
Welcome From Mayor Geoffrey Thomas

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

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

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

Imagine Monroe

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

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

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

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

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

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

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

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

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

Yours in service,



Mayor Geoffrey Thomas

City of Monroe

By the numbers

Population: 20,960 (2025) Area: 6.46 mi² 2025/2026 Budget: \$202,303,246

Utilities

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

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

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

Representing Our Region

Federal

Washington's 1st Congressional District represented by Democrat Suzan DelBene
<https://delbene.house.gov/about/district.htm>

State

12th Legislative District which spans east to include Wenatchee and Chelan
<https://app.leg.wa.gov/DistrictFinder/displaydistrict/12>

- District 12:; [Sen. Keith Goehner](#); [Rep. Mike Steele](#); [Rep Brian Burnett](#)

County

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

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

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

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

Schools

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

Fire District

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

Table of Contents & Hyperlinks

City Resources and Policy Documents

1. City Staff Directory
 - a. <http://monroewa.gov/directory.aspx>

2. Boards and Commissions Organizational Chart
 - a. <https://monroewa.gov/DocumentCenter/View/12478/Boards-and-Commisions-Org-Chart>

3. Council Rules of Procedure
 - a. <https://monroewa.gov/ArchiveCenter/ViewFile/Item/3740>

4. Council Committees *(also see pages 12 -14)*
 - a. [City Council Legislative Committees webpage](#)

5. Code of Ethics
 - a. <https://monroe.municipal.codes/MMC/2.52>

6. Policies
 - a. [Social Media Policy for Council Members](#)
 - b. [Electronic Media Policy](#)
 - c. [Anti-Harassment and Anti-Violence Policy](#)

7. 2024-2044 Comprehensive Plan
 - a. <https://www.monroewa.gov/1248/2024-2044-Comprehensive-Plan>

8. Imagine Monroe
 - a. <https://monroewa.gov/995/Imagine-Monroe-Visioning-Project>
 - b. <http://www.monroewa.gov/996/Imagine-Monroe-Sounding-Board>

9. Office of the Washington State Auditor Monroe Accountability and Financial Audit Report
 - a. <https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1033387&isFinding=false&sp=false>
 - b. <https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1030132&isFinding=false&sp=false>

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10. City Budget & Financial Reports <https://www.monroewa.gov/177/Budget-Financial-Reports>
The City of Monroe uses a biennial budget process. Links below direct to the biennial budget web page as well as the City's financial policies. Go to the link above to find other finance and budget related reports.
 - a. [Biennial Budget webpage](#) (includes links to recommended budget documents)
 - b. [Financial Policy webpage](#) (purchasing policy, petty cash policy, investment policy & debt policy)

 11. Community Human Services Needs Assessment
In May 2021, the City of Monroe, and the Community Human Services Advisory Board (CHSAB) commissioned a study to conduct a Community Needs Assessment and Facilitated Program Development. A new Community Needs Assessment was completed in 2025.
 - a. <http://monroewa.gov/949/Community-Human-Services-Advisory-Board>
 - b. <https://www.monroewa.gov/DocumentCenter/View/17115/2025-Needs-Assessment-Report?bidId=>

 12. Monroe Economic Development
Annual Report, Business Survey & Plan
 - a. <https://www.monroewa.gov/87/Economic-Development>

 13. Mayor Proclamations
Mayor issues proclamations throughout the year for events and matters of significance.
 - a. <https://www.monroewa.gov/Archive.aspx?AMID=74&Type=&ADID=>

 14. Meeting Agendas, Packets, and Minutes
 - a. <https://monroewa.civicweb.net/Portal/MeetingTypeList.aspx>

 15. Monroe Maps
Address, Utility, Comprehensive Plan, Flood Plains, Reimbursement Agreements & Zoning
 - a. [GIS Portal](#)

 16. Monroe Calendar of Events
 - a. <https://www.monroewa.gov/266/Events-Programs>

 17. Monroe Housing Action Plan (HAP)
 - a. [Resolution 007A/2021 adopting a Housing Action Plan](#)

Municipal Research Service Center (MRSC)

18. MRSC Quick Guide for Newly Elected City Officials

This page provides a quick introduction to the core duties and responsibilities of newly elected city officials in Washington State, along with recommended resources for more information

<https://mrsc.org/explore-topics/governance/elections/newly-elected-city-officials>

19. MRSC Guide to Effective Conduct of Public Meetings

Using Parliamentary Procedures and Robert's Rules of Order

a. https://mrsc.org/getmedia/e30d9213-1706-47d5-9b53-3e9f41b5df3c/m58pubmeetguide_1.pdf.aspx

20. MRSC Open Government Public Records Act

Information on Washington Public Disclosure Laws

a. <https://mrsc.org/home/explore-topics/legal/open-government/public-records-act.aspx>

b. <https://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-Records-Act.pdf.aspx?ext=.pdf>

21. MRSC “Knowing the Territory”

Basic Legal Guidelines for Washington City, County and Special Purpose District Officials

a. <https://mrsc.org/getmedia/1e641718-94a0-408b-b9d9-42b2e1d8180d/Knowing-The-Territory.pdf.aspx?ext=.pdf>

22. MRSC Policy Making and Policy Implementation

This blog post discusses the importance of the roles and responsibilities of elected and appointed officials working together in local governments, and it specifically targets the legislative and executive branches.

a. [MRSC - Who's the Boss? Separation of Powers in Local Government](#)

23. MRSC Appearance of Fairness Doctrine

Basic overview of the Appearance of Fairness Doctrine for local governments

a. [MRSC - Appearance of Fairness Doctrine.](#)

24. MRSC Public Hearings

Overview of the legal requirements for conducting public hearings

a. [MRSC - Public Hearings](#)

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25. MRSC Roles and Responsibilities of Local Government Leaders
Broad overview of the powers of the legislative and executive branches of cities and counties in Washington State, the role of the city attorney or county prosecutor, and practical tips for avoiding conflicts.
- a. [Roles and Responsibilities of Local Government Leaders](#)
26. MRSC Code City Handbook
This report has been prepared to provide essential information for code city officials and to indicate their powers and duties and alternatives that are available under the applicable forms of municipal government
- a. <https://mrsc.org/getmedia/f96b74ab-a955-44be-8db2-8fbce16075ea/Code-City-Handbook.pdf.aspx?ext=.pdf>
27. MRSC Open Meetings Act & Electronic Communications
Practical information for local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW and the Open Public Meetings Act
- a. [OPMA-Electronic Communication Practice Tips](#)
 - b. [MRSC - Open Public Meetings Act Basics](#)
 - c. <https://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act.aspx>
 - d. [MRSC – OPMA publication on how OPMA applies to Washington Cities, Counties and Special Purpose Districts](#)

Jurassic Parliament Home - Jurassic Parliament

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

29. Guidelines for Public Comment in Local Government
 - a. [50-Guidelines-for-Public-Comment.pdf](#)

Washington Attorney General's Office

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

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

Public Disclosure Commission (PDC) - <https://www.pdc.wa.gov/elected-officials>

Learn about filing an annual Personal Financial Affairs (F-1) statement, as well as what restricts your activities while in office and during elections.

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

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

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

34. AWC Newly Elected Officials

Resources for newly elected officials

- a. <https://wacities.org/news-by-category/-in-category/categories/newly-elected-officials>
 - i. Mayor & Councilmember Handbook
Serves as a reference guide for mayors and councilmembers in Washington cities and towns operating under the mayor-council form of government.
 - ii. Homelessness and Housing Toolkit for Cities
Real-world examples of tools and actions Washington cities have used in responding to the issues of homelessness and affordable housing.
 - iii. Session is only the tip of the iceberg
Check out AWC's advocacy iceberg for a sense of what you can be doing to advocate for your city or town – and see all of the work going on under the surface during the legislative interim.
 - iv. Top 10 tips for talking to the media
Top ten ways to communicate with the media that Meeghan Black gave during the January 2023 Mayors Exchange in Olympia.
 - v. AWC's Elected Officials' Roadmap
Tips to help navigate the first year in office
 - vi. AWC Equity Resource Guide: Tools and case studies for Washington Cities
This guide serves as a starting point for cities seeking to do the intentional work of improving diversity, equity, and inclusion (DEI) in their communities.
 - vii. You have it, use it: Home Rule in Washington
Explores the existing authority that cities have in Washington to make decisions and laws close to home
 - viii. Climate Resilience Handbook: Preparing for a Changing Environment
Resource for city leaders and planners providing examples of climate actions other cities are taking
 - ix. State of the Cities: Housing Report
Explores cities' housing challenges and solutions using data, infographics, city case studies and a rundown of available fiscal and policy tools

Washington RCWs and **Links to Required Training**

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

35. Open Public Meetings Act

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

36. Public Records Act

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

37. PRA/OPMA for Local Elected Officials

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

38. PRA for Public Records Officers

- a. Washington State Law <https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.152>

39. Records Retention Law

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

40. Acronyms and Glossary of Terms

- a. [Acronyms-and-Definitions Council-binder-2021](#)

Mayor/Council General Powers and Duties

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

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

The mayor, in addition:

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

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

2. Powers and Duties of the City Council

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

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

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

City Council Committees & Assignments

Overview

The purpose of a Council legislative committee is to formulate policy recommendations and gather policy information for the full City Council in order to provide for more efficient and effective use of City Council meeting time. Committees will address issues assigned to them by the City Council. The committees are not intended to oversee or interfere with the administration.

City Councilmembers also represent City of Monroe by serving on various regional committees. Council appoints members amongst itself to the regional committees annually.

Finance / Human Resources (F/HR) Committee

The primary purpose of the Finance and Human Resources Committee is to review and advise upon on matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.

Legislative Affairs Committee

The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the city council; city council policies and procedures; and council compensation.

Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee

The primary purpose of the transportation and planning committee is to review and advise upon matters of policy assigned by the City Council involving the physical and economic development of the city as well as matters involving planning for transportation systems and facilities, also involving public health, welfare and safety as well as City infrastructure, water and sewer utilities, parks & recreation and property management, sales and acquisitions.

Public Safety Committee

The primary purpose of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.

French Slough Flood Control District Joint Board (2025 – Councilmember Beaumont, Staff: Ottow & Elsom) The City drains stormwater via the French Creek Flood Control District (FCFCD) drainage system. The City’s Agreement with FCFCD provides for three City representatives (two staff members – the Operations & Maintenance Manager and the Finance Director, and one Councilmember), in order to give the City’s input in the District’s budget planning and to discuss funding to ensure that the District remains solvent. The joint board meets as needed, usually four times per year (July, August, September, and October) typically in the morning.

Snohomish County Tomorrow Steering Committee (2025 –Councilmember Walker, Alternate: Councilmember Fisher): The Snohomish County Tomorrow Steering Committee is the policy advisory body of the Snohomish County Tomorrow planning process. The Steering Committee membership is comprised of one elected representative from each of the cities and towns in the county, the Tulalip Tribes, and three elected representatives from Snohomish County. The county representatives include the Snohomish County executive and two county council members. All of these members are called the elected official representatives. The Snohomish County Tomorrow (SCT) Steering Committee reviews and makes recommendations to the Snohomish County Council on issues related to the State Growth Management Act including county-wide planning policies and growth targets. SCT meets virtually on the fourth (4th) Wednesday of the month from 4pm-6pm.

Alliance for Housing Affordability (2025 – Councilmember Fisher; Alternate – Councilmember Walker) The Alliance for Housing Affordability was established in 2013 through an interlocal agreement. The Alliance was envisioned as a venue for Snohomish County jurisdictions to work together to understand local housing challenges and share resources to address these challenges. The members consist of 13 Snohomish County cities, Snohomish County, and the Housing Authority of Snohomish County.

The AHA is guided by its joint board, which consists of representatives from every member jurisdiction, and meets at least quarterly on the first (1st) Wednesday of the quarter at 4:30 p.m. virtually or in-person.

The ILA states: Representatives. The Joint Board shall consist of authorized representatives of the Parties. Each Party shall appoint one individual to act as its Representative. No later than 30 days following the effective date of this Agreement and thereafter no later than January 31 of each calendar year, each Party shall provide notice in writing to the other Parties of the identity and contact information for its Representative. Alternates. Each Party may designate one individual to serve in the place of its Representative on the Board during the Representative’s absence or inability to serve. If an Alternate is designated by a Party, the Party shall notify the Joint Board in the manner described in subparagraph above.

Snohomish County Solid Waste Advisory Committee (SWAC): *(2025-2026 – Councilmember Hanford; Alternate: Councilmember Fisher) Two year term for 2025-2026.*

The Snohomish County Solid Waste Advisory Committee is established, to be comprised of a county-wide group of representatives of municipalities, citizens, and industry, to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to their adoption.

The committee shall:

- Coordinate the exchange of information on solid waste and resource recovery issues between Snohomish County and the municipalities, citizens and industries of Snohomish County.
- Provide policy recommendations to Snohomish County on solid waste and resource recovery issues which reflect both the needs and most appropriate use of resources of the citizens of Snohomish County that meet the requirements of safe, cost effective and environmentally acceptable solid waste disposal and recovery.
- Review and provide comments on plans prepared by the Solid Waste Division of the Snohomish County Department of Public Works for implementing features of the solid waste management program, including disposal and recovery operations.

Five Openings, each representing the unincorporated area of one of the five county council districts and Twelve Openings, representing the following cities (Monroe, Darrington, Gold Bar, Index, Lake Stevens, Mill Creek, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Sultan, Woodway). Members are recommended by the executive and appointed by the county council.

Qualifications & Restrictions

Candidates shall be residents of Snohomish County or firms licensed to do business in Snohomish County.

Length of Term: Two years

Application Requirements: Resume, Snohomish County Boards and Commissions Form, Solid Waste form.

In 2024, meetings were held quarterly on Tuesdays in virtual format. Meetings were from 3:00 p.m. to 5:00 p.m.

Boards/Commissions/Committees

Overview

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

Civil Service Commission

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

- 3 members serving staggered 6-year terms (limit of 2 full consecutive terms)
- Regular meetings are on 3rd Monday each month at 4:30 p.m.
- MMC 4.20 and RCW 41.12 govern the Civil Service
- Members must be citizen of United States, reside within city limits for at least three years before appointment, and be a registered voter of Snohomish County.

Community Human Services Advisory Board (CHSAB)

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

- 7 members serving staggered 4-year terms
- Regular meetings are on 1st Wednesday each month at 6:00 p.m.
- Originated from recommendations of the Homelessness Policy Advisory Committee (now disbanded)
- Members represent a cross section of local residents, businesses, faith communities, and service providers, and the City of Monroe.
- Established by Resolution 007/2020 and renewed by Resolution 2024-009 which sunsets May 31, 2028 unless extended by Council action.

Economic Development Advisory Board (EDAB)

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

- 7 members serving staggered 4-year terms
- Regular meetings are on 2nd & 4th Thursday each month at 8:00 a.m.
- Members represent a cross section of the business community.

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- Established by Resolution 019/2018 and extended by Resolution 2022-13 which sunsets 12/31/2026 unless extended by Council action.
 - Sunsets 12/31/2026 unless extended by Council action.

Ethics Board

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

- 5 members serving staggered 3-year terms
- Meetings are on as-needed basis
- Members must be citizens of the United States and residents of the city for at least one year before their appointment. No member may be a public official, city employee or immediate family of either.
- MMC 2.52 and RCW 42.23 outline the code of ethics

Law Enforcement Officers' and Firefighters' retirement plan 1 (LEOFF-1) Board

This board has jurisdiction over all claims for disability by members of the LEOFF-1 retirement plan employed by or retired from the city. Board members review and approve benefit claims for LEOFF-1 members.

- 5 members serving 2-year terms
 - 2 Councilmembers;
 - 2 active or retired law enforcement officers employed by or retired from the city; and
 - 1 member from the public at large who resides within the city.
- Regular meetings are the 1st Thursday each month at 9:00 a.m.
- MMC 4.80 and RCW 41.26 govern the LEOFF-1 Board

Lodging Tax Advisory Committee (LTAC)

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

- 4 members serving 1-year terms
 - 2 representing hotel-motel businesses required to collect the lodging tax (business);
 - 2 involved in activities authorized to be funded by revenue received from the lodging tax (activities); and
 - The mayor, or a councilmember, designated by the mayor, shall be a member of the committee and shall serve as chair.
- Meetings are on as-needed basis.
- MMC 4.40 and RCW 67.28 govern the LTAC

Park Board

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

- 7 members serving staggered 4-year terms
- Regular meetings are on 3rd Thursday each month at 7:00 p.m.
- Members must live in city limits, except that the Mayor may appoint, subject to confirmation of the Council, one member outside city limits and within the Urban Growth Area.
- MMC 4.40 and RCW 67.28 govern the LTAC

Planning Commission

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

- 7 members serving staggered 4-year terms
- Members must live in city limits, except that the Mayor may appoint, and the city council confirm, one member outside city limits and within the Urban Growth Area.
- Regular meetings are on 2nd & 4th Mondays each month at 7:00 p.m.
- MMC 4.60 and Rules of Procedure govern the Planning Commission

Salary Commission

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

- 5 members serving staggered 3-year terms (limit to two terms)
- A member of the commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the City.
- Meetings are on an as-needed basis, usually at least one time per year
- MMC 4.70 and RCW 35.21.015 govern the Salary Commission

Transportation Benefit District (TBD) Board

- The Monroe City Council created the Monroe Transportation Benefit District to help fund transportation within the City of Monroe on April 24, 2012 with the adoption of Ordinance 009/2012.
- Monroe City Council assumed the powers and responsibilities of the TBD Board
- Meetings are traditionally twice a year – generally in Q2 and Q4