

# Appendix 8-B

Municipal Facilities

## Capital Facilities – Municipal Buildings

This appendix provides additional technical detail to supplement the capital facilities element for the City of Monroe Municipal Campus: inventory, future needs, and funding.

### Municipal buildings

#### Existing Facilities

All City functions, except for the Wastewater Treatment Plant, are headquartered at or directly adjacent to the City's main municipal campus at 806 West Main Street. There are four primary structures and several storage and operational buildings occupying the municipal campus. These include the City Hall building Administrative Wing and Justice Wing, the Police station, and Public Works shop building. There are multiple storage and operational outbuildings.

#### *City Hall*

The City Hall Building is currently under construction. The remodeled facility is scheduled for completion in 2025. The new facility will have two separate wings and will be approximately 20,000 square feet in total.

The Administrative Wing will provide access to the Monroe City Council Chambers, Mayor's office, executive offices, and Department offices for Public Works, Community Development, Finance, Human Resources, Human Services, and Information Technology. The Justice Wing will house the Municipal Court and Community/ Therapeutic Court.

#### *Public works shop*

The Public Works Shop Building is an 18,000 square-foot pre-engineered metal building constructed in 2018. The shop serves as the base of field operations for the Public Works Department and Parks & Recreation Department. The Shop also houses the City of Monroe Emergency Coordination Center, public records storage, and Information Technology infrastructure. The building is located immediately South of the Police Station on the Municipal Campus.

#### *Police building*

The Police Station was designed and built in 1991, when the city's population was 6,047 at the time, the building supported a staff of approximately 20 people. To meet the needs of our growing community, the department currently has 45 full-time employees (FTEs). While the building is nearing the end of its useful life, a recently completed facility assessment and space study (2024) revealed that the current building already provides far less space than

the department currently needs, and it does not accommodate the operational requirements of a modern Police Department. It is anticipated that a new consolidated facility of around 26,000 square feet in area that combines the existing Police outbuildings housing the evidence processing and storage area, defensive tactics training area, and general storage area will provide space for growth in the Department over the next 30 years while offering the modern amenities that are necessary for the to deliver services to the community.

## Current Demand

In 2023, the Police Department received 12,416 911 dispatched calls for service. Officers self-initiated 11,036 calls for service. 2023 arrest totals equaled 758. In 2023, the department's average response time to Level 1 emergency calls—those deemed the highest priority—was 3 minutes and 10 seconds. With the increased demand for policing services, the investigative caseload for officers has increased. Given the city's ongoing and predicted retail and residential growth, it is expected to continue to rise. Our department has an added responsibility of responding to calls for service at the Monroe Correctional Complex. These calls are typically violent assaults, drug/contraband being brought into the prison, and warrants to more egregious felony crimes. Another unique workload of our department is the volume of traffic that comes to our City to shop or travel to the east side of the state. State Route 2 is one of a few highways considered a major route to the east side of the state, traveling through the Cascade Mountains. State Route 2 is also a part of a "Traffic Safety Corridor" as designated by the Washington Traffic Safety Commission. Most of the collisions we investigate occur on this stretch of highway. The convergence of three local highways—HWY 2, SR 522, and HWY 203—brings increased traffic volumes that affect police services.

Our Investigations Unit is responsible for performing investigative tasks including investigating major crime scenes, writing, and serving search warrants, obtaining evidence, following up on cases initiated by patrol officers, interviewing victims and suspects, and other criminal case processing. They also administer our Sex Offender Registry efforts.

Our administrative staff provides a variety of services to the public. Citizens call or come into the department requesting copies of their cases, seeking an officer, requesting assistance with domestic violence paperwork, etc. We also offer fingerprinting that is electronically submitted, process Concealed Pistol License permits and inspect car seat installs and/or inspect for safety concerns. The number of public records and fingerprint requests has increased as the city's population has grown.

## Projected Demand

Assuming that calls for service are related to residential increases, daytime traffic loads and retail growth we expect continued public demands for our department’s services. The City continues to develop the North Kelsey retail area and new public housing has been added and is in the construction phase. The growth in retail has increased the number of responses to shoplifts and other related retail theft.

We also anticipate the increasing requests for public records to continue. These requests are becoming more complex with technology that continues to evolve for law enforcement. In 2023, the department launched a body-worn camera program, equipping all commissioned officers with cameras.

## Projected Needs

In October 2023, the City Council awarded a contract to conduct a facility assessment and full program analysis of the Monroe Police Department. The evaluation considered current conditions and future needs to address deficiencies noted in a2019 of Monroe’s Municipal Campus.

In June 2024, the City Council received a report highlighting the following deficiencies regarding the police station building:

- Evaluation of the space needs program determined that a facility of approximately 27,800 square feet would be necessary to both right size the building to current needs and to allow for 20- year growth of the Police Department. The current size of the building is 9,500 square feet.
- Facility is not in compliance with current Americans with Disabilities Act (ADA) code and does not meet building code requirements for an essential facility.
- The evidence room is not temperature controlled and does not have fire protection.
- Lack of visual and audio privacy throughout the facility.
- Juveniles and victim Interview rooms are located within secure areas.
- Security vulnerabilities present risk to visitors and staff.
- The existing parking infrastructure cannot accommodate the police vehicle fleet, employee vehicles, and customer parking spaces.

**Table 1-0-1: Projected Staffing Needs Police Department**

Year	Commissioned Personnel	Civilian Personnel
Current	35	10
10-Year	46	12
20-Year	47	13

**Table 1-0-6: Projected Fleet Needs Police Department**

Year	Public Parking	Secure Parking
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Current Need	53	61
10-Year	53	70
20-Year	53	76

Over the next six years, the City will explore various revenue streams to help fund capital projects, including the remodel, replacement, or construction of a new police station at a different location within the city. At a June 2024 City Council meeting, one alternative presented to staff was the potential acquisition of land for a future police station site, should the opportunity arise in the future.

**Table 1-2: Projected 6-year Police Facility Capital Improvements 2025-2031**

Description	Cost	Fund
Police Station	33 Million – 46 Million	General Fund
<b>Total</b>	<b>\$33 Million – 46 Million</b>	