



MONROE THIS WEEK

Sept. 22, 2017

806 W. Main Street, Monroe WA, 98272

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Phone - 360-794-7400



GREETINGS FROM MAYOR THOMAS

Hello! Thank you for reading my weekly newsletter. I am grateful to serve the Monroe community and look forward to hearing from you. If you have any suggestions, questions, or comments for "Monroe This Week" or the articles included, please do not hesitate to contact me.

I can be reached at gthomas@monroewa.gov.

Thank you!

Yours in Service,

Mayor Geoffrey Thomas



MAYOR HAPPENINGS

State Audit Results

City of Monroe has received a clean financial audit from Washington State Auditor's Office. The state found no errors in the financial statements for 2016. The auditors noted the city resolved previous issues related to the safeguarding of assets, the police evidence room and improving internal controls.

In addition to reviewing the city's financial statements, the auditors conducted a Federal Single Audit for the Woods Creek Road shared sidewalk project. The audit focused on the City's internal controls to ensure only eligible and allocable costs were requested for federal reimbursement. The auditors noted one isolated clerical error. The auditors noted the error was not a significant deficiency or material weakness in internal controls.

The auditor recommended the city strengthen its review process to ensure federal reimbursement requests are for project costs incurred and for allowable costs. The city has since corrected the error and strengthened its review process. As an isolated error, the city does not anticipate this type of error happening again.

The state auditors held an exit conference at the September 19, 2017 City Council meeting. The final audit reports are scheduled to be released on Monday, September 25, 2017 and can be found on the Washington State Auditor's web site at www.sao.wa.gov.

Mayor

Geoffrey Thomas

gthomas@monroewa.gov

Councilmembers

Jeff Rasmussen, Mayor Pro Tem

Kirk Scarboro

Patsy Cudaback

Kevin Hanford

Ed Davis

Jim Kamp

Jason Gamble

councilmembers@monroewa.gov

EVENT HAPPENINGS

09/24	Horses Healing Heros 5K Walk/Run, Lake Tye Park, 10AM-12PM
09/26	City Council Regular Business Meeting, Council Chambers, City Hall, 7PM
09/27	World Dance Party, YMCA, 6-8PM

Appointment Openings

Civil Service Commissioner

Ethics Boardmember (3)

Salary Commissioner

www.monroewa.gov/vacancies

Job Openings

Lateral Police Officer

www.monroewa.gov/jobs

City of Monroe
Year-to-Date Comparisons

Sales Tax Revenues

'16 to 08/31/16: \$2,917,017
'17 to 08/31/17: \$3,535,036
UP \$618,019 or 21.18%

Real Estate Excise Tax

'16 to 08/31/16: \$588,317
'17 to 08/31/17: \$1,104,224
UP \$515,907 or 87.69%

Lodging Tax Revenues

'16 to 08/31/16: \$47,088
'17 to 08/31/17: \$45,506
Down \$1,582 or -3.35%

Business License Fees

'16 to 08/31/16: \$31,016
'17 to 08/31/17: \$33,617
UP \$2,601 or 8.38%

Building Permit Revenues

'16 to 08/31/16: \$454,437
'17 to 08/31/17: \$501,952
UP \$47,515 or 10.45%

Planning Fee Revenues

'16 to 08/31/16: \$71,080
'17 to 08/31/17: \$24,311
DOWN \$46,769 or -65.79%

New House Permits

'16 to 08/31/16: 85
'17 to 08/31/17: 111
UP 26 units or 30.59%

Multi-Family Permits (# units)

'16 to 08/31/16: 2
'17 to 08/31/17: 0
DOWN 2 units or -100.0%

Building Division Inspections

'16 to 08/31/16: 324
'17 to 08/31/17: 307
DOWN 17 or -5.25%

COUNCIL HAPPENINGS

The Tuesday, September 26, 2017, Monroe City Council Regular Business Meeting agenda includes a proclamation for Leadership Day and the 10-year anniversary of the YMCA, and a discussion of the Parks Master Plan. For more information click [here](#).

CITY HAPPENINGS

Parks Master Plan Update

The City of Monroe is creating two long-range master plans for Lake Tye Park and the Cadman Site (formerly the Cadman Pit). Both plans will chart improvements, guide funding strategies, and help define the future of these parks.

To involve the public in shaping the future of these parks, the City of Monroe hosted two pop-up planning studios and two open houses on September 15th and 16th at the Boys and Girls Club and at Lake Tye Park. The pop-up studios gathered input from park users and local residents during the daytime, and the open houses reviewed the work produced during the pop-up studios in the evening. Both the pop-up studios and the open houses were well attended by the public.

In addition to the pop-up studios and open houses, interested stakeholders had the option to take an online survey to answer questions and provide comments about their vision for the two parks. The online survey has been very popular and the number of responses has exceeded everyone's expectations. The [survey](#) remains open until September 24th. Our contracted consultant, HBB Landscape Architects of Seattle, are condensing the data and ideas that the community brought forth and will present the preliminary ideas to both the Monroe City Council and Park Board in a joint meeting scheduled for Tuesday, September 26. Next steps will include refining the concepts more review and public input, with City Council adoption of the master plans to occur in January 2018. For more information click [here!](#)

Fire Prevention Week

Fire Prevention week is fast approaching. Fire District 7 is hosting two Open Houses to promote fire and life safety! We start the week with an Open House at Station 71 (8010 180th St SE, Snohomish) on Sunday, October 8th from 12:00-4:00, and end the week with an Open House at Station 31 (163 Village Court, Monroe) on Saturday, October 14th from 10:00–2:00. These events will have car extrication demonstrations, live fire extinguisher training, firefighter challenge courses for the kids and more! Bring the whole family for a fun interactive event!

Passports

Did you know the City of Monroe offers passport application services in its Finance Department? If you need to apply for a new U.S. passport, and/or need a passport photo taken, you can do both at the Monroe City Hall. While we can help you with and accept applications for new passports, we do not process renewal applications.

If you are interested in apply for a new passport or in having a photo taken, our passport office hours are Monday through Thursday 9 a.m. to 4 p.m. We also accept applications on Fridays from 9:00 a.m. to noon. However, if you will be coming in between noon and 2:00 p.m. or you will need more than four (4) passport applications processed, we ask that

you make an appointment so we can insure that we have adequate staff available to help you. *(Passport continued on next page)*

To help save you time and avoid multiple trips for your application, you will need the following items when applying for your passport:

- A completed passport application form DS-11, available on-line at www.travel.state.gov or at City Hall.
- Proof of citizenship – a certified birth certificate with current photo identification or an expired passport book or naturalization paperwork.
- Passport quality photo – we can take the photo at City Hall for a \$15 fee.
- Check or money order payable to the US Department of State. Please note that each individual application must have a check or money order attached so when making multiple applications, have separate checks for each individual.
- An additional form of payment – the City charges a \$25 per application processing fee.
- Parents present for applications for minor children – both parents must be present for children under 16 years old. One parent must be present for children between 16 and 17 years old.

Additional information regarding passport services may be found on our website at monroewa.gov. Just click on Government, then the Services link, then Passports. Happy travels!