

CITY OF MONROE
ORDINANCE NO. 009/2024

AN ORDINANCE OF THE CITY OF MONROE,
WASHINGTON, ADOPTING THE BIENNIAL BUDGET FOR
THE FISCAL PERIOD BEGINNING JANUARY 1, 2025 AND
ENDING DECEMBER 31, 2026; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE

WHEREAS, the Mayor of the City of Monroe, Washington, completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of said City for the fiscal period ending December 31, 2026; and a notice was published that the Council of said City would meet on the 15th, 19th, and 22nd day of October, 2024, and 12th and 19th day of November, 2024, at the hour of 7:00 p.m for the purpose of making and adopting a budget for said fiscal period and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Monroe for the purposes set forth in said budget, and the estimated expenditures set for in said budget being all necessary to carry on the government of said City for said biennium and being sufficient to meet the various needs of said City during said period;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Adoption. The budget for the City of Monroe, Washington, for the 2025-2026 biennium is hereby adopted at the fund level in its final form and content as set forth below in section 2 and as discussed further in the 2025-2026 Mayor's Recommended Biennial Budget, copies of which are on file in the Office of the City Clerk.

Section 2. Estimated Revenues and Appropriations. Estimated resources for each separate fund of the City of Monroe, and aggregate expenditures for all such funds for the 2025-2026 biennium are set forth in summary form below; and are hereby appropriated for expenditure at the fund level:

Fund	Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance	Total Fund
General Fund (001)	7,339,937	41,315,560	45,775,790	2,879,707	48,655,497
Contingency Fund (002)	1,647,766	33,500	-	1,681,266	1,681,266
Donation Fund (008)	16,141	19,800	30,600	5,341	35,941
Streets Fund (105)	738,711	2,510,000	3,242,037	6,674	3,248,711
Lodging Tax Fund (109)	124,534	205,500	230,000	100,034	330,034
Narcotics Fund (114)	20,538	75	12,000	8,613	20,613
Real Estate Excise Tax Fund (117)	1,628,564	2,495,000	3,668,149	455,415	4,123,564
Debt Service Fund (203)	3,636	1,220,180	1,220,050	3,766	1,223,816
General CIP Fund (307)	866	1,316,599	645,099	672,366	1,317,465
Parks CIP Fund (317)	1,943,628	2,134,394	3,991,245	86,777	4,078,022
Street CIP Fund (318)	705,177	6,962,150	6,441,992	1,225,335	7,667,327
Building Capital Fund (330)	12,185,212	202,000	7,454,617	4,932,595	12,387,212
Water O&M Fund (411)	849,558	15,900,126	16,044,354	705,330	16,749,684
Water CIP Fund (412)	6,192,652	5,992,024	10,848,632	1,336,044	12,184,676
Sewer O&M Fund (421)	826,159	18,088,179	18,072,408	841,930	18,914,338
Sewer CIP Fund (422)	16,850,673	21,532,024	33,990,003	4,392,694	38,382,697
Stormwater O&M Fund (431)	533,440	6,922,056	7,105,209	350,287	7,455,496
Stormwater CIP Fund (432)	489,160	3,191,327	2,549,287	1,131,200	3,680,487
Revenue Bond Debt Reserve Fund (450)	2,112,754	95,000	456,231	1,751,523	2,207,754
Information Technology Service Fund (510)	478,514	2,769,876	3,247,303	1,087	3,248,390
Fleet & Equipment Fund (520)	4,650,274	6,353,938	5,019,637	5,984,575	11,004,212
Facilities Management Fund (530)	241,662	3,464,382	3,623,655	82,389	3,706,044
Total All Funds	59,579,556	142,723,690	173,668,298	28,634,948	202,303,246

Section 3. Salary Schedule. The 2025 salary schedule for authorized City of Monroe positions is set forth in the attached Exhibit A and is incorporated herein as if set forth in full.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance 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 ordinance.

Section 5. Transmittal. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Association of Washington Cities.

Section 6. Effective Date. This ordinance shall take effect five (5) days after publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 19th day of November, 2024.

1st Reading: November 12, 2024
Final Reading: November 19, 2024
Published: November 22, 2024
Effective: November 27, 2024

CITY OF MONROE, WASHINGTON:


Geoffrey Thomas (Nov 20, 2024 15:35 PST)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:


Jodi Wycoff (Nov 21, 2024 09:12 PST)

Jodi Wycoff, City Clerk


Zach Lell (Nov 20, 2024 10:33 PST)

J. Zachary Lell, City Attorney

**Exhibit A
2025 Salary Schedule**

Department	Title	Salary Range Low	Salary Range High
Administration	Management Analyst	7,502	9,633
Administration	City Administrator	14,610	19,407
Administration	Senior Human Services Coordinator	6,720	8,684
City Clerk	City Clerk	10,384	13,420
City Clerk	Public Records Officer	6,720	8,684
Community Development	Planning Tech (Admin Tech)	6,157	7,956
Community Development	Permit Technician (Admin Tech)	6,157	7,956
Community Development	Permit Assistant	5,938	7,577
Community Development	Code Enforcement (Admin Tech 2)	6,466	8,355
Community Development	Associate Planner	6,720	8,684
Community Development	Building Inspector	7,018	9,070
Community Development	Planner	7,502	9,633
Community Development	Senior Planner	8,141	10,521
Community Development	Planning Manager	10,384	13,420
Community Development	Development Services Manager	10,384	13,420
Community Development	Plans Examiner	7,502	9,633
Community Development	Community Development Director	12,621	16,311
Finance	Customer Service (Admin Asst)	5,938	7,577
Finance	AP/AR (Admin Asst)	5,938	7,577
Finance	Utility Billing (Admin Asst)	5,938	7,577
Finance	Finance Technician 2	6,466	8,355
Finance	Finance Manager	10,384	13,420
Finance	Finance Director	12,621	16,311
Human Resources/Information Technology	HR Coordinator	5,932	7,571
Human Resources/Information Technology	IT Desktop Support	6,213	8,030
Human Resources/Information Technology	Management Analyst	7,502	9,633
Human Resources/Information Technology	IT Manager	10,384	13,420
Human Resources/Information Technology	HR Director	12,621	16,311
Human Resources/Information Technology	IT Systems Analyst	7,502	9,633
Municipal Court	Court Clerk (Admin Asst)	5,938	7,577
Municipal Court	Court Administrator	10,384	13,420
Municipal Court	Court Security Officer	\$28.66 per hour	\$34.94 per hour
Municipal Court	Court Probation Counselor	7,018	9,070
Parks & Rec	Parks Admin Asst (Admin Asst)	5,938	7,577
Parks & Rec	Parks Maintenance (Maint 2)	5,941	7,582
Parks & Rec	Parks Lead (Maint 4)	6,727	8,586
Parks & Rec	Parks Supervisor	8,353	10,662
Parks & Rec	Parks & Recreation Manager	10,384	13,420
Parks & Rec	Assistant Parks & Recreation Director	10,788	13,942
Parks & Rec	Parks Director	12,621	16,311
Parks & Rec	Parks Admin Tech	6,157	7,956
Police Dept.	Executive Assistant (Admin Tech)	6,157	7,956
Police Dept.	Customer Service Assistant (Admin Asst.)	5,938	7,577
Police Dept.	Investigative Support (Admin Tech)	6,157	7,956
Police Dept.	Code Enforcement (Admin Tech)	6,157	7,956

**Exhibit A
2025 Salary Schedule**

Department	Title	Salary Range Low	Salary Range High
Police Dept.	Evidence Technician (Admin Tech)	6,157	7,956
Police Dept.	Police Officer	7,476	9,759
Police Dept.	Sergeant	11,508	12,084
Police Dept.	Administrative Manager	10,384	13,420
Police Dept.	Commander	11,640	15,044
Police Dept.	Deputy Chief	12,621	16,311
Police Dept.	Police Chief	13,914	17,983
Public Works Department	Engineering Admin Assistant (Admin Asst.)	5,938	7,577
Public Works Department	Engineering Admin Tech (Admin Tech)	6,157	7,956
Public Works Department	Public Works Maintenance Worker (Maint 2)	5,941	7,582
Public Works Department	PW Administrative Tech	6,157	7,956
Public Works Department	Utility System Specialist (Maint 3)	6,603	8,428
Public Works Department	Cross Connection Control (Maint 3)	6,603	8,428
Public Works Department	WWTP Operator (Maint 3)	6,603	8,428
Public Works Department	Shop Specialist (Maint 3)	6,603	8,428
Public Works Department	Equipment Operator (Maint 3)	6,603	8,428
Public Works Department	Facilities Specialist (Maint 3)	6,603	8,428
Public Works Department	Stormwater Compliance Coordinator (Maint 3)	6,603	8,428
Public Works Department	Civil Designer	7,502	9,633
Public Works Department	Water Quality Lead IV (Maint 4)	6,727	8,586
Public Works Department	Customer Service Coordinator (Maint 3)	6,603	8,428
Public Works Department	Utilities/Streets Site Lead (Maint 4)	6,727	8,586
Public Works Department	Project Manager	8,141	10,521
Public Works Department	Management Analyst	7,502	9,633
Public Works Department	Construction Inspector	7,368	9,405
Public Works Department	Construction Document Supervisor	8,353	10,662
Public Works Department	O&M Supervisor	8,353	10,662
Public Works Department	Environmental Services Program Manager	8,141	10,521
Public Works Department	WWTP Supervisor	8,353	10,662
Public Works Department	Engineer 3 (Senior Engineer)	9,506	12,073
Public Works Department	Development Services Manager	10,384	13,420
Public Works Department	Public Works Operations Manager	10,384	13,420
Public Works Department	Plans Examiner	7,502	9,633
Public Works Department	City Engineer/Deputy Public Works Director	11,640	15,044
Public Works Department	Public Works Director	13,252	17,126

Department	Employee count
Executive	3
City Clerk	2
Community Development	12
Human Resources/IT	6
Parks & Recreation	13
Public Works	47
Court	3.2
Police Department	44
Total	130.2

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Final Audit Report

2024-11-21

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