



**City of Monroe
2023-2024 Mayor's Recommended
Biennial Budget**

October 18, 2022

Overview

Budget built around *Imagine Monroe*:

- **Accessible Parks and Healthy Waterways**
- **Build Community**
- **Create Connections**
- **Support Local**
- **Friendly and Responsive**
- **Ensure a Safe Place**

(Mayor's Message p. 2, Imagine Monroe p. i, and 5-Year Strategic Plan p. 8)

Partnerships

- **\$2 biennial rent - Monroe Boys & Girls Club**
- **\$2 biennial rent - Monroe Food Bank**
- **\$2 biennial rent - Monroe Community Senior Center**
- **\$199,500 - Embedded Social Worker (Snohomish Co)**
- **\$275,000 contribution from Snohomish County – US2 Shared Path Development**
- **SR522 and US2 Coalition**

Partnerships

- **\$30,000 - Senior Bus (Monroe Senior Center)**
- **Approximately \$50,000 for the School Resource Officer (Monroe School District pays 75% of the officer's salary and benefits for the 9-month school year each year)**
- **\$5,000 – Economic Alliance of Snohomish County**
- **\$240,000 – Economic Development Assistance (various recipients)**
- **\$300,000 – Human Services Assistance (various recipients)**

Assumptions

- **June over June CPI-U Seattle/Tacoma/Bellevue – 10.1% (last year 5.5%)**
- **September IPD – 6.457%**
- **Continued supply chain challenges**
- **Federal Reserve continues to raise interest rates**
- **National economic slowdown having local impacts**
- **Monroe Correctional Complex (MCC) closed/closing units**
- **Population decreasing from 19,900 to 19,700**

Assumptions

- **180 housing starts**
- **Water rate adjustment 3.0%**
- **Stormwater rate adjustment 10%**
- **Sewer rate – no adjustment**
- **Preliminary assessed value for new construction - \$30.0 Million**
- **Utilize \$241,063 in banked property tax capacity**
- **Utilize the \$2.7 million ARP funds received in June 2022 to bridge the final fiscal period of recovery**

American Rescue Plan Act p. 16 & 62

Recommended Program	2023	2024	Total
Economic Development Assistance Awards	\$120,000	\$120,000	\$240,000
Human Services Assistance Awards	\$150,000	\$150,000	\$300,000
Public Defender Embedded Social Worker (\$11,000 grant in 2023)	\$1,200	\$13,200	\$14,400
Embedded Social Worker	\$95,000	\$104,500	\$199,500
Monroe Senior Center Bus support	\$15,000	\$15,000	\$30,000
Complete Branding Consultant Contract (Econ Dev)	\$109,891	\$0	\$109,891
Community Relations Training (CHSAB Supported)	\$75,000	\$0	\$75,000

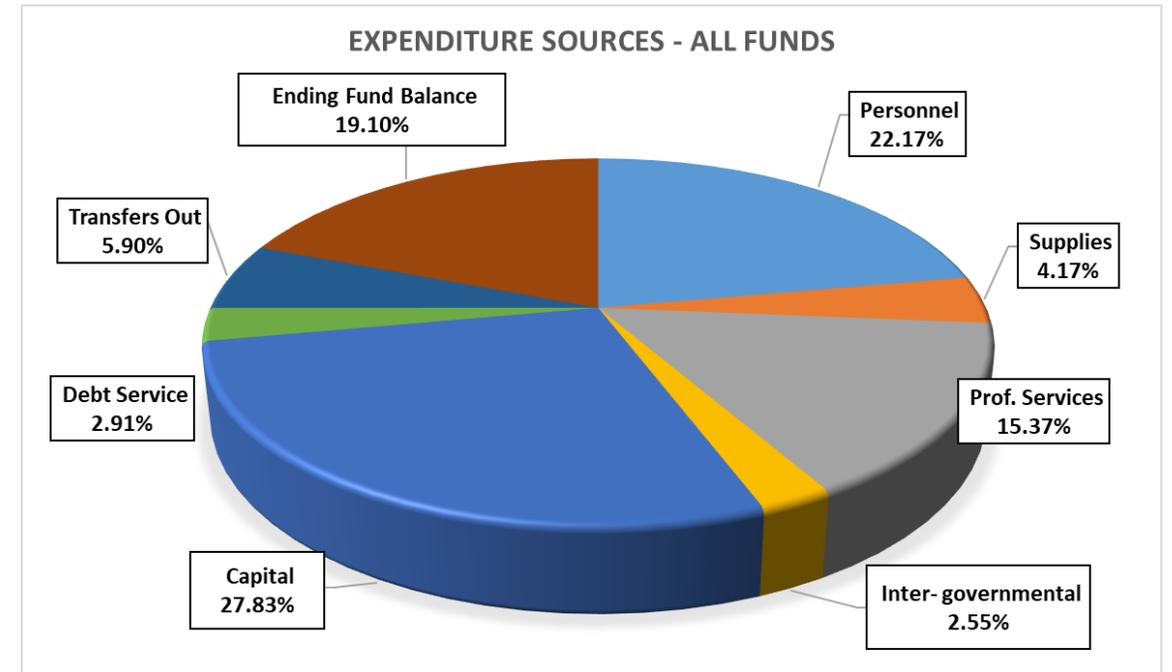
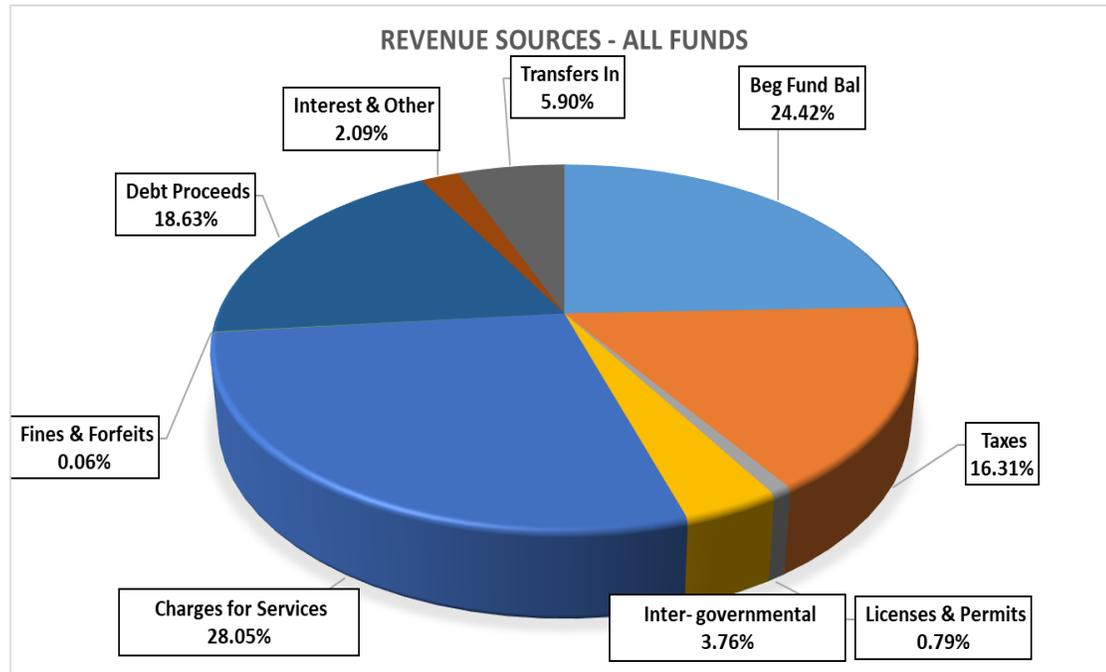
Debt Issuance p. 17

- **\$36.9 million bond issuance during 2023-2024**
- **\$16 million for sewer capital (WWTP) – paid by sewer revenues without affecting rates**
- **\$2 million for water capital – paid by water revenues without affecting scheduled rate increases**
- **\$2 million for stormwater capital – paid by stormwater revenues without affecting scheduled rate increases**

Debt Issuance p. 17

- **\$16.9 million for Phase II Municipal Campus project**
- **Utility portion of project paid by utility rates – does not affect rates**
- **General government portion paid with Real Estate Excise Taxes, which cannot be used for operations**
- **Target reserve for general government bond payments (bond sinking fund) is 2 to 3 years of debt payments**
- **End of 2023-2024 Biennium will have 2 ½ years of debt payments reserved**

Total Budget - \$198,079,593 (p. 19)



Total Budget - \$198,079,593 (p. 19)

Revenues All Funds			Percent	Expenditures All Funds			Percent
Beg Fund Balance	\$ 48,362,614	24.4%	Personnel	\$ 43,911,470	22.2%		
Taxes	\$ 32,300,907	16.3%	Supplies	\$ 8,265,058	4.2%		
Licenses & Permits	\$ 1,568,423	0.8%	Prof. Services	\$ 30,436,850	15.4%		
Intergovernmental	\$ 7,438,835	3.8%	Intergovernmental	\$ 5,044,678	2.5%		
Charges for Services	\$ 55,558,853	28.0%	Capital	\$ 55,128,120	27.8%		
Fines & Forfeits	\$ 122,300	0.1%	Debt Service	\$ 5,754,244	2.9%		
Debt Proceeds	\$ 36,900,000	18.6%	Transfers Out	\$ 11,694,789	5.9%		
Interest & Other	\$ 4,132,872	2.1%	End Fund Balance	\$ 37,844,384	19.1%		
Transfer In	\$ 11,694,789	5.9%					
Total	\$ 198,079,593	100.0%	Total	\$ 198,079,593	100.0%		

Highlights (Mayor's Message p. 2 - 4)

- **Create accessible parks and healthy waterways by increasing the number of parks seasonal workers**
- **Support local businesses by installing new wayfinding signs to direct visitors and residents to North Kelsey, Downtown and the Fryelands**
- **Support for capacity improvements on US2 and SR522**
- **Conduct the annual business survey**
- **Support business recovery with \$240,000 Business Assistance Awards**

Highlights (Mayor's Message p. 2 - 4)

- **Partner with non-profit agencies to serve our most vulnerable residents by funding full-time human services coordinator, embedded social worker, and community court**
- **Funding \$300,000 for Human Services Awards to implement the recommendations of the 2021 Human Services Needs Assessment**
- **Continued development of City parks and trail systems**
- **Invest in health of first responders**

Highlights (Mayor's Message p. 2 - 4)

- **Invest in staff and community training as recommended by the Community Human Services Advisory Committee**
- **Fully fund all reserves**
- **Support capital projects with \$36.9 million in debt issuance**
- **Improve service delivery by increasing City's public records officer from part-time to full-time (2023), creating a public works customer service coordinator (2023), and establishing an environmental compliance officer (2024)**

Highlights

General Govt Capital Improvements

Description	Budget	Page
Holding cell cameras and recording equipment	\$ 45,000	43
Drug enforcement equipment	10,000	74
Police Station various improvements	638,735	85
Building F improvements	187,229	85
Phase II Municipal Campus (City Hall and Court)	14,196,686	85
Campus security fencing and gate opener	89,829	85
Total	<u>\$15,167,479</u>	various

Highlights

Park Capital Improvements

Description	Budget	Page
Blueberry Playground equipment update	\$315,000	81
Park play facility equipment	678,038	81
Trail planning and repair	30,000	81
Total	\$1,023,038	81

Highlights Streets Capital Improvements

Description	Budget	Page
Powell Street Reconstruction	\$1,479,336	83
179 th /147 th Signal	835,698	83
MTBD road preservation/overlay/maintenance projects	4,296,379	83
179 th Sidewalk Improvements	654,292	83
Wayfinding Signs	333,000	83
Traffic Calming Improvements	87,756	83
North Madison Improvements	240,700	83

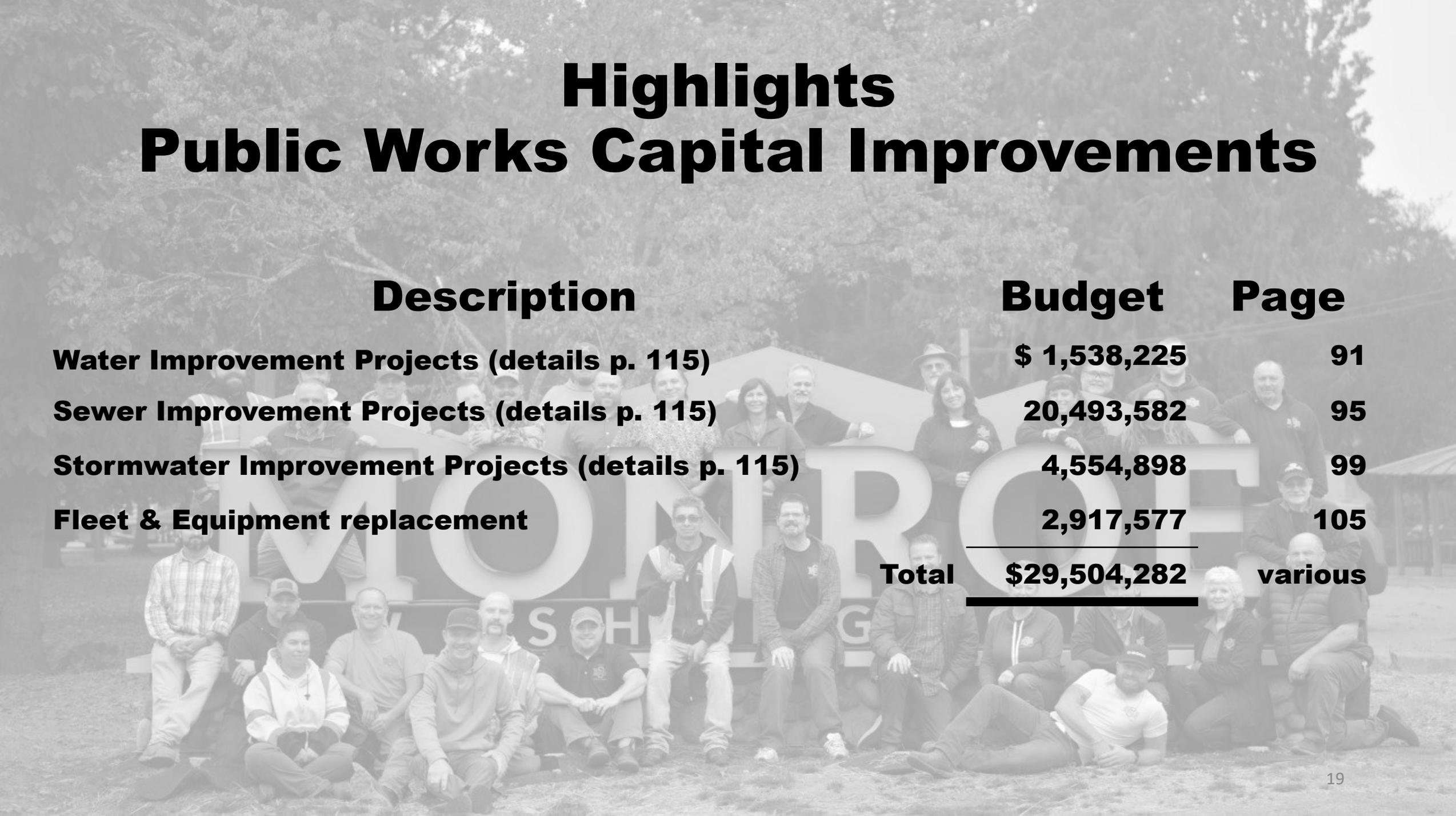
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Highlights Streets Capital Continued

Description	Budget	Page
Public Works Materials Storage Areas	\$ 10,300	83
Underground Pole Mounted Utilities	53,045	83
Street Condition Rating Update	63,654	83
ADA Transition Plan	201,571	83
Sidewalk Improvements	483,573	83
Train Reduced Noise Area/Kelsey Street	217,881	83
US Hwy 2 Non-motorized Shared Path	476,136	83
Total Streets Capital	\$9,433,321	83

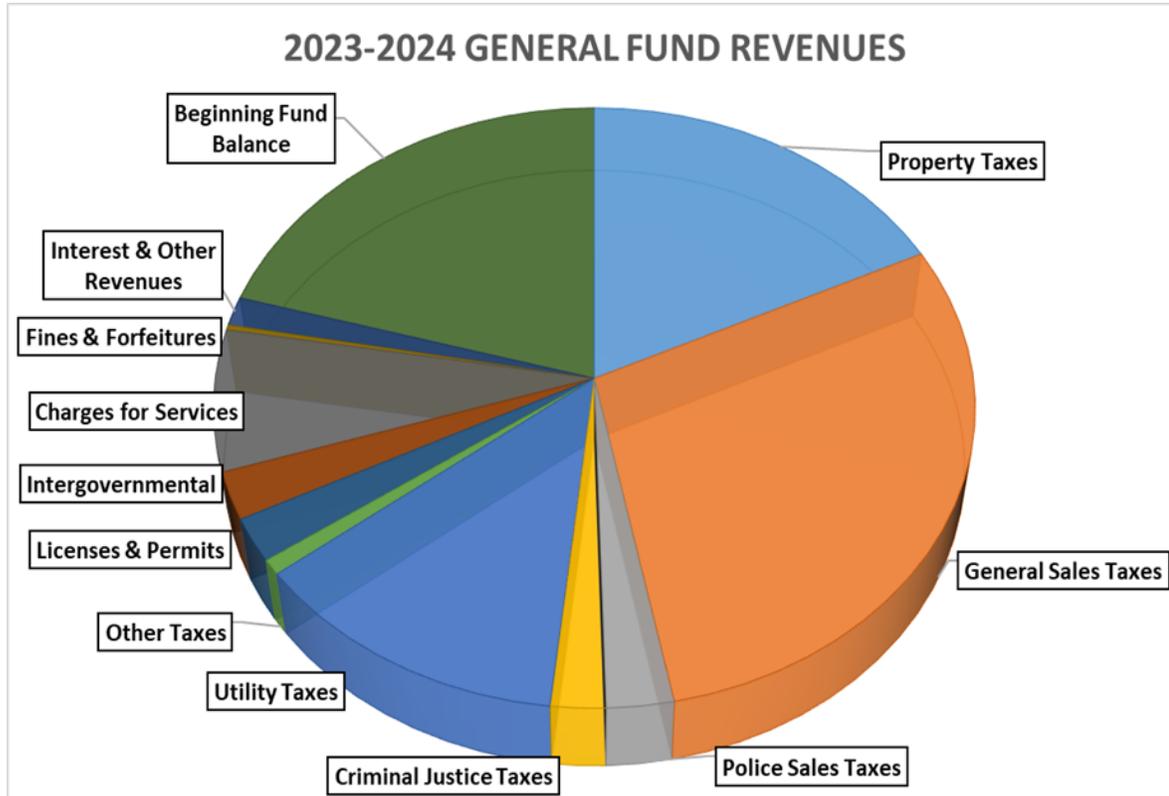
Highlights

Public Works Capital Improvements



Description	Budget	Page
Water Improvement Projects (details p. 115)	\$ 1,538,225	91
Sewer Improvement Projects (details p. 115)	20,493,582	95
Stormwater Improvement Projects (details p. 115)	4,554,898	99
Fleet & Equipment replacement	2,917,577	105
Total	\$29,504,282	various

General Fund Revenues (p. 27)



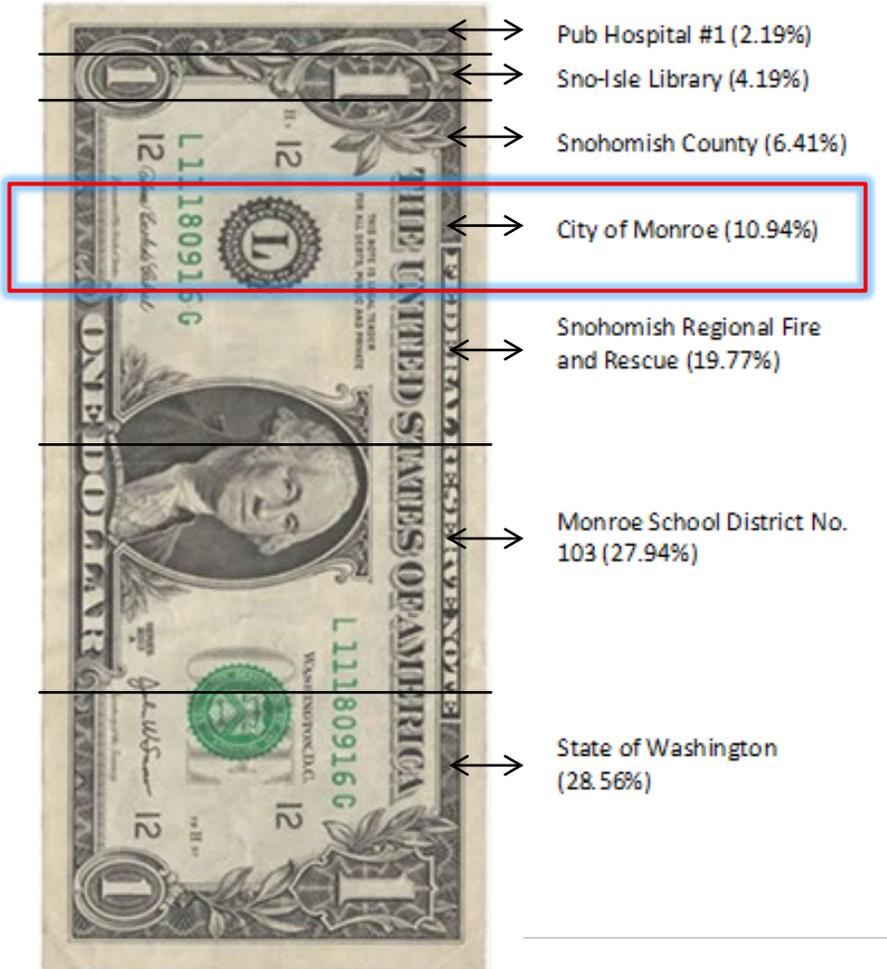
General Fund – Revenues						
	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Projected 2022	Proposed 2023-2024*
Taxes	\$13,018,694	\$12,628,249	\$13,825,899	\$13,175,591	\$13,963,184	\$28,785,907
Licenses & Permits	792,171	651,804	756,137	674,721	704,562	1,025,075
Intergovernmental	493,215	1,358,903	3,492,516	3,494,430	3,651,749	1,114,902
Charges for Services	1,691,551	1,483,159	1,621,760	1,809,777	1,887,410	3,362,094
Fines & Forfeitures	240,706	151,445	107,685	96,600	62,964	122,300
Interest & Other Rev	144,619	117,058	54,518	36,954	57,658	689,358
Transfers In	0	40,209	0	56,014	56,014	0
Beg Fund Balance	4,422,551	4,632,999	5,190,271	8,427,622	8,427,622	9,054,648
Total	\$20,803,507	\$21,063,826	\$25,048,786	\$27,771,709	\$28,811,164	\$44,154,284

*Per Ordinance No. 011-2022 adopted April 26, 2022, 2023-2024 represents the City's first biennial budget

Property Taxes (p. 27-30)

- ▶ Must be adopted annually
- ▶ Second largest revenue source to General Fund
- ▶ Conservative estimate of new construction at time of projection: \$30M
- ▶ Preliminary new construction assessment: \$83,964,300
- ▶ Annexation assessment: \$177,545,200
- ▶ Currently have \$331,825 in banked capacity

Property Taxes (p. 27-30)



- ▶ Monroe portion of a 2022 tax bill is 10.94% (i.e. Monroe receives 10.94 cents for every \$1.00 in property tax collected)
- ▶ Remaining goes to other jurisdictions

Property Taxes (p. 27-30)

▶ 2023 Property Tax projection

Current Levy	\$3,469,174
Add New Construction	\$30,650
Add Annexation	<u>\$181,432</u>
Subtotal 2023 Property Taxes	\$3,681,256
Add banked capacity requested	<u>\$241,063</u>
Total 2023 Proposed Property Taxes	<u><u>\$3,922,319</u></u>

▶ Use of \$241,063 banked capacity leaves \$90,762 available

Property Taxes (p. 27-30)

- ▶ Impacts of \$241,063 banked capacity = about \$0.05 per \$1,000

Home Value	Per Month Impact	Per Year Impact
\$900,000	\$3.93	\$47.18
\$600,000	\$2.62	\$31.45
\$400,000	\$1.75	\$20.97

- ▶ Banked capacity is an on-going revenue source used for on-going program costs
- ▶ Reserve policy goal is to use ongoing revenues for ongoing expenses

Property Taxes (p. 27-30)

- ▶ \$241,063 banked capacity funds the following:

Amount	Operational Program/Priority
\$33,207	Public Records Officer position part to full time (cost difference)
\$25,000	Annual maintenance cost for holding cell cameras/audio recording capabilities (unfunded legislative mandate)
\$28,800	Continued mental health provider contract for PD (first two years were grant funded)
\$44,828	Two 5-month parks seasonal positions
<u>\$109,228</u>	Human Services Coordinator position (conversion from contract to FTE approved by Council during 2022 Budget Amendment)
<u>\$241,063</u>	Total

Property Taxes (p. 27-30)

- ▶ 2023 preliminary assessed value (AV) - \$4,598,864,603 (27.7% increase before new construction and annexation)
- ▶ Increase in AV decreases rate per \$1,000

Historical City Assessed Valuation, General Property Tax Levied, and City Property Tax Rate			
**2023 rates are preliminary estimates			
Year	Assessed Value	Revenue	Rate per \$1,000
2023 with banked capacity used	\$4,598,864,603	\$3,922,319	\$0.85
2023 without banked capacity used	\$4,598,864,603	\$3,681,256	\$0.80
2022	\$3,395,678,937	\$3,469,175	\$1.02
2021	\$3,115,841,466	\$3,402,070	\$1.09
2020	\$2,885,062,587	\$3,275,000	\$1.14
2019	\$2,600,459,852	\$3,201,628	\$1.23
2018	\$2,255,923,097	\$2,674,640	\$1.19
2017	\$1,991,598,893	\$2,577,719	\$1.29
2016	\$1,773,873,208	\$2,047,724	\$1.15
2015	\$1,631,751,335	\$2,013,295	\$1.23
2014	\$1,464,883,201	\$1,991,453	\$1.36
2013	\$1,349,715,977	\$1,969,615	\$1.46

Property Taxes (p. 27-30)

2022 Assessed Value	2023 Estimated Assessed Value 27.7% increase	2022 City Tax Rate	2022 City Tax	2023 Estimated City Tax rate without banked capacity	2023 Estimated City Tax without banked capacity	Difference year over year (less than \$1.00 is due to rounding)
\$800,000	\$1,021,600	\$1.02164	\$817.31	\$0.80047	\$817.76	\$0.45
\$500,000	\$638,500	\$1.02164	\$510.82	\$0.80047	\$511.10	\$0.28
\$300,000	\$383,100	\$1.02164	\$306.49	\$0.80047	\$306.66	\$0.17

Property Taxes (p. 27-30)

2022 Assessed Value	2023 Estimated Assessed Value 27.7% increase	2022 City Tax Rate	2022 City Tax	2023 Estimated City Tax rate with banked capacity	2023 Estimated City Tax with banked capacity	Yearly difference year over year
\$800,000	\$1,021,600	\$1.02164	\$817.31	\$0.85288	\$871.30	\$53.99
\$500,000	\$638,500	\$1.02164	\$510.82	\$0.85288	\$544.56	\$33.74
\$300,000	\$383,100	\$1.02164	\$306.49	\$0.85288	\$326.74	\$20.25

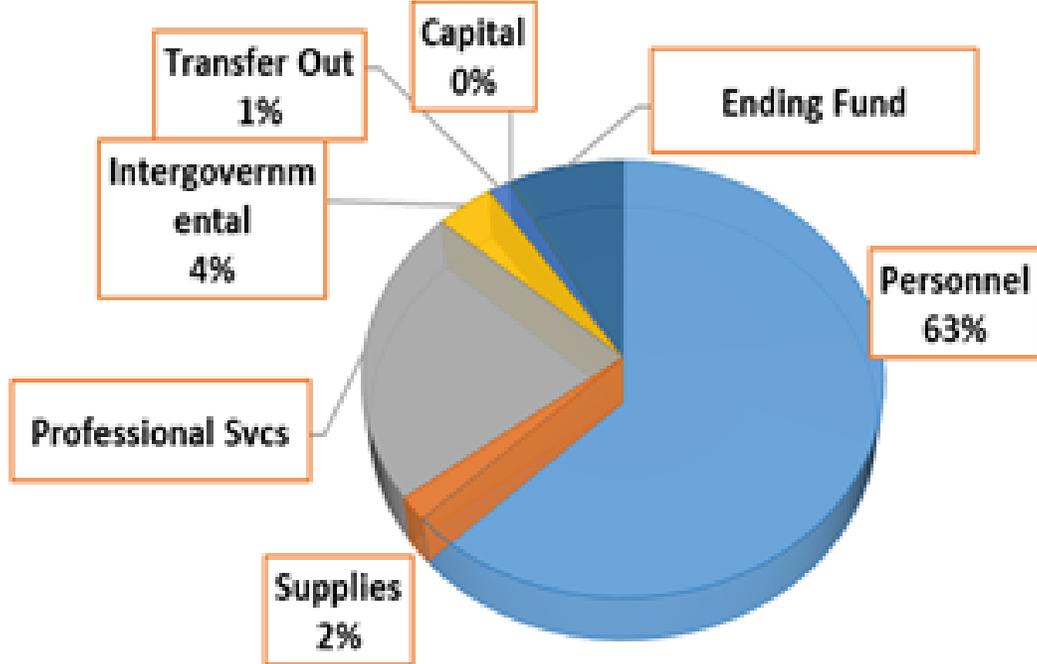
General Fund Expenditures (p. 34-35)

General Fund – Expenditures by Department						
	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Projected 2022	Proposed 2023-2024*
Non-departmental	\$ 1,923,848	\$ 545,450	\$ 1,476,274	\$ 1,335,300	\$ 1,335,300	\$ 219,784
Executive	664,714	592,890	604,558	702,830	694,043	1,817,167
Finance	546,121	583,359	639,857	899,631	846,861	1,823,582
Human Resources	204,808	232,888	361,729	438,118	369,057	1,144,521
Police	7,416,730	7,389,476	7,935,677	8,532,696	8,342,557	19,414,285
Legislative	149,918	168,911	226,225	167,287	169,658	341,059
Legal	798,911	632,856	602,537	761,750	678,500	1,608,587
Clerk & Records	184,955	163,250	158,299	280,041	315,059	615,612
Municipal Court	399,528	452,220	453,908	679,404	657,063	1,484,075
Parks O&M	1,588,130	1,668,285	1,566,205	1,736,518	1,677,375	4,224,418
Jail & Dispatch	718,653	589,545	651,616	809,379	696,960	1,550,417
Human Services		138,415	222,409	347,518	206,518	775,856
City Wide	100,364	112,131	113,330	182,594	123,920	261,320
Community Dev.	1,457,273	1,572,882	1,580,769	2,251,838	2,100,807	4,373,900
Emergency Mngt	20,127	15,088	22,412	23,221	17,181	39,827
ARPA		1,004,306	2,704	2,725,215	2,196,371	1,023,865
Ending Fund Balance	4,629,428	5,201,874	8,430,275	5,898,369	9,054,648	3,436,009
Total	\$20,803,508	\$21,063,826	\$25,048,786	\$27,771,709	\$29,481,879	\$44,154,284

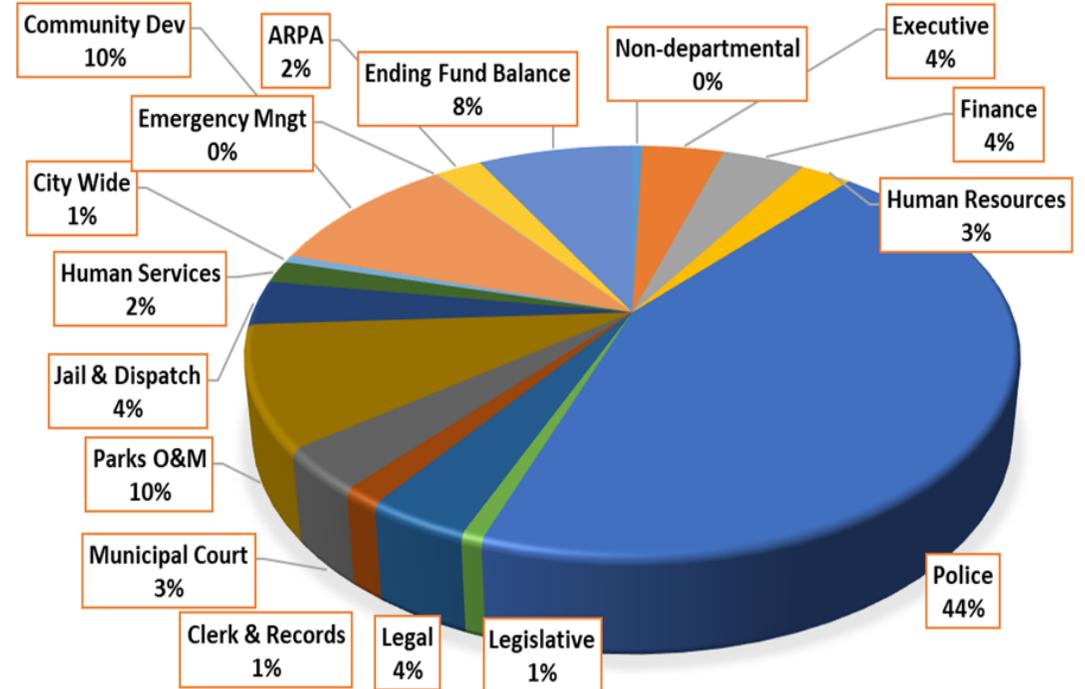
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General Fund Expenditures (p. 34-35)

2023-2024 GENERAL FUND BY CATEGORY



2023-2024 GENERAL FUND BY DEPT



GF Six-Year Forecast (p. 63-64)

Six Year General Fund Forecast						
	2023	2024	2025	2026	2027	2028
Revenue/Resources	Recommended	Recommended				
Beginning Fund Balance	\$9,054,648	\$6,031,368	\$3,779,609	\$562,719	(\$3,677,081)	(\$8,869,123)
Ongoing Revenues	\$16,684,776	\$16,727,157	\$16,883,793	\$17,024,918	\$17,259,967	\$17,472,545
Subtotal Revenues	\$25,739,424	\$22,758,525	\$20,663,402	\$17,587,637	\$13,582,886	\$8,603,422
Less Ongoing Expenditures	\$18,956,701	\$18,949,558	\$20,000,210	\$21,120,043	\$22,314,375	\$23,588,982
Subtotal rev over/under exp	\$6,782,723	\$3,808,967	\$663,192	(\$3,532,406)	(\$8,731,489)	(\$14,985,560)
One time revenue	\$545,000	\$545,000	\$551,867	\$558,821	\$565,862	\$572,992
One time expenditures	\$1,894,058	\$917,958	\$703,496	\$703,496	\$703,496	\$703,496
Subtotal one time resources	(\$1,349,058)	(\$372,958)	(\$151,629)	(\$144,675)	(\$137,634)	(\$130,504)
Ending Fund Balance	\$5,433,665	\$3,436,009	\$511,563	(\$3,677,081)	(\$8,869,123)	(\$15,116,064)
unanticipated EFB	\$597,703	\$343,600	\$51,156	\$0	\$0	\$0

Ending Fund Balance does not include the Contingency Fund.
 Red in out years does not mean the City will run out of money.

Non-Departmental p. 36

- **Transfer \$219,784 to Fund 002 – Contingency Fund to fully fund the contingency based on the City’s Reserve Policy (one month’s General Fund operating expenditures)**

Executive p. 37

Goals

- **Complete brand update, aligning City's logo, brand, and personality statement with Vision, Mission, and Core Values statements**
- **Initiate and complete implementation of new brand, ensuring all public-facing inventory (letterhead, business cards, vehicle decals, etc.) reflect new brand**
- **Continue to lobby State Legislature to fund construction to #Finish522 and design of US-2 bypass**

Professional Services

- **Comprehensive City Brand Update**
- **Economic Development (contracted service)**
- **Communications services**
- **Lodging Needs Assessment & Feasibility Study**
- **Regional Tourism & *Choose Monroe* publications**
- **Tourism Analytics**

Finance p. 39

GOALS

- **Facilitate bond issuance for municipal campus project**
- **Facilitate bond issuance for WWTP capital project**
- **Develop police station funding strategies**
- **Implement new online payment portal for utilities**
- **Comprehensive review and update of City assets for consistency with Risk Management pool**
- **Assist IT with enterprise resource program evaluation and selection**
- **Extended budgeting software implementation**
- **MTBD outreach/resolution**
- **Update City travel and expense reimbursement policy**
- **Update City reserve policy**
- **Support development of IT strategic plan with funding strategies**
- **Facilitate City-wide review and enhance Accounts Payable controls and processes (LEAN process)**

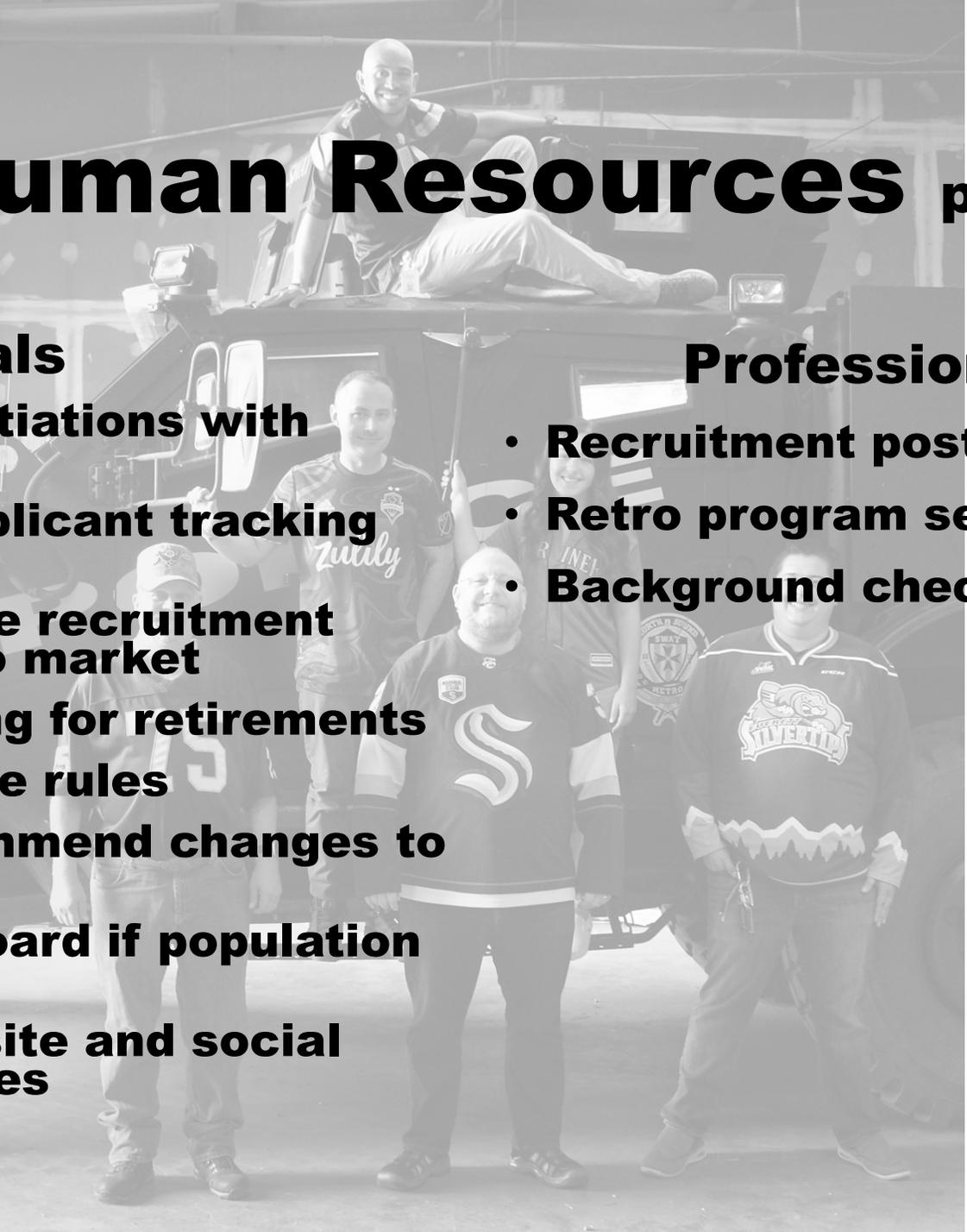
GOALS

- **Assist Public Works with utility rate study**
- **Assist Parks with development of Cadmen property funding strategy**
- **Review and update, if needed, City's Procurement Policy**
- **Provide financial information and support for Community Development led comprehensive plan update**
- **Assist with City *Imagine Monroe* branding effort**

Professional Services

- **Washington State Auditors for annual audits**
- **Language line translation services**
- **Merchant processing services/costs**
- **Investment safekeeping fees**
- **Municipal Bond safekeeping fees**

Human Resources p. 41



Goals

- **Participate in negotiations with Sergeants unit**
- **Implement new applicant tracking system**
- **Continue to improve recruitment process to adapt to market**
- **Succession planning for retirements**
- **Update Civil Service rules**
- **Evaluate and recommend changes to existing policies**
- **Establish LEOFF Board if population reaches 20,000**
- **Participate in website and social media policy updates**

Professional Services

- **Recruitment posting services**
- **Retro program services**
- **Background check services**

Police p. 43

Goals

- **Fully staff vacant positions and specialty assignments**
- **Maintain visibility at major community events**
- **Replace aging ballistic vests set to expire in 2023 and 2024**
- **Implement re-branding efforts in 2024 in alignment with City efforts**
- **Replace aging technology for administrative personnel providing streamlined workflow in support of digital records efforts**
- **Develop youth engagement initiatives and an adult volunteer program**
- **Support training and travel necessary so that department personnel can maintain proficiency and expertise to include wellness and peer support**
- **Conduct police facility assessment to include space, legal, seismic, ADA, and site analysis**
- **Provide Detectives with enhanced photography equipment**
- **Purchase K9 (from donation funds) and select handler to assist with human tracking efforts on dangerous felony crimes**

Professional Services

- **K9 kenneling services**
- **Shredding services**
- **Annual hearing tests**
- **Tow services – junk vehicle impounds**
- **Evergreen Health Monroe – DUI related blood alcohol collection**
- **Snohomish County Sheriff's Office – Data and Warrant Entry**
- **Domestic Violence Services of Snohomish County – DV Advocate**
- **Drycleaning services**
- **Car Wash services**
- **Investigative database services**
- **Lexipol – Policy & Procedure Manual services**
- **Digital evidence services**
- **Digital evidence redaction services**
- **Department staffing software maintenance**
- **WASPC – Accreditation services**
- **Digital training and accreditation records management**
- **Mental health practitioner services**
- **Registered Sex Offender Notifications**
- **Body camera maintenance**
- **Drone records management**
- **Transcription services**

Legislative (Council) p. 46

Goals*

- Continue to lobby State Legislature for budget appropriations for construction to #Finish522 and design of US-2 bypass
- Lobby for a state capital appropriation for municipal campus improvements
- Approve contracts for Economic Development Assistance Awards
- Approve contracts for Human Services Assistance Awards
- Support annexation of northeast urban growth area

Professional Services

- Government relations services
- Election services

*Goals reflect correction from the budget document. Final Budget book will be updated accordingly.

City Clerk & Records p. 49

Goals

- **Create web page and central repository on website for City contracts**
- **Assist with development of a file structure to be used for Microsoft 365 and Laserfiche**
- **Evaluate and migrate digital records into long term storage solution**
- **Continue to convert archival records into digital formats for ease of public access**
- **Create and implement email retention policies**
- **Complete phase one of City-wide records digitization project (Land Use and City Clerk files)**
- **Review, organize, and log unclaimed files**
- **Create City-wide Records Management Policy**
- **Create continuity of operations plan (COOP) for Clerk/Records**

Goals

- **Review and update all records-related policies and procedures**
- **Organize Clerk/Records e-files and begin organization of common drive**
- **Achieve Master Municipal Clerk certification (Clerk) and Certified Public Records Officer certification (CPRO)**

Professional Services

- **Records management software maintenance**
- **Records digitizing services**
- **Archive management software maintenance**
- **Legal advertising services**
- **Codification services**
- **Shredding services**

Municipal Court p. 51

Goals

- **Continue to develop and operate Monroe Municipal Community Court**
- **Continue to operate the virtual resource center for Community Court participants and others who may need assistance or guidance**
- **Explore additional services that could be implemented by the Probation Department**
- **Update Court website from information only to interactive fill-in forms for hearings by mail and jury questionnaires**
- **Build public trust and confidence in the judicial system through community engagement**
- **Review Court security**

Goals

- **Assist in design of new Court facility**
- **Offer more employee training opportunities for both personal and professional growth**
- **Implement new statewide case management system**
- **Explore electronic filing system**

Professional Services

- **Administrative Office of the Courts – support services**
- **Court Certified Interpreters – interpreting services**
- **Language Line – interpreting services**
- **Merchant services**
- **Banking services**
- **Probation case management services**

Jessica K. Herr
Judge
Monroe Municipal Court

Parks O&M p. 53

Goals

- **Review/revise Athletic Field Policy**
- **Review/revise Park & Special Events Code**
- **Trombley Park – activate public access to undeveloped park**
- **Public art**
- **Maintain 17 park system of 288 acres, 14 miles of trails, facilitate 40 special events, over 1,600 facility reservations and accommodate over 2,000 hours of volunteer community service**

Professional Services

- **Outdoor youth sport camps in parks**
- **Printing services for community outreach publications**
- **Food and drink concession services at Lake Tye & Sky River Parks**
- **Park facility maintenance support services**
- **Electrician services**
- **Facility reservation software support maintenance**

Parks CIP p. 81

Goals

- **Complete negotiation of Cadman property transfer to City**
- **Cadman site architectural and engineering design**
- **Renovate/expand playground & furnishings in coordination with Blueberry Park Stormwater facility upgrade**
- **Add new pickleball play facility at Sky River Park and renovate sport courts at Lake Tye Park**
- **Renovate/expand play facility at City park location to be determined**
- **Masterplan riverfront parks**
- **Trombley Park architectural and engineering design**
- **Downtown Public Plaza Festival Lot acquisition/architectural and engineering design**
- **Trail system master plan connectivity**
- **Trail maintenance-conduct pavement management system survey**

Professional Services

- **Consultant services for master planning**
- **Consultant services for architecture and engineering design**
- **Trail pavement management system survey services**

Human Services p. 56

Goals*

- **Fund FTE Human Services Coordinator position**
- **Continue to support implementation of City's adopted Housing Action Plan**
- **Create resilient programs and a strengthened continuum of care with the assistance of ARP funding and partnerships in our service provider network**
- **Prepare for 2024 Human Services Community Needs Assessment**
- **Distribute \$300,000 in awards to implement 2021 Community Needs Assessment recommendations**
- **Continue to pursue ongoing funding for Mobile Mental Health services**
- **Support transitional and affordable housing opportunities for McKinney Vento families in the Monroe School District**
- **Evaluate sites to provide public restrooms**
- **Explore training opportunities for both City employees and the community**

Professional Services

- **Embedded social worker services**
- **Public defense social worker services**
- **Human service awards to be determined upon recommendation from the Community Human Services Advisory Board and Council approval**

*Goals reflect correction from the budget document. Final Budget book will be updated accordingly.

Community Development p. 59

Goals

- **Continue to provide more department documents/applications in Spanish**
- **Join Mybuildingpermit.com to allow for an easier public facing portal for inspections and permit submittals**
- **Meet state deadlines for the new 2021 Building Codes**
- **Completion and adoption of Comprehensive Plan**
- **Develop code amendments to implement the Housing Action Plan**
- **Complete digitizing archival records**
- **Review, select, and implement new permitting tracking system**
- **Continue to provide active code enforcement to clean up problem properties and respond to community complaints**

Goals

- **Improve the City's Washington Survey and Rating Bureau rating to provide insurance cost savings to property owners**
- **Prepare for when City surpasses 20,000 population threshold**
- **Work on innovative strategies to improve internal and external customer service**
- **Coordinate with Snohomish County on potential Urban Growth Area expansion**

Professional Services

- **Annexation coordination services**
- **Environmental review services**
- **Comprehensive plan services**
- **Third party plan review services**
- **Building permit review services**

Emergency Management

pgs. 61, 89, 93, & 97

- **Program spans four funds:**
 - **General Fund 001**
 - **Water O&M Fund 411**
 - **Sewer O&M Fund 421**
 - **Stormwater Fund 431**
- **Continue to partner with Snohomish County Dept. of Emergency Management to provide training for employees**
- **Adopt updated comprehensive emergency management plan appendices**

American Rescue Plan Act p. 16 & 62

Recommended Program	2023	2024	Total
Economic Development Assistance Awards	\$120,000	\$120,000	\$240,000
Human Services Assistance Awards	\$150,000	\$150,000	\$300,000
Public Defender Embedded Social Worker (\$11,000 grant in 2023)	\$1,200	\$13,200	\$14,400
Embedded Social Worker	\$95,000	\$104,500	\$199,500
Monroe Senior Center Bus support	\$15,000	\$15,000	\$30,000
Complete Branding Consultant Contract (Econ Dev)	\$109,891	\$0	\$109,891
Community Relations Training (CHSAB Supported)	\$75,000	\$0	\$75,000

GOALS

- **Continue providing support to award recipients through reimbursement and documentation requirements**
- **Close awards and reimbursement requests by October 2024**

Other General Fund Cost Centers

Legal p. 48

- **Houses all legal costs associated with various City programs except Public Defender Embedded Social Worker**
- **Includes general land use counsel, court prosecution, and indigent counsel**
- **All legal costs housed in one cost center**

Jail & Dispatch p. 55

- **Houses jail costs associated with our Police and Court programs**
- **Accounts for emergency services dispatch**

City Wide Costs p. 58

- **Houses dues/subscriptions/other general costs that do not benefit a specific department or fund**

Contingency Fund p. 66

- **Target balance increase to \$1,516,144 from \$1,273,360**
- **Target balance is capped by RCW 35A.33.145 or one month's General Fund operational costs, whichever is lower**

Donations p. 67

Holds private donations to City programs such as:

- **Community Egg Hunt**
- **Flower basket program**
- **Police K-9 purchase and operations**
- **Movies Under the Moon**
- **Cribs for Kids**
- **JVM Memorial Garden**

Scheduled to purchase a K9 from accumulated funds specific for this program.

If you are interested in making a donation to the City, feel free to contact City Hall at 360-794-7400 and contact your tax advisor as your donation may be tax deductible.

Streets O&M p. 70

Goals

- **Complete the Public Works contributions to the City of Monroe Comprehensive Plan for transportation**
- **Complete asphalt patching, crosswalk marking, and crack sealing work**
- **Plant 30 new street trees**

Professional Services

- **Transportation planning including corridor analysis, traffic demand management, and lane of service determinations per existing and future conditions**
- **Grant and loan application services**
- **Plan review services**

Streets Capital p. 83

Goals

- **Reconstruct Powell Street between Kelsey Street and Sams Street**
- **Perform approximately \$4M in street preservation efforts**
- **Upgrade approximately 50 sidewalk ramps to current federal standards**
- **Complete the 147th Street/179th Avenue signal**
- **Complete the US2 sidewalk segment adjacent to the fairgrounds**
- **Construct sidewalk segments along 179th Avenue south of 152nd Street**

Professional Services

- **Roadway planning, design, permit application submittal, and project management services**
- **Construction management services**
- **Signal system and illumination design services**
- **Constructability review**
- **Material testing and inspection services**
- **Professional land surveying services**

Lodging Tax p. 72

- **This fund accounts for lodging tax receipts received by and distributions made by the City.**
- **The 2023 award process began after publication of the 2023-2024 Mayor's Recommended Biennial Budget.**

Narcotics p. 74

- **Revenues derived from drug enforcement efforts**
- **Restricted to drug enforcement program and support**

Real Estate Excise Taxes p. 75

- **City collects both quarter percents as allowed by law**
- **Used for capital projects and capital related debt service**
 - **\$ 660,650 transfer to Debt Service p. 78**
 - **\$ 530,750 transfer to Parks CIP Fund p. 81**
 - **\$1,161,578 transfer to Streets CIP Fund p. 83**
 - **\$1,452,664 transfer to Building Capital Fund p. 85**

Debt Service p. 78

- **Long term debt associated with general fund type capital projects (tax supported)**
- **Two debt service bonds**
 - **\$275,842 General Government portion of the Public Works Shop project (remainder paid from utility revenues)**
 - **\$384,808 General Government portion of the Municipal Campus Phase II project (remainder paid from utility revenues) – debt service to begin in 2024**

General CIP p. 80

- **Accounts for capital not associated with parks, streets, North Kelsey, City operated buildings, and utilities**
- **There are no current projects scheduled at this time**

City Buildings Capital p. 85

Goals

- **Complete police office upgrades in sergeant and administration area**
- **Complete design and construction of Municipal Campus Phase II/City Hall**
- **Begin Municipal Campus Phase III/Police facilities assessment**

Professional Services

- **Municipal Campus Phase II design**
- **Municipal Campus Phase III/Police Station design**
- **Bond counsel fees**
- **Construction management for Municipal Campus Phase II**

Utility Rates Overview p. 87

- **Sewer rates proposed to remain unchanged from 2022 level**
- **Low-income discount remains at 40%**
- **Water rate adjustment remains 3.0%**
- **Stormwater rate adjustment decreases to 10.0% from 12.5% in 2022**
- **Utility rate adjustments were adopted by Resolution 022/2019 on November 12, 2019**

Water Utility

Fund 411 O&M p. 89

Goals

- **Maintain system compliance with WAC 246-290 with line cleaning of 100% of water system pipes and complete operation of 100% of valves and hydrants**
- **Complete Public Works contributions to City's Comprehensive Plan for water**

Professional Services

- **Water system planning and analysis**
- **Comprehensive utility planning**
- **Utility billing printing, mailing, and lockbox services**

Fund 412 CIP p. 91

Goals

- **Replace water main under SR 522**
- **Complete North Madison water line improvements**
- **Dickinson Street water line replacement**
- **Replace aging water main in multiple locations**

Professional Services

- **Project design and management**
- **Construction management services**
- **Inspection services**
- **Grant and loan application assistance services**
- **Constructability review**

Sewer Utility

Fund 421 O&M p. 93

Goals

- **Resolve 100% of customer reported sewer back-ups within 24 hours**
- **Complete Public Works contribution to City's Comprehensive Plan for sanitary sewer**

Professional Services

- **Sanitary sewer system planning and analysis**
- **Comprehensive utility planning**
- **Utility bill printing, mailing, and lockbox services**

Fund 422 CIP p. 95

Goals

- **Construction of 177th Ave sewer line replacement**
- **Continue design-build process for CIP phase 5 (Class A biosolids treatment)**
- **Dickinson Street sewer line extension**
- **Complete North Madison Street sewer line replacement**

Professional Services

- **Project design and project management**
- **Engineering feasibility study/report**
- **Construction management services**
- **Inspection services**
- **Constructability review**

Stormwater Utility

Fund 431 O&M p. 97

Goals

- **Maintain compliance with NPDES stormwater discharge permit**
- **Plant 200 native trees in riparian locations**

Professional Services

- **System planning and analysis**
- **Comprehensive utility planning**
- **Grant and loan application assistance**
- **Utility bill printing, mailing, and lockbox services**

Fund 432 CIP p. 99

Goals

- **Complete Blueberry Lane infiltration system project**
- **Dickinson Street stormwater improvements**

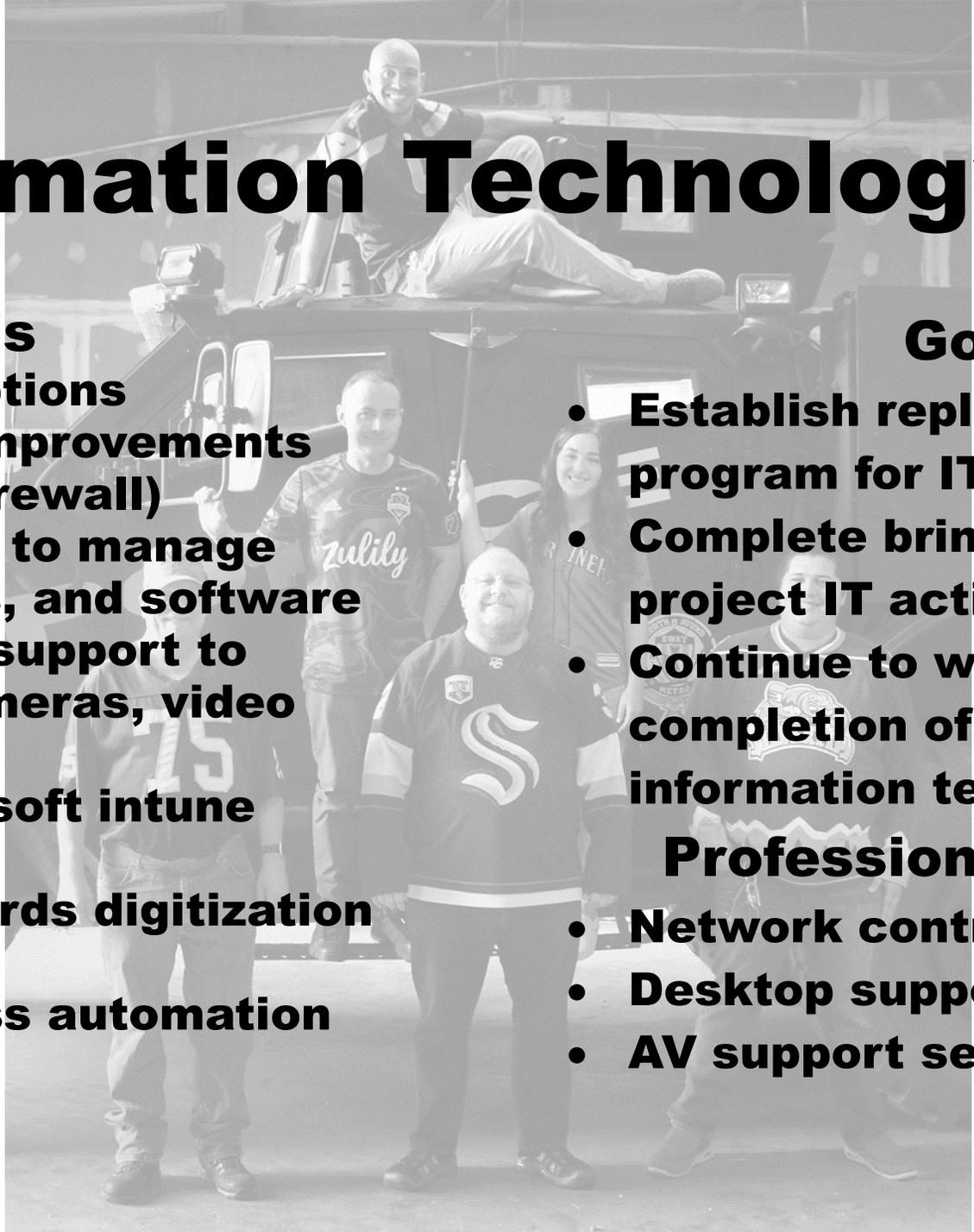
Professional Services

- **Project design and management**
- **Construction management services**
- **Inspection services**
- **Constructability review**

Revenue Bond Reserve p. 101

- **Required by various revenue bond covenants**
- **Holds 1.25 times our annual revenue debt service needs**
- **For end of 2024, reserve target is \$2,112,937**

Information Technology p. 103



Goals

- Evaluate ERP options
- Infrastructure improvements (switches and firewall)
- Fine tune ability to manage devices, servers, and software
- Provide project support to Police (body cameras, video systems)
- Complete Microsoft intune implementation
- Assist with records digitization and workflow
- Business process automation

Goals

- Establish replacement program for IT systems
- Complete bringing all non-project IT activities in house
- Continue to work toward completion of 5-year information technology plan

Professional Services

- Network contractor services
- Desktop support services
- AV support services

Fleet & Equipment p. 105

Goal

- **Maintain over 110 vehicles and pieces of equipment**

Professional Services

- **Fleet repair and maintenance services to include computer system diagnosis**
- **Fleet tracking software maintenance**

City Facilities O&M p. 107

Goals

- **Continue to provide support for staff, Council, Court, and the public at multiple City facilities with furniture upgrades, painting, repairs, and meeting room setup**
- **Support staff with move for municipal campus remodel**

Professional Services

- **Facility repair and maintenance services**
- **Heating and cooling maintenance services**
- **Fire alarm testing and maintenance services**
- **Pest control services**
- **Fire extinguisher services**
- **Security system testing and maintenance services**
- **Mechanical, electrical, and plumbing engineering services**
- **Janitorial services**

Remaining Budget Schedule

- **October 25, 2022**

- **Final Budget Public Hearing**
- **First Reading 2023 Property Tax Ordinance**
- **First Reading 2023-2024 Biennial Budget Ordinance**
- **First Reading 2023-2028 Capital Facilities Projects Ordinance**

- **November 15, 2022**

- **Adopt 2023 Property Tax Ordinance**
- **Adopt 2023-2024 Biennial Budget Ordinance**
- **Adopt 2023-2028 Capital Facilities Projects Ordinance**

Thank You

Questions: contact Becky Hasart at
bhasart@monroewa.gov

2023-2024 Mayor's Recommended Budget:
<http://monroewa.gov/177/Budget-Financial-Reports>