

City of Monroe

Imagine Monroe



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

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

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

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

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

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

*City Council
Boards and Commissions*

Resource Manual



Welcome From Mayor Geoffrey Thomas

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

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

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

Imagine Monroe

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

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

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

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

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

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

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

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

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

Yours in service,



Mayor Geoffrey Thomas

City of Monroe

By the numbers

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

Utilities

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

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

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

Representing Our Region

Federal

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

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

State

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

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

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

County

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

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

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

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

Schools

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

Fire District

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

Table of Contents & Hyperlinks

City Resources and Policy Documents

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

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

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

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

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

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

Annual Report, Business Survey & Plan

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

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

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

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

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

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

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

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

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

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

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

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

Jurassic Parliament

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

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

Washington Attorney General's Office

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

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

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

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

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

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

Washington RCWs and **Links to Required Training**

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

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

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

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

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

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

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

Mayor/Council General Powers and Duties

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

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

The mayor, in addition:

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

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

2. Powers and Duties of the City Council

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

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

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

Boards/Commissions/Committees

Overview

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

Civil Service Commission

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

Community Human Services Advisory Board

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

Economic Development Advisory Board

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

Ethics Board

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

Lodging Tax Advisory Committee

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

Park Board

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

Planning Commission

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

Salary Commission

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