

INTRODUCTION



MONROE

WASHINGTON

2025-2026 BIENNIAL BUDGET PROCESS

The 2025-2026 Budget Process began on January 30, 2024 when the City Council held it’s first workshop meeting to review the 2023 Strategic Priorities and 2023-2027 Strategic Plan. The City Council held a second workshop on April 30, 2024 to review the 2025 Strategic Priorities and 5-year Strategic Plan. These discussions are the basis for the Mayor’s Recommended 2025-2026 Budget.

2025-2026 Biennial Budget Calendar

The budget calendar was adopted by the City Council on January 9, 2024.

The calendar identifies specific milestone dates by which certain budget related tasks should be completed. This calendar serves as a suggested timeline by which the budget should be developed.

Per the calendar, the first public hearing on the 2025-2026 Mayor’s Recommended Budget will be held on October 8, 2024.

The first budget workshop with Council, and second public hearing is scheduled for October 15, 2024. Council can choose to schedule additional workshops if needed.

Currently, the adopting budget ordinance is scheduled for first reading on October 22, 2024, with final adoption on November 12, 2024.

Council can choose to delay adoption into December. Statutorily, a balanced budget must be adopted prior to the end of the year/before the start of the next budget period, which is January 1, 2025.

If there are no major changes suggested to the recommended budget at the public hearings and the budget workshops, the budget can and should be adopted on November 12, 2024. These timing milestones are reflected in the budget calendar.

The above calendar does provide a biennial budget adjustment period which starts on August 1, 2025. The public hearing for any proposed adjustments is scheduled for October 14, 2025.

Look for the 2027-2028 Biennial Budget calendar in the spring of 2026.

2025-2026 Biennial Budget Calendar

Date	Item	Responsible Party	Legal Deadline
4/30/24	Council retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
6/10/24	Budget worksheets sent out to all departments (with instructions)	Finance Director	9/9/2024
7/30/24	Council Retreat/workshop	City Administrator, Mayor, & Finance Director	n/a
8/01/24 8:00 a.m.	Budget worksheets due back to Finance Department	Department Heads	9/23/2024
8/08/24 - 8/30/24	Mayor, City Administrator & Finance Director review budget & meet with department heads	City Administrator, Mayor, Finance Director & Dept. Heads	n/a
9/3/24-9/16/24	Draft Budget Message	Mayor/CA	n/a
9/24/24	Council presented with estimates of revenues	Finance Director	10/11/2024
9/24/24	Final Budget Message	Mayor/CA	11/2/2024
9/24/24	Preliminary Budget presented to council & filed with the Finance Director	Finance Director	11/2/2024
9/27/24	Preliminary Budget available to the public	Finance Director	11/20/2024
10/8/24	First Public Hearing on 2025-2026 Budget (including revenue projections)	City Clerk publishes	no sooner than 12/02/2024 but no later than 12/07/2024
10/15/24	2025-2026 Budget Presentation to Council (to include updated six year capital plan)	Finance Director, Department Heads	n/a
10/15/24	Second Public Hearing on 2025-2026 Budget (including revenues)	City Clerk publishes	n/a
10/22/24	First reading of Ordinance setting property tax levy, First reading of Ordinance adopting Budget, First reading of Ordinance adopting six year capital plan	City Council	n/a
10/22/24	Final Public Hearing on 2025-2026 Budget (including revenues)	City Clerk publishes	n/a
11/12/24	Second Reading/Adoption of Ordinance setting property tax levy	City Council	11/29/2024
11/12/24	Second Reading/Adoption of Ordinance for 2025-2026 Budget, Second Reading/Adoption of the six year capital plan	City Council	12/31/2024
8/1/25	Call for mid-biennial review and adjustments; appropriate forms/worksheets to be sent to all Directors	Finance Director	no sooner than 08/01/2025 and no later than 12/31/2025
9/29/2025 8:00 a.m.	Mid-biennial adjustment requests due back to Finance	All Directors	no sooner than 08/01/2025 and no later than 12/31/2025
10/7/25	2025-2026 Budget modifications distributed to Council	Finance Director	12/31/2025
10/14/25	Public Hearing on 2025-2026 Budget adjustments and revenue sources	City Clerk publishes	12/31/2025
10/21/25	Second Public Hearing on 2025-2026 Budget adjustments and revenue sources	City Clerk publishes	n/a
10/28/25	First Reading for 2026 Property Tax ordinance, First Reading 2025-2026 Budget Modifications	City Council	n/a
10/28/25	Final Public Hearing on 2025-2026 Budget adjustments including revenues	City Clerk publishes	n/a
11/18/25	Final Read/Adoption of 2026 Property Tax Ordinance	City Council	11/28/2025
11/18/25	Final Read/Adoption of 2025-2026 Budget Modifications	City Council	12/31/2025

FIVE YEAR STRATEGIC PRIORITIES PLAN

During development of the 2018 Budget in 2017, the Mayor and City Council recognized the need adopt strategic priorities and a five-year strategic plan to help prioritize and guide completion of the community's long-range goals. Since 2017, the City Council has updated the strategic priorities and five-year plan annually during the budget process. Through this process specific, measurable goals were listed to accompany each identified strategic priority.

With the 2020 Budget, the City Council approved funding to update the City's vision, mission, and core values statements using a city-wide public process. After extensive public outreach and community input, along with an intermission due to COVID mitigation efforts, the City Council approved the City's new vision statement – *Imagine Monroe* (page i) – on December 14, 2021.

At the April 5, 2022 City Council workshop, staff recommended and City Council affirmed organizing the City's strategic priorities around *Imagine Monroe*, for the 2023-2024 Biennial Budget. Since 2022, specific goals and projects are now aligned with the following six strategic categories, which are also incorporated in the 2025-2026 Mayor's Recommended Biennial Budget:

- Accessible Parks and Healthy Waterways
- Build Regional Connections
- Strengthen Local Connections
- Support Local Businesses and Products
- Be Friendly and Responsive
- Ensure a Safe Place

The strategic plan priorities and organizes goals and projects based on consensus with an observable and trackable timeline. The strategic plan guides near-term progress towards achieving the City's long-term vision. The strategic plan serves as the tool to prioritize initiatives, resources, goals, department operations, and projects.

Goals and projects included in the strategic plan are aligned with the City's adopted Six-year Capital Improvement Plan, Parks Recreation & Open Space (PROS) Plan, Community Needs Assessment, Information Technology (IT) Plan, and Municipal Campus Master Plan.

The Strategic Priorities Plan on the next few pages were incorporated into the 2025-2026 Mayor's Recommended Biennial Budget. The connection between the strategic plan and the City's financial resources, as outlined in the six-year financial forecasts, ensures a strong link between long-range comprehensive planning, mid-range strategic planning, and short-term implementation decisions included in the biennial budget and reflected in department work plans.

City of Monroe Draft 2025-2029 Strategic Priorities

<p>Accessible Parks and Waterways</p> <p>A lively center surrounded by nature. A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.</p>	<p>Support Local Businesses and Products</p> <p>Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.</p>	<p>Build Regional Connections</p> <p>We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.</p>	<p>Be Friendly and Responsive</p> <p>Friendly and responsive, variety of choices for work, housing, dining, shopping, arts, and activities.</p>	<p>Strengthen Local Connections</p> <p>We strengthen connections through gathering spaces, events, services, and community-centered infrastructure.</p>	<p>Ensure a Safe Place</p> <p>Monroe is a safe place, where everyone feels at home, and everyone feels they belong.</p>
<ul style="list-style-type: none"> Invest in maintaining and modernizing inclusive and active park facilities and infrastructure. Continue to transition to eco-friendly city operations and equipment. Promote public health and environmental sustainability initiatives. Enhance and preserve waterways and natural spaces for community enjoyment. 	<ul style="list-style-type: none"> Foster a vibrant local economy that promotes locally owned businesses and locally sourced products. Support business recruitment, retention, and expansion initiatives. Promote Monroe's business districts to attract residents and visitors. Invest in initiatives that draw people to the city's businesses. 	<ul style="list-style-type: none"> Pursue projects that ensure Monroe is accessible for residents and visitors. Support and pursue diverse housing choices. Promote cultural activities and art. Activate engaging public spaces. Invest in infrastructure that improves connections. Advocate for regional connections 	<ul style="list-style-type: none"> Refine and sustain friendly and responsive customer service. Strengthen communications and engagement between city departments and residents. Support and develop community centered government facilities. Reinforce workplace recruitment and retention initiatives that reflects the community. Modernize city operations and services through technology and innovation. 	<ul style="list-style-type: none"> Support and expand events and gathering spaces for community engagement. Strengthen partnerships with service organizations and agencies. Ensure people have access to city services and resources. Maintain and build infrastructure that meets resident and business needs, conforms with requirements, and is aligned with community expectations. 	<ul style="list-style-type: none"> Ensure that Monroe is a safe place for everyone. Foster community engagement and participation in decision-making processes. Enhance access to human services for Monroe residents. Develop a community where everyone feels at home and everyone feels they belong.

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