

**CITY OF MONROE
RESOLUTION NO. 2025-022**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, AUTHORIZING A WITHDRAWAL AND TRANSFER FROM THE CITY'S CONTINGENCY FUND (FUND 002) TO THE GENERAL FUND (FUND 001).

WHEREAS, pursuant to applicable state law and local policy, the City has established a Contingency Fund (Fund 002) for emergencies and unforeseen expenses; and

WHEREAS, the City is currently confronting an unforeseen revenue shortfall which, if not addressed, will result in budget constraints and impair the City's continued ability to provide core municipal services; and

WHEREAS, the City Council finds that it is in the best interests of the City to authorize a withdrawal and transfer from the Contingency Fund to the City's General Fund (Fund 001) in order to partially offset the above-referenced revenue shortfall and to ensure a balanced budget;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE DOES RESOLVE AS FOLLOWS:

Section 1. Findings. The above recitals, together with the content of Agenda Bill AB 25-529, are hereby adopted as findings in support of this resolution. The City Council further adopts the following additional findings:

- A. The City is authorized by RCW 35A.34.250 et seq. to establish a contingency fund to meet any municipal expense, the necessity or extent of which could not have been foreseen or reasonably evaluated at the time of adopting the City's budget.
- B. Pursuant to such authority, the City Council established a Reserve Fund Policy through the adoption of Resolution No. 2012/018, as subsequently amended through the adoption of Resolution No. 008/2015.
- C. The Reserve Fund Policy defines the parameters for funding, maintaining, and utilizing the City's Contingency Fund.
- D. Pursuant to the Reserve Fund Policy, allowable uses of Designated funds include, without limitation: (i) revenue shortfalls of a non-recurring nature, such as an economic recession lasting not more than two years; (ii) adverse changes in the economy; and (iii) appropriation of revenues to next year beginning fund balance.
- E. Pursuant to the Reserve Fund Policy, the Contingency Fund is to be used primarily for one-time only fiscal opportunities, but may also be used for other purposes provided that an authorizing ordinance or resolution is passed by a majority of the whole City Council that contains a statement explaining the reason for the transfer and, where applicable, specifies the identity of the recipient fund.

- F. Due to unforeseen decreases in the City’s current and projected revenues, the City is facing budget constraints that necessitate a one-time withdrawal and transfer of funds from the Contingency Fund (Fund 002) to the General Fund (Fund 001) in the total amount of \$1,321 725.
- G. The withdrawal and transfer authorized by this resolution will assist the City in addressing lower-than-projected beginning fund balances, will help to ensure that the City’s budget remains balanced, and will enable the City to maintain its provision of core municipal services to the Monroe community.
- H. The withdrawal and transfer authorized by this resolution satisfies the applicable criteria of RCW 35A.34.250 et seq. and the Reserve Fund Policy.
- I. On December 2, 2025, the City Council adopted Ordinance No. 028/2025, adjusting the City’s 2025-2026 biennial budget. The recitals set forth in Ordinance No. 028/2025, together with the content of AB 25-501, are hereby adopted by reference as further findings in support of this resolution.
- J. This resolution was adopted by majority vote of the entire City Council at the Council’s December 9, 2025, regular meeting.

Section 2. Withdrawal and Transfer Authorized. A one-time withdrawal and transfer from the City’s Contingency Fund (Fund 002) to the City’s General Fund (Fund 001) in the total amount of \$1,321,725 dollars and 00/100 cents is hereby authorized for the purpose(s) set forth in Section 1.

Section 3. Implementation. The Finance Director is authorized and directed to take any and all administrative measures that are reasonably necessary to effectuate the withdrawal and transfer authorized in Section 2.

Section 4. Effective Date. That this resolution shall take effect immediately upon passage by the City Council.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 9th day of December, 2025.

Resolution No. 2025-022
 Adopted: 12/09/2025
 Effective: 12/09/2025

CITY OF MONROE, WASHINGTON:



 Geoffrey Thomas (Dec 10, 2025 11:22:00 PST)
 Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:



 Jodi Wycoff (Dec 10, 2025 13:21:52 PST)
 Jodi Wycoff, City Clerk



 Zach Zell (Dec 10, 2025 10:46:35 PST)
 J. Zachary Zell, City Attorney

Res 2025-022_Authorizing Contingency Fund Transfer

Final Audit Report

2025-12-10

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