



MUNICIPAL CAMPUS IMPROVEMENTS PROJECT

City Hall and Municipal Court are moving to temporary locations

City Hall and Monroe Municipal Court are moving to temporary locations during the remodel of the Administrative Wing of the Monroe Municipal Campus. The Administrative Wing, currently located at 806 West Main Street, has not had significant upgrades in over 30 years and needs fire and life-safety, energy, mechanical, electrical, plumbing and accessibility improvements.

Relocation is expected in July 2023 and remodeling is to begin in late summer. Construction could take up to 24 months to complete.

Monroe’s population has increased in recent years and city infrastructure, such as roads and facilities, need to meet increased demand for city services. To better provide customer service to the community and among staff, City Hall and Monroe Municipal Court are being remodeled to improve public access to and within the building, enhance city service coordination among departments, and replace and repair building systems for energy efficiency.

An evaluation of operations and space in the Administrative Wing concluded remodeling would be less expensive than purchasing land to build a new campus. In March 2023, the City Council authorized construction funding – estimated at \$17 million - through issuance of general obligation bonds – known as councilmanic bonds. These bonds will be paid within existing revenue over the next 35 years and are not an increase to property taxes.

Temporary Relocation

To remodel the Administrative Wing, department and court staff will need to relocate. Staff from the Executive Department, City Clerk’s Office, Community Development, Finance, Human Resources, Information Technology Departments will move to a temporary City Hall. Municipal Court, Public Works and Parks and Recreation will function from the Public Works/Parks Operations Building. City Council, Planning Commission and city board meetings will be held at various locations.

The Police Department, located at 818 West Main Street and the Public Works and Parks & Recreation departments, located at 769 Village Way are not moving. Access to these city facilities will be available during the remodel of City Hall and Monroe Municipal Court.



Monroe City Hall

Monday - Friday, 8 a.m. to 5 p.m.
Temporary Address: 14841 - 179th Avenue SE, Suite 320
(360) 794-7400 | MonroeWA.gov

Monroe Municipal Court

Monday - Friday, 8 a.m. to 5 p.m. Closed 12 to 1 p.m.
Temporary Address: 769 Village Way
(360) 863-4521 | MonroeWA.gov (Search: Municipal Court)



Administrative Wing, Monroe Municipal Campus (May 2023)

Campus improvements have been planned for in the following phases:

- Phase I: Public Works/Parks Operations Building, Emergency Operations Center and associated facilities – **Completed**
- Phase II: City Hall and Monroe Municipal Court (Administrative Wing) – **In progress**
- Phase III: Police Department (Justice Wing) - **Future**

For project updates and frequently asked questions, scan the QR Code



Monroe Municipal Campus Master Plan

The Monroe Municipal Campus includes City Hall, Monroe Municipal Court, Police Department and the Public Works/Parks Operations Building. In 2008, the City Council approved the Municipal Campus Master Plan which identified projects aimed at improving public access to services, reducing environmental impacts, improving security and emergency response access, and acquiring and improving campus buildings for public works and parks operations.





Rendering of remodeled City Hall (exterior)

Administrative Wing Remodel

In 1977, city services occupied the campus located on West Main Street, which was originally built as a car dealership in the 1960s. The Administrative Wing, which currently houses City Hall and Monroe Municipal Court, has not had significant upgrades in over 30 years which now present life-safety and accessibility deficiencies. Ongoing maintenance, such as the ventilation system, is becoming more expensive and challenging. Six of the nine city departments – over 40 staff members - function within less than 10,000 square feet of office area that is constrained. The Monroe Municipal Court functions in the Council Chambers which also serves as a meeting room.

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Key features of the Administrative Wing remodel include:

- Improved energy and environmental efficiency through Leadership in Energy and Environmental Design (LEED) design "Silver" standards
- Corrected life safety deficiencies such as seismic upgrades, fire protection and back-up power
- Upgraded network and security operations
- Enhanced air quality and sound buffering
- Increased square footage with room for future growth
- New secure customer service window
- New foyer and counter areas
- New Municipal Court (Justice Wing)
- New Council Chambers (Administrative Wing)
- Native landscaping, new outside paths
- Increased parking
- New interior public art



Rendering of remodeled customer service counter and lobby (Interior)



CITY OF MONROE

AT-A-GLANCE DIRECTORY

9-1-1 Police/Fire/Medical Emergencies

Non-emergency for officer dispatch (425) 407-3999

City Hall (360) 794-7400

Business retention/recruitment, City Council meetings, human resources, human services programs, information technology, land use/building/engineering/fire permits, land use and transportation planning, public records, road and parks maintenance/planning/construction, special events/permits, water/sewer/surface water management

Police Department (360) 794-6300

Adult/child protective service referrals, car seat safety check/installation, concealed pistol permit, emergency housing voucher, fingerprinting, lost/found property, protection orders, public records, trespass letter of consent, U-Visa assistance, pet license, welfare check request

Monroe Municipal Court (360) 863-4521

Criminal/infracton hearings, Community Court, jury duty, fine/fee payment, marriage ceremony

Utility Billing Customer Service (360) 794-7400

Utility bill payment, account/usage inquiry, change of ownership, tenant billing, utility bill payment resources, senior/disabled utility discount program, water hydrant rental, public water fill station

Monroe City Hall

Monday - Friday, 8 a.m. to 5 p.m.

Temporary Address: 14841 - 179th Avenue SE, Suite 320

(360) 794-7400 | MonroeWA.gov

ONLINE SERVICES

MonroeWA.gov

- Monroe Listens: Submit a service request
- Pay a court fine
- File a police report
- Apply for a permit; request an inspection

MonroeWA.gov/pay

- Utility bill payment

SOCIAL MEDIA

f MonroeWaGov - City news and events

f MonroeWAPolice - Police Department news and events

PERMITTING INFORMATION

Online inspection requests available at MonroeWA.gov
(Search: Building)

Mon, Tues, Thurs: 8 a.m. to 12 p.m. & 1 to 5 p.m.

Wednesday: 8 a.m. - 12 p.m.

Friday: (Telephone Only), 8 a.m. to 12 p.m. & 1 to 5 p.m.

Building Permits

(360) 863-4501 | building@monroewa.gov

Land Use Permits

(360) 863-4609 | landuse@monroewa.gov

Fire Permits

(360) 863-4501 | building@monroewa.gov

Public Works

(360) 863-4501 | engineering@monroewa.gov

Code Enforcement

(360) 863-4553

Submit complaints of actual or potential code violations via Monroe Listens (MonroeWA.gov)

Monroe Municipal Court

Monday - Friday, 8 a.m. to 5 p.m. Closed 12 to 1 p.m.

Temporary Address: 769 Village Way

(360) 863-4521 | MonroeWA.gov (Search: Municipal Court)

The City of Monroe is committed to ensuring access to its programs, services, and activities by complying with Civil Rights Title VI and Americans with Disabilities Act (ADA) Title II laws and will reasonably provide translation, interpretation, modifications, accommodations, alternate formats, and support services upon request. To request these services or to file a complaint, call 360-794-7400 or email pwcontracts@monroewa.gov. If you are deaf or hard of hearing, dial 711. Learn more at MonroeWA.gov.