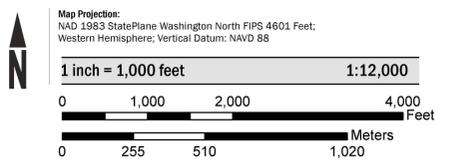
For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

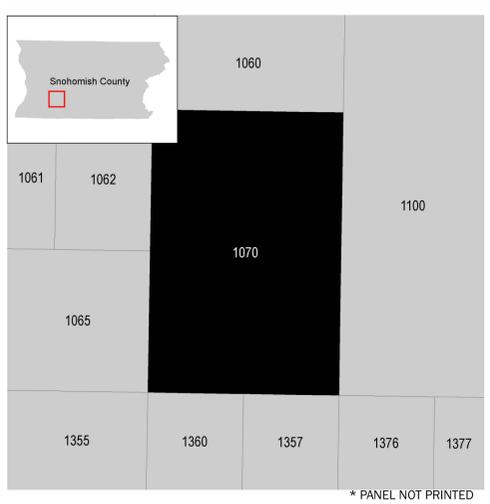
Base map information shown on this panel was provided by the USDA-FSA Aerial Photography Field Office. This information was derived from digital orthophotography at a scale of 1:12,000 and 1-meter pixel resolution from photography dated 2009.

Density Fringe Area

SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1070 of 1575

Panel Contains:

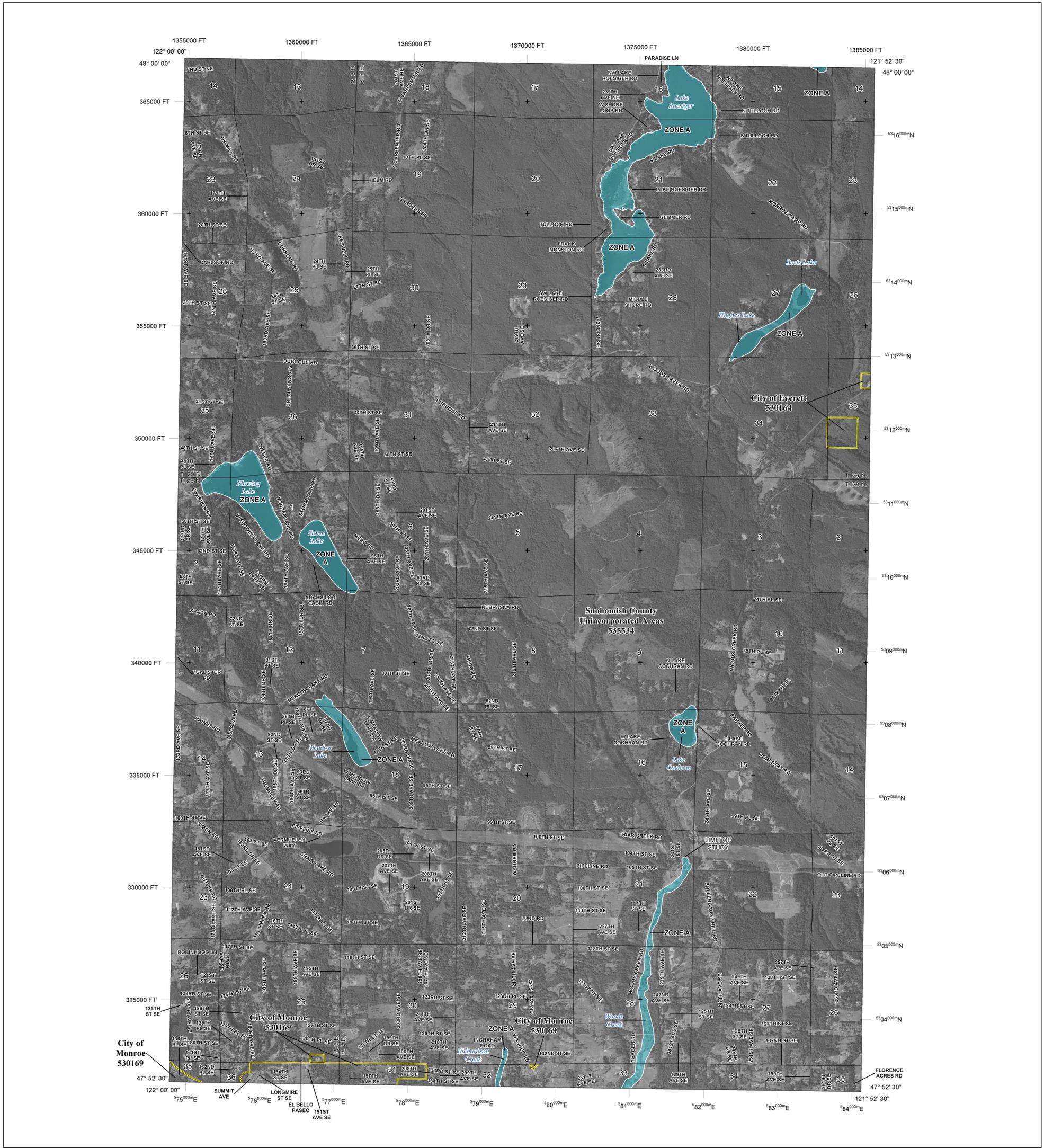
COMMUNITY	NUMBER	PANEL	SUFFIX
MONROE, CITY OF SNOHOMISH COUNTY	530169	1070	G
	535534	1070	G

VERSION NUMBER
2.3.2.1

MAP NUMBER
53061C1070G

MAP REVISED
JUNE 19, 2020

New Business #4
AB20-070



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee See Notes. Zone X
OTHER AREAS		Areas Determined to be Outside the 0.2% Annual Chance Floodplain Zone X
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer Accredited or Provisionally Accredited Levee, Dike, or Floodwall
		Non-accredited Levee, Dike, or Floodwall
		18.2 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
		Coastal Transect
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Base Flood Elevation Line (BFE)
OTHER FEATURES		Limit of Study
		Jurisdiction Boundary

NOTES TO USERS

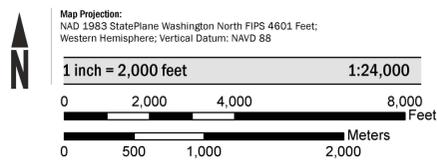
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Flood Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

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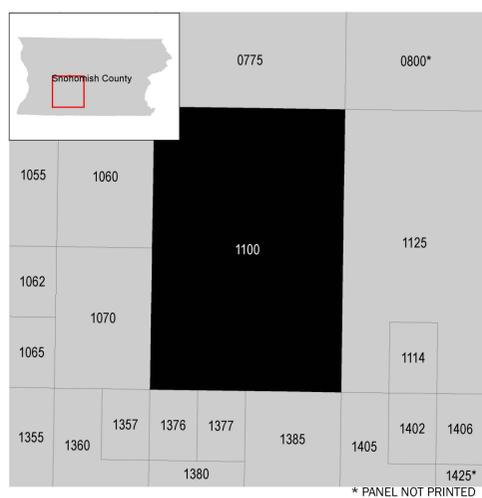
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SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1100 OF 1575

Panel Contains:

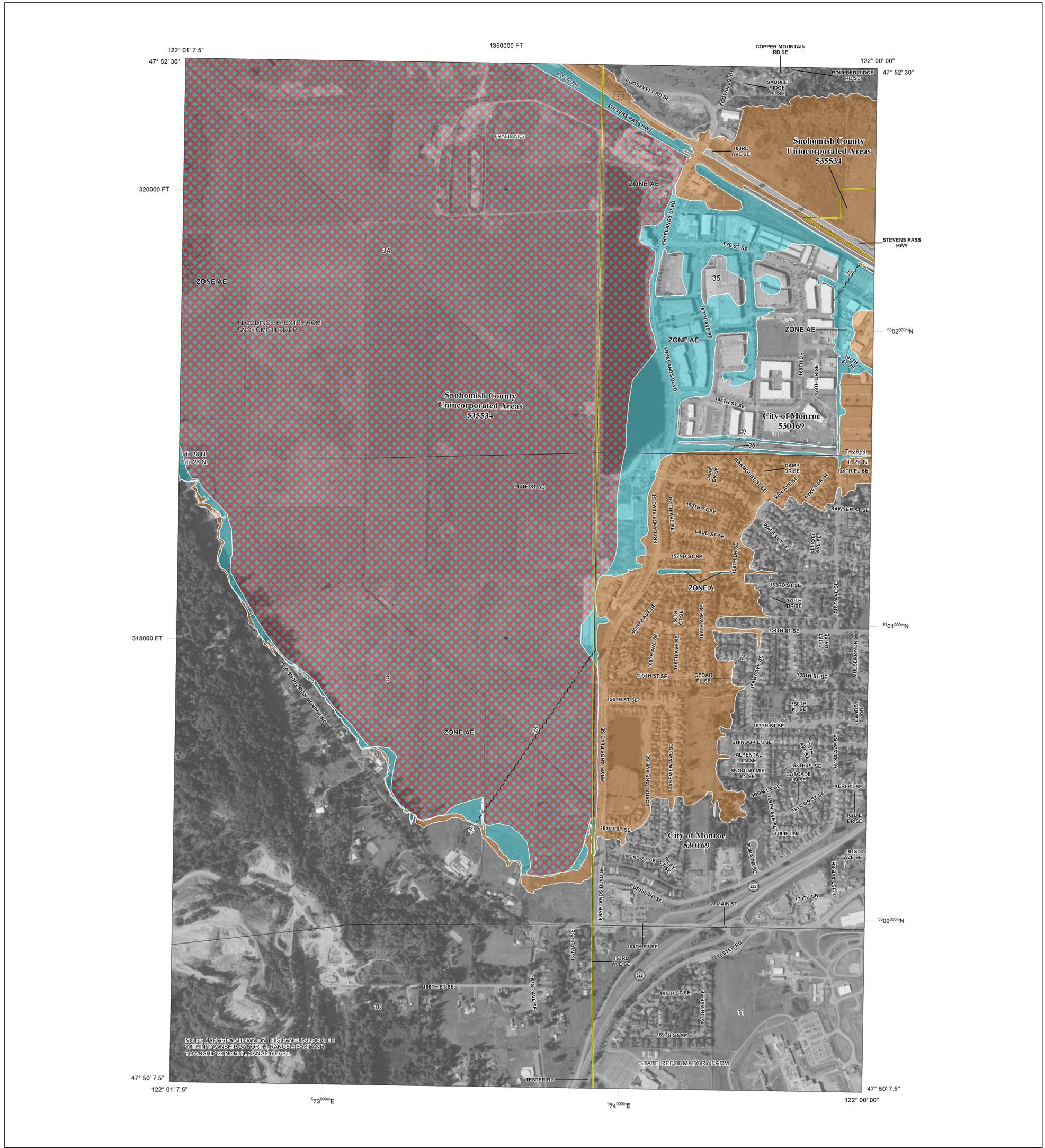
COMMUNITY	NUMBER	PANEL	SUFFIX
EVERETT, CITY OF	530164	1100	F
MONROE, CITY OF	530169	1100	F
SNOHOMISH COUNTY	535534	1100	F

VERSION NUMBER
2.3.2.1

MAP NUMBER
53061C1100F

MAP REVISED
JUNE 19, 2020

New Business #4
AB20-070



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
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		With BFE or Depth Zone AE, AO, AH, VE, AR
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		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Base Flood Elevation Line (BFE)
		Limit of Study
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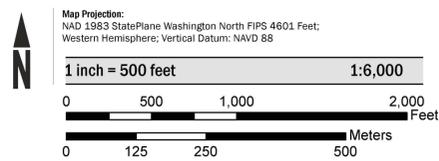
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Density Fringe Area

SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1357 OF 1575

Panel Contains:

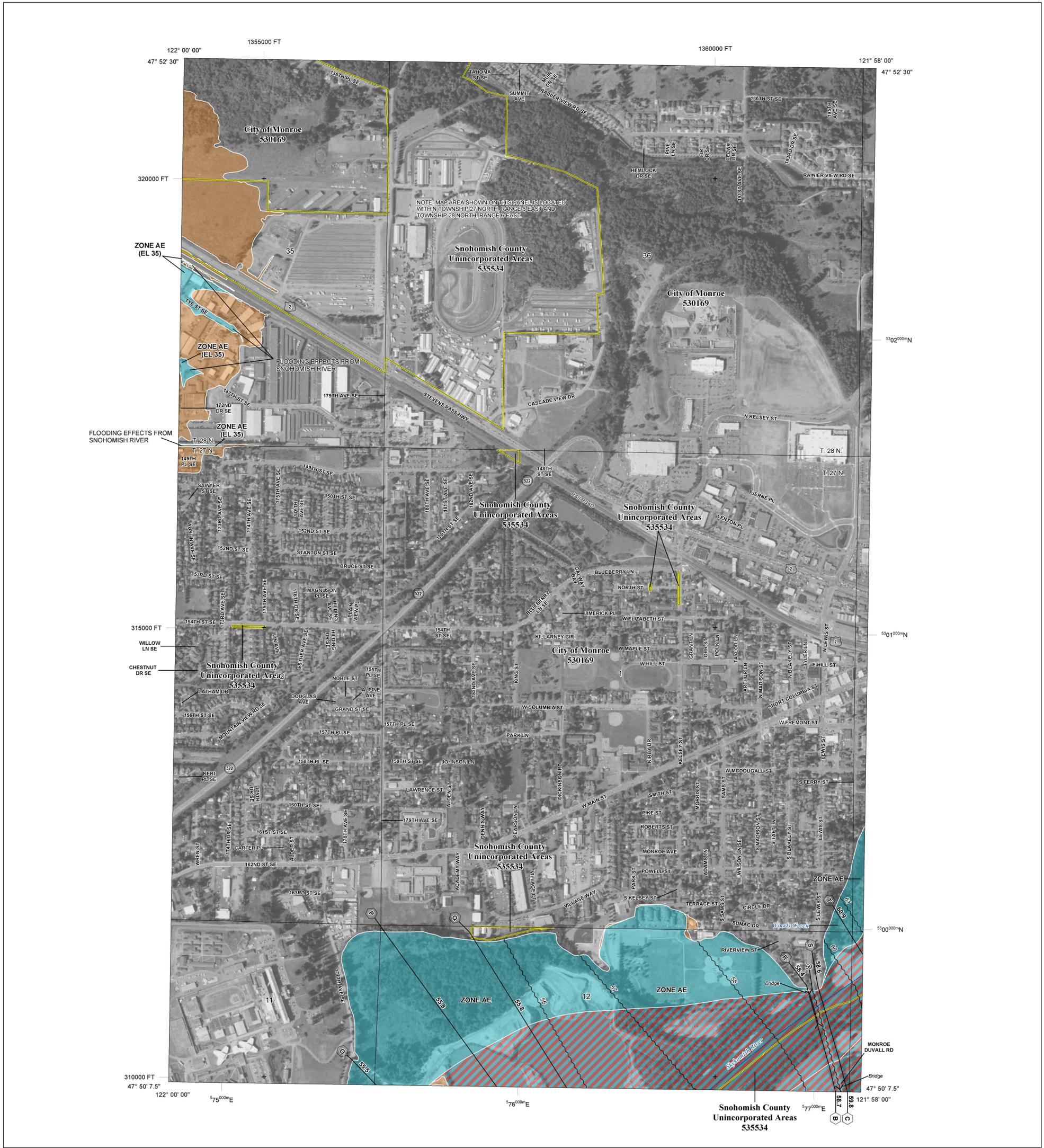
COMMUNITY	NUMBER	PANEL	SUFFIX
MONROE, CITY OF SNOHOMISH COUNTY	530169 535534	1357 1357	G G

VERSION NUMBER
2.3.2.1

MAP NUMBER
53061C1357G

MAP REVISED
JUNE 19, 2020

New Business #4
AB20-070



FLOOD HAZARD INFORMATION

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OTHER AREAS		Areas Determined to be Outside the 0.2% Annual Chance Floodplain Zone X
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		Coastal Transect
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
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OTHER FEATURES		Limit of Study
		Jurisdiction Boundary

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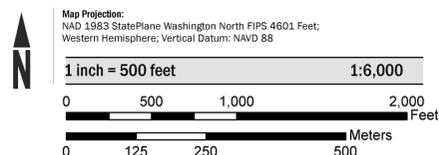
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To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

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SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1376 of 1575

Panel Contains:

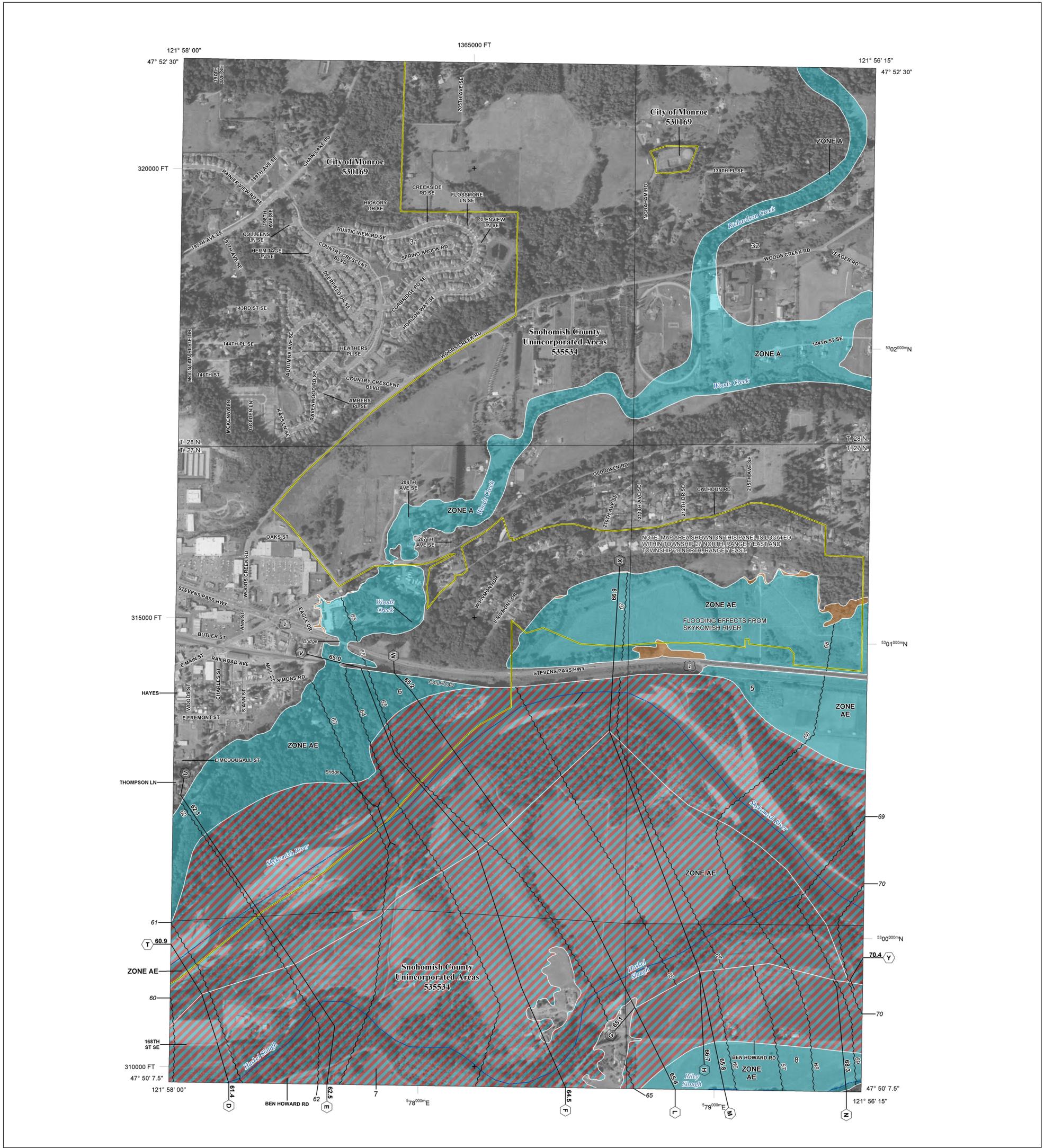
COMMUNITY	NUMBER	PANEL	SUFFIX
MONROE, CITY OF SNOHOMISH COUNTY	530169	1376	G
	535534	1376	G

VERSION NUMBER
2.3.2.1

MAP NUMBER
53061C1376G

MAP REVISED
JUNE 19, 2020

New Business #4
AB20-070



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee See Notes. Zone X
OTHER AREAS		Areas Determined to be Outside the 0.2% Annual Chance Floodplain Zone X
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Accredited or Provisionally Accredited Levee, Dike, or Floodwall
		Non-accredited Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
		Coastal Transect
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Base Flood Elevation Line (BFE)
OTHER FEATURES		Limit of Study
		Jurisdiction Boundary

NOTES TO USERS

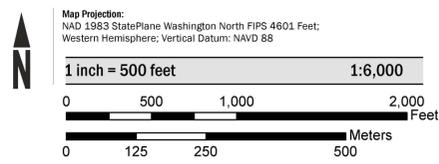
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Flood Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

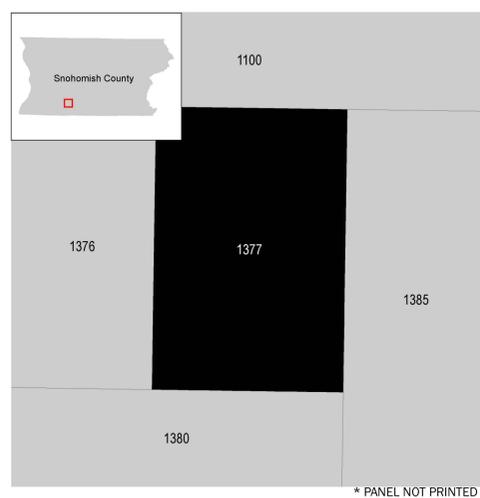
For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this panel was provided by the USDA-FSA Aerial Photography Field Office. This information was derived from digital orthophotography at a scale of 1:12,000 and 1-meter pixel resolution from photography dated 2009.

SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1377 of 1575

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
MONROE, CITY OF	530169	1377	F
SNOHOMISH COUNTY	535534	1377	F

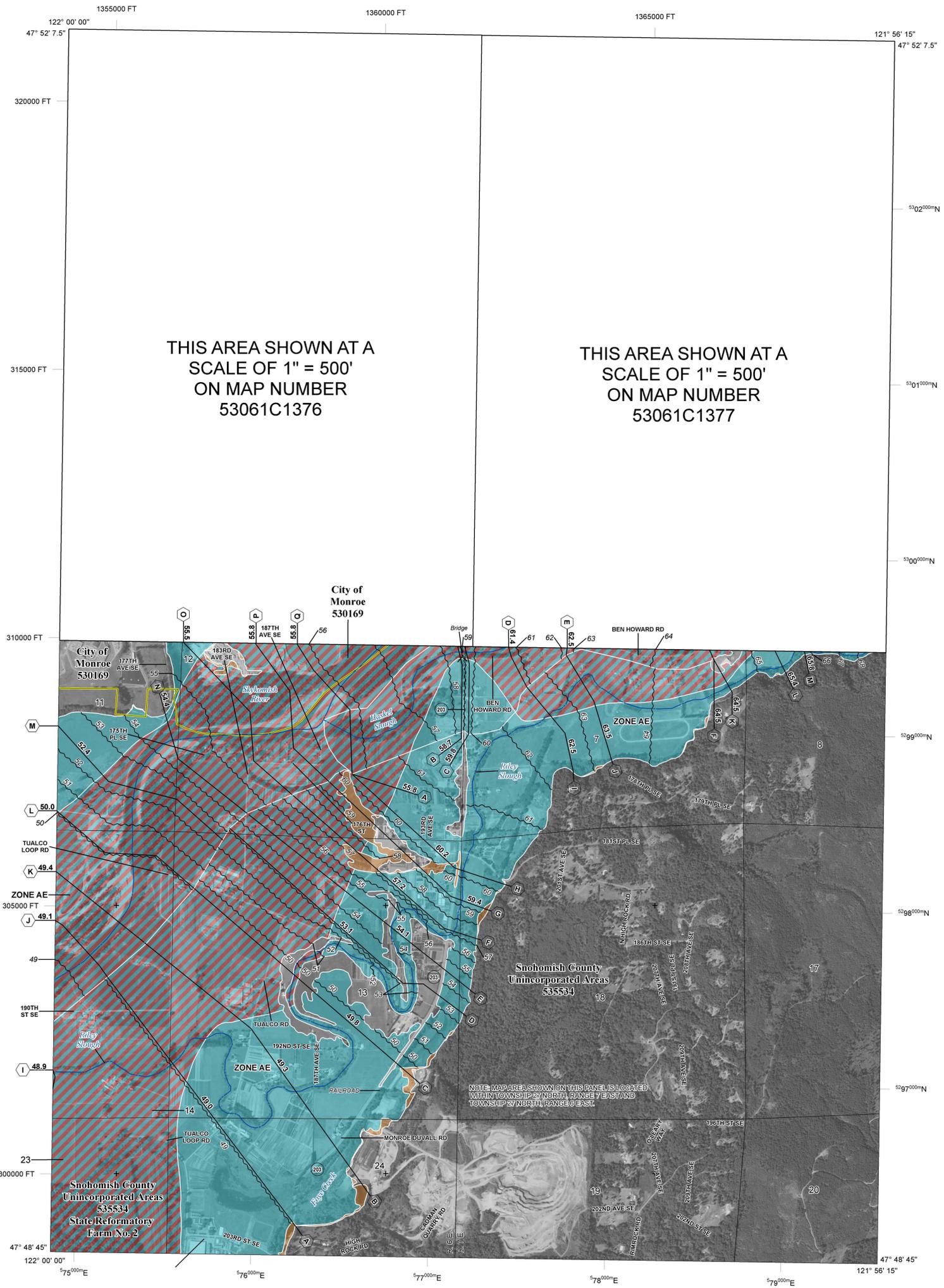
FEMA

VERSION NUMBER
2.3.2.1

MAP NUMBER
53061C1377F

MAP REVISED
JUNE 19, 2020

New Business #4
AB20-070



FLOOD HAZARD INFORMATION

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	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes. Zone X
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	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary

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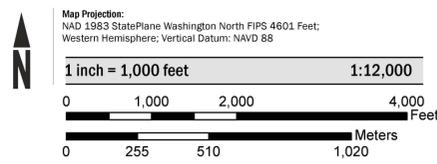
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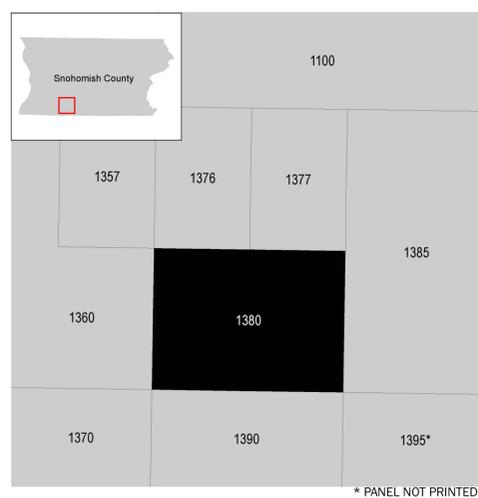
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SCALE



PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

SNOHOMISH COUNTY, WASHINGTON
 AND INCORPORATED AREAS

PANEL 1380 of 1575

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
MONROE, CITY OF SNOHOMISH COUNTY	530169	1380	F
	535534	1380	F

VERSION NUMBER 2.3.2.1
 MAP NUMBER 53061C1380F
 MAP REVISED JUNE 19, 2020
 New Business #4 AB20-070



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

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

1. Name of proposed project, if applicable:
Amendments to Monroe Municipal Code (MMC) Chapter 14.01, Flood Hazard Area Regulations.
2. Name of applicant:
City of Monroe
3. Address and phone number of applicant and contact person:
**Anita Marrero, Senior Planner
806 West Main Street
Monroe, WA 98272
(360) 863-4513
amarrero@monroewa.gov**
4. Date checklist prepared:
March 5, 2020
5. Agency requesting checklist:
City of Monroe
6. Proposed timing or schedule (including phasing, if applicable):
The proposal is for amendments to the City's existing development regulations. Code amendments require a public hearing before the Planning Commission and final approval by the City Council. The public hearing before the Planning Commission is tentatively scheduled to take place on March 23, 2020. The City Council's first reading of the ordinance is tentatively scheduled for April 14, 2020 with a final reading on April 28, 2020.
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
Not at this time.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
This SEPA Checklist.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
None at this time.
10. List any government approvals or permits that will be needed for your proposal, if known.
The proposed code amendments will be considered by the Planning Commission, which forwards a recommendation to the City Council. The City Council is the final decision authority for code amendments in the City. Additional reviews will be conducted by the Department of Commerce and other state agencies that are required to consider amendments to development regulations.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description).

The City of Monroe is proposing text amendments to Chapter 14.01 of the Monroe Municipal Code (MMC), Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA). The City is required to adopt both the updated Flood Insurance Rate Maps (FIRMs) and to update the flood damage prevention ordinance in order to remain in good standing with the National Flood Insurance Program (NFIP). This is a nonproject action.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

City-wide properties located in the special flood hazard areas. The City of Monroe is approximately 14 miles east of the City of Everett on US Route 2 and 22 miles north of the City of Seattle on State Route 522.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site:
(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____
The proposal is a nonproject action. This does not apply.
- b. What is the steepest slope on the site (approximate percent slope)?
The proposal is a nonproject action. This does not apply.
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.
The proposal is a nonproject action. This does not apply.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
The proposal is a nonproject action. This does not apply.
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.
The proposal is a nonproject action. This does not apply.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
The proposal is a nonproject action. This does not apply.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
The proposal is a nonproject action. This does not apply.
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
The proposal is a nonproject action. This does not apply.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.
The proposal is a nonproject action. This does not apply.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
The proposal is a nonproject action. This does not apply.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:
The proposal is a nonproject action. This does not apply.

3. Water

- a. Surface Water:
- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
The proposal is a nonproject action. This does not apply.
 - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
The proposal is a nonproject action. This does not apply.
 - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
The proposal is a nonproject action. This does not apply.
 - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
The proposal is a nonproject action. This does not apply.
 - 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
The proposal is a nonproject action. This does not apply.
 - 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.
The proposal is a nonproject action. This does not apply.
- b. Ground Water:
- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

The proposal is a nonproject action. This does not apply.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

The proposal is a nonproject action. This does not apply.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

The proposal is a nonproject action. This does not apply.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

The proposal is a nonproject action. This does not apply.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

The proposal is a nonproject action. This does not apply.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

The proposal is a nonproject action. This does not apply.

4. Plants

a. Check the types of vegetation found on the site:

- ___deciduous tree: alder, maple, aspen, other
- ___evergreen tree: fir, cedar, pine, other
- ___shrubs
- ___grass
- ___pasture
- ___crop or grain
- ___ Orchards, vineyards or other permanent crops.
- ___ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ___water plants: water lily, eelgrass, milfoil, other
- ___other types of vegetation

The proposal is a nonproject action. This does not apply.

b. What kind and amount of vegetation will be removed or altered?

The proposal is a nonproject action. This does not apply.

c. List threatened and endangered species known to be on or near the site.

The proposal is a nonproject action. This does not apply.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

The proposal is a nonproject action. This does not apply.

- e. List all noxious weeds and invasive species known to be on or near the site.

The proposal is a nonproject action. This does not apply.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

The proposal is a nonproject action. This does not apply.

- b. List any threatened and endangered species known to be on or near the site.

The proposal is a nonproject action. This does not apply.

- c. Is the site part of a migration route? If so, explain.

The proposal is a nonproject action. This does not apply.

- d. Proposed measures to preserve or enhance wildlife, if any:

The proposal is a nonproject action. This does not apply.

- e. List any invasive animal species known to be on or near the site.

The proposal is a nonproject action. This does not apply.

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

The proposal is a nonproject action. This does not apply.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

The proposal is a nonproject action. This does not apply.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

The proposal is a nonproject action. This does not apply.

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

The proposal is a nonproject action. This does not apply.

- 1) Describe any known or possible contamination at the site from present or past uses.
The proposal is a nonproject action. This does not apply.
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
The proposal is a nonproject action. This does not apply.
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
The proposal is a nonproject action. This does not apply.
- 4) Describe special emergency services that might be required.
The proposal is a nonproject action. This does not apply.
- 5) Proposed measures to reduce or control environmental health hazards, if any:
The proposal is a nonproject action. This does not apply.

- b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
The proposal is a nonproject action. This does not apply.
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
The proposal is a nonproject action. This does not apply.
- 3) Proposed measures to reduce or control noise impacts, if any:
The proposal is a nonproject action. This does not apply.

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
The proposal is a nonproject action. This does not apply.
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
The proposal is a nonproject action. This does not apply.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

The proposal is a nonproject action. This does not apply.

- c. Describe any structures on the site.
The proposal is a nonproject action. This does not apply.
- d. Will any structures be demolished? If so, what?
The proposal is a nonproject action. This does not apply.
- e. What is the current zoning classification of the site?
The proposal is a nonproject action. This does not apply.
- f. What is the current comprehensive plan designation of the site?
The proposal is a nonproject action. This does not apply.
- g. If applicable, what is the current shoreline master program designation of the site?
The proposal is a nonproject action. This does not apply.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
The proposal is a nonproject action. This does not apply.
- i. Approximately how many people would reside or work in the completed project?
The proposal is a nonproject action. This does not apply.
- j. Approximately how many people would the completed project displace?
The proposal is a nonproject action. This does not apply.
- k. Proposed measures to avoid or reduce displacement impacts, if any:
The proposal is a nonproject action. This does not apply.
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:
The proposal is a nonproject action. This does not apply.
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:
The proposal is a nonproject action. This does not apply.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
The proposal is a nonproject action. This does not apply.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
The proposal is a nonproject action. This does not apply.

- c. Proposed measures to reduce or control housing impacts, if any:
The proposal is a nonproject action. This does not apply.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
The proposal is a nonproject action. This does not apply.
- b. What views in the immediate vicinity would be altered or obstructed?
The proposal is a nonproject action. This does not apply.
- c. Proposed measures to reduce or control aesthetic impacts, if any:
The proposal is a nonproject action. This does not apply.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
The proposal is a nonproject action. This does not apply.
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
The proposal is a nonproject action. This does not apply.
- c. What existing off-site sources of light or glare may affect your proposal?
The proposal is a nonproject action. This does not apply.
- d. Proposed measures to reduce or control light and glare impacts, if any:
The proposal is a nonproject action. This does not apply.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
The proposal is a nonproject action. This does not apply.
- b. Would the proposed project displace any existing recreational uses? If so, describe.
The proposal is a nonproject action. This does not apply.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
The proposal is a nonproject action. This does not apply.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

The proposal is a nonproject action. This does not apply.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

The proposal is a nonproject action. This does not apply.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

The proposal is a nonproject action. This does not apply.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

The proposal is a nonproject action. This does not apply.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The proposal is a nonproject action. This does not apply.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

The proposal is a nonproject action. This does not apply.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

The proposal is a nonproject action. This does not apply.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

The proposal is a nonproject action. This does not apply.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

The proposal is a nonproject action. This does not apply.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

The proposal is a nonproject action. This does not apply.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

The proposal is a nonproject action. This does not apply.

- h. Proposed measures to reduce or control transportation impacts, if any:
The proposal is a nonproject action. This does not apply.

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.
The proposal is a nonproject action. This does not apply.
- b. Proposed measures to reduce or control direct impacts on public services, if any.
The proposal is a nonproject action. This does not apply.

16. Utilities

- a. Circle utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other

The proposal is a nonproject action. This does not apply.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.
The proposal is a nonproject action. This does not apply.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Name of signee: Anita Marrero

Position and Agency/Organization: Senior Planner/ City of Monroe

Date Submitted: March 5, 2020

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposed code amendments are not anticipated to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise.

Proposed measures to avoid or reduce such increases are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposed code amendments are not anticipated to affect plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

3. How would the proposal be likely to deplete energy or natural resources?

The adoption of the proposed code amendments is not likely to deplete energy or natural resources.

Proposed measures to protect or conserve energy and natural resources are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The adoption of the proposed code amendments is not anticipated to have an impact upon critical areas or other areas designated for special protection.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposed code amendments will not affect land and shoreline use. The use is presently allowed within the City. Interpretation and application of existing code provisions will not change as a result of the proposed amendments. Therefore, incompatible uses are not anticipated.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposal will not increase demands on public services and utilities or transportation.

Proposed measures to reduce or respond to such demand(s) are:

Since no impacts have been identified, no mitigation measures are proposed. Any impacts at the project level will follow applicable state, federal, and local law.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Staff is not aware of any conflicts with state, local, or federal laws of the proposed text amendments. They are consistent with the Growth Management Act.



DETERMINATION OF NON-SIGNIFICANCE (DNS)

File Number: SEPA 2020-03 (associated with CA2020-01)

Name of Proposal: Amendments to Monroe Municipal Code (MMC) Chapter 14.01, Flood Hazard Area Regulations.

Description of Proposal: The City of Monroe is proposing text amendments to Chapter 14.01 of the Monroe Municipal Code (MMC), Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA). The City is required to adopt both the updated Flood Insurance Rate Maps (FIRMs) and to update the flood damage prevention ordinance in order to remain in good standing with the National Flood Insurance Program (NFIP).

Proponent(s): City of Monroe, 806 West Main Street, Monroe, WA 98272

Location of Proposal: City-wide properties located in the special flood hazard areas. The City of Monroe is approximately 14 miles east of the City of Everett on US Route 2 and 22 miles north of the City of Seattle on State Route 522.

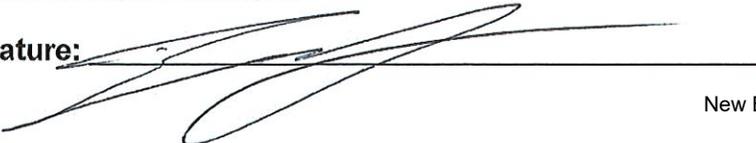
Lead Agency: City of Monroe

Threshold Determination: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) IS NOT required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public for review upon request at Monroe City Hall, 806 West Main Street, Monroe, WA 98272 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

- There is no comment period for this DNS.
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below.

Responsible Official: Ben Swanson, Community Development Director
 SEPA Responsible Official
 (360) 863-4544
 Monroe City Hall
 806 West Main Street
 Monroe, WA 98272
bswanson@monroewa.gov

Date: 3/5/2020

Signature: 

Date of Issuance: March 7, 2020

Deadline for Submitting Comments: No later than 5:00 p.m. on March 21, 2020

Appeals: You may appeal this determination to the City of Monroe Hearing Examiner at Monroe City Hall, which is located at 806 West Main Street, Monroe, WA 98272, no later than **5:00 p.m. on March 21, 2020**. You should be prepared to make specific factual objections; and you shall set forth the specific reason, rationale, and/or basis for the appeal. Appeals must be made in person on City appeal forms, which are available through the Community Development Department at Monroe City Hall. Appeals must be filed in original form in accordance with MMC Chapter 22.84. Payment of the appeal fee, as specified in the city's fee resolution, shall occur at the time the appeal is filed. Please contact Kim Shaw, Land Use Permit Supervisor, by email at kshaw@monroewa.gov or by phone at (360) 863-4532 to read or ask about the procedures for SEPA appeals.

Staff Contact: Questions about the proposal may be directed to Anita Marrero, Senior Planner, at amarrero@monroewa.gov or (360) 863-4513.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

03/09/2020

Ms. Anita Marrero
Senior Planner
City of Monroe
806 W Main Street
Monroe, WA 98272

Sent Via Electronic Mail

Re: City of Monroe--2020-S-1273--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Ms. Marrero:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

Proposed text amendments to Chapter 14.01 of the Monroe Municipal Code (MMC), Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA).

We received your submittal on 03/05/2020 and processed it with the Submittal ID 2020-S-1273. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 05/04/2020.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Michelle Whitfield, (360) 725-3053.

Sincerely,

Review Team
Growth Management Services

Page: 1 of 1



CITY OF MONROE
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Planning Commission Recommendation

A. GENERAL APPLICATION INFORMATION

File Number(s):	CA2020-01 (associated with SEPA2020-03)
Project Summary:	Proposed amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA).
Applicant:	City of Monroe
Location:	City-wide properties located in the special flood hazard areas. The City of Monroe is approximately 14 miles east of the City of Everett on US Route 2 and 22 miles north of the City of Seattle on State Route 522.
Public Hearing Date and Location:	Monday, April 27, 2020, at 7:00 PM via Zoom Virtual Meeting Platform
Staff Contact:	Anita Marrero, Senior Planner City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4513 amarrero@monroewa.gov

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The City of Monroe is proposing text amendments to Chapter 14.01 of the Monroe Municipal Code (MMC), Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA). The City is required to adopt both the updated Flood Insurance Rate Maps (FIRMs) and to update the flood damage prevention ordinance in order to remain in good standing with the National Flood Insurance Program (NFIP). This is a nonproject action.

C. REVIEW PROCESS

1. Overview

MMC Table 22.84.060(B)(1): Project Permit Types, designates code amendments as Type IV project permits. Type IV permits require that the Planning Commission review the proposal and make a recommendation to the final decision authority, which is the City Council. The City is proposing amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations, as required by the Federal Emergency Management Agency (FEMA). Therefore, a Planning Commission public hearing and recommendation to the City Council is required. The required public hearing in front of the Planning Commission was held on April 27, 2020.

Following the close of the public hearing, the Planning Commission will forward a recommendation to the City Council. According to MMC 22.84.030(D)(2), the Planning Commission shall make a written recommendation to the City Council regarding Type IV actions

at the close of their final public hearing or at their next scheduled meeting. The written recommendation to the City Council shall be one of the following:

- a. Recommendation for additional time and/or resources on the application;
- b. Recommendation of approval of the legislative action;
- c. Recommendation of approval of the legislative action with modifications; or
- d. Recommendation of denial of the legislative action.

No earlier than May 12, 2020, the City Council will hold a first reading to consider the Commission's recommendation. Per MMC Table 22.84.060(B)(2), Decision-Making and Appeal Authorities, the City Council is the City's final decision authority on the proposed code amendments. The decision may be appealed subject to the judicial appeal provisions in MMC 22.84.080(D), Judicial Appeals.

2. Public Notification and Comments

- a. **Department of Commerce:** The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on March 9, 2020. Expedited review (14 days rather than 60 days) was requested.
- b. **Notice of Public Hearing:** Notice of Public Hearing was provided in accordance with MMC 22.84.050(C) by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on April 17, 2020.

3. State Environmental Policy Act (SEPA) Review

Pursuant to WAC 197-11-704, the proposal is classified as a nonproject action under the State Environmental Policy Act. Nonproject actions involve "decisions on policies, plans, or programs," which includes the adoption of zoning ordinances [WAC 197-11-704(b)(ii)]. A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on March 7, 2020. The public comment and appeal periods for the DNS ended at 5:00 PM on March 21, 2020. No comments or appeals were received.

4. Public Hearing

The public hearing on this matter was held in front of the Planning Commission on April 27, 2020 at 7:00 PM via Zoom Virtual Meeting Platform. No written comments were received prior to the public hearing.

D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

Pursuant to MMC 22.72.040(E), Decision Criteria, an amendment to the unified development regulations shall not be granted unless the applicant demonstrates that all of the following criteria are met:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan;
2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title;
3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district;
4. The proposed amendment advances the public interest of the community;
5. The amendment does not adversely affect public health, safety, or welfare; and
6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.
7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:
 - a. The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;

- b. The amendment is compatible with the uses and zoning of the adjacent properties;
- c. The proposed reclassification does not constitute a “spot” zone;
- d. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
- e. The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and
- f. The proposed reclassification is an extension of an existing zone, or a logical transition between zones.

The following **Findings of Fact** have been made about the proposed code amendments, and the resulting **Conclusions of Law** were established from the Findings of Fact:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan.

- a. **Findings of Fact:** The adopted 2015 – 2035 Monroe Comprehensive Plan contains applicable goals and policies, as shown below.

Policy/Action Item Number	Policy/Action Item Text
P.010	Manage land use development to reduce downstream urban flooding.
P.011	Require special site plan review of proposed development in geological and flood hazard areas. Evaluate alternative development options where determined necessary.
P.021	Participate in the National Flood Insurance Program Community Rating System.
P.042	Consider flood control strategies that preserve full function and do not negatively impact adjacent properties when evaluating development proposals.

- b. **Conclusions of Law:** The Planning Commission concludes the proposed amendment to the development regulations is consistent with policies and provisions of the Monroe comprehensive plan.

2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

- a. **Findings of Fact:** The proposed amendments would modify the flood hazard area regulations to meet the minimum federal and state regulation requirements that must be contained in local flood regulations. Section 1612.4 of the 2015 International Building Code (IBC) and Section 1612.2 of the 2018 International Building Code incorporate the design and construction standards of ASCE 24 published by the American Society of Civil Engineers. ASCE 24-14 tables 1-1, 2-1, 4-1, and 6-1 contain specific building elevation requirements which exceed minimum NFIP standards.

- b. **Conclusions of Law:** The Planning Commission concludes the amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district.

- a. **Findings of Fact:** The proposal is not site-specific. This criterion does not apply.
- b. **Conclusions of Law:** The proposal is not site-specific. This criterion does not apply.

4. The proposed amendment advances the public interest of the community.

- a. **Findings of Fact:** The proposed amendments would advance the public interest of the

community by allowing the City to remain in good standing with the National Flood Insurance Program (NFIP). The City's participation in the NFIP program allows the City, property owners, businesses, and renters in flood-prone areas to obtain insurance and disaster assistance.

- b. **Conclusions of Law:** The Planning Commission concludes the proposed amendment advances the public interest of the community.

5. The amendment does not adversely affect public health, safety, or welfare.

- a. **Findings of Fact:** The proposed amendments incorporate required changes as mandated by FEMA. The implementation of the NFIP is of paramount importance to ensure that the safety and welfare of the residents of Monroe and their properties are protected. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize the public and private losses due to flood conditions in specific areas by participating in and maintaining eligibility for flood insurance and disaster relief.

- b. **Conclusions of Law:** The Planning Commission concludes the amendment does not adversely affect public health, safety, or welfare.

6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

- a. **Findings of Fact:** The proposal to amend MMC 14.01 is warranted because of changed circumstances. On December 19, 2019, the Federal Emergency Management Agency (FEMA) sent the City correspondence relating to the new Snohomish countywide Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) that will become effective for the City of Monroe on June 19, 2020. The City is required to adopt both the updated FIRMs and to update the flood damage prevention ordinance, within six (6) months of the issuance of the Letter of Final Determination, in order to remain in good standing with the NFIP.

- b. **Conclusions of Law:** The Planning Commission concludes the amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:

- a. *The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;*
- b. *The amendment is compatible with the uses and zoning of the adjacent properties;*
- c. *The proposed reclassification does not constitute a "spot" zone;*
- d. *Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;*
- e. *The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and*
- f. *The proposed reclassification is an extension of an existing zone, or a logical transition between zones.*

- i. **Findings of Fact:** The proposal does not include an amendment to the official zoning map. This criterion does not apply.

- ii. **Conclusions of Law:** The proposal does not include an amendment to the official zoning map. This criterion does not apply.

E. PLANNING COMMISSION RECOMMENDATION

Based on the analysis and findings included herein, the Planning Commission recommends the following:

Move that the Planning Commission **ADOPT** these Findings of Fact and Conclusions of Law, **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council **APPROVE** the proposed amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations.

Bridgette Tuttle, Planning Commission Chair

Date



Floodplain Regulations

PROPOSED AMENDMENTS TO CHAPTER 14.01 MMC, FLOOD HAZARD AREA REGULATIONS AND ADOPTION OF FEMA FLOOD INSURANCE RATE MAPS

CITY OF MONROE
PLANNING COMMISSION
PUBLIC HEARING
APRIL 27, 2020 7:00 PM

City of Monroe



Floodplains & Shoreline Boundary

BOUNDARIES

- Urban Growth Area
- Monroe City Limits
- Shoreline Boundary

Flood Zones

- 100 Yr. Zone A and AE (1999)
- 100 Yr., Zone AE (2005)
- 500 Yr., Shaded Zone X (1999)
- Shaded Zone X (2005) - areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 sq mi; and areas protected by levees from 1% annual chance flood.

Notes:

- 1) The City of Monroe adopted the 2005 FIRM maps for Panel 1357 of 1575 and the 1999 FIRM maps for Panel 1377 of 1575 resulting in the mapping illustrated herein.
- 2) The locations depicted are approximate boundaries for critical areas within the city limits. This map provides only approximate boundaries of known features and is not a substitute for more detailed maps and/or studies to identify the exact locations of known features or additional critical area features not illustrated on the map.
- 3) The points where streams change classification are approximate and subject to confirmation and refinement.
- 4) Classifications are subject to refinement based upon on additional or updated fish use and seasonality of water flow information.



Map data shown is the property of the sources listed below. Inaccuracies may exist, and the City of Monroe implies no warranties or guarantees regarding any aspect of data depiction. This map is not an actual survey of individually noted critical areas. Streams have been categorized using the water typing system defined in Monroe Municipal Code Chapter 20.05 (equivalent to WAC 222-14-0311). Wetlands were classified using the Washington Department of Ecology's Washington State Wetland Rating system for Western Washington. Wetland size, shape and location are approximate based on a reconnaissance level evaluation. The City of Monroe and the Urban Growth Area may contain additional critical areas not identified on this map. Therefore this map is to be used for reference purposes only.

Source: FEMA's DFIRM Database, Snohomish County, Washington and Unincorporated Areas, 2005.

Project: Floodplain and Shoreline 11x17
 Location: Y:\GIS\Departments\CD\Comprehensive Plan\Comp Plan 2013\For_Commerce
 Revised: 10-08-13
 Author: M. Sartorius

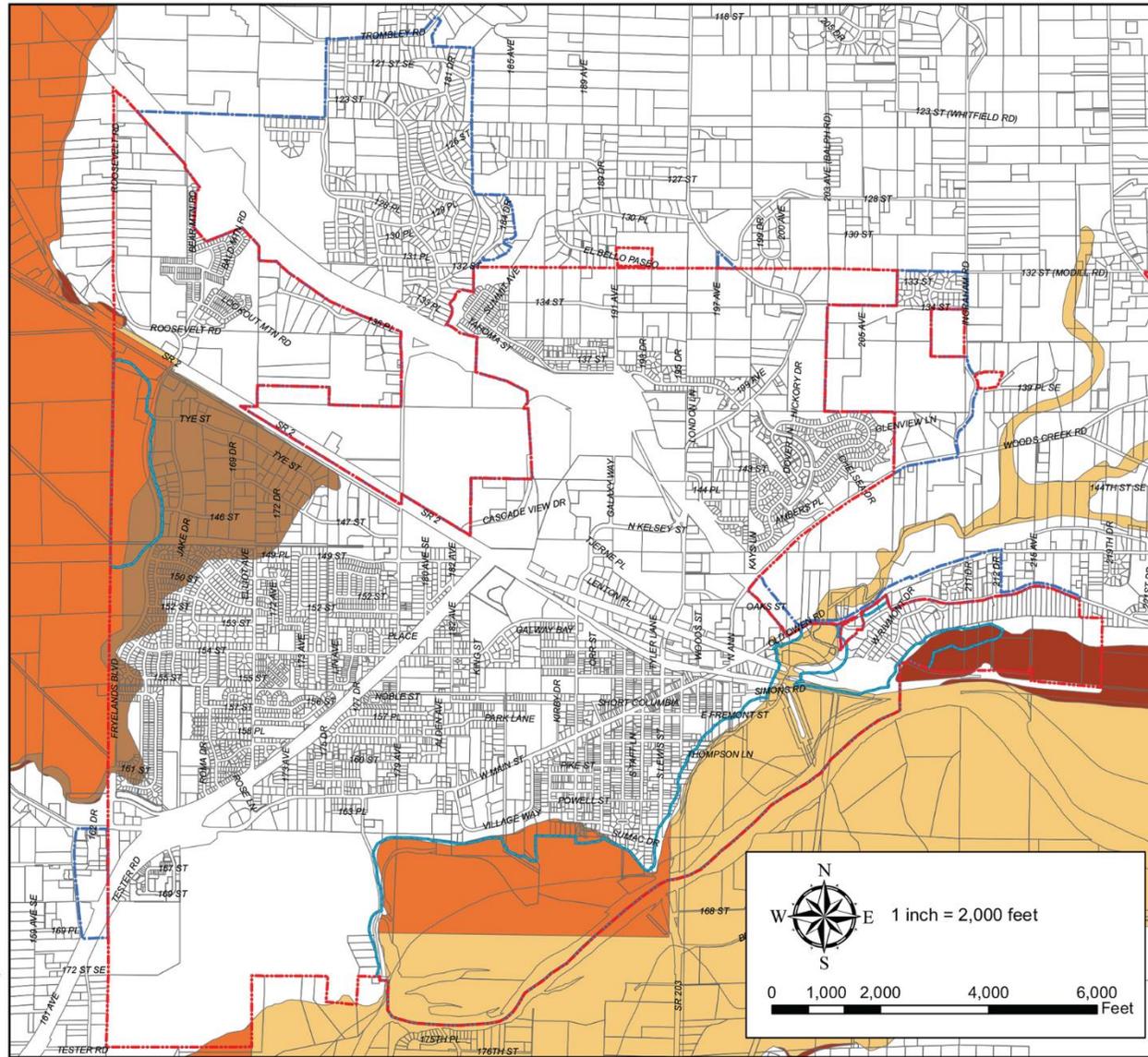


Figure 9.10 - Monroe's Floodplains & Shoreline Boundary map. (Image source: City of Monroe, 2013 Comprehensive Plan)

Introduction

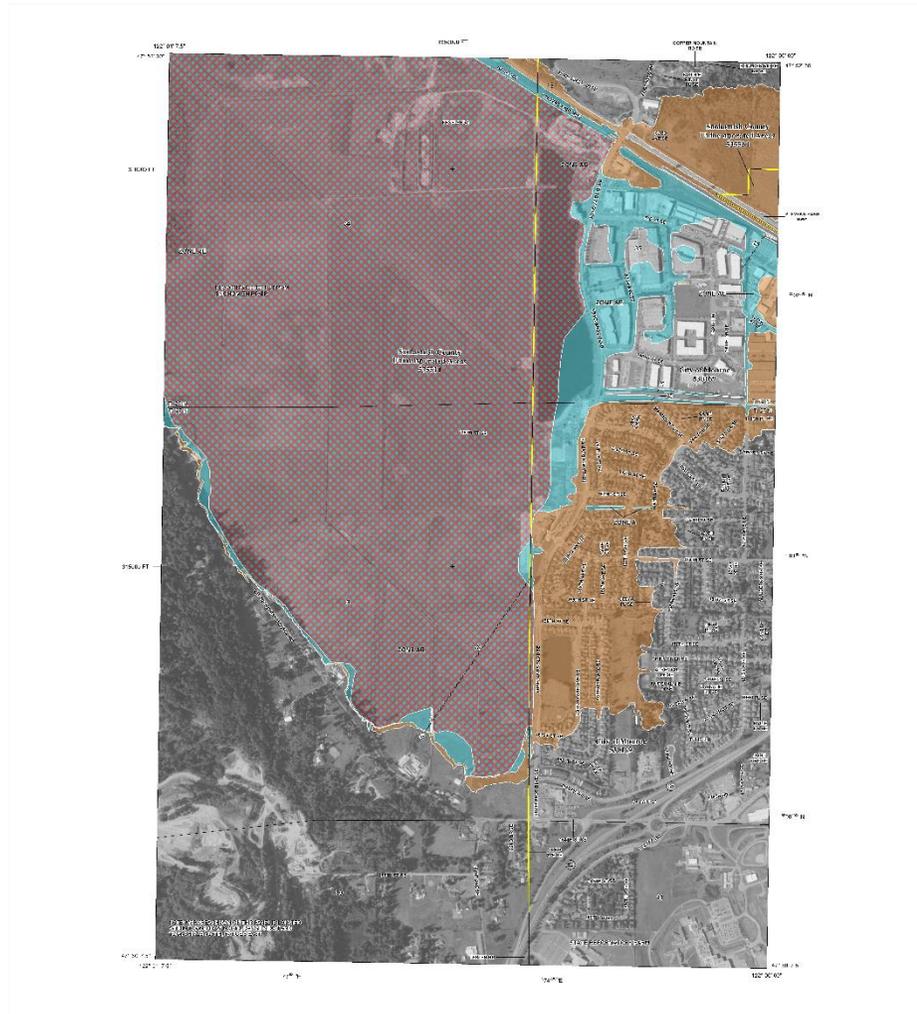
- ▶ Floodplain regulations affects properties located in the Special Flood Hazard Areas.
- ▶ Beneficial to communities because they naturally store and convey floodwaters.
- ▶ The City is required to adopt both the updated FIRMs and to update the flood damage prevention ordinance in order to remain in good standing with the National Flood Insurance Program (NFIP).
- ▶ The deadline is June 19, 2020.
- ▶ FEMA does not have the authority to postpone the effective dates of the maps.

Background

- ▶ The NFIP is a national program that offers affordable flood insurance and disaster assistance in flood-prone areas.
- ▶ Monroe has been a NFIP community since 1987.
- ▶ Monroe is a Class 5 rating in the Community Rating System (CRS) and has been a participant since 1991.
- ▶ A Class 5 rating allows a 25 percent discount on every FEMA flood insurance policy sold in the City.

Flood Insurance Rate Maps (FIRMs)

- ▶ FIRMs are the official maps on which FEMA has delineated SFHA's and risk zones.
- ▶ Minor changes to the updated maps.
- ▶ City is responsible for maintaining the paper maps and are available for viewing by the public.
- ▶ Digital maps can be found at <http://msc.fema.gov>.



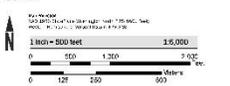
FLOOD HAZARD INFORMATION

- SEE THE REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP FOR THE INFORMATION IDENTIFIED ON THIS MAP AND SUPPORTING DOCUMENTATION. THIS INFORMATION IS ALSO AVAILABLE IN DIGITAL FORMAT AT: [HTTPS://MCC.FEMA.GOV](https://mcc.fema.gov)
- WITHIN BASE FLOOD ELEVATION (BFE)
 - SPECIAL FLOOD HAZARD AREAS
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard Areas of 1% Annual Chance Flood with average depth less than one foot and average velocity less than one mile per hour
 - Special Flood Hazard Areas
 - OTHER AREAS OF FLOOD HAZARD
 - Areas with Flooded Road Risk due to Levee See Notes, Page 4
 - Areas Determined to be Outside of a 0.2% Annual Chance Floodway
 - Areas of Undersaturated Flood Hazard
 - Channel, Outlet, or Storm Sewer Appurtenant to Floodway (Floodway Levee, Dike, or Floodwall)
 - Non-saturated Levee, Dike, or Floodwall
 - One-Story Structures with Under-Base Elevation (BFE)
 - Coastal Features
 - Coastal Threatened Assets
 - Public Facilities
 - Hydrographic Features
 - Areas with Flooded Road Risk
 - OTHER FEATURES
 - Jurisdiction Boundary

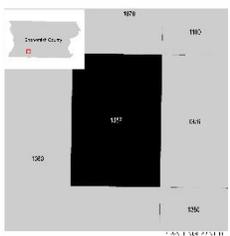
NOTES TO USERS

THIS MAP IS A PRODUCT OF THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) AND IS PROVIDED AS A SERVICE TO THE PUBLIC. THE NFIP IS A FEDERAL PROGRAM THAT PROVIDES FLOOD INSURANCE TO PROPERTY OWNERS IN PARTICIPATING COMMUNITIES. THE MAP IS BASED ON THE BEST AVAILABLE DATA AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE NFIP IS NOT RESPONSIBLE FOR ANY DAMAGE TO PROPERTY OR PERSONS ARISING FROM THE USE OF THIS MAP. THE NFIP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED ON THIS MAP. THE NFIP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED ON THIS MAP. THE NFIP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED ON THIS MAP.

SCALE



PANEL LOCATOR



FEMA
National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

SHOGLASH COUNTY, WASHINGTON
POLYDATUM: NAD83
EPA: 1257 + 1575

DATE: 06/15/2020
SCALE: 1:50,000
SHEET: 1257 + 1575

PROJECT NUMBER: 1257 + 1575
DATE: 06/15/2020

PROJECT NUMBER: 1257 + 1575
DATE: 06/15/2020

Code Changes

- ▶ Additional provision to the “Statement of purpose” section.
- ▶ Adding language adopting the FIS and FIRMs.
- ▶ Adding a compliance section.
- ▶ Definition section – revisions and additions.
- ▶ Minor changes to SFHA development permit section, revised required information.
- ▶ Minor changes to floodplain manager duties and responsibilities.
- ▶ Minor changes to general standards.
- ▶ Rewrite of the “Severability” section.

Public Comments

- ▶ No public comments were received.

Recommended Action

- ▶ Move to **DIRECT** staff to draft Findings of Fact and Conclusions of Law for the Planning Commission that **RECOMMEND** that the Monroe City Council **APPROVE** the proposed amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations.



Mission

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

Department Update

Parks & Recreation Department COVID-19 Response Actions

- In compliance with the April 27, 2020 Proclamation by the Governor amending previous proclamations adjusting the Stay Home – Stay Healthy Order, the City of Monroe will open up limited parking for day use hiking and fishing access at city public parks beginning Tuesday, May 5, 2020. Staff will open parking lots at Al Borlin, Lewis Street, Sky River, and Lake Tye Parks.
- Under the current State order, all other existing city park facility closures shall remain in effect to fully comply with the social distancing and coronavirus related hygiene requirements of the Governor's order through Phase 1. Gatherings are still not permitted. Only members of the same household may travel and recreate together. Physical distancing is required. Keep six feet between individuals outside your immediate household.
- All park restrooms, neighborhood park parking lots, sports courts, athletic fields, play structures, picnic shelters, skate park and Wiggly Field dog park remain closed as gatherings are still not permitted due to having high-touch surfaces and/or encourage gathering. Under the current order and through Phase 1, only members of the same household may travel and recreate together. Physical distancing is still required, keeping six feet between individuals outside of immediate households.

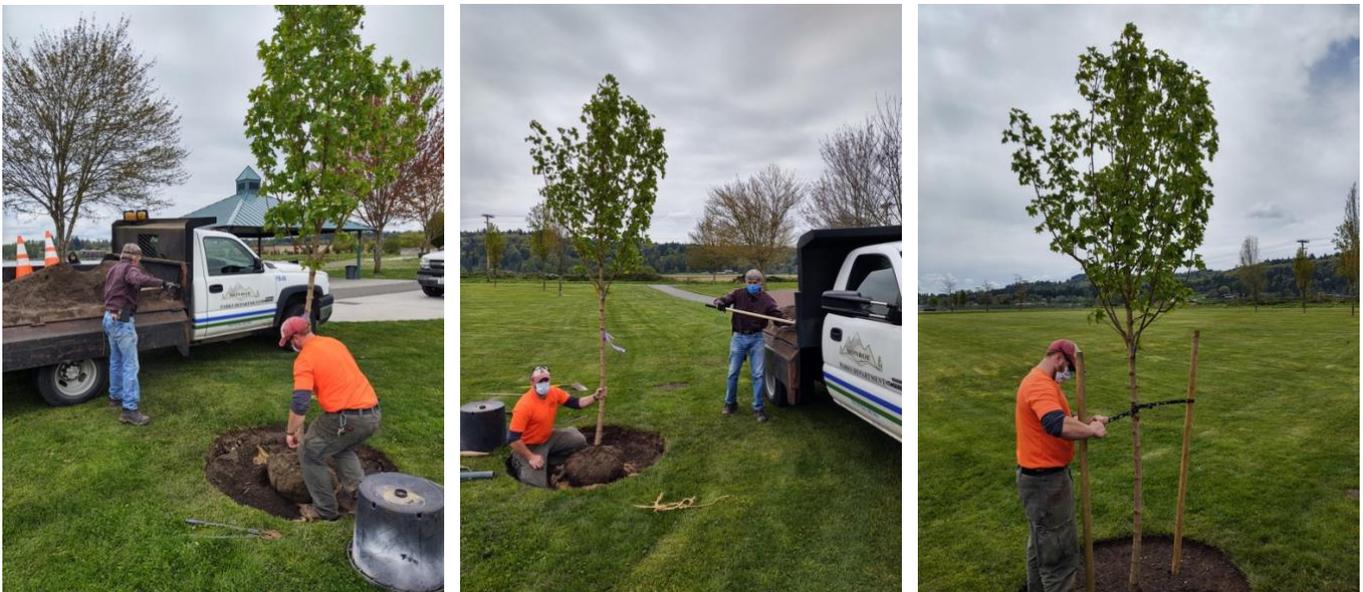


Operations

In April, Parks Department Crew members have been continuing to perform regular tasks such as pressure washing, cleaning, trail inspections, garbage/camp clean-up and mowing.

Arbor Day Tree Planting

On April 24th in honor of Arbor Day, and Earth Day, while following social distancing, staff of the Parks Department planted a Pacific Sunset Maple at Lake Tye Park. The city is fortunate to have two red maple trees donated this year; the first was received from a group of gardening friends in honor of the Monroe Garden Club, and Mayor Geoffrey Thomas donated the second. Both trees will be planted on either side of the concrete stage at the south end of Lake Tye, with the second tree to be received and planted at a later date when we hope to hold a delayed public celebration.



Parks Department Supervisor Dale Olsen and lead Mike Thomas plant a Red Maple at Lake Tye while social distancing

Julia V Morris Centennial Garden Update

The JVM Garden is starting to bloom. Cabbages and lettuce have been planted while other items continue to grow; peas, parsley, raspberries, blueberries and garlic. The tomatillos have been transplanted to larger pots to accommodate their growth. There are now 36 Multimates, which are being grown under light. They will hopefully be transplanted outside within the next 2-3 weeks. The cucumber starts are also starting to emerge. Then, a much-needed fence repair spearheaded by a volunteer has begun.



Left: Cucumber starts emerging, Right: Tomatillos growing under lights.

Monroe Park Board

Due to COVID-19 the April Park Board meeting was cancelled and activities put on hold.

City Parks Unmarked Trails Inspections

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

Locations: Lake Tye Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
4/8	9.5	0	
4/10	2	2	Possible camp North of Lake Tye. Police contacted.
4/14	4	0	
4/21	5	0	
4/28	4	0	
Avg.	4.9	.4	
			See attached Parks Homeless Response Data 2017- 2020

Volunteer Opportunities

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

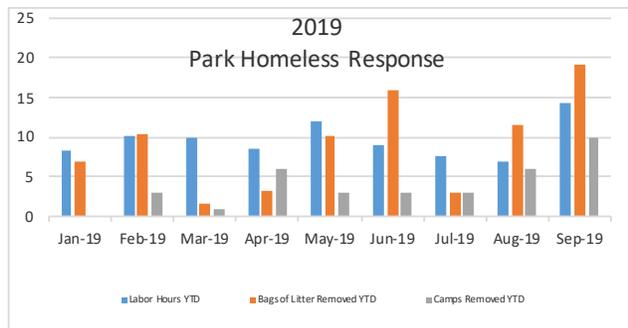
Visit the City website www.monroewa.gov for information on upcoming programs and events.

2017-2020
Park Homelessness Response

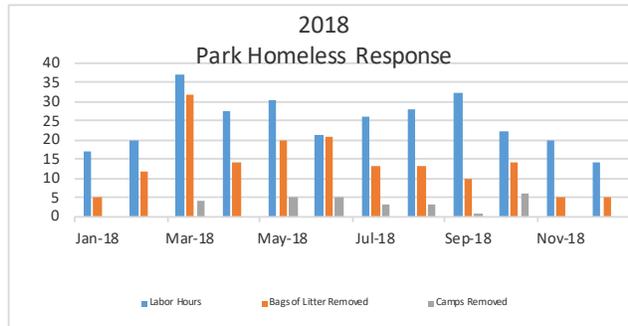
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20			
Jun-20			
Jul-20			
Aug-20			
Sep-20			
Oct-20			
Nov-20			
Dec-20			
Total 2020	26.57	10.48	0



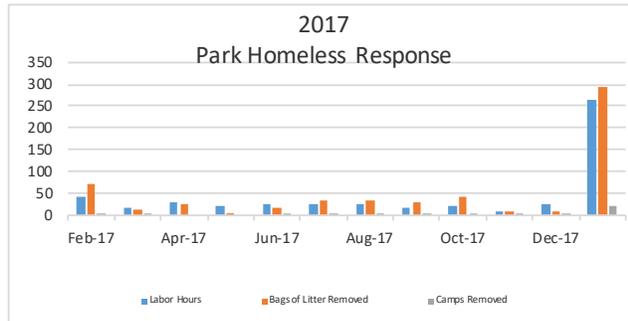
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



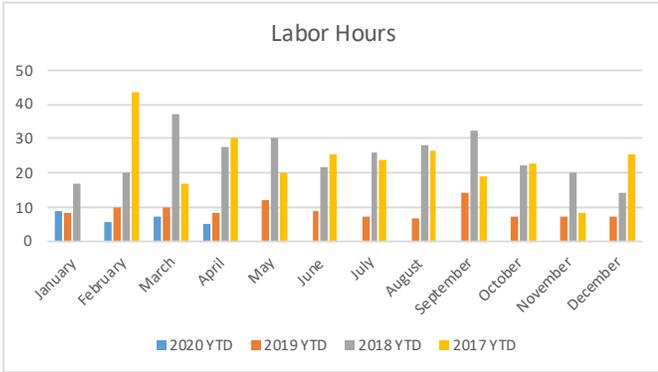
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



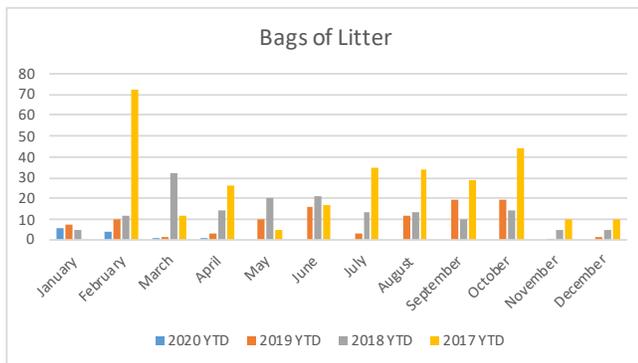
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



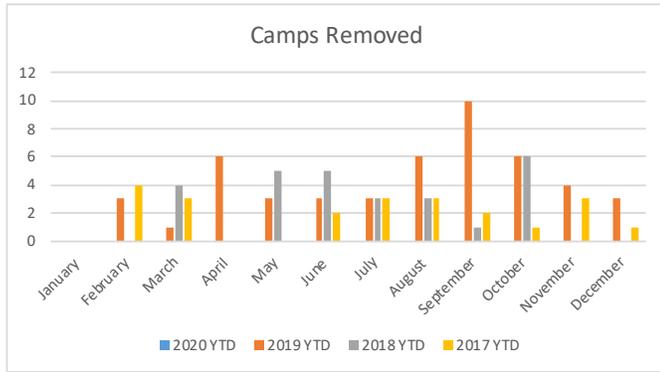
Labor Hours	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	8.75	8.3	17	0
February	5.67	10.2	20	43.5
March	7.25	10	37	17
April	4.9	8.5	27.5	30
May		11.9	30.5	20
June		9	21.5	25.5
July		7.5	26	24
August		6.9	28	26.5
September		14.25	32.5	19
October		7.3	22.5	23
November		7.5	20	8.5
December		7.3	14	25.5



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



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





Monroe Police Department

Monthly Council Report

April 2020



• SIGNIFICANT CASES/EVENTS

- **May 5, 2020** – Detective Kornish conducted a traffic stop and arrested the driver for DWLS 3rd Degree. The driver admitted to having four ounces of heroin. Detective Kornish obtained consent to search the vehicle and recovered a safe and keys for the safe which contained 13 grams of heroin. An additional 24 grams of heroin and \$719.00 were located on the suspect. During this arrest the suspect continued to receive calls and texts requesting drugs and buyers were waiting. Detective Kornish traveled to the location and contacted one of the buyers who confessed and gave consent to search his vehicle. This search yielded approximately 12.5 grams of heroin, packaging for sales, \$810.00, and a handgun.

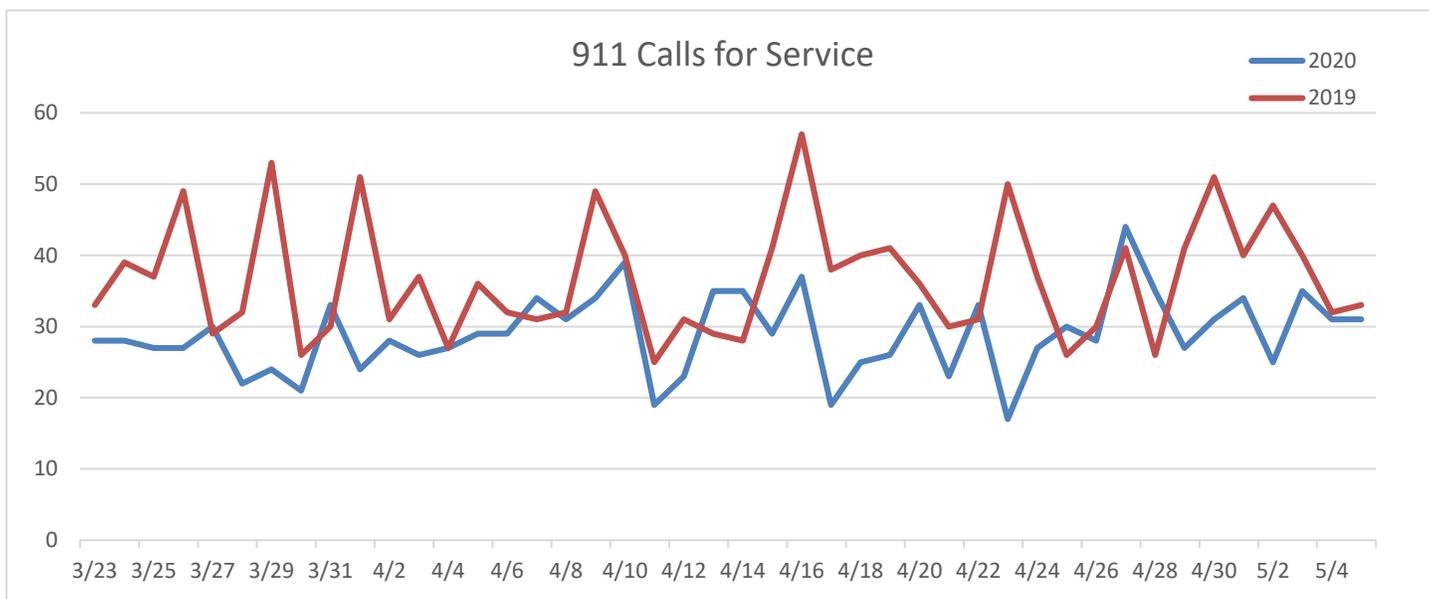


- **May 3, 2020** – Officers responded to an assault where the victim was at the hospital with a broken jaw. The victim had gone over to a neighbor's house. When she arrived at the house, the neighbor had a friend there. The victim and the neighbor's friend began arguing with each other at which point the suspect attacked her until she was knocked unconscious, fracturing her jaw in three places. The 46 year-old male suspect was arrested and booked into Snohomish County Jail for Assault 2nd Degree.

- **May 1, 2020** – Detective Kornish observed a drug deal in a parking lot between two individuals. He conducted a traffic stop and observed drug paraphernalia in plain sight. The driver confessed to having just sold heroin and advised he was in Monroe making drug sales. The driver gave consent to search the vehicle which resulted in 3.7 grams heroin, sales paraphernalia, 1.6 grams methamphetamine, Xanax, Suboxone, a 22 revolver, and \$559.00. Charges are pending.



- **April 28, 2020** – Officers responded to an assault at the prison where an inmate attacked another inmate from behind knocking him to the ground. The assault continued even after the victim lost consciousness. The victim was transported to Harborview Medical Center where it was discovered that he suffered a broken collarbone, broken thumb, and severe damage to the right eye with the possibility of permanent blindness.
- **April 13, 2020** – Officers responded to a medical call where a baby was not breathing. The officers arrived on scene prior to the paramedics and immediately began CPR. Despite these life-saving measures the five day-old infant was pronounced deceased most likely due to SIDS.



COVID-19

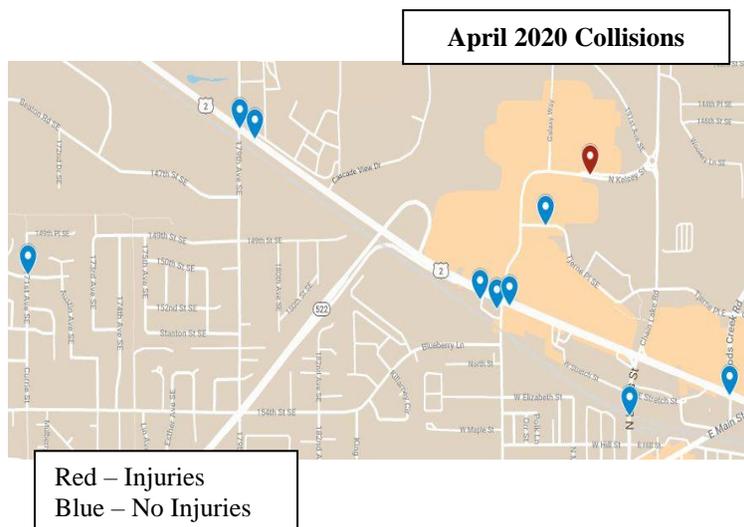
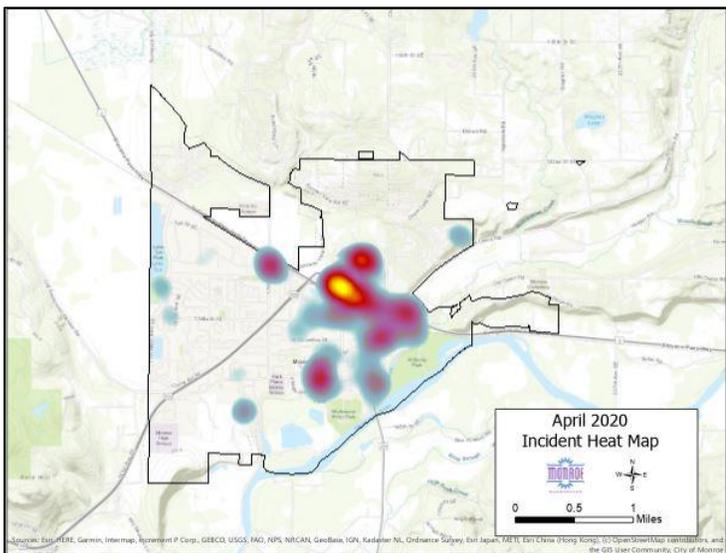
- Officers continue to provide 24/7 service to the City of Monroe. Commissioned personnel worked 4,412.75 hours in March and 4,695.50 hours in April. The department continues to monitor protective personnel equipment and make sure that staff are adequately stocked as they respond to calls. Gloves, hand sanitizer, N95 masks, cleaning wipes, Tyvek suits, and disinfectants are inventoried on a daily basis. All staff coming to work are screened for temperature and other flu symptoms at the start of their shift and the department is following Fire District 7 protocols for sending people home.

WELLNESS

- The Monroe Police Department (MPD) 2020 Goals includes Officer Wellness to create an environment that fosters emphasis and training related to caring for employees of MPD. Emotional Wellness is a key component of this initiative. Especially in time of crisis, under the current circumstances, and the role our profession fills, it is critically important we take care of our emotional wellness.
- Towards this goal, the department has broadened our partnership with Dr. Cerise Vablais of Public Safety Psychological Services (PSPS), a leader in law enforcement psychology and screening, for support beyond the pre-employment psychological test. During this health crisis, we will provide regular newsletters and information from PSPS to assist in navigating through these challenging times.

● DEPARTMENT STATISTICS

	April	2020 YTD	2019 YTD	2018 YTD
Burglaries	4	9	20	19
Vehicle Prowls	4	32	38	16
Vehicle Thefts	2	12	22	11
Vehicle Recoveries	2	7	6	11
Collisions	10	79	89	96
Dispatched Calls	884	3,576	3,844	3,694
Self-Initiated Calls	545	3,600	4,821	3,499
Case Reports	186	937	965	968
Tickets	69	684	1,122	937
Arrests	53	280	223	293
Code – Abandoned vehicle	15	88	74	114
Code – Animal calls for service	23	99	96	87
Code – Nuisance	70	230	349	266
Code – Parking complaints	19	76	123	100
Public Records Requests	57	295	367	351





PUBLIC WORKS DEPARTMENT

May 2020 UPDATE

Metrics

		2019										2020			
		APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
WWTP	WWTP Total Flow (millions of gallons)	49.50	46.00	42.55	42.96	43.69	47.22	48.63	47.31	57.85	69.53	73.81	52.45	50.01	
	Average Daily flow (Millions of gallons)	1.65	1.48	1.42	1.39	1.41	1.57	1.57	1.58	1.87	2.24	2.55	1.69	1.67	
	Peak Daily Flow (millions of gallons)	2.01	1.81	1.55	1.60	1.63	2.16	2.19	2.09	3.81	2.62	5.04	2.28	2.12	
	Removal Rate	98%	96%	97%	98%	98%	98%	98%	98%	98%	99%	99%	98%	97%	
	Biosolids transported to BUF (wet tons)	250	187	218	191	147	214	243	219	249	223	198	286	268	
D&C	Private Development (hours)	261	165	185	159	198	151	346	374	435	402	416	231	403	
	Capital Projects (hours)	1002	797	792	639	579	554	656	397	292	459	450	676	494	
O&M	Street Sweeping/ Brush Cutting (lane miles/hours)	497/0	27/96	68/86	64/59	117/108	281/35	680/0	721/0	127/0	134/0	344/0	261/0	29/0	
	Utility Locates	240	217	210	226	222	207	231	150	164	250	240	220	156	
	Water sold (millions of gallons) (15th to 15th)	52.4	54.6	68.8	73.1	87	79.9	52.9	51.4	49	50.1	50.1	48.1		

DESIGN & CONSTRUCTION DIVISION

CHAIN LAKE ROAD SHARED PATH EXTENSION

Background

The City of Monroe received a federal grant through Puget Sound Regional Council (PSRC) to design and purchase additional right-of-way for extending the shared sidewalk/path north along Chain Lake Road and end at Brown Road. The sidewalk will match to the existing sidewalk in the vicinity of Rainier View Road.

The original cost estimate for this project is \$3,952,752 through the Streets 318 Fund. To help offset the cost, \$2,429,219 will be reimbursed by secured federal grants, leaving \$1,523,533 for the local match. 2019 revised cost estimation has the project tracking at \$3,500,000, reflecting an increase in right-of-way acquisition trends and additional efforts in design. However, the construction phase is tracking to be lower than originally anticipated, resulting in an overall anticipated lower cost to the project.

The project's portion of the approved 2019 and 2020 Street CIP 318 Fund is shown below. The design and right-of-way phases have been delayed due to continued negotiations with the adjacent property owners. As such, anticipated budget revenues and expenditures did not materialize in 2019 and have carried over into 2020:

	2019 Project Budget	2019 Spent	Remaining
Design	35,000	88,582	(53,582)*
R/W	582,000	220,294	361,706
R/W Assistance**	120,000	109,994	10,006

	2020 Project Budget	2020 Spent	Remaining
Design	0	6,385	(9,320)*
R/W	0	125,501	(236,205)**
R/W Assistance**	0	34,286	(56,686)***
Construction	3,241,350	0	2,150,000****

*Right-of-way acquisition efforts have delayed finalizing the design.

**Right-of-way negotiations and delays in actual closing of the sales have pushed several acquisitions into 2020. Expenses and corresponding grant reimbursements have rolled over into the current budget cycle.

***The City utilizes a right-of-way consultant to help navigate the complexities of acquiring property from adjacent landowners. This follows the City's Right-of-Way Procedures, which is required as part of federally funded projects.

****Project construction cost estimate is tracking to be significantly lower than originally estimated.

Update

The City is negotiating property purchases with the adjacent landowners. Fifteen of the nineteen parcels have reached agreements thus far. The remaining four parcels are still being negotiated.

PSRC (grant source) has extended the deadline for completing the design and right-of-way acquisition to December 31, 2020.

Timeline

2018-2020	Design Process
2018-2020	Right-of-Way Acquisition
2020	Design/Right-of-Way Complete
2020	Construction begins
2021	Construction ends



BLUEBERRY LANE / KELSEY STREET INTERSECTION IMPROVEMENTS

Background

This intersection has long been known as being problematic and congested at times. Improving the intersection is complicated due to the immediate proximity of Burlington Northern Santa Fe railroad and US2. The flow of traffic is sensitive to the tracks being clear and the US2 signal phasing. In December 2016 and January 2017 a series of council meetings were held to discuss potential design options. Additionally, an Open House was conducted in January 2017 to receive public input on design options. Staff are exploring a design that would create a second, northbound lane along Kelsey Street. This lane would begin at North Street and provide a turn pocket for vehicles wanting to turn onto Blueberry Lane, and also additional queuing capacity for left turns at US2.

Estimated Project Cost: \$490,000 Street CIP

Construction Target: Unknown

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	70,000	94,350*	90,550	3,800
R/W	0	0	0	0
Construction	420,000	436,729**	343,314	93,415

*Design contract awarded to Century West Engineering for \$92,500.

*Additional surveying needs performed by Harmsen LLC for \$1,000.

*Additional surveying needs performed by Harmsen LLC for \$850.

**Construction contract awarded to Kamins for \$322,093

**Construction inspection services awarded to BlueLine not to exceed \$98,400.

**Construction material testing on-call task to Robinson Noble for \$2,737

**BNSF crossing upgrade costs in the amount of \$13,499

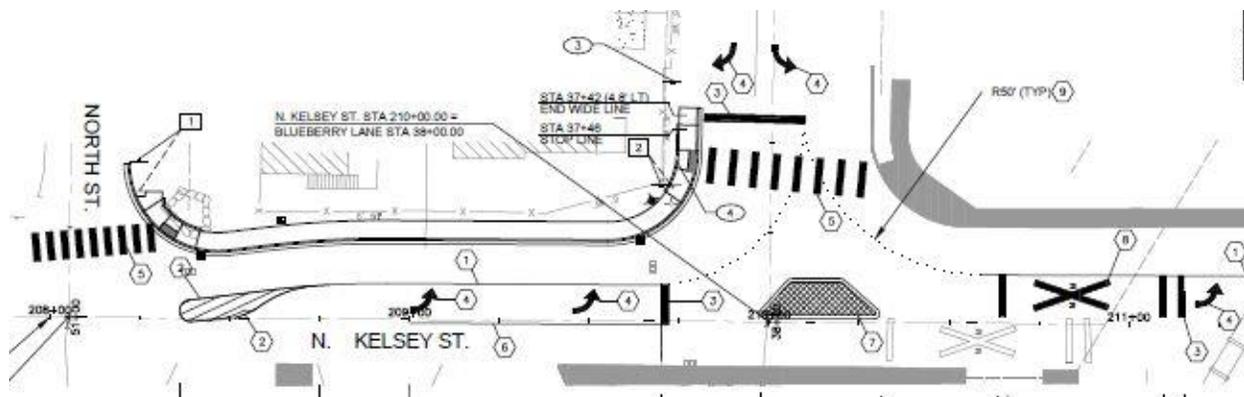
Staff originally expected the project to come in under the original cost estimation. However, unanticipated staff turnover required outsourcing project inspection work to a consultant, resulting in costing that is now slightly over.

Update

This project is complete. The next step is to bring the project forward to Council for Project Acceptance.

Updated Timeline

July 2018	Begin Design Phase
May 2019	Begin Bid Phase
Sept. 2019	Begin Construction
Feb. 2020	End Construction



TJERNE PLACE PHASE III STREET IMPROVEMENTS

Background

Tjerne Place Phase III (a.k.a. Oaks Street) is located between Woods Creek Road and Old Owen Road, behind the Monroe Plaza where Albertson's used to be. This private road sees increasing traffic as drivers look to other routes to avoid traffic on US2. The City is interested in converting the road to public right-of-way and making improvements to become similar to other segments of Tjerne Place SE. Additionally, a signalized intersection would be proposed where Tjerne Place SE connects to Old Owen Road. The City utilizes a right-of-way consultant to help navigate the complexities of acquiring property from adjacent landowners. This follows the City's Right-of-Way Procedures, which is required as part of projects that may wish to seek federal funds. Estimated Project Cost: \$6,999,000 Street CIP Fund

	Cost Estimate	Committed Costs	Spent To-Date	Remaining
R/W	1,100,000	0	1,156	1,098,844
R/W Assistance	100,000	97,794*	46,645	51,149

*Contract Land Services right-of-way consultant contract awarded for \$90,450. Remaining R/W budget represents estimated cost to acquire public right-of-way.

*Survey task order with KPG for \$7,343.74 to delineate easement area onsite, and prepare easement legal descriptions and exhibits.

Update

Negotiations continue with the property owners. Consultants are re-appraising on property to consider an 8 foot remnant strip of land that likely will be added to the acquisition area.



Potential Timeline

2020+	Design process
2018 - 2020	Right-of-Way Acquisition
unknown	Construction Begins
unknown	Project Completion

GRADEN WATER MAIN PROJECT

Background

This project replaces aging water main infrastructure within an established neighborhood locally known as the Graden neighborhood and includes 133rd Street SE, 134th Street SE, 208th Avenue SE, 209th Avenue SE, and 210th Avenue SE. Together, the project anticipates replacing over 3,000 lf of aging water main, upgrading fire hydrants and connecting the residences to the new main. The project is located outside of the city limits in the County, but is within our water service district. It is anticipated that the impacted streets will require new roadway surfacing as part of the restoration efforts. The design phase is to occur in 2018 followed by construction in 2019, and is paid through existing water rate revenues.

Estimated Project Cost: \$1,170,000 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	120,000	75,698*	43,558	32,140
R/W	0	3,702	3,702	0
Construction	1,050,000	775,236**	643,455	131,781

*Design contract awarded to Harmsen & Associates for \$75,698.

**Construction contract (\$629,363), 20% contingency allowance (\$125,873), inspection costs (\$20,000)

Update

The project is complete. The City will resurface the neighborhood streets in 2020 as part of the permit conditions with Snohomish County.

Timeline

2018	Design process
February 2019	Bid Phase
June - Sept 2020	Streets Overlay



BLUEBERRY LANE STORMWATER IMPROVEMENTS

Background

Blueberry Lane experiences street flooding during the wet winter months. The existing storm drainage system collects and conveys the stormwater runoff to an infiltration facility. This project would rehabilitate or replace the system with a new infiltration system designed to today's stormwater regulations.

The City is the recipient of a stormwater grant from the Department of Ecology. The proposed award consists of a \$2,633,250 grant and a low interest loan of \$877,750 with the intent to fully fund the project.

Estimated Project Cost: \$3,511,000 Storm CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	467,460	456,856	132,376	324,479
R/W	0	0	0	0
Construction	0	0	0	0

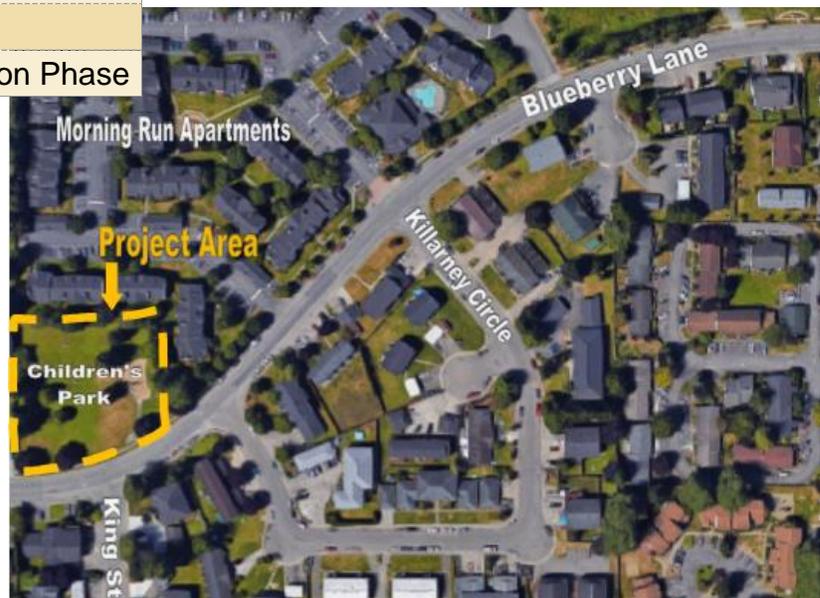
Update

As part of the grant conditions, the project had to undergo an archaeological assessment before any design explorations could begin. This has caused unexpected delays in the design phase. The updated timeline to complete the design is now anticipated for June 2020. Geotechnical explorations have occurred to investigate the soil capacity to infiltrate stormwater. Their work continues, but is impacted by the Covid-19 essential work mandate.

The original project timeline was to begin construction in 2020, but with archeological requirements and the current health crisis, the project will not be ready in time for the dry summer months. Summer 2021 is now the targeted season for construction.

Timeline

2019-2020	Design process
June 2020	Bid Phase
Summer 2021	Construction Phase



ADAMS LANE UTILITY REPLACEMENT

Background

This project replaces approximately 370 feet of aging 6 inch clay sewer main and approximately 620 feet of aging 6 inch and 4 inch asbestos cement water main under Adams Lane between Pike Street and Powell Street. The new 8 inch ductile iron water main will connect to existing asbestos cement pipe in the aforementioned streets, as well as connecting to an existing 8 inch polyvinyl chloride pipe located midblock.

Estimated Project Cost: \$442,969 Water & Sewer CIP Funds

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	72,780	11,463*	11,463	0
R/W	0	0	0	0
Construction	671,902	481,047**	23,635	457,412

*On-call survey contract authorized with KPG to collect site information.

** Construction contract with Rodarte for \$480,415 + project administration expenses.

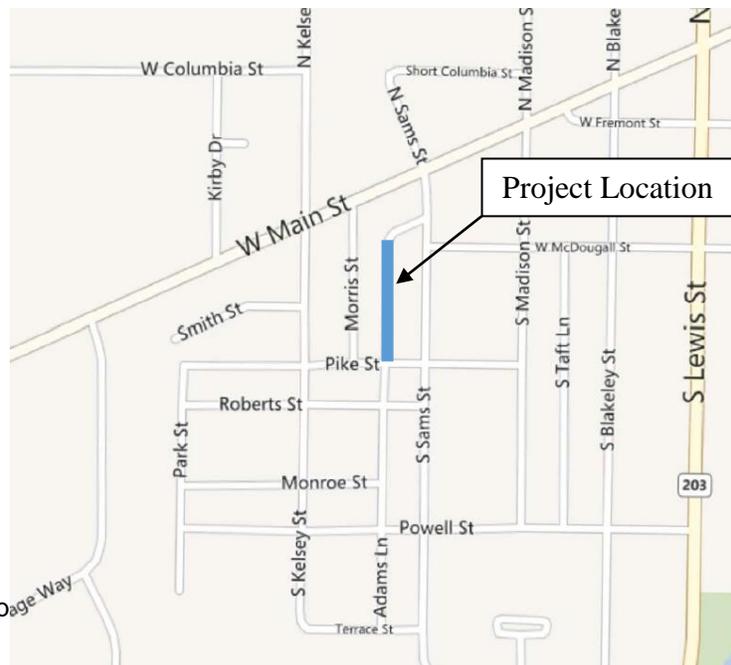
Update

The project was advertised to contractors in February, with Rodarte Construction being the successful low bidder. The contractor was issued Notice to Proceed and begin construction. However, the Covid-19 essential work mandate required the City to suspend the project until further direction by the Washington State Governor.

The contractor is developing a site safety plan that takes Covid-19 health issues into account and is prepared in accordance with state guidelines. This health plan will be implemented when the construction resumes.

Timeline

2019	Design process
2020	Bid Phase
2020	Construction Phase



DOC SECOND RESERVOIR

Background

Construct 850,000 gallon domestic water reservoir on the hill adjacent to the Monroe Correctional complex. This project will increase fire flow capacity in the DOC water zone.

Estimated Project Cost: \$4,296,038 Water CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	485,333	458,145*	315,518	142,627
R/W	0	0	0	0
Construction	3,810,705	0	0	3,810,705

*Design contract with Murraysmith \$450,000. Environmental review on-call contract with Perteet \$3,328. Title Report \$1,049. Permitting fees \$3,768

Update

The design is 90% complete. Staff are reviewing the design documents and providing final comments to the design consultant. The design phase is anticipated to be completed in July 2020, after which the project will be advertised for contractor bids. However, the Covid-19 essential work mandate may impact the permitting process, including the need for a public hearing. It is not known at this time if the project will be delayed due to postponement of the Hearing process.

Timeline

2019	Design process
2020	Bid Phase
2020/21	Construction Phase



ADA TRANSITION PLAN

Background

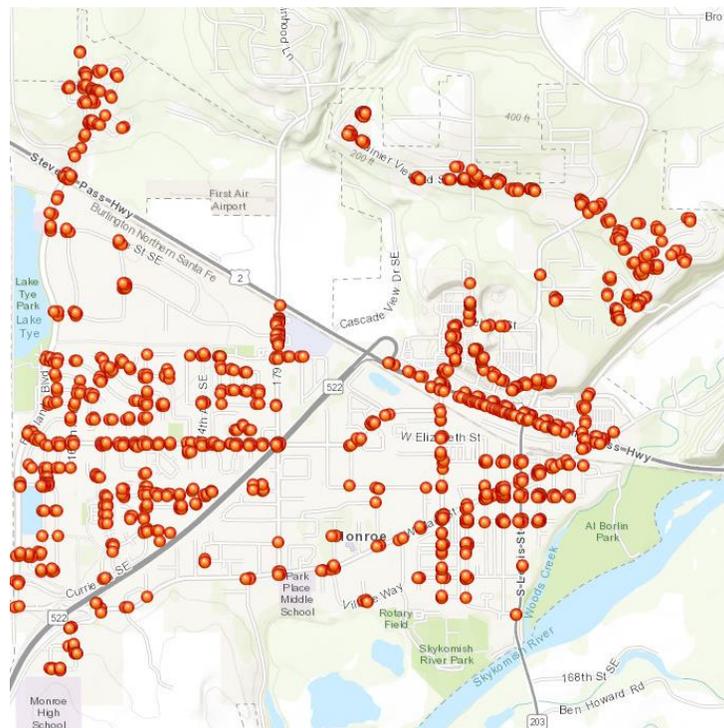
Federal law requires local agencies to identify the existing Americans with Disabilities Act (ADA) compliance issues on all City property, then develop a plan to bring those deficiencies up to current compliance standards. This project would hire a consultant to prepare an inventory and develop the ADA transition plan.

Estimated Project Cost: \$68,153 Street CIP Fund

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design	68,153	85,000	2,174	82,826
R/W	0	0	0	0
Construction	0	0	0	0

Update

The Transpo Group has developed a webpage to solicit public input on existing barriers. This webpage is at final draft and is anticipated to go live this month. They have also created a database of our public right-of-way sidewalks, capitalizing on the data the City acquired in 2019 through the pavement rating study with StreetScan.



2020 STREET PRESERVATION PROGRAM

Background

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

The City has a program that determines best use of TBD funds to maximize maintenance efforts toward our citywide street system. In years past the City has partnered with Snohomish County's Countywide Overlay Program. This program has become larger than intended and Snohomish County has requested Monroe and other cities not to participate for the next few years. As a result, engineering staff are making adjustments and will be performing the design and administering the construction contract this summer.

Existing sidewalk ramps adjacent to the project areas will be reviewed and reconstructed as necessary to be compliant with current ADA standards.

Update

The 2020 preservation street segments are listed below. The bid advertisement was conducted in April, with six contractors responding to the solicitation. Lakeside Industries is the apparent low bidder and will be performing the City's street resurfacing efforts this year. The Covid-19 essential work mandate may impact the construction phase of this project should the mandate not be lifted by June.

On Street	From Street	To Street
CASCADE VIEW DR	US2	NE END
172 nd DR SE	S END	BEATON RD
BEATON RD	169 TH AVE SE	TYE ST
TYE ST	169 TH AVE SE	BEATON RD
177 TH AVE SE	W MAIN ST	CITY LIMITS
Village Way	West End	East End

318 Fund	Project Budget	Committed Costs	Spent To-Date	Anticipated Remaining
Design	30,000	6,850*	6,850	23,150
R/W	0	0	0	0
Construction	1,211,415	0	0	1,211,415

*on-call land surveying services contract in the amount of \$6,850.

N. MADISON IMPROVEMENTS

Background

This project will reconstruct N. Madison Street, from Main Street to Elizabeth Street. Primary work elements include replacing the asphalt, curbing and sidewalk, replacing the aging sewer and water mains within the street, and constructing a new stormwater system that will separate stormwater runoff from entering the city's sanitary sewer system. The Department of Ecology has awarded \$1,299,625 in a Stormwater Financial Assistance Program (SFAP) grant to help fund the new stormwater element.

Project funding will be shared among the Street 318, water 412 and Sewer 422 CIP funds.

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	75,000	21,800*	13,746	8,054
R/W	0	0	0	0
Construction (2021)	3,068,715	0	0	3,068,715

*\$13,500 on-call survey contract authorized with Harmsen Inc to collect site information.

*\$8,300 on-call geotechnical contract with Robinson Noble to collect information on underlying soils.

Update

Site topographic information has been collected from the City's roster of professional land surveyors. The city is also working with the Department of Ecology and Department of Archaeological and Historic Preservation in preparing a Cultural Resources Survey (CRS) and Inadvertent Discovery Plan (IDP). The design effort will continue throughout the remainder of 2020.

Timeline

2020	Design process
March 2021	Bid Phase
Summer 2021	Construction Phase



RAILROAD QUIET ZONE STUDY

Background

This planning effort is to collectively review the city's five at-grade railroad crossings (Fryelands Boulevard, 179th Avenue SE, Kelsey Street, Lewis Street and Main Street) for the potential to establish a Quiet Zone within the city limits. A Quiet Zone essentially means that train operators will not sound their horn in the established area unless they have a compelling reason to do so (safety issue). The study is expected to be lengthy and involve BNSF, Amtrak, the Utilities & Transportation Commission (UTC), the Federal Railways Administration (FRA), city engineering staff and hired consultants. Each crossing will be reviewed via a diagnostics meeting with the stakeholders, including what improvements are required. These improvements will need to be made before the City can establish the Quiet Zone.

The 2020 Budget included \$100,000 toward the study and is funded through the 318 Streets CIP Fund.

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	100,000	87,282*	5,734	81,548
R/W	0	0	0	0
Construction (2021)	3,068,715	0	0	3,068,715

*Consultant Agreement with PH Consulting Inc. in the amount of \$87,135. Design solicitation ad \$147.

Update

The City solicited professional engineering firms to assist in the diagnostics effort for the crossings. PH Consulting Inc. was awarded the contract on February 28th, 2020. The consultant work is underway. Due to the number of agencies involved, the process is expected to take the remainder of 2020, and perhaps into the first months of 2021, before the study is complete.



US HWY 2 NON-MOTORIZED SHARED PATH

Background

The purpose of this project is to provide a walking path along US 2 adjacent to the Monroe Fairgrounds. The sidewalk that currently ends at Cascade View Drive would be extended west approximately 1,200 feet to 179th Avenue SE. Extensive negotiations are anticipated with the Monroe Fairgrounds whose facilities currently occupy the area needed for the path, as well as WSDOT – the actual owner of the needed land.

City engineering staff successfully applied for two federal grants to help fund this project. The first grant is a for design efforts in the amount not to exceed \$90,250. The second grant is in the amount not to exceed \$432,500 and will help fund the construction phase.

The 2020 Budget includes \$150,781 for this project and is funded through the Street 318 CIP Fund.

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	150,781	0	0	150,781
R/W	0	0	0	0
Construction (2021)	317,247	0	0	317,247

Update

The design phase is programmed to begin in the spring of 2020 and will continue through the remainder of the year. City staff are working with the Puget Sound Regional Council (PSRC) and WSDOT to release the design grant funds.

2020	Design process
March 2021	Bid Phase
Summer 2021	Construction Phase



RAINIER VIEW ROAD PRV STATION

Background

This project will increase water system reliability by installing a pressure reducing valve (PRV) between two of the City's pressure zones: Wagner 517 and The Farm 440. This PRV is proposed either along Rainier View Road or 199th Avenue SE, and will be determined after system analysis determines the optimal location.

The 2020 Budget included \$277,830 for this project and is funded through the 412 Water CIP Fund.

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	50,000	2,000*	0	50,000
R/W	0	0	0	0
Construction (2021)	227,830	0	0	227,830

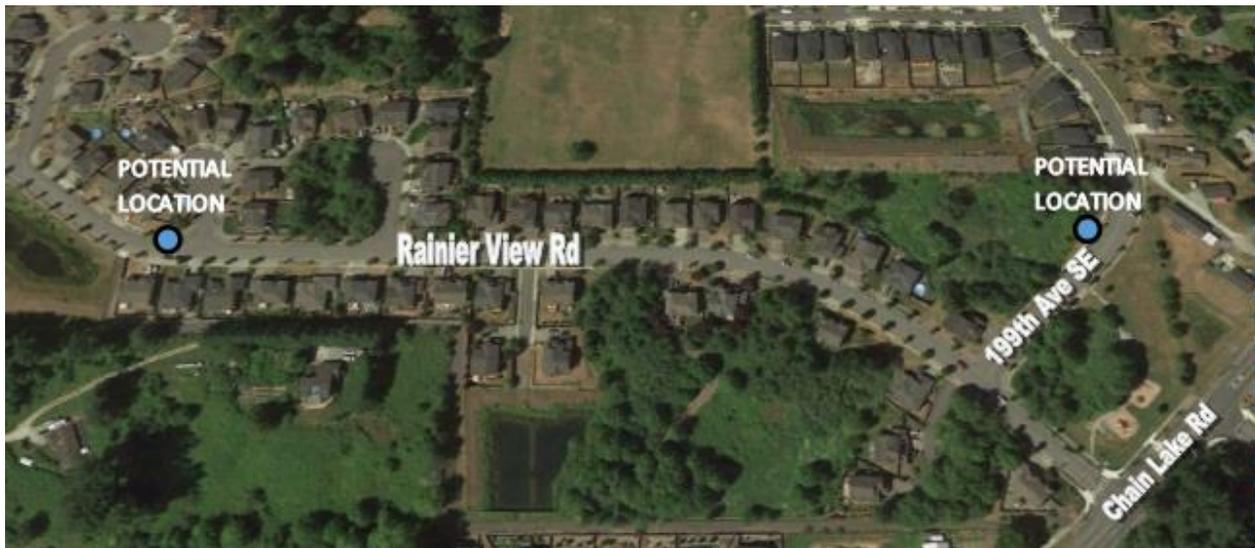
*BHC water system modeling not to exceed \$2,000.

Update

The project is programmed to begin design in the spring, with actual construction occurring in the fall. Staff are in the initial stages of design. BHC has modeled the water system to help determine the optimal location for this PRV. They recommend 199th Ave SE, which will be the focus during design.

Timeline

April - July	Design process
Aug. – Sept.	Bid Phase
October	Construction Phase



WOODS CREEK ROAD WATER MAIN REPLACEMENT

Background

This project replaces approximately 750 feet of aging water main located under Woods Creek Road, between US 2 and Tjerne Place SE. Once the replacement is complete, this street segment will receive new asphalt surfacing and upgrade the sidewalk ramps to current federal standards.

Paid through existing water rate revenues (Water 412 CIP Fund).

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	297,596	12,878	12,878	0
R/W	0	0	0	0
Construction (2021)	1,249,905	0	0	1,249,905

Update

Engineering staff have received the site topographic data from our on-call surveyor, and have begun the design.

Timeline

2020	Design process
Feb. 2021	Bid Phase
Apr. – July 2021	Construction Phase



S. TAFT SEWER REPLACEMENT

Background

This project replaces aging sewer main, beginning at McDougall Street and ending at a newer manhole located approximately 300 feet north in Taft Lane.

Paid through existing sewer rate revenues (Sewer 432 CIP Fund).

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	16,800	5,550*	4,956	594
R/W	0	0	0	0
Construction (2021)	64,999	0	0	64,999

*On-call survey contract with Harmsen Inc for \$5,550.

Update

The project design phase is underway. The design will continue through the remainder of 2020.

Timeline

2020	Design process
Feb. 2021	Bid Phase
Apr. – July 2021	Construction Phase



LAKE TYE STORMWATER IMPROVEMENTS

Background

The existing stormwater treatment bioswale and treatment pond located at the southeast corner of Lake Tye no longer function as originally intended. In 2019, BHC Consultants Inc. prepared a stormwater alternatives report for the city, in which four viable alternatives were identified to improve the water quality of stormwater entering Lake Tye, using current stormwater regulations to develop the alternatives. This project advances the effort by selecting the preferred conceptual design, preparing the plans and specifications for project, and then proceeding with actual construction of the improvements.

Paid through existing storm rate revenues (Storm 432 CIP Fund).

	Project Budget	Committed Costs	Spent To-Date	Remaining
Design (2020)	277,493	0	0	277,493
R/W	0	0	0	0
Construction (2021)	559,133	0	0	599,133

Update

The project is programmed to begin the design phase this coming spring. The City will contract with the engineering consultant to develop the design documents, and the design phase will be ongoing throughout 2020.



GRANTS

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

<u>Active Grants:</u>	<u>Grant Amount</u>	<u>Description</u>
Sidewalk Railroad Crossing	\$244,500	Fryelands Blvd & 179 th Ave SE sidewalks
Chain Lake Rd Shared Path		Extend the concrete sidewalk to Brown Rd.
	\$173,000	Design
	\$488,725	Right-of-Way Acquisition
	\$1,515,692	Construction
US-2 Shared Use Path	\$90,250	Add US2 sidewalk alongside Fairgrounds
N. Madison St.	\$1,299,625	Separate stormwater from the sewer
Blueberry Lane Stormwater	\$2,633,250 +	Repair aging stormwater infiltration system
	\$877,750 (Loan)	
147 th St / 179 th Ave Signal	\$482,352	Federal grant application to signalize intx.

Grants										
Status	Project	Agency	Program	Ask	Date	Recommended	Date	Awarded	Date	
Awarded	US2 Sidewalk Extension	PSRC	CMAQ	\$ 90,250	4/26/2016	\$ 90,250	12/27/2016	\$ 90,250	12/27/2016	
Recommended	US2 Sidewalk Extension	PSRC	CMAQ	\$ 432,500	5/11/2018	\$ 432,500	6/8/2018	\$ 432,500	10/31/2018	
Encumbered	Chain Lake Rd Trail Extension	PSRC	CMAQ	\$ 2,432,867	4/22/2016	\$ 1,515,692	11/4/2016	\$ 1,515,692	12/27/2016	
Encumbered	Chain Lake Rd Trail Extension	PSRC	CMAQ	\$ 661,725	4/23/2014	\$ 583,527	1/15/2016	\$ 583,527	1/15/2016	
Closed	2018 LED Lighting upgrades	TIB	Reight Washington	\$ 11,345	3/1/2018	\$ 11,345	3/2/2018	\$ 11,345.00	4/17/2018	
Closed	Main Street Grind/Overlay	TIB	APP	\$ 518,000	8/18/2017	\$ 440,000	11/22/2017	\$ 440,000	1/18/2018	
Closed	Fryelands Blvd Grind/Overlay	TIB	APP	\$ 444,800	8/13/2018	\$ 444,800	12/11/2018	\$ 444,800	12/11/2018	
Awarded	N. Madison Street Combined Sewer Separation	DOE	SFAP	\$ 1,290,108	10/20/2016	\$ 1,299,625	3/6/2018	\$ 1,299,625	6/25/2019	
Awarded	Blueberry Lane Stormwater Repair	DOE	SFAP	\$ 2,633,250	10/12/2018	\$ 2,633,250	1/18/2019	\$ 3,511,000	6/28/2019	
Awarded	179th Ave Sidewalks	PSRC	CMAQ	\$ 634,650	5/11/2018	\$ 634,650	6/8/2018	\$ 634,650	10/31/2018	
Applied	147th St / 179th Ave Signalized Intersection	PSRC	STP	\$ 482,352	3/26/2020					
Pass	Road Preservation	PSRC	STP APP							

GRANT SUMMARY TABLE

OPERATIONS & MAINTENANCE DIVISION

Water

The annual **water system flushing** program is nearly completed. Flushing is important to ensure clean pipes in “dead” zones. Flushing scours the pipe as crew members open hydrants in strategic locations to ensure the lines are cleaned and the fouled or stained water is removed/flushed from the system. Flushing has been postponed for the time being, but will be completed as staff return to routine field work in the coming weeks.

The **Spring Hill Reservoir SCADA Repeater** was upgraded in March. The remote water/sewer pump stations and water reservoirs communicate by radio signal to a repeater located at the Spring Hill Reservoirs. The repeater collects the data and sends it to the WWTP where the main SCADA computer is located. During periods of inclement weather and seasonally when tree foliage is highest, the signal is often lost. A repeater with stronger signal was installed replacing the old unit to ensure consistent communication with the critical utility infrastructure throughout the city.



Sewer

The **pH Engineering Report** has been finalized and will be submitted to the Department of Ecology in mid April. Plans and specifications for the pH improvement systems are due for submittal to Ecology by 12/31/2020. Staff has been working on a Scope and Fee for this work and will be put before council approval on the 4/28/2020 Business Meeting.

The **WWTP Laboratory** successfully passed the Department of Ecology audit in February and completed and passed the Performance Testing(PT) requirements in March. The audit and PT testing are performed on 5 year cycles and is a requirement for the laboratory to maintain accreditation for specific parameters the lab performs and reports.

Utility crews replaced the **Sky River Park wastewater lift station** in March. The existing single pump system was replaced with two larger grinder pumps ensuring reliable continuous operation especially during large events at the park.



CITY OF MONROE – 2020 END OF SESSION REPORT

SESSION OVERVIEW

The 2020 Legislature addressed various Washington Cities’ priorities, resulting in both pros and cons for cities. While cities achieved many positive outcomes, work remains to prepare for the 2021 legislative session.

MONROE’S 2020 LEGISLATIVE OUTCOMES

Addressing Chronic Homelessness: While the city did not come to the legislature with a specific ask during the 2020 legislative session, the city continued to move the conversation forward on the homelessness issue, and what potential solutions might look like for the city. For Monroe’s priorities, this includes supporting capital facilities for housing and treatment, retaining local authority, and opposing measures that limit the city’s ability to adequately address the homeless population. The legislature allocated \$160 million for affordable housing and homelessness in the 2020 supplemental budget, and considered various other proposals the city monitored (more details below).

Local Park Funding Options (HB 2625): This was the city’s top policy priority for the 2020 legislative session, and while great progress was made, the legislation failed to pass this session. This bill passed the House chamber on a strong, bipartisan vote, however failed to reach the floor for a vote in the Senate. This session’s progress will fuel a strong effort for this legislation in the 2021 session.

Transportation budget – SR 522 & US 2 Capacity Improvements: The city continues to support SR 522 Corridor Improvements (\$167 million). This project remains funded in the current ‘draft’ of the next transportation package, and city officials testified in support of this project in the Senate Transportation Committee during session. The city will continue its support of this project moving forward as the transportation package is expected to be very seriously considered during the 2021 session. The city also supports a coordinated effort to study US 2 corridor capacity from SR 9 in Snohomish County to SR 207 in Chelan County. This study is projected to cost \$1.4 million, and while new transportation funding was not allocated during the 2020 supplemental budget due to the passage of I-976, the city will continue to support this request moving forward.

LEGISLATIVE PRIORITIES & OUTCOMES FOR CITIES

Legislative Goal: Adopt a comprehensive set of transportation policies that provide robust new resources and local options.

- Cities are responsible for a significant share of the statewide transportation system and fund most of that responsibility out of local tax dollars. Cities struggle to meet the \$1 billion gap in transportation maintenance and preservation costs. To meet these ever-expanding needs, the state must maintain existing and create new transportation specific revenue options for cities. The state must also develop a statewide transportation package that includes increased resources for city transportation needs.
- **PRO:** Passed a supplemental transportation budget that provides funding for projects previously paused by the Governor. The Legislature balanced the budget largely through one-time measures, including reductions based on historical underspending. Although the Transportation Improvement Board (TIB) appropriations were reduced by \$9 million, this was a more modest reduction than what could have occurred.
- **CON:** Failed to pass [HB 2362](#) and [SB 6652](#) creating additional local government transportation revenue options.

Legislative Goal: Fully fund the Public Works Trust Fund (PWTF)

- The Public Works Trust Fund is a crucial funding partner in our efforts to provide the necessary infrastructure for our communities. We seek full funding for the program and ask the state to protect the current stream of loan repayments and uphold the 2% state share of REET dedicated to the account. Additionally, we look to strengthen the program by ending the ongoing revenue diversions as soon as possible.
- **PRO:** Passed supplemental budgets that did not sweep any additional funds out of the PWTF.
- **CON:** Continued diversions and sweeps from the PWTF that were adopted in the 2019 session.

Legislative Goal: Create a tax increment financing (TIF) option for cities

- Washington's cities need economic development tools that help maintain, expand, and modernize local infrastructure to spur local private sector investment. By investing in TIF, the Legislature can partner with cities to advance our shared goals of building a robust and diverse economy for communities around the state. For maximum impact, cities need access to both property-tax and sales-tax based TIF programs.
- **CON:** Failed to pass [HB 2804](#) reopening the Local Revitalization Financing program for new project funding.
- **CON:** Failed to pass [HB 2778](#) and [HJR 4212](#) allowing for property tax-based TIF.

Legislative Goal: Preserve city fiscal health with secure funding sources

- Cities need revenue authority and flexibility to keep up with community growth and increasing service needs. State investment in shared revenue distributions is instrumental to support essential city programs and services. Responsive revenue options allow local elected officials to make the best community-based decisions about how to keep up with growth and the increasing costs of providing basic services like public safety and transportation. Arbitrary restrictions on local revenue decisions unnecessarily hurt residents by limiting critical local services.
- **PRO:** Maintained funding in state-shared revenues for Liquor Profits, Liquor Taxes, Cannabis Taxes, Municipal Criminal Justice Assistance, Fire Insurance Premium Taxes, and City-County Assistance.
- **CON:** Adopted a new unfunded cost-of-living increase for PERS 1 retirees that will increase city pension costs.
- **CON:** Did not consider revising the 1% property tax cap for cities.

Legislative Goal: Support statewide medication assisted treatment (MAT) services in city and regional jails by providing local flexibility

- Cities are experiencing the consequences of an overwhelmed state behavioral health system. While the state has made investments to address some of the challenges, more help is needed. Local jails have increasingly been called to action to address opioid use disorder and provide treatment. However, the costs are overwhelming city criminal justice budgets across the state. City jails need additional state support to access MAT services to save lives and reduce recidivism.
- **PRO:** Appropriated funding for a study to develop a scalable model to implement MAT in city and regional jail facilities. Report due in November 2020.
- **PRO:** Passed [HB 2642](#) prohibiting insurers from requiring prior authorization for residential substance use disorder treatment services or withdrawal management services.
- **PRO:** Passed [SB 6086](#) allowing a pharmacy's license of location to be extended to a registered remote dispensing site to dispense medications for opioid use disorder.
- **CON:** Failed to pass [HB 2438](#) imposing an impact fee on opioid manufacturers to fund treatment and prevention of opioid misuse and abuse.

Legislative Goal: Advance a watershed-based strategic plan to address local fish-blocking culverts along with state culverts

- Cities need the state to adopt a broader vision to create a comprehensive response that funds local barrier corrections and provides actual habitat access for fish. Cities recognize that the state is facing a \$4 billion price tag to fix fish-blocking culverts that the U.S. Supreme Court has found to impinge on tribal treaty rights to fish harvests. Cities also own 1,300 barriers in the same streams, and similarly have no identified revenues to pay for needed corrections. A statewide approach is the only way to achieve meaningful salmon and orca recovery.
- **PRO:** Adopted all three state supplemental budgets with elements that support the state's more expansive vision to address fish passage, including strategic investment support for cities. This will inform the larger funding conversation by the state next session.

Legislative Goal: Continue to pursue new resources and policies to increase affordable housing both at the state and local level

- Our communities continue to face a housing crisis and need state support to incentivize housing options. The Legislature can help by proactively supporting cities' voluntary adoption of more effective ADU ordinances and providing additional councilmanic tax authority for housing. Cities need enhanced tools to attract and preserve multifamily development, like changing the multifamily tax exemption program to open it to smaller cities, extending the tax exemption for continued affordability guarantees, and expanding the ability to preserve existing affordable housing.
- **PRO:** Passed [HB 1590](#) to provide councilmanic authority for cities to raise a 1/10th of a cent sales tax to address housing affordability.
- **PRO:** Passed [HB 2343](#) to expand incentives for cities to adopt voluntary housing and development streamlining policies through grants and legal support.
- **PRO:** Preserved local land use authority around housing.
- **PRO:** Invested \$160 million in affordable housing and homelessness.
- **CON:** Failed to pass a comprehensive expansion of the Multifamily Tax Exemption program.
- **CON:** The legislature passed amendments to clarify [HB 1406](#) from the 2019 session in [HB 2797](#) and extended the timeline to adopt a qualifying local tax, however the Governor [vetoed](#) this bill due to the ongoing COVID-19 pandemic and the implications this legislation would have on the state budget.

KEY BILLS

Finance & Tax Bills

Passed:

- [HB 2230](#) – Property tax exemption for tribally owned property with economic development purposes
- [SB 6592](#) – Tourism promotion area funding

Did not pass:

- [HB 2145](#) – Amending property tax cap
- [HB 2069](#) – Utility lien authority

Economic Development

Public Works Trust Fund

- Maintained \$95 million in funding but diversions continue

Did not pass:

- [HB 2804](#) – Local Revitalization Financing
- [HB 2778](#) – Tax Increment Financing
- [HJR 4212](#) – Tax Increment Financing Constitutional Amendment

Human Resources, Labor Relations & Pensions

Passed:

- [HB 1390](#) – Provides cost-living-adjustment for PERS Plan 1 members
- [HB 2409](#) – Increases penalties for self-insured employers
- [SB 6440](#) – Industrial Insurance Medical Exams (IME)

Did not pass:

- [SB 6316](#) – Police performance reviews

Criminal Justice & Public Safety

Passed:

- [HB 2318](#) – New standards for storing sexual assault kits
- [HB 2467](#) – Establishes centralized firearm background check system
- [HB 2499](#) – Corrections officer's certification
- [SB 6280](#) – Facial Recognition
- BLEA Funding

Housing & Homelessness

Passed:

- [HB 1590](#) – Councilmanic sales & use tax for affordable housing
- [HB 1754](#) – Homeless hosting by religious organizations
- [HB 2343](#) – Urban density options (trailer bill to HB 1923 from 2019 session)
- [HB 2673](#) – Infill categorical SEPA exemption expansion
- [HB 2950](#) – Two -year extension for Multifamily Tax Exemption
- [SB 6212](#) – Allows cities to fund workforce housing with housing property tax
- [SB 6617](#) – Narrow ADU bill with minor preemption

Did not pass:

- [HB 2649](#) – Mandated city and county land use feasibility analysis for shelters, mitigation camps, supportive housing, and behavioral health facilities
- [SB 6302](#) – Home occupant load preemption
- [SB 6546](#) – Mandatory re-zone of single-family neighborhoods
- [HB 2797](#) – Updates to HB 1406 allowing more time to adopt QLT – legislature passed however the Governor vetoed this bill.

Housing & Homelessness Budget Highlights - \$160 million in new investments, including:

- \$60 million in grants for local gov for temporary shelter capacity
- \$40 million in the Housing Trust Fund from operating budget
- \$15 million ongoing annual increase for the Housing and Essential Needs (HEN) program that supports people who are too disabled to work
- \$15 million annually O&M funding for permanent supportive housing
- \$10 million for preservation of affordable multifamily housing
- \$5 million for housing preservation grants

Land Use (non-housing related)

Passed:

- [HB 2342](#) – Extension of GMA comprehensive plan timelines
- [SB 5522](#) – Annexation by interlocal agreement alternative

Did not pass:

- [HB 2550](#) – Implemented “net ecological gain” instead of “no net loss”
- [SB 6335](#) – Added a climate GMA goal and element
- [SB 6453](#) – Added a climate GMA goal

Environment

Budget highlights:

- New provisos require a comprehensive watershed approach to fixing state and local barriers; DOT must consider local culverts in approach to state corrections
- Assessment on converting to “net ecological gain” as new impact standard
- ~~\$50 million in new Climate Resiliency Account~~
 - This item was vetoed by the Governor to reduce state spending in the wake up the COVID-19 pandemic.

Passed:

- [HB 2713](#) – Mandates government compost use, with exceptions
- [SB 5323](#) – Single-use plastic bag ban; carryout bag fee 8-12 cents

Transportation

Passed:

- [HB 2676](#) – Autonomous vehicle regulatory bill passes
- [SB 6208](#) – Bicycle “safety stop” bill passes
- Road usage charge study continues

Did not pass:

- [HB 2362](#) and [SB 6652](#) – Local revenue option bills failed to pass
- Transportation revenue package failed to gain traction in the midst of I-976

Behavioral Health

Passed:

- Mediation Assisted Treatment (MAT) study proviso
- [HB 2642](#) – removing health coverage barriers to accessing treatment
- [SB 6086](#) – increasing access to medications for opiate use disorder

Marijuana

Passed:

- [HB 2870](#) – Social equity marijuana license program

Open Government

Passed:

- [HB 1888](#) – Exempts certain public employee information from disclosure
- [SB 6499](#) – Exempts certain public employee information in retirement system from disclosure

Did not pass:

- [SB 6543](#) – Provides 15-day grace period to submit additional records

General Government

Passed:

- [HB 2421](#) – State reimbursement for election costs
- [HB 2527](#) – Census Bill of Rights
- [HB 2567](#) – Establishes new policies and procedures for court facilities
- [HB 2889](#) – Utility tax disclosures
- [SB 6187](#) – Expands data breach notification requirements
- [SB 6326](#) – Adjust conflict of interest requirements for small cities

Did not pass:

- [SB 6281](#) – Consumer data privacy
- [SB 6643](#) – Resolution for changing the form of city government

BUDGETS

The House and Senate released their [supplemental budget proposals](#) for the capital, transportation, and operating budgets in late February. The term “supplemental” refers to changes to the 2019-2021 biennial budgets that were adopted at the end of the 2019 legislative session. The remainder of the session was spent negotiating budget differences between the two chambers, to pass final compromised budgets.

Final budgets included:

1. **Operating - [ESSB 6168](#)**

- Maintained shared revenues
- Additional BLEA classes
- \$160 million for housing and homelessness response
- ~~\$50 million for Climate Resiliency Account~~
 - This item was vetoed by the Governor to reduce state spending in the wake up the COVID-19 pandemic.

2. **Capital** - [ESSB 6248](#)

- Fish blocking culvert remediation plan
- \$10 million for CERB
- \$26.2 million for grants for expanding community-based behavioral health services

3. **Transportation** - [ESHB 2322](#)

- Projects on the “pause” list may resume
- Relies on one-time savings and under-spending
- Modest reduction in TIB funding
- State had to contend with \$458 million in lost revenue due to I-976
- One-time measures used to balance budget, historical agency “underruns”
- Reduction in appropriations for the Transportation Improvement Board and Freight Mobility Strategic Investment Board
- Recommendations on role/structure of the Washington Freight Advisory Committee

***\$200 million for COVID-19 Coronavirus response from the Rainy-Day Fund**

***After the legislature adjourned on March 12, the Governor vetoed various budget provisos and legislation that would have cost the state money due to the COVID-19 pandemic and the stresses the pandemic is assumed to cost on the state budget still yet to be determined.**

LOOKING AHEAD TO 2021

- 105-day session
- Biennial budgets
- Unclear fiscal outlook (COVID-19 pandemic)
- Transportation funding challenges
- Continued focus on housing & homelessness
- Newly elected legislators



Washington state budgets FY 2019-21: Selected impacts on cities

For more information, visit fiscal.wa.gov

	Final budget	Final adopted supplemental budget
Operating budget – Shared revenues		
Liquor profits (Liquor Revolving Account)	\$98.9 million	\$98.9 million
Liquor taxes (Liquor Excise Tax Account)	\$64.1 million	\$67.4 million <ul style="list-style-type: none"> Slight increase due to accounting updates
Marijuana excise tax	\$30 million with the intent to fund at \$20 million per fiscal year in subsequent fiscal biennia	\$30 million
Streamlined sales tax (SST) mitigation	\$18.6 million: \$2.2 million for final payment under mitigation formula, plus \$16.4 million for continued mitigation after October 2019	\$7.3 million: \$1.9 million for fiscal year 2020 and \$5.4 million for continued mitigation for 2020 after October 2019 <ul style="list-style-type: none"> Creates a new shared revenue source of Manufacturing and Warehousing Jobs Centers Account with approximately \$6.7 million distributions for 2021 (HB 1948) Vetoed
Municipal Criminal Justice Assistance Account	\$42.1 million	\$40.3 million <ul style="list-style-type: none"> Slight decrease due to accounting updates
City-County Assistance Account (6050)	\$33.2 million	\$35.5 million <ul style="list-style-type: none"> Slight increase due to accounting updates
Fire Insurance Premium Tax	\$10.5 million	\$10.9 million <ul style="list-style-type: none"> Slight increase due to accounting updates
Operating budget – Programs		
COVID-19 Response	N/A	\$74.1 million: Emergency response funding from Department of Natural Resources for 2020 and 2021 for responding to emergencies including fire suppression and COVID-19 \$200 million: State funding to state agencies and local governments to respond to COVID-19 – funds pulled from the rainy-day fund: \$25 million earmarked for unemployment assistance programs
Pensions	LEOFF 2 transfer: \$300 million from LEOFF 2 pension fund to Benefits Improvement Account (HB 2144) Final rates: <ul style="list-style-type: none"> PERS employer rate: 12.52% PSERS employer rate: 11.76% LEOFF employer rate is 5.65%	No changes (see below for PERS 1 COLA)

	Final budget	Final adopted supplemental budget
PERS 1 COLA	No PERS 1 COLA	One-time PERS 1 COLA funded through a 0.12% increase in employer paid surcharge (HB 1390)
Training for law enforcement	19 BLEA classes each FY – Two classes must be held in Spokane (current practice)	<ul style="list-style-type: none"> • \$1.04 million: Funding for two additional BLEA classes in 2020 and 2021 – Three classes each year must be held in Spokane • \$985,000 to implement the correctional officer certification program (HB 2499) • \$524,000: De-escalation training program • \$100,000: De-escalation program curriculum
Mental health field response grants	\$4 million: \$3 million for <i>Trueblood</i> phase one regions	\$4 million: \$3 million for <i>Trueblood</i> phase one regions
Law enforcement diversion grant program (HB 1767)	\$2.4 million to Washington Association of Sheriffs & Police Chiefs to implement grant program	\$2.4 million to Washington Association of Sheriffs & Police Chiefs to implement grant program
Crisis intervention training	\$899,000 for <i>Trueblood</i> phase one regions	\$899,000 for <i>Trueblood</i> phase one regions
Municipal Research and Services Center	\$5.9 million	\$5.9 million
Auto theft prevention authority	\$8.2 million	\$8.2 million
Cybersecurity audits	\$2.8 million for state and local government audits	\$2.8 million for state and local government audits
Public defense grants	\$900,000 to cities per biennium	\$900,000 to cities per biennium
Drug & gang prevention	\$1 million grant program	\$1 million grant program
Gun violence intervention	N/A	\$600,000: Grants for law enforcement agencies to implement group violence intervention strategies – with priority given to Yakima and south King County
Centralized background check system (HB 2467)	N/A	<p>\$8.9 million: Funding for WSP to establish centralized system for firearm background checks</p> <p>\$400,000: Funding for WSP to develop implementation plan for centralized system for firearm background checks</p> <p>\$666,000: For courts to support the development of the WSP centralized system for firearm background checks</p> <p>\$192,000: Legal services to implement the centralized system for firearm background checks</p>
Sex offender address registration	\$10 million	\$10 million
Impaired Driver Safety Account	\$1.3 million	\$1.4 million
Public health	\$73 million, plus additional \$22 million for foundational public health (HB 1497)	\$28.0 million: \$6.0 million increase for foundational public health

	Final budget	Final adopted supplemental budget
Community-based behavioral health treatment system	\$152.1 million: <ul style="list-style-type: none"> • \$51.3 million for community long-term inpatient beds • \$1.5 million for mental health drop-in facilities • \$19 million for substance use disorder enhancements • \$8.8 million for community treatment services • \$45 million for behavioral health grants • \$26.5 million for enhanced discharge placements 	\$152.1 million: <ul style="list-style-type: none"> • \$51.3 million for community long-term inpatient beds • \$1.5 million for mental health drop-in facilities • \$19 million for substance use disorder enhancements • \$8.8 million for community treatment services • \$45 million for behavioral health grants • \$26.5 million for enhanced discharge placements
Model ordinance for siting of behavioral health facilities	Mandates Commerce to develop a model ordinance within existing funds, but provides \$396,000 for a paid administrator to coordinate	Mandates Commerce to develop a model ordinance within existing funds, but provides \$396,000 for a paid administrator to coordinate
Medication Assisted Treatment (MAT)	N/A	\$50,000: Funds study to review options for providing MAT to other correctional facilities across the state
Sexual assault kit testing	N/A	\$2 million: Funding to assist law enforcement and community agencies seeking resolution to cases tied to previously unsubmitted sexual assault kits and provide support to survivors of sexual assault offenses
Storage of Sexual Assault Kits (HB 2318)	N/A	\$50,000: Funding to develop a proposed case review program
Model Toxic Control Account (MTCA) transfers to operating budget	Transfers \$35 million at the end of FY19 from MTCA to the general fund and \$38 million from State Toxics Control Account to the general fund	Transfers \$35 million at the end of FY19 from MTCA to the general fund and \$38 million from State Toxics Control Account to the general fund
Stormwater Permit Assistance	N/A	\$750,000 for Ecology to provide funding to local governments to: <ul style="list-style-type: none"> • Address stormwater permit requirements • Assist small businesses • Provide local source control monitoring associated with the Puget Sound
Climate resiliency	N/A	<ul style="list-style-type: none"> • \$50 million for the Climate Resiliency Account Vetoed • \$2.3 million for Ecology rulemaking to strengthen climate considerations in SEPA
Net ecological gain vs. No net loss assessment	N/A	\$256,000 for a contract between DFW and the Washington Academy of Sciences to study changing impact standards across state and local environmental and land use laws and regulations
Road Map to Washington's Future Task Force	N/A	\$350,000 for workgroup to recommend updates to the Growth Management Act in light of the Road Map to Washington's Future report Vetoed

	Final budget	Final adopted supplemental budget
Housing & homelessness	<p>\$44.1 million</p> <ul style="list-style-type: none"> \$14.5 million additional for Housing & Essential Needs (HEN) program <p>\$200,000 grants for municipal labor programs that lead to full-time employment and stable housing for homeless individuals</p>	<ul style="list-style-type: none"> \$60 million for competitive grants for cities and counties for temporary local shelter capacity \$40 million in the Housing Trust Fund from Operating Budget \$15 million ongoing annual increase for HEN \$15 million per year for three years O&M for Permanent Supportive Housing \$10 million for preservation of affordable multifamily housing \$5 million for housing preservation grants \$1 million for diversion services for families and individuals at risk of losing housing or recently homeless \$1 million for transition housing pilot for homeless youth \$607,000 for foreclosure prevention \$500,000 for homeless youth diversion \$400,000 for grants for services for youth in crisis \$400,000 for apprenticeship program for homeless youth in King County \$200,000 study on homelessness needs of Clallam County \$80,000 for identification assistance for the homeless
Green economy	\$150,000 to Commerce to create a blueprint for next steps to develop the green economy in Washington State	\$150,000 to Commerce to create a blueprint for next steps to develop the green economy in Washington State
Local Solid Waste Financial Assistance	<p>\$10 million for Local Solid Waste Financial Assistance grants</p> <p>\$2.1 million for statewide litter collection programs and recycling programs to address Chinese market restrictions</p> <p>\$1.4 million for HB 1543 (Ecology to create market development center and locals to implement contamination reduction plans)</p>	<p>\$17 million for Local Solid Waste Financial Assistance grants Vetoed</p> <p>\$10 million for Local Solid Waste Financial Assistance grants</p> <p>\$2.1 million for statewide litter collection programs and recycling programs to address Chinese market restrictions</p> <p>\$1.4 million for HB 1543 (Ecology to create market development center and locals to implement contamination reduction plans)</p>
Capital budget		
Public Works Trust Fund	\$95 million: \$10 million is earmarked for specific projects	\$95 million
Stormwater Financial Assistance Program	\$44 million	\$49 million

	Final budget	Final adopted supplemental budget
Remedial Action Grants	\$50 million	\$32.6 million
Drinking Water State Revolving Fund Loan Program	\$46 million	\$46 million
Water Pollution Control Revolving Loan Program	\$204 million	\$204 million
Centennial Clean Water Grant Program	\$30 million	\$30 million
Community Economic Revitalization Board	<ul style="list-style-type: none"> • \$8.6 million for Public Facility Construction Loan Account • \$3.45 million for Broadband Infrastructure Program 	<ul style="list-style-type: none"> • \$18.6 million for Public Facility Construction Loan Account • No changes to Broadband Infrastructure Program
Broadband Grant and Loan Program	\$21.5 million of the Public Works Trust Fund	\$21.5 million of the Public Works Trust Fund <ul style="list-style-type: none"> • Changed distribution formula to provide additional grants
Washington Wildlife & Recreation Program	\$85 million	\$85 million
Youth athletic facilities	\$12 million	\$12 million <ul style="list-style-type: none"> • Proviso added that identifies specific projects to be funded
Fish Barrier Removal Board	\$26.5 million, of which \$24.7 million is for identified projects	\$26.5 million, of which \$24.7 million is for identified projects <ul style="list-style-type: none"> • Proviso added requiring the development of a comprehensive statewide culvert remediation plan that prioritizes barrier correction on a watershed basis • Remediation plan must be consistent with the injunction order • Funding provided to WDFW to staff this effort with direction to WSDOT to participate
Puget Sound restoration and salmon recovery grants	\$59.5 million for Puget Sound acquisition and restoration, including estuary/salmon restoration \$14.1 million for Washington Coastal Restoration Initiative \$25 million (plus \$50 million in federal funds) for Salmon Recovery Funding Board (SRF) grants	\$59.5 million for Puget Sound acquisition and restoration, including estuary/salmon restoration \$14.1 million for Washington Coastal Restoration Initiative \$25 million (plus \$50 million in federal funds) for Salmon Recovery Funding Board (SRF) grants
Healthy Housing Remediation Program	\$5 million for contaminated property redevelopment grants for affordable housing	\$5 million for contaminated property redevelopment grants for affordable housing
Aquatic Lands Enhancement Account	\$6.6 million	\$6.6 million

	Final budget	Final adopted supplemental budget
Housing Trust Fund	<ul style="list-style-type: none"> • \$10 million for modular housing grants • \$10 million to grants to match private affordable housing contributions • \$57 million for competitive housing projects for developmental disabilities, veterans, farmworkers, homeownership, and low-income populations • \$46 million for identified projects • \$35 million for supportive housing • \$10 million for affordable housing production and preservation grants/loans 	<ul style="list-style-type: none"> • \$35 million for supportive housing • \$10 million for modular housing grants • \$10 million to grants to match private affordable housing contributions • \$10 million for affordable housing production and preservation grants/loans • \$7 million for ultra-high efficient affordable housing projects grants/loans • \$50 million for identified projects • \$5 million for grants to provide cottage villages used as shelters • \$55.6 million for competitive housing projects for developmental disabilities, veterans, farmworkers, homeownership, and low-income populations
Behavioral health facilities	<p>\$117.9 million:</p> <ul style="list-style-type: none"> • \$47 million for Commerce competitive grant for expanding community-based behavioral health services • \$70.9 million for community-based projects for a variety of behavioral health services <p>\$120.7 million mental health facilities:</p> <ul style="list-style-type: none"> • \$25 million for two state-constructed community civil bed facilities; one providing 16 state-operated civil beds and one providing 48 mixed-use beds of which 16 beds would be state-operated civil beds • \$58 million for ward renovations at Eastern State Hospital and Western State Hospital • \$1 million for predesign and siting of a new forensic hospital • \$28.7 million for construction of two new forensic wards • \$8 million for a new Treatment and Recovery Center at Western State Hospital 	<p>\$126.1 million:</p> <ul style="list-style-type: none"> • \$73.2 million: \$26.2 million increase in Commerce competitive grants for expanding community-based behavioral health services (\$20 million of which is a re-appropriation from a canceled Multicare project in Auburn) • \$51.9 million for community-based projects for a variety of behavioral health services • \$1 million: Additional funds for the State Taxable Building Construction Account
<i>Transportation budget</i>		
Transportation Improvement Board (TIB)	\$253.6 million	<p>\$244.5 million:</p> <ul style="list-style-type: none"> • \$4.5 million reduction in the Complete Streets Program • \$4.6 million reduction based on historical underspending and agency savings
Safe Routes to Schools Grants	\$29.2 million	\$36.5 million
Fish passage	\$100 million for state-owned fish passage barrier	\$275 million for state-owned fish passage barrier correction,

	Final budget	Final adopted supplemental budget
	<p>removal – DOT must coordinate with Fish Barrier Removal Board on watershed approach</p> <p>See Fish Barrier Removal Board (\$26.5 million) <i>under Capital budget</i></p> <p>\$350,000 for city culvert inventory/assessment</p>	<p>retaining proviso language to coordinate with Fish Barrier Removal Board on watershed approach</p> <p>New provisos:</p> <ul style="list-style-type: none"> • Directing DOT to consider factors while complying with injunction, including presence of other barriers • DOT and Fish Barrier Removal Board must develop statewide comprehensive plan
Bicycle and pedestrian safety grants	\$25 million	\$38.3 million
Freight Mobility Strategic Investment Board	\$43.7 million	<p>\$36.9 million:</p> <ul style="list-style-type: none"> • \$7.5 million reduction in capital spending authority • \$7.4 million reduction due to legislative project adjustments <p>Other increases due to additional maintenance funding</p>
Gas tax distributions to local governments (statutory)	\$518 million	\$508 million (distributions are statutorily defined)
Transfers from the General Fund (Operating Budget)	N/A	No transfers



MONROE THIS WEEK

May 8, 2020 • Vol 6/Edition 17



Safe Start Washington

Thank you for reading Monroe This Week.

This week's edition provides a recap of last night's virtual Town Hall meeting and updates on the Safe Start Washington phased economic re-opening, opportunities for local businesses to communicate with County and State leaders, and three Proclamations issued to recognize important dates and an important segment of public safety professionals.



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

Yours in Service,

Mayor Geoffrey Thomas

ECONOMIC REOPENING UPDATE PROVIDED AT CITY TOWN HALL MEETING

Yesterday evening, May 7, the City hosted its second virtual Town Hall meeting. Focused on the COVID-19 recovery phase, the Town Hall provided attendees updated information regarding Federal, State, and local efforts to support residents and employers and plan for a safe re-opening of the state's economy.



Economic Development Specialist James Palmer detailed Governor's Inslee's [four phase plan](#) for economic reopening, the metrics that will be used to determine the appropriate time to transition between phases, and requirements for Washington employers. Industry sectors will re-open at varying capacities and in different phases, there will be at least three weeks between phases, and employers will be required to maintain six-foot social distancing and limit close interactions with patrons. Mr. Palmer encouraged business owners who seek

to open in an earlier phase to collectively prepare a plan to meet the requirements and petition the governor's office.

Mr. Palmer also provided updates on Federal and State funding assistance programs. Recent legislation reauthorized the Paycheck Protection Program and Economic Injury Disaster Loan program, with an emphasis on serving small businesses. For state level programs, a review committee consisting of city staff and members of the Economic Development Advisory Board reviewed and prioritized nearly 120 local applications for the Working Washington Small Business Emergency Grant. Six applications, representing a cross-section of Monroe business industries, were identified as best meeting the grant criteria. Based on current funding, Monroe has been allocated funds for up to three grants, and Mr. Palmer expects the recipients to be notified by the state Department of Commerce around the end of the month.

ECONOMIC RE-OPENING ENTERS PHASE 1

On [Monday, May 4](#), Governor Jay Inslee signed a new [Order](#) extending the Stay Home/Stay Healthy period and enacting the [Safe Start Washington](#) phased approach to economic recovery. Phase 1 of the Safe Start Washington plan began the following day. In Phase 1, essential businesses, automobile and vessel sales, curbside retail and car washes can re-open, along with the resumption of existing construction projects, limited outdoor recreation activities, and landscaping and pet walking services. As detailed above, there will be at least three weeks between phases. Phase 2, which will include a partial re-opening of restaurants, is preliminarily anticipated to begin on June 1.



CONTINUING TO ADVOCATE FOR A WAY FORWARD

As I mentioned in last week's edition of *Monroe This Week*, I was proud to be one of sixteen local elected officials to sign a letter to Governor Inslee, expressing our appreciation for the governor's leadership throughout the COVID-19 pandemic and offering assistance in developing a plan to re-open the economy. Likely hearing similar concerns from throughout the state, earlier this week the governor announced the Safe Start Washington plan. Since the announcement of Safe Start Washington, I have heard from local small- and medium-sized business owners of their concerns regarding the timeline between phases. On Wednesday, I joined nine of my fellow mayors, along with District 5 County Councilmember Sam Low and Council Chair Nate Nehring, in [a second letter](#) to the governor. In this letter, we expressed the concerns we have collectively heard and requested the governor consider easing restrictions on small- and medium-sized businesses in Phase 1.



BUSINESS OWNERS: COUNTY WANTS TO HEAR FROM YOU, STATE HOSTING INFORMATIONAL WEBINAR

The [Snohomish County Economic and Workforce Recovery Task Force](#) has launched an online Business Needs Assessment Survey. This survey is an opportunity for businesses to share how they have been affected by COVID-19, and is available in [English](#) and [Spanish](#). Answers will be compiled into a final report that the Task Force will review as they make policy decisions.



County Councilmember Megan Dunn is also hosting a series of [Business Sector Advisory Meetings](#). Business owners and employees whose income has

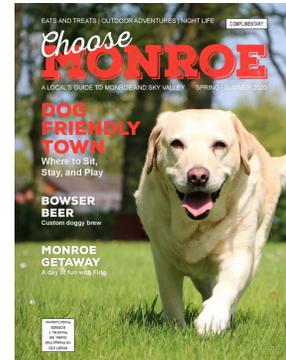
been impacted by COVID-19 are welcome to join.

At the state level, the [Small Business Liaison Team](#) is hosting a [Small Business Requirements and Resources webinar](#), which will provide an overview of state responses, resources, and other impacts affecting small businesses. The webinar is offered on three different days, at varying times, to maximize availability and schedule fit.



CITY PUBLISHES SPRING/SUMMER EDITION OF CHOOSE MONROE

Residents in Monroe will be receiving the Spring/Summer 2020 Choose Monroe publication in the mail today or tomorrow. Please understand this was developed prior to COVID-19 so featured locations may not be open and events listed may be cancelled or postponed. Please call or check business and event websites for the most current information. We hope you'll hold onto the publication for when things are open and we can all be together again. The publication is also available [online](#).



CENSUS BUREAU BEGINS PHASED RESTART

This week the [United States Census Bureau](#) began a phased restart of field operations in select geographic areas. Field operations plans will be determined in coordination with Federal, State and local health officials. Recognizing that the health and safety of census employees and the public is of the utmost importance, census field staff received training to observe social distancing protocols and were equipped with Personal Protective Equipment (PPE) prior to the field operations resumption.



CITY RECOGNIZES PUBLIC SAFETY PROFESSIONALS AND IMPORTANT DATES

This week it is my honor as Mayor to issue three Proclamations recognizing true professionals who dedicate themselves to keeping our community safe, and two important dates.

On Monday, I issued the first of these three Proclamations, recognizing National Correctional Officers and Employees Week. Correctional Officers and their colleagues are often unseen and underappreciated. This week we recognize and thank the officers and staff of the Monroe Correctional Complex. I encourage you to read the full text of the [Proclamation](#), which recognizes these community servants for their vital public service.



Yesterday, I issued a [Proclamation](#) and [video](#) recognizing National Day of Prayer. It's a day meant to recognize the value of prayer, meditation, and reflection in our lives and to reflect on our relationships and duties to our community, our country and to one another. On this year's Day of Prayer, I reflected upon, prayed for, and



gave thanks for our residents and employers, and the difficult actions they continue to take to thwart significant increases in the spread of COVID-19; for the safety and well-being of the many people in vocations placing them in harm's way in order to fulfill essential duties to our community; for resolve and

comfort for people of all walks of life, who have lost jobs and businesses, who have suffered illness, and who have lost loved ones due to COVID-19; and for each one of us to persevere in sharing love and compassion for our neighbors and to seek unity of spirit above the noise that causes division. We are one people, one community, of one spirit. We're in this together and we'll get through this together. We are **#MonroeStrong**.

Today I issued a [Proclamation](#) recognizing this Sunday, May 10, as Mother's Day. This holiday is dedicating to honoring remarkable women who strive and sacrifice to encourage us to reach great heights and support us no matter the challenges we face. Mothers raise and are pillars of families, are breadwinners and community leaders who, through their example, teach the value of hard work, compassion, service, and personal responsibility. I wish a very warm Happy Mother's Day to all mothers in our community.



UPCOMING CITY COUNCIL MEETING

The City Council will meet in a Business Meeting on Tuesday, May 12, 2020. The meeting will be held via the Zoom remote meeting platform and participation information will be posted with the May 12 agenda.

[Council Agendas/Minutes](#)

YEAR TO DATE COMPARISONS

Curious about some of the City's major revenue streams? Don't have time to read through the entire budget? [Here](#) are a few of the City's revenue year-to-date numbers along with their prior year comparisons. If you would like further information, please contact the Finance Department at 360-794-7400 and reference *Monroe This Week*.

CITY COUNCIL MEMBERS



Councilmember
Kevin Hanford



Councilmember
Patsy Cudaback



Councilmember
Jeff Rasmussen



Councilmember
Heather Rousey



Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Kirk Scarboro

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

