

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, December 16, 2021 - 4:00 PM
AGENDA
www.monroenc.org**

1. General Services Committee Meeting Minutes of October 21, 2021
 2. General Services Committee Meeting Staff Notes from November 18, 2021
 3. Support of Designation of Monroe Expressway as Scenic Byway
 4. Monroe Social District
 5. Outside Agency Policy Revision
 6. Budget Ordinance and Award of Contract for Construction of Belk Tonawanda Renovation/Expansion Phase 1-B Project
 7. Donation of Sculpture from Garden Club
 8. Budget Amendment/Ordinance for Budget Adjustments to FY 2022
 9. Utility Fee Grant Program Update
- Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
October 21, 2021 4:00 PM

MINUTES

Present: Committee Member Lynn Keziah (Chairman), Committee Member Mayor Pro Tem Marion Holloway, Committee Member Franco McGee, Committee Member Gary Anderson

Absent: Committee Member Hayden Munn

Staff: Brian Borne, Interim City Manager; Lisa Strickland, Finance Director; S. Mujeeb Shah-Khan, City Attorney; Ashley Ivey, Accounting Manager; Matt Black, Downtown Director; Lisa Stiwwinter, Director of Planning & Development; Ron Fowler, Fire Chief; Lauren Fike, Science Center Supervisor

Visitor(s): Clint Lawrence & Drew Lawrence with Lawrence & Associates; Dave Burnett with Union County Public Schools

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on October 21, 2021. A quorum was present. Chairman Keziah presided.

Item 1. General Services Committee Meeting Minutes from August 19, 2021.

Finance Director Lisa Strickland presented the minutes from the August 19, 2021 General Services Committee meeting for Council's approval.

Mayor Pro Tem Holloway moved to approve the Minutes of the General Services Committee Meeting of August 19, 2021.

Committee Member McGee seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

Item 2. UCPS, Lease of City Property to Board of Education.

Interim City Manager Brian Borne presented a request to consider renewing a lease with the Union County Board of Education.

The City of Monroe entered into a lease agreement with the Union County Board of Education to lease the property located near Quarry Road, 201 Venus Drive, as shown and depicted in the Exhibit A and being a portion of tax parcel Number 09-153-036 containing 1.26 acres more or less for a period of five (5) years beginning January 1, 2022. The lease, expires December 31, 2021 and a renewal was requested by David Burnett, Director of Facilities, Union County Public Schools (UCPS). The draft lease provides for a five (5) year term beginning January 1, 2022 with one (1) five (5) year renewal option under same terms and conditions as the previous lease. Pursuant to the terms of the lease, either party may terminate the lease at any time upon ninety (90) days written notice to the other party.

Staff requests the General Services Committee recommend to City Council adoption of the resolution, R-

2021-77 to lease the property located near Quarry Road, 201 Venus Drive, as shown and depicted in the attached Exhibit A, being a portion of tax parcel Number 09-153-036, to the Union County Board of Education and granting authority to the Interim City Manager to execute any necessary documents.

Mayor Pro Tem Holloway asked if there were any changes to the lease. Interim City Manager Brian Borne stated that all parts of the lease were the same except for the option to renew that is now included.

Mayor Pro Tem Holloway moved to approve the recommendation to Council to approve the resolution and grant authority to the Interim City Manager to execute any necessary documents.

Committee Member McGee seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

Item 3. Monroe High School/UCPS Golf Course Fee Waiver Discussion.

Interim City Manager Brian Borne presented a request to consider waiving the Monroe High School Golf Team fee as set in the City of Monroe Fees Schedule.

At the request of Councilmembers Franco McGee and Angelia James, the General Services Committee is requested to consider waiving the fee of \$350.00 as set in the City of Monroe Fees Schedule for the Monroe High School Golf Team. City Staff nor management have the authority to waive fees since the City of Monroe Fees Schedule was approved by City Council.

Staff requests the General Services Committee provide guidance. Brian Borne noted that the current fee was paid by Chairman Keziah through the use of his Council discretionary funds. This is a request for something into the future for Monroe High School's golf team. He stated he'd let Committee Member McGee speak to the request.

Committee Member McGee stated that he knew we had been doing an in-kind with Monroe High School and they let the City use their field. They are starting a new golf program at Monroe High School and he thought it would be a good thing to waive the fee and help them be able to participate and the City be a part of that process. Chairman Keziah stated that he had already agreed this year to pay that fee with his Council discretionary funds. He also stated he didn't have a problem with doing that next year and the next, he would just hate to see us waive the fee and lose the revenue. Committee Member McGee asked if there was something the City does for Union Academy. Brian Borne stated that the ball field where CATA plays, the City maintains the field and there is a reciprocal agreement for this. He didn't have the agreement, but he was speaking from memory. Committee Member McGee stated that he just believed we had other agreements with schools so he didn't see the issue with this. Committee Member Anderson asked if we had done this for other golf teams. He felt it needed to be consistent across the board. Committee Member Anderson stated that he felt if someone wanted to use their discretionary funds for this that was fine, but he didn't see how we could waive the fee for Monroe and not waive it for CATA or Union Academy, etc. Committee Member McGee stated that he understood that, but he wasn't aware of any other thing the City had done for Monroe like it had for other schools. He felt like waiving this fee for Monroe High School would allow their golf program to be more inclusive for all.

The Committee discussed what the City had done for other schools in the past. Staff will compile information on what the City has done for other schools and Monroe High School and table this item to the next General Services Committee meeting in November.

Item 4. Adopt Fee Schedule for Monroe Science Center.

Science Center Supervisor Lauren Fike presented information on the Monroe Science Center fee schedule. Science Center staff developed a fee schedule for the Monroe Science Center Honoring Dr. Christine Mann Darden.

The fee schedule outlines costs associated with the rental and daily use of the Monroe Science Center. The fee schedule represents costs associated with the daily individual rentals as well as additional costs associated with private rentals that are more complex. The Science Center is understandably an attractive draw and as more restrictions are lifted, more individuals and businesses are expressing rental interest.

Staff recommends that the General Services Committee forward to full Council the recommendation for approval of the fee schedule.

Mayor Pro Tem Holloway moved to forward the recommendation for approval of the fee schedule to City Council.

Committee Member McGee seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

Item 5. Economic Development Proposal for City Owned Property.

Interim City Manager Brian Borne presented a request to consider a development proposal for 218 E. Franklin from Lawrence & Associates.

At the request of Clint Lawrence, Lawrence & Associates the General Services Committee is requested to consider a development proposal for the rehabilitation and re-use of the current Police Department facility located at 218 E. Franklin to be vacated upon the completion (approximately 18 months) of the new Police Headquarters facility currently under construction. The property at 218 E. Franklin has been designated for economic development, which allows for a negotiated sale in accordance with NC General Statutes 158.7. Lawrence & Associates is located in Downtown Monroe and currently employs twenty-three individuals. Future expansion plans include the hiring of additional employees, up fit and building rehabilitation, and a partnership with the City to allow Fire Administration to continue to operate in a portion of the existing building.

Staff requests the guidance and discussion of how General Services Committee would like to proceed in the development proposal submitted for 218 E. Franklin from Lawrence & Associates.

Interim City Manager Brian Borne discussed with the Committee a lot of the space needs of the City and how this could assist with some of that. Clint Lawrence with Lawrence & Associates came forward and discussed their interest in the property and how it would allow them to expand and grow and remain in the downtown area.

The Committee advised staff to work on a purchase and sale agreement to go to the November 9th City Council meeting. A public hearing notice is to be done ten days prior to that meeting as well as allowing time for due diligence period after Council approval. Mayor Pro Tem Holloway asked the City Attorney if he should rescind himself from voting on this item as he had received a campaign donation from Lawrence & Associates. City Attorney Shah-Khan stated that there was no financial benefit due to the contribution from Lawrence & Associates, so it was okay for him to vote on this item.

Committee Member McGee moved to have staff prepare the purchase and sale agreement and forward to Council at their November 9th regular meeting allowing time for due diligence after Council approval.

Committee Member Anderson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

Item 6. Pilot Food Truck Program Discussion.

Director of Planning & Development Lisa Stiwinter asked the Committee to provide discussion on the Food Truck Pilot Program that has allowed food trucks to locate on private property, City-owned parking lots and within public right-of-ways in the Central Business District (CBD).

In July 2021, City Council voted to adopt a Food Truck Pilot Program. The purpose of the Pilot Program was to establish standards to allow food trucks on private property, City-Owned parking lots and public right-of-ways in the Central Business District (CBD) of downtown Monroe for a ninety (90) day period. The intent of a Pilot Program was to provide the City an opportunity to evaluate the pros and cons of the program and receive feedback from the public.

Over the past ninety (90) days, the City has received approximately 15 food truck applications from three different applicants. The majority of the food truck applications were requests to locate on private property with a few requests to locate in the public right-of-way. To date, the Planning and Development Department has not received any complaints and concerns regarding the food trucks operating in downtown Monroe.

The Planning and Development Department reached out to Home Brew, Southern Range and Courthouse Self-Pour (the three food truck applicants) to receive their feedback regarding the Pilot Program. Listed below is the feedback that has been received:

Private Property Feedback:

- No pros for the Pilot Program-Food truck rules should not be the same for private property and public property.
- Requiring a permit for every food truck on private property is unsupportive of downtown business and overall growth of a City.
- Understands the rules for food trucks on public property.
- Food trucks not always planned. At times, property owner receives a call from food trucks requesting to locate on property due to a cancellation. Property owner has had to turn down the food truck because they did not get approval through the City.
- Food trucks have to cancel at last minute sometimes and the property owner has already spent time and money on the permit.
- Why can't food trucks operate on Tuesday or Wednesday in downtown Monroe?
- Drastic improvement from prior policy.
- Pilot Program negatively affected private property owner's ability to locate food trucks on property.
- Believe that private property should be exempt from the permit process.

Public Property Feedback:

- No comments received

Suggestions for the General Service Committee to consider regarding the Food Truck Pilot Program:

1. Food Trucks are currently only allowed Thursday to Monday. Revise the days to include Tuesday and Wednesday.
2. Revise the permit process for private property to allow an annual permit or registration instead of individual food truck permits.

The General Service Committee is requested to consider and provide discussion on the Food Truck Pilot Program and feedback received from the public.

The Committee asked Lisa Stiwinter what she recommended. She stated that she didn't believe that the private property owners should have to follow the same rules as public property. She stated that food truck programs vary greatly from place to place.

The Committee advised Lisa Stiwinter and Matt Black to come up with recommendations and rules and bring to Council.

Committee Member McGee moved to have staff come up with the recommendations and rules and bring to City Council for approval.

Mayor Pro Tem Holloway seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

Other Items:

Chairman Keziah brought up the item of parking in the downtown area. He asked if the Old Geoffrey Hotel lot could be used for a parking deck. Interim City Manager Brian Borne stated that the area at Hayne Street and Windsor would probably be better suited. The Committee agreed to have staff start the footwork and see what they can come up with to fund in the budget for a study on parking. Staff notified the Committee that the last pricing they had heard it would cost \$30,000 per parking space in a parking deck. Chairman Keziah and the other committee members acknowledged that the need for this was great in downtown and they would like to see it started.

Committee Member McGee made a motion to have staff start the process now for a budget amendment to do a parking study.

Mayor Pro Tem Holloway seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Holloway, Committee Member McGee, Committee Member Anderson

NAYS: None

There being no further business the meeting adjourned at 4:47 p.m.

Committee Chairman, Lynn Keziah

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
Thursday, November 18, 2021 - 4:00 PM
STAFF NOTES FOR INFORMATION PURPOSES ONLY**

The General Services Committee of the City of Monroe, North Carolina, was scheduled to meet on November 18, 2021. Due to the lack of a quorum, Chairman Keziah proceeded with the Agenda for information purposes for those attending. Staff Notes were prepared *for information purposes only*.

Present: Committee Chairman Lynn Keziah and Mayor Pro Tem Mario Holloway

Absent: Committee Member Franco McGee, Committee Member Gary Anderson and Committee Member Desio Munn

Staff: Interim City Manager Brian Borne, City Attorney S. Mujeeb Shah-Khan, Finance Director Lisa Strickland, Accounting Manager Ashley Ivey, Assistant Director of Economic Development Ron Mahle, IT Director Bruce Bounds, Accountant I Hannah Parker

Visitors: James Kerr

Item No. 1. Economic Development – Acceptance of Grant Award from Golden Leaf Foundation.

Assistant Director of Economic Development, Ron Mahle was in attendance to present information on acceptance of a grant award from Golden Leaf Foundation.

Due to the lack of a quorum, there was a consensus of those present to refer the matter to Council for consideration on the regular agenda at the December 13, 2021 regular meeting.

Item No. 2. Monroe High School/UCPS Golf Course Fee Waiver Discussion.

Chairman Keziah notified those present that he had already given part of his discretionary funds to pay for the fee in question this year and he would do that next year as well.

Due to the lack of a quorum, there was a consensus of those present to not continue the discussion of this item any further.

Other Items

Monroe Garden Club Statue at Board of Elections

Mayor Pro Tem Holloway notified those present that the Monroe Garden Club wants to give the City the statue they currently have at the Union County Board of Elections. The county is requiring it must be moved by the end of December. Those present instructed staff to see

what needed to be done to remove the statue and take to Council at the December 13, 2021 regular meeting for approval.

Due to the lack of a quorum, there was a consensus of those present to refer the matter to Council for consideration on the consent agenda at the December 13, 2021 regular meeting.

Purchase of Storage System

IT Director Bruce Bounds presented information on the purchase of additional storage for the City's IT infrastructure and bring all under one umbrella to increase cybersecurity. This will also give a tremendous amount of storage for growth in the future. The vendor quote provided is only good through the end of the year, so staff was bringing to Committee for approval now and then requesting Council's approval at their December 13, 2021 meeting. The purchase of this storage will be paid for with ARPA funds as it is an eligible expense.

Due to the lack of a quorum, there was a consensus of those present to refer the matter to Council for consideration on the consent agenda at the December 13, 2021 regular meeting.

Resolution Designating Authorized Signatories

Finance Director Lisa Strickland notified those present that there was a need to update the resolution to add Marion Holloway as Mayor, remove former City Manager E.L. Faison and update titles for Brian Borne and Lisa Strickland and add Accounting Manager, Ashley Ivey to the approved signatories on the City's bank accounts.

Due to the lack of a quorum, there was a consensus of those present to refer the matter to Council for consideration on the consent agenda at the December 13, 2021 regular meeting.



STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: December 16, 2021

FROM: Brian J. Borne, Interim City Manager

PREPARED BY: Brian J. Borne, Interim City Manager

SUBJECT: Request for Support for NC Scenic Byway Designation of the Monroe Expressway

SUMMARY STATEMENT

To consider North Carolina Turnpike Authority (NCTA) request for a resolution or letter of support from the City for designating the Monroe Expressway as a North Carolina Scenic Byway.

REVIEW

At the request of Dennis Jernigan, Deputy Chief Engineer for Highway Operation, NCTA, NCDOT the General Service Committee is requested to consider recommending a Resolution to City Council in support of the NCTA application for North Carolina Scenic Byway Designation of the Monroe Expressway.

RECOMMENDATION

Staff requests the General Services Committee recommend and forward to full Council for approval on the January 11, 2022 City Council Consent Agenda.

Attachment(s):
NC Scenic Byway Fact Sheet and FAQ
R-2022-07

FACT SHEET – North Carolina Scenic Byway Designation Process

Information about the designation of a NC Scenic Byway may be obtained through the North Carolina Scenic Byway Program within the Roadside Environmental Unit of the North Carolina Department of Transportation (NCDOT). All applications shall be submitted to the Roadside Environmental Unit.

Web Site: <http://www.ncdot.gov/travel/scenic/>

Mailing Address: NC Department of Transportation
Roadside Environmental Unit - NC Scenic Byways
1557 Mail Service Center
Raleigh, NC 27699-1557

Street Address: NC Department of Transportation
Roadside Environmental Unit - NC Scenic Byways
1 South Wilmington Street
Raleigh, NC 27611

Phone: 919.707.2920

Designation Process Summary

- The first step is to notify the NC Scenic Byway Program staff of your interest in nominating a route for the NC Scenic Byway Program and obtain a NC Scenic Byway Study List Application.
- The submitted Study List application is then reviewed by Roadside Environmental staff. This initial review of the proposed route determines whether it is likely to qualify for a byway designation. If the proposed byway route warrants further investigation it is added to the Study List.
- Once a route is added to the Study List, a NC Scenic Byway Application Package will be provided. A non-profit organization may submit the NC Scenic Byway application.
- The Roadside Environmental Unit shall review the application, prepare a written report and make a recommendation for adoption or rejection of the proposed byway to the Board of Transportation (BOT).
- Within 60 days from the receipt of the byway application, any interested party may request that NCDOT hold a public hearing to consider the proposal. If a public hearing is requested, the proponent of the byway application shall place a legal notice, in at least one newspaper in the municipality nearest the route, and in three successive issues. The notice shall contain the date, time, and location of the hearing and a

North Carolina Scenic Byway Designation Fact Sheet

summary of the byway proposal. Proponents of the byway proposal shall be responsible for the cost of the legal notice. The hearing shall be held no sooner than 14 days, and no later than 30 days, following the last day of the legal notice. In addition to the hearing, written comments shall be accepted by the Roadside Environmental Unit for 30 days from the publication of the hearing notice. If no hearing is requested, written comments may be submitted and shall be accepted for 90 days from the date of the application.

- The Board of Transportation shall evaluate applications annually during its March meeting.
- The Department shall notify the applicant of the Board of Transportation's decision.

Time Line for Scenic Byway Applications

- ❖ Acceptance on Study List
- ❖ Application should be submitted to Roadside Environmental Unit by August 31st
- ❖ 90 day period for public comment or public hearing if requested
- ❖ Completion of proposed Scenic Byway review by NCDOT staff by December 31st
- ❖ Annual written report to the Secretary of Transportation to include proposed byway designations – February 1st
- ❖ Annual Report to the BOT to include proposed byway application summaries – March Board Meeting
- ❖ Proposed Byway Application Vote by the BOT – April Board Meeting
- ❖ Notification of BOT determination – ASAP

FACT SHEET – Criteria for Designation of a Scenic Byway/Highway

- A. The following criteria shall be required for a route to be included in the Scenic Byway / Highway system:
- Roadway design which preserves and protects the natural beauty or scenery of the area
 - Location on an existing route having legal public access
 - Minimum consecutive length of one mile
 - Adequate land area to accommodate safe enjoyment of scenic attractions
 - Evidence of strong local support for the designation established by the proponent of the designation, which includes but is not limited to petitions, letters and newspaper articles
 - Significant natural or aesthetic features visible from and adjacent to the route; such features include but are not limited to agricultural lands, vistas of marshes, shorelines, forest and other areas of dense vegetation or notable geographic characteristics
 - Intrinsic qualities such as but not limited to historical, cultural or recreational resources in the area
- B. Development of the area in which a byway is designated shall not detract from the scenic natural character and visual quality of the route. The route shall be compatible with recreational, aesthetic and environmental management needs of the area.
- C. Designation of a Scenic Byway / Highway with existing protected areas such as national forests or federal or state park land near or adjacent to the proposed route shall be given preference.
-

FACT SHEET – Purpose – Waivers – Restrictions - Responsibilities

- The NC Scenic Byway/Highway system was established to provide the public with the opportunity to travel on a system of roads featuring the intrinsic qualities of North Carolina.
 - The implementation of the system provides an alternative for safe travel, encourages tourism and economic growth, and promotes intrinsic qualities and resource preservation along the system.
 - The Scenic Byway Program is intended to identify not create scenic byways/highways.
 - The program and rules prescribed to sustain the integrity and safety of the Scenic Byway system are incorporated into NCDOT planning and maintenance operations.
 - Designation of a route as a Scenic Byway/Highway shall not significantly interfere with the operation or maintenance of existing public utility lines and facilities.
 - Designation of a route as a Scenic Byway/Highway shall not be construed to require any modification in local land use regulations or restrictions, require any change in commercial or agricultural activities, or affect future highway rehabilitation, development, or the need to maintain or improve the roads.
 - All lawfully erected outdoor advertising signs adjacent to a Scenic Byway/Highway designated as a part of the interstate or federal-aid primary highway system as of June 1, 1991, or any highway which is or becomes a part of the National Highway System shall be come nonconforming signs and shall be allowed to remain until such time as funds become available for purchase.
 - No new outdoor advertising signs may be erected adjacent to a Scenic Byway/Highway once it is designated.
 - The North Carolina Board of Transportation retains the authority to designate a Scenic Byway/Highway or remove a Scenic Byway/Highway or any portion of the byway, within the guidelines of the Scenic Byway Program.
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FACT SHEET – Intrinsic Quality Definitions

An **intrinsic quality** is a feature or characteristic defining the essential nature of a scenic byway. It may be unique or common, distinctive, exceptional, peculiar, but no matter what the frequency or significance the intrinsic quality is fundamental to the nature of the byway environment.

Intrinsic Qualities are the byway's inherent resources. The combination of resources define the byway's interest and appeal. For the purposes of scenic byways, intrinsic qualities are categorized into two groups, those pertaining to heritage, or the people, and those pertaining to scenic qualities, or the land.

A byway may possess only one intrinsic quality or multiple intrinsic qualities. When examining the relevance of intrinsic qualities to the byway experience, the theme or story of the byway should be considered.

Archeological – The physical evidence of historic or prehistoric human life or activities. This may be identified as artifacts, remains of structures, or ruins.

Cultural – Defines a distinct group of people as identified by their unique customs, practices and traditions. This may be evidenced by music, art, crafts, building styles, food, games, legends and much more.

Historic – Physical elements whether natural or manmade that demonstrate actions and events in the past. These elements demonstrate actions of people including building architecture, battles, settlement patterns, travel patterns and can be inventoried or mapped and interpreted.

Natural – Physical features of the landscape that are relatively undisturbed in the visual environment. These features may include geological formations, landforms, water bodies, vegetation and wildlife.

Recreational – Outdoor activities that are associated and in close proximity to the byway corridor's natural and cultural elements. This includes activities such as hiking, rafting, climbing, fishing, skiing, surfing, birdwatching and many more.

Scenic – A pleasant and memorable visual experience derived from the natural or manmade landscape along a byway corridor.

Terms describing the intrinsic qualities of a byway:

Significance relates to the relevant value of the qualities which form the visual corridor of the byway. These qualities may be unusual, consistent, exceptional or unique and they comprise the nature of a byway.

Distinctiveness – Offers a traveling experience relative to intrinsic qualities that is unique or outstanding. If a byway offers a one-of-a-kind experience, then this would be distinctive. If the byway experience can be found elsewhere at the same level of quality, then the byway is not distinctive.

Intactness – A resource that has not been changed or diminished, remaining complete or whole. An intrinsic quality along the byway represents a state of intactness. Most features within a byway do not remain unchanged or unblemished especially if of a historical or archeological nature. Therefore, intactness is a measurement of the degree of change that has occurred. Intactness becomes significant if the feature demonstrates a level of intactness that is unique or outstanding within the region. Usually this intrinsic quality has been protected, managed and well maintained. Deteriorated remains of a resource may be less significant and therefore less impactful to the byway experience.

Relevance – An experience that is significant due to its unique or outstanding relevance to the traveling public and to local residents. Topics with limited appeal or with no link to regionally or nationally important events, sites or people, have low relevance.

Frequency – A byway must offer travelers enough exceptional experiences within a reasonable distance or timeframe that the entire byway merits its designation. The density or frequency of the sites or features along the byway are important.

FACT SHEET - Visual Inventory Assessment Guide

Land Forms Mountains / Hills / Ridges / Summit Monadnock / Cove / Valley / Gorge Cliff / Bluff / Rock Outcropping Ravine / Basin Rolling Hills / Plain / Flatland Coast / Carolina Bay / Beach Barrier Island / Cape	Location of Elements Outer Banks Coastal Plain Piedmont Plateau Appalachian Mountains
Water Lakes / Ponds Rivers / Streams / Creeks / Branches Sounds / Bay / Inlet / Ocean Waterfalls / Rapids Marshes / Wetlands / Swamps Drainage Canals – Ditches	Significance Distinctiveness Intactness Relevance Frequency
Vegetation Managed / Natural Indigenous / Introduced Pine Woods / Hardwood Woods Mixed Pine and Hardwood Woods Forest / Orchard / Pasture / Meadow Agricultural Fields / Gardens	Character of Elements Scale / Proportion / Dominance Diversity / Continuity Order / Harmony Color / Contrast Positive Effect / Adverse Effect / Neutral Effect Natural / Managed
Cultural Urban / Suburban Village / Community / Town / Town Center / City Commercial / Industrial / Institutional Residential / Farms / Farmland Historic / Archeological Features Tower / Structure / Cemetery / Fence / Wall Bridge / Dam / Dock / Pier Airport / Railroad / Ferry Bicycle Route / Greenway / Trail / Path Recreation / Golf Course / Tourist Attraction Local-State-National Park / State-US Forest	Pattern Line Color Texture Rhythm Foreground / Middle Ground / Background Visual Threats Landfills Junk Cars Billboard Signs Sign Clutter Utility Line Clutter Blighted Property / Vacated Properties Forestry Clear Cuts Invasive Vegetation

North Carolina Byways

give visitors and residents a chance to experience a bit of North Carolina's rich history, unique geography and diverse culture while viewing some of the most breathtaking scenery from the Blue Ridge Mountains, to the fertile plains of the Piedmont, to the crystal blue coastline. The byways are intended as an option to the faster-paced traffic and commercial areas found along our major highways and interstates. These routes reveal the heart and soul of the 'Old North State'. Exploring North Carolina

Byways will delight you with beautiful wildflowers and forests, cascading waterfalls, rushing streams, farm fields, old barns, rich marshlands and sandy beaches. But that's only the beginning, as you travel see wildlife, visit aquariums, stroll down main street and visit our state and national parks. Learn about our state's history and cultural heritage when you explore historic sites, museums and battlefields. And meet our people as they welcome you to their community. Whether you are visiting for the first time or returning to familiar places, we hope you enjoy the ride on North Carolina's Byways!



History

- Late 1980's - Interagency Task Force setup to establish a Scenic Byway Program within the Department of Transportation
- March, 1990 - Program guidelines and criteria are developed - 31 byways designated by the Board of Transportation
- July, 1993 - Legislation enacted to define the program and assign management to the Department of Transportation
- 1994 - Policies and Administrative Codes are established and approved in March 1995



- Fall, 1994 - Program Kickoff and guidebook is complete

Goals and Objectives

- Recognize safe and enjoyable drives which lead to those special places identifying the character and legacy of North Carolina



- Provide communities the opportunity for identification and designation of qualifying routes
- Mark the byways with Scenic Byway Logo signs
- Provide program materials clearly defining the byway routes and their significant features (guide book, brochures, web page)
- Promote and market the program to provide economic benefits to communities along the byways

Current Byway Inventory

There are currently 60 designated North Carolina Scenic Byways totaling almost 2317 miles. Three of those are designated as National Scenic Byways; Cherohala Skyway, Forest Heritage Scenic Byway and the Outer Banks Scenic Byway.

There is also one All American Road in North Carolina, the highest national designation possible, The Blue Ridge Parkway.



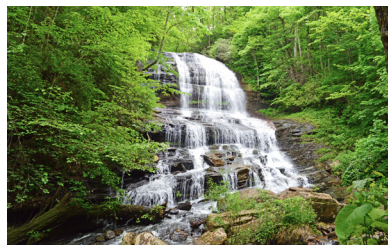
Photos: Top - View from Winding Stair Gap on the Waterfall Byway near Franklin, Bottom left to right - Red Barn on Big Horse Creek Scenic Byway just north of Lansing - Sunrise on Hatteras Island, Outer Banks Scenic Byway - Baptist Church in Badin on the Pee Dee Valley Scenic Byway

Document Date: May, 2018

North Carolina Byways - Questions and Answers

Q: What are North Carolina Byways?

A: North Carolina Byways are routes that provide an alternative to the faster and more congested highways. These routes are selected for their unique and significant scenic, natural, archaeological, historical, cultural and recreational qualities. They provide the traveler with an opportunity to experience the heart and soul of North Carolina while raising awareness for the protection and preservation of these valuable intrinsic assets.



Pearson's Falls - Pacolet River Byway

Q: What is the history of the North Carolina Scenic Byway Program?

A: In the mid 1980's petitions arrived at Governor Jim Martin's office requesting the state develop a network of scenic roads and in July of 1988, the Division of Highways proposed that the Department of Transportation preserve historic points of interest along the roads through a scenic byway system. The duty to initiate a Scenic Byway Program was assigned to the

'Landscape Unit' (currently the Roadside Environmental Unit). A task force of various inter-agency representatives was assembled to establish guidelines and criteria. In March, 1990, after a year's development, the program was approved unanimously by the Board of Transportation.



Warren's Store - Colonial Heritage

The Board also approved the designation of the first scenic byways in the state. This initial designation included 31 byways distributed throughout the state.

Several years passed without financial support for the program but in 1993, two events happened to define the future course of the North Carolina Scenic Byway Program. First, funding was appropriated to print and install logo signs along each byway and to print a booklet to promote the program. The second event was the passage of legislation authorizing the Department of Transportation to manage the Scenic Byway Program. The Roadside Environmental Unit began work on Administrative Codes and policies to set guidelines

for the administration of the program. The legislative bill also regulated and eliminated the possibility of any new outdoor advertising signs (billboards) from being erected on a state designated Scenic Byway.

A byway program kickoff was held in western North Carolina along the French Broad Overview Byway in the fall of 1994. At this time, the booklet was completed and all byway routes were appropriately signed.

The administrative codes were approved and registered the following spring in March of 1995. They included a criteria for designation and a structured application process, a procedure for removal of a byway from the system, and an annual report to the Board of Transportation.



Historic Site - Brunswick Town Road

Q: How does a Byway get designated?

A: First, a North Carolina based non-profit organization or local government interested in nominating a route for designation contacts the Byway

North Carolina Byways - Questions and Answers



Bodie Island Lighthouse - Outer Banks

office to advise the staff of their interest and to obtain information about the program and a Study List Application.

The sponsoring group fills out the application (which asks basic questions about the proposed byway) and sends it back. The Scenic Byway Program staff reviews the application and performs a preliminary field tour to determine the potential for designation. If the proposed byway route is approved, it is then added to the 'Study List' for the next phase of investigation and documentation. If not, the Scenic Byway staff will work with the sponsoring group to investigate other possibilities within their area if they are interested.

Once a proposed byway is placed on the Study List, a Scenic Byway Application Package will be forwarded. This is a more formal and

in-depth application requiring much detail and documentation. This application requires a considerable amount of time and effort to fully complete. It includes a thorough evaluation of scenic and intrinsic qualities, copies of zoning ordinances and proof of public and local government support.

Once the application and any public comments are received, the Scenic Byway Program staff will review the application and prepare a report for the Board of Transportation. The report is a summary of the route description, the byway character and visual images. This report is presented to the board along with a recommendation for designation or denial. The Board of Transportation votes and the byway is either designated or denied.

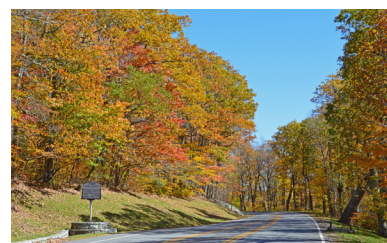


Nantahal River - Nantahala Byway

Q: What criteria are North Carolina Byways based on?

A: The foundation of the program and a byway is the scenic character of the route. Legislation in 1993 broadened the scope of byways to designate roads "that possess unusual,

exceptional, or distinctive scenic, recreational, historical, educational, scientific, geological, natural, wildlife, cultural or ethnic features". These intrinsic qualities are judged according to their distinctiveness, magnitude, frequency and intactness.



Near Grandfather Mtn. - Little Parkway

A route must also be a minimum of one consecutive mile in length, have legal public access and contain qualities within the corridor which are not jeopardized by development distractions. Preference is given to routes with existing protected areas, such as state or national parks, adjacent to them. Last, there must be evidence of strong local support.

Q: Is development or land-use regulated on a North Carolina Byway?

A: No. The Department of Transportation does not have the authority or the desire to regulate land-use along our byways. The Scenic Byway Program is a grassroots program where the authority to regulate or preserve the character of the byway is left up to the community. However, there is legislation that prohibits

North Carolina Byways - Questions and Answers

the erection of any new billboards along a scenic byway.

The Scenic Byway Program recognizes the characteristics that make a byway route special, but it is up to the community to preserve these assets. If the community fails to do so, the Department of Transportation reserves the authority to de-designate the route.

or intrinsic qualities inherent to the route such as the history or culture of the region.

The byway names do not contain privately owned institutions or business names and they avoid marketing slogans and person's names. They do not contain prejudicial language.

However, the Blue Ridge Parkway is included on our web page and in our guidebook.



View from Blue Ridge Parkway



Big Horse Creek Byway

Q: How does a byway get named?

A: It is the policy that each byway have a unique name to represent the byway. The byway sponsor submits names to the Scenic Byway Program Coordinator for review and approval.

The byway name is chosen for its accuracy and descriptiveness in representing the byway and its location in our state. Many byway names will not include the word scenic as some are best described by other characteristics

Q: Is the Blue Ridge Parkway a North Carolina Byway?

A: No. The Blue Ridge Parkway is not a state maintained road, it is part of the National Park Service. It is part of the U.S. Department of Transportation's system of National Scenic Byways and All-American Roads called "America's Byways".

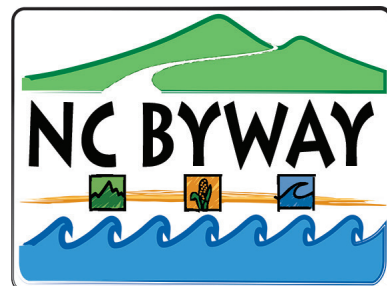
The beauty and scenic quality of the Blue Ridge Parkway is unsurpassed and this destination has achieved the highest designation possible, "All American Road".

Q: How do I get a North Carolina Byway Guidebook?

A: Request a North Carolina Byway Guidebook by writing to:

NCDOT - Scenic Byways
1557 Mail Service Center
Raleigh, NC 27699-1557

Donations are accepted and appreciated. They help support the program and offset the cost of printing the book. (\$5) Make checks payable to Scenic Byways.



For more information about the NC Byway Program visit our web site:

<https://www.ncdot.gov/>

**RESOLUTION IN SUPPORT OF DESIGNATING THE MONROE
EXPRESSWAY (TOLL U.S. 74 BYPASS) AS A SCENIC BYWAY**

R-2022-07

WHEREAS, the North Carolina Scenic Byways Program identifies and highlights scenic roads with unusual, exceptional, or unique intrinsic qualities for public viewing and enjoyment; and,

WHEREAS, the Monroe Expressway, also known as Toll U.S. 74 Bypass, provides drivers with the option of experiencing nearly 19 miles of rural Union County without the interruptions of traffic signals; and,

WHEREAS, drivers on the Monroe Expressway are treated to views of forests, fields, and farms enhanced by landscaping features added by the North Carolina Turnpike Authority; and

WHEREAS, the North Carolina Turnpike Authority has also improved the experience of driving the Monroe Expressway by providing unique architectural details on the bridges and noise walls; and,

WHEREAS, no other roadway in North Carolina offers a similar connection of natural rural views, environmental enhancements, and a focus on the aesthetics of the built environment.

NOW, THEREFORE, BE IT RESOLVED, that the *City of Monroe* encourages the North Carolina Board of Transportation to designate the Monroe Expressway as a North Carolina Scenic Byway.

Adopted this the 11th day of January, 2022.

Attest:

Marion L. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: December 16, 2021

FROM: Matthew Black, Downtown Director

SUBJECT: Downtown Monroe Social District Creation

SUMMARY STATEMENT

The North Carolina General Assembly passed House Bill 890, also known as Session Law 2021-150, entitled ABC Omnibus Legislation (“S.L. 2021-150”), which was signed by Governor Roy Cooper on September 10, 2021. Session Law 2021-150 added new provisions to the North Carolina General Statutes, specifically sections 160A-205.4 and 18B-904.1, which allows for the creation of "Social Districts." The Council is asked to enact a new ordinance and approve resolutions that will allow for a social district to be created in Downtown Monroe, where patrons of existing approved Alcoholic Beverage Control (“ABC”) permittees can freely assemble to consume purchased beverages.

REVIEW

On September 8, 2021, the North Carolina General Assembly approved House Bill 890, which made changes to state Alcoholic Beverage Control laws. HB 890 was signed by Governor Cooper on September 10, 2021, and it is now law as Session Law 2021-150. The relevant change for this issue and the City is that local governments are allowed to establish Social Districts and common areas where patrons of existing ABC permittees can freely assemble to consume purchased beverages. The law opens much of downtown as an entertainment area for community assembly which is consistent with the revitalized downtown area efforts. Staff is supportive of the creation of a social district for Downtown Monroe. However, the law has strict guidelines as to how a social district will be managed and operated. A summary of the law is as follows:

(1) City may adopt an ordinance designating a Social District pursuant to NCGS §§160A-205.4 and 18B-904.1

- (a) District must be clearly defined (outdoor common spaces only)
- (b) Area must be displayed on site with signs in conspicuous locations.

(2) Detailed list of requirements that follow once the District is created:

- (a) *Post signs showing areas in the District which provide:*
 - (1) days and hours in which alcoholic beverages may be consumed.
 - (2) ALE Division with phone number.
 - (3) the local law enforcement agency with jurisdiction.
 - (4) clear statement that:
 - (i) must purchase and consume alcoholic beverages in the District
 - (ii) must be disposed of before exiting District.
 - (iii) Proposed hours 8 a.m. – 12:00 midnight Monday to Saturday and 10:00 a.m. to 12:00 midnight Sunday.
- (b) *City must establish management and maintenance plans on the City website*
 - (1) post the plans on the City website.
 - (2) post a rendering of the District boundaries.
 - (3) days and hours during which alcoholic beverages may be consumed.
- (c) *City must submit to the State Alcoholic Beverage Control Commission a detailed map of the social district with boundaries clearly marked with days and hours of consumption.*
- (d) *Permittees*
 - (1) only sell on their licensed premises.
 - (2) use containers that:
 - (i) show where purchased.
 - (ii) use city logo for the Monroe Social District.
 - (iii) no glass.
 - (iv) 12 point fonts “Drink Responsibly – Be 21”.
 - (v) Max 16 fluid ounces.
 - (3) Permittee may not allow a person to enter or reenter with an alcoholic beverage not sold by the Permittee.
- (e) *General Requirements*
 - (1) alcoholic beverages must be purchased from a District permittee.
 - (2) meet container requirements.
 - (3) must be consumed during the Social District days and hours
 - (4) can serve 2 beers or wine to a patron at one time and only one liquor drink.
 - (5) must dispose of beverage prior to exiting the District.

Staff brought this item to the Downtown Advisory Board (“DAB”), and the DAB agreed with

Staff's recommendation to pursue the creation of a Downtown Monroe Social District.

RECOMMENDATION

Staff and the Downtown Advisory Board recommends the General Services Committee approves of the Monroe Social District Resolutions R-2022-02 and R-2022-03 and Ordinance O-2022-08, which will then move onto the Public Safety Committee, and if approved, to the City Council.

**RESOLUTION AUTHORIZING THE CREATION OF THE
MONROE SOCIAL DISTRICT
R-2022-02**

WHEREAS, House Bill 890, Session Law 2021-150, entitled ABC Omnibus Legislation (“S.L. 2021-150”) , was signed by Governor Roy Cooper on September 10, 2021; and

WHEREAS, Part XX of S.L. 2021-150, titled “Authorization of Social Districts” allows governing bodies of local government units to establish Social Districts and commons areas where Permittees holding a permit issued by the Alcoholic Beverage Control Commission to allow the sale of various alcoholic beverages, may sell alcoholic beverages in designated cups to be taken into the common area for consumption; and

WHEREAS, a Social District to be created by the City of Monroe (“Monroe Social District”) will be managed by the City; and

WHEREAS, the City Council finds that the designation of the Monroe Social District pursuant to S.L. 2021-150 is in the best interests of the citizens and businesses of the City of Monroe; and

WHEREAS, the City Council designates the Monroe Social District shown in the Ordinance as the Monroe Social District.

NOW, THEREFORE, BE IT RESOLVED, the City Council does hereby adopt and approve the Ordinance attached hereto creating the Monroe Social District.

Adopted this 4th day of January, 2021.

Marion L. Holloway, Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk

**RESOLUTION AUTHORIZING THE DESIGNATION OF THE
MONROE SOCIAL DISTRICT LOGO
R-2022-03**

WHEREAS, House Bill 890, Session Law 2021-150, entitled “ABC Omnibus Legislation” (“S.L. 2021-150”), was signed by Governor Roy Cooper on September 10, 2021; and

WHEREAS, portions of S.L. 2021-150 allows governing bodies of local government units to establish Social Districts and commons areas where Permittees holding a permit issued by the Alcoholic Beverage Control Commission to allow the sale of various alcoholic beverages, may sell alcoholic beverages in designated cups to be taken into the common area for consumption; and

WHEREAS, the Monroe Social District shall be created and managed by the City; and

WHEREAS, the City Council finds that the designation of Social Districts pursuant to the Act is in the best interests of the citizens and businesses of the City of Monroe; and

WHEREAS, the City Council designates the Logo below as the official logo for Monroe Social District.



NOW, THEREFORE, BE IT RESOLVED, City Council does hereby adopt the Logo attached as the official Monroe Social District logo.

Adopted this 4th day of January, 2021.

Attest:

Marion L. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk

**AN ORDINANCE AMENDING
TITLE III, CHAPTER 35, OF THE CITY OF MONROE CODE OF ORDINANCES,
ENTITLED “ABC PERMITS”
O-2022-08**

Preamble

Pursuant to G.S 160A-205.4., The City of Monroe may adopt an ordinance designating a social district for use in accordance with North Carolina General Statutes Section 18B-904.1. for the purpose of creating “common areas” where patrons of existing ABC alcohol permittees can freely assemble to consume purchased beverages.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT:

Section 1. Pursuant to authority granted to the City of Monroe by House Bill 890, Session Law 2021-150, and §160A-205.4 of the North Carolina General Statutes, Title III, Chapter 35, of the Monroe City Code, entitled “ABC Permits” is amended by adding a new Section 35.62, to read as follows:

§ 35.62 MONROE SOCIAL DISTRICT

The “Monroe Social District” shall be created, designated and managed in accordance with the requirements contained in North Carolina General Statutes Sections 160A-205.4 and 18B-904.1. The City of Monroe shall create a defined area as a social district. The map of the defined area shall be approved by the City Council. If the defined area is to be changed, it will be amended solely by action of the City Council through adoption of a revised map.

Section 2. This Ordinance shall be effective upon adoption.

Adopted this 4th day of January 2021.

Attest:

Marion L. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk

Union County
Government Building

Historic Courthouse

Luther's Garden

Monroe Science Center

Center Theatre

U.S. Post Office

Union County Public Library

Residential

Legend

- Parcels
- Excluded Areas
- Social District





STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: December 16, 2021

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director
Teresa Campo, Community Development Coordinator

SUBJECT: Revised Outside Agency Policy Document

SUMMARY STATEMENT

A revised Outside Agency Policy has been drafted to offer City Council guidance while considering and recommending funding requests for outside agencies. The General Services Committee is being asked to review the draft policy and provide a favorable recommendation to City Council.

REVIEW

Outside Agency requests are submitted annually for consideration by General Services Committee and City Council for funding for the upcoming year's budget. Staff is submitting a revised Outside Agency Policy document for City Council consideration. The new policy provides the following:

- An improved understanding of eligibility criteria. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants are required to submit an original, complete application with a Financial Report and proof of 501(c)(3) or tax exempt letter of determination from the IRS.
- A formal assessment process for applicants. Applicants will be given a score based on their application in order to assist the General Services Committee in making funding recommendations. The policy also aligns with guidelines for qualifying for funding from other sources such as federal, state and local agencies.

- A monitoring process to evaluate the success of a program. New program guidelines will require quarterly reports to indicate the extent to which City funds have been spent and that goals and objectives are being met prior to receiving financial disbursements.

The new Outside Agency Application for funding is attached for information purposes. An annual mandatory workshop will be held for all interested applicants. The workshop for this grant cycle is scheduled for January 10, 2022 from 11:00am to 1:00pm. Applications will be handed out to participants at the workshop and staff will provide guidance to assist applicants in filling out the application.

Once applications are submitted to the City, a panel will review the submissions for completeness and other qualifying criteria. A sample scoring matrix is attached for information purposes. The matrix is meant to provide an objective and fair review process. All applicants will be graded and the grades will be reported to the General Services Committee when the committee is asked to provide its recommendations for funding.

RECOMMENDATION

General Services Committee is requested to recommend approval of the revised Outside Agency Policy and forward to City Council for approval on the Consent Agenda at the January 11, 2022 meeting.

Attachments: City Council Outside Agency Policy
Application for Outside Agency Funds
Scoring Matrix

	Policy: City Council Outside Agency Policy	Effective Date: March 15, 2016
		Revision Effective Date: January 11, 2022
	Policy Number: GA-16	Page 1 of 5
	Marion L. Holloway, Jr., Mayor	<u>City Council</u> Responsible Party

Introduction

The City of Monroe grants funding to Outside Agencies that contribute to the City's cultural, social, and economic vitality. Outside Agency funding requests are considered by the City Council under the authority of the Public Purpose Clause of the North Carolina State Constitution (Article V, Sec. 2(1),(7)) with further guidance provided by North Carolina General Statute 160A-20.1 allowing the City of Monroe to contract with and appropriate money to carry out eligible activities that 1) are within the appropriate scope of governmental involvement and reasonably related to community needs and 2) benefit the general public.

Purpose

To set forth parameters and establish guidelines for the funding of outside agencies by the City and to ensure transparency, accountability, consistency, and adherence to best practices. This policy also establishes eligibility criteria for outside agencies and the required public process for consideration and allocation of funding by the City Council.

Policy

The City recognizes that non-profit organizations serve an important role in improving the quality of life for our community by delivering services to our citizens in a cost effective manner through the use of partnerships.

The City is committed to providing financial assistance to those nonprofit agencies which:

Assist the City government in carrying out its mission

Demonstrably contribute to meeting the city's objectives

Are consistent with activities

Support the delivery of needed services that the City does not provide or that can more effectively or efficiently deliver those services

Provide programs or services that enhance a City function or service or

Address a documented need for the outside agency's program or service.

Outside Agency Eligibility Criteria

Agencies must be located in the City of Monroe incorporated area and/or provide services to our citizens.

Policy No.: GA-16	Policy Name: City Council Outside Agency Designation and Resourcing	Page 2 of 5
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It shall be the policy of the City of Monroe to consider providing assistance to outside agencies meeting the criteria below.

Outside agencies and their respective program(s) must be nonprofit. All nonprofits shall verify their nonprofit status by submitting an IRS tax exempt letter confirming 501 (c)(3) status or exemption letter.

Outside agencies must be incorporated and must not have their revenue suspended by the North Carolina Secretary of State or have overdue federal, state or local taxes.

All agencies that apply for funding must have been in operation for at least one year by December 31st of the year preceding the application deadline. The City does not fund start-up agencies.

Eligible outside agencies must have a governing board and submit a current board roster.

Agency program(s) / service(s) must be available to all City of Monroe residents who meet the eligibility requirements of the agency/program.

Program(s) / service(s) offered by the agency must comply with all state and federal statutes related to protection from discriminatory actions.

Outside agencies must provide a disclosure of any potential conflicts of interest.

Outside agencies shall adhere to accountability standards set by the City of Monroe City Council and as required by law, including complying with all financial and performance measurement requirements and reporting, and terms of contracts and / or memorandum of understanding, including meeting all deadlines.

Compliance with the standards is a criterion for funding. Funds will not be released until, and unless, all financial, performance, contract or memorandum terms, and deadlines are met.

All deadlines for reporting and for delivery of any follow up information will be clearly stated in writing and included in the City contract.

An agency must meet all eligibility requirements on its own, and may not use a funding agent or other third party arrangement to meet eligibility requirements.

The City places priority on stable organizations that can demonstrate leverage of municipal funding.

The City does not fund operating expenses.

The City does not discriminate against faith based organizations, proselytization activities are not eligible for funding.

Policy No.: GA-16	Policy Name: City Council Outside Agency Designation and Resourcing	Page 3 of 5
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Financial Allocations

1. The aggregate resources (direct and indirect or in-kind) to be allocated to Outside Agencies may not exceed 2% of the City's General Fund.

Example: FY 2016 General Fund Budget of \$35,514,157

2% cap = \$710,283 not to exceed amount

Actual FY 2016 funding level \$661,120 = 1.86%

(Direct \$196,878 + Indirect \$464,242 = \$661,120)

2. Direct resources awarded to an individual agency may not exceed 20% of the total direct resources available for all agencies.

Example: FY 2016 Outside Agency Direct Funding level of \$196,878

.20% cap = \$39,376 not to exceed amount

Actual FY 2016 top individual agency = \$35,633

Assessment Process

All outside agency funding requests must be evaluated, discussed, and funding awarded and / or appropriated by the City Council in a public meeting, either as part of the annual budget deliberation and adoption process, or as an agenda item at a regular or special council meeting.

Funding requests must be made in writing. Outside agencies must complete an outside agency funding application, and provide all required documentation by the advertised deadline for annual budget consideration.

All outside agencies must attend the annual mandatory outside agency workshop. Outside agency funding applications are available on the City of Monroe's website. Completed applications should be submitted to the Community Development Division.

Incomplete applications will not be considered for funding.

All applications will be evaluated by a City committee and funding recommendations will be made to the City Manager. The committee may utilize, but are not limited to, the following assessment criteria in evaluating the funding requests.

Merit of the program

Economic Impact

Community Impact and Involvement

Organizational Effectiveness and Demonstrated Ability to Meet Goals

Review of Current Financial Relationship with the City

Agency background and partnership history, if applicable

Assessing achievement of the City's goals and alignment with the City's objectives

Performance measurement evaluation and customer evaluation

Cost/benefit analysis and benchmarking

Policy No.: GA-16	Policy Name: City Council Outside Agency Designation and Resourcing	Page 4 of 5
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Identification of Program challenges
Fiscal Health of the Agency

All applications of less than \$25,000 must be accompanied by a financial statement prepared by an accounting professional and approved by the agency's governing board, at its own expense, with a two year comparable, if applicable. Requests for over \$25,000 must submit a financial audit at its own expense conducted by a certified public accountant and financials must be two-year comparative.

Assessment Criteria: (Applicant shall respond in detail how they are and will meet these criteria)

Need: The program targets applicants with a high need for the program's services and it is addressing one or more needs

Clients: The number of clients served is consistent with the program targets and reflects cost-effective use of agency resources, as well as effective service delivery strategies. Demographic information is detailed and reflects low to moderate income households or individuals.

Measurements: The program demonstrates that it successfully achieves its desired results and, in doing so, indicates a clear understanding of the effective use of outcomes and indicators to measure success.

Budget: The program budget is appropriate in relation to the services provided and reflects diversity in and leveraging of funding sources.

Certification: The agency is compliant with the City's public purpose requirements and policies and is financially stable.

The City Manager will make outside agency funding recommendations annually to the General Services Committee. The Committee recommendation will be included in the Recommended Budget to be adopted by City Council.

The City Council will approve final funding for all outside agencies.

Applicants will be notified within one (1) week of budget adoption.

A revised scope of work and budget reflecting the final award amount will be required of outside agencies that receive an amount that differs from the original funding request prior to contract execution.

An agency awarded funds must accept the funds by the completion of a contract agreement which must be signed by the agency director and City Manager (or designee). The contractual agreement and other contract requirements must be signed by the agency and received by the Community Development Division no later than 30 days after the date the contract is received by the agency. Failure to comply with this date will result in funding awards being withdrawn.

No major changes can occur after contract signing, either in activities, financing or use of funds, without requesting and receiving approval in writing from the City of Monroe.

Policy No.: GA-16	Policy Name: City Council Outside Agency Designation and Resourcing	Page 5 of 5
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Required Reporting and Programmatic Monitoring

Relating to the agency's scope of services, all outside agencies approved for funding will be required to submit a financial and programmatic quarterly report by October 10, January 10, April 10, and a yearend report by July 10.

The report must indicate the extent to which City funds have been spent and goals and objectives are being achieved and / or have been achieved.

If performance is not at the expected level, the agency must submit an explanation for the deviation and describe actions it will take to remedy the situation.

Annual Agency Financial Reporting

Any outside agency that receives \$25,000 or more of funding must submit a financial audit at its own expense. The audit must be conducted by a certified public accountant; financials must be a two-year comparative, if applicable. Additional information may be requested if required to understand the financial statements of the agency.

An outside agency receiving less than \$25,000 must submit compiled financial statements that have been prepared by an accounting professional and approved by the agency's governing board. Financials must be two-year comparative. Additional information may be requested if required to understand the financial statements of the agency.

Any related-party transactions must be identified, and a detailed explanation provided, if not identified in the audited financial statements. A related-party transaction is a business deal or arrangement between two parties who have a relationship prior to the deal. This could include, but is not limited to, an arrangement between a key member of management, a close family member of key management staff, a parent or subsidiary company, or a member or a member of the managing board. Typical arrangements could include, but is not limited to, purchases, loans or receivables of the managing board.



City of Monroe
Mandatory Workshop Required
Application for Outside Agency Funds
FY 2022-2023 Funding

DEADLINE SUBMISSION DATE
Date: _____ by 5:00 p.m. (EDT)
Mail to: City of Monroe, Planning and Development Department Attn: Teresa Campo, Community Development Division Re: Outside Agency Funds 305 W. Crowell Street Monroe, NC 28112 (Incomplete or late applications will not be considered for funding)

Section I

Application Information

APPLICATION SUMMARY	
Full Legal Name of Applicant:	
Program/Project Name:	
Eligible Applicants must be located within the City limits. Street Address:	
City, State, Zip Code:	
Contact Person:	
Title:	
Phone:	Email:
Is this Project/Program: ☐ Existing ☐ New ☐ Pilot Program	LEGAL STATUS ☐ Non-Profit, 501(c)(3) IRS Determination or ☐ Exemption Letter is Required. Federal EIN: _____ <i>Faith Based Organizations are eligible to apply, proselytizing activities are not eligible.</i>
<i>To the best of my knowledge and belief all data in this application are true and current. The document has been duly authorized by the governing board of the applicant.</i> Certifying Official: _____ Title: _____	

Funds Requested: Please list below the amount of funding for which you are applying.
 \$_____

Past Awards

What is the amount of funds your agency has received in the past four years?

	FY 21- 22	FY 20-21	FY 19-20	FY 18-19
City of Monroe	\$ _____	\$ _____	\$ _____	\$ _____

Note: Applicants should not change the formatting of the application. Please provide your responses in the space provided directly following each question.

Section II

Project Need & Description

Project Description

1. **Provide a title for the project (10 word max).**
2. **Provide a brief summary of the community need for the project/program. (250 word max).**

3. **Provide a detailed description of the project/program (500 word max).**

- a. Include the physical location of where project activities will occur.
- b. The description should identify all activities, tasks, services and denote which will be supported with City of Monroe funding.
- c. Please include specific, quantified project goals and objectives. For example: Project will assist 25 seniors with hot food. Project will provide access to affordable housing for 15 low-moderate income households.
- d. Please identifying the project location or other supporting materials that provide context for project activities as attachments.

4. Is your project located in an Opportunity Zone? If you are unsure, please follow this link to search if your project is in an Opportunity Zone:

<https://public.nccommerce.com/oz/#section-zones>

- ☐ Yes, the project's physical address is: _____
- ☐ No, the project is not located in an Opportunity Zone.

5. What type of activity is your project? (Choose one)

- ☐ Public Service
- ☐ Economic Development/Vitality
- ☐ Art and Cultural
- ☐ Affordable Housing

All eligible activities must meet a public purpose as determined by North Carolina law.
All eligible programs must not discriminate based on race, color, religion, sex, or national origin.

- 5.a. If you checked Public Service above is this a new service provided by your organization?

- 5.b. If the service is not new, will the existing public service activity level be substantially increased or improved? Provide details of how it will be improved. For increase in service provide data on the past three years illustrating service level and provides estimate for increase in service.

6. Explain why the program activities are the right strategies to use to achieve the intended outcome?

Project Benefit

8. Who is the project/program designed to benefit? Describe the project/program's target population, citing (if relevant) specific age, sex, income, community location or other characteristic of the population this project/program intends to serve.
9. How will you reach the targeted population?
10. Beneficiary Type, please choose either subcategory a, b, c, or d.
- a. ☐ Area Benefit: The project or facility is available to all persons located within an area where at least 51% of the residents are low/moderate income. Please provide a map of the project area and documentation showing the census tract number and universal LMI percentage for the defined project area.
 - b. ☐ Limited Clientele: The project serves a specific population (e.g., services for seniors, homeless, severely disabled adults, homeless persons, illiterate adults, abused children, special needs persons); where at least 51% of clients served are LMI.
 - c. ☐ Housing Benefit: Households must be occupied by LMI households.
 - d. ☐ Jobs Benefit: Activities must create or retain permanent jobs and 51% of the jobs created/retained must be available to or held by LMI persons.
11. Benefit to low and moderate-income persons must be documented. How will your organization document the benefit chosen above? (check only one box - a, b, c or d)
- a. ☐ You will receive income data verification from each participant in the program. Please attach sample documentation of how you will document, income, race and age of clientele, i.e. worksheets, intake forms, etc.
 - b. ☐ Your project/activity serves only a limited area (Area Benefit) which is proven by Qualified Census Tract data.
Census Tract # _____ Block Groups# _____

Income Data is located here: <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>
Qualified Census Tract data is located here: https://www.huduser.gov/portal/sadda/sadda_qct.html

Proposed Outcomes

12. What are the intended outcomes for this project/program?

13. How will beneficiaries benefit as a result of participation?

14. List your goals/objectives and activities that will take place to implement the project/program and the associated proposed outcomes.

15. Provide the project/program benchmarks you hope to achieve in FY 22-23.
For example, how many un-duplicated persons will be served, how many households assisted, how the project meets an unserved need. How will you measure and evaluate the success of the project/program to meet the goals/objectives (measures should be both qualitative and quantitative)? *Do not inflate your estimates - the numbers provided will be used to assess your proposed project's success.*

16. Will this project have a long-term benefit for program participants/beneficiaries? Please explain.

Workplan, Timeline and Milestones

17. Provide a work plan detailing how the project will be organized, implemented and administered. Include a timeline and milestones from initiation through project completion.

Staff Roles and Responsibilities

18. Description of the management of your program/project, include name, job title, job description and qualifications. Attach any supporting documentation if necessary.

Name	Job Title	Job Description	Qualifications

Income Eligibility

19. Discuss how the project directly benefits low and moderate-income residents.

20. For the project/program, please provide an estimate on how beneficiaries will breakout into the income categories listed in the table below, during the total grant period. See attached income limits chart.

Income Group	Number of Beneficiaries
< 30% of AMI	
31-50% AMI	
51-80% AMI	
> 80% AMI	
Total	

PLEASE NOTE: City of Monroe funds can only be used to reimburse for services to low- and moderate-income residents within the City of Monroe Program Area. An eligible program may assist persons over 80% median incomes, but at least 70% overall must be below the 80% median income to be eligible for funding. **Income documentation must be retained and reported for all served in order to determine the percent of low/moderate income. Income documentation must be made available to City of Monroe and its agents in order to verify program eligibility. Income determinations and calculations are located here: <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>**

Organizational Capacity

21. Describe your organization's experience in managing and operating projects or activities funded by other grant or government sources. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.

22. For what period of time has this organization provided the proposed services?

23. What services, other than those proposed in this proposal does the organization provide?

24. If the organization does not have experience in providing the proposed service, what experience and success has the organization had in carrying out similar projects/programs?

Section III

Project Budget & Funding

BUDGET

1. Provide a clear description of what you will do with the City funds in the project/program.
How will you spend the funds, provide specific details? If the City funded activity will start on a date other than July 1, 2022 please indicate the start date.

2. Show Program/Project detailed fiscal budget (not entire agency), add expense categories that apply to your project/program.

Expense	Requested City Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Total Expenditures				

3. What are the other funding sources? Are those funds secured? Please attach any commitment letters.

4. If you do not receive the requested funds or only receive a portion of what you requested, how will that impact the project/program?

5. If your request includes recurring costs, what are your plans to secure funds for these needs in the future?

6. **You must attach a copy of the most recent independent audit of the agency of financial letter.**

**The purpose of City funds is not to fund projects that are the general responsibility of another governmental or to maintain the operation of a non-profit organization.*

Section IV

Conflict of Interest

North Carolina Law prohibits person who exercise or who have exercised any functions or responsibilities with respect to the funding...or who are in a position to participate in a decision-making process or to gain inside information regarding such activities, may obtain a financial interest or benefit from an assisted activity.... either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. **Please attach a copy of your Board of Directors and permanent staff members (Required).**

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of your agency or the member government through which this application is made?

☐ Yes

☐ No

- b) Members of or closely related to Members of City Council or Commissions of the member government through which this application is made:

☐ Yes

☐ No

- c) Current beneficiaries of the program for which funds are requested?

☐ Yes

☐ No

- d) Paid providers of goods or services to the program or having other financial interest in the program?

☐ Yes

☐ No

If you have answered YES to any question above, please attach a full explanation. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any funding awarded.

Signature of Certifying Official

Date

City of Monroe Outside Agency Application Evaluation

Applicant Agency: _____

Proposed Program: _____

PLEASE NOTE: Agencies that do not meet the published application submission deadline and/or submit incomplete applications including attachments will not be considered for funding and applications may not be scored. Agencies that do not provide their IRS Determination will not be considered for funding. The maximum an agency can receive is 80 points.

- 1) Was application received by the published deadline? YES _____ NO _____
- 2) Are all the areas of the application completed and is the application signed? YES _____ NO _____
- 3) Legal Status. Is the agency Non Profit 501(C)(3) IRS Determination or Exemption Letter Attached? YES _____ NO _____
- 4) Does the program serve low to moderate income households, individuals, or area? YES _____ NO _____
- 5) Is the project located in a Qualified Census Tract or NC Opportunity Zone? YES _____ NO _____ Tract Number: _____
- 6) Has the agency received funding in the past? YES _____ NO _____
- 7) Does the activity meet a public purpose? (Choose One)
 - a) Public Service _____
 - b) Economic Development/Vitality _____
 - c) Art and Cultural _____
 - d) Affordable Housing _____

Questions 1 – 5 have a weight of one point each. Question #6 has a 5-point value. Question 7 has no value. SCORE: _____

Max Score: 10

City of Monroe
Outside Agency Scoring Matrix
Financial Capacity – 30 Points Maximum

Area of Evaluation	10	8	4	1	0	Score and Comments
Budget	The budget provided is transparent and appropriate for the objectives to be accomplished. Dollars requested are addressing the needs of families and individuals, and not just agency overhead.	The budget is understandable and seems adequate for the objectives to be accomplished. Dollars requested seem to be going primarily to addressing the needs of families and individuals, and not just agency overhead.	The budget may be unclear or unrealistic to accomplish the objectives. Dollars may be going to overhead at too high a level.	The budget is not adequate to accomplish the objectives. Dollars are going almost entirely to overhead.	There is no budget.	
Leverage	This agency has demonstrated significant leverage of City funding dollars, furthering impact in the community.	This agency has demonstrated some leveraging of City funding dollars.	This agency does not leverage City funding dollars.	N/A	N/A	
Financial Management	The financials provided demonstrates adequate reserves and diversified funding.	The financials provided demonstrates some reserve and diversified funding.	The financials provided does not demonstrate reserves or diversified funding.	N/A	N/A	

TOTAL : _____

City of Monroe
Outside Agency Scoring Matrix
Programmatic Capacity/Activity – 60 Points Maximum

Area of Evaluation	15 Points	12 Points	10 Points	5 Points	0 Points	Score and Comments
Capacity	The agency has ample expertise, staff, and resources to accomplish the program and has contingencies in place.	This agency has sufficient resources to get this program done. They may have contingencies in place.	This agency has some resources to this program done. They do not have evidence of contingency planning.	This agency has insufficient resources to carry out this program.	This agency does not have resources to do this program	
Community Need	The program addresses a new and unmet urgent public service need in our community.	The program addresses a recognized public service need in our community.	The information provided was not sufficient to determine an unmet need.	The information provided was not sufficient to determine non-duplication of services.	N/A	
Outcomes	The program objectives are specific, measurable, attainable, relevant and time framed.	The objectives may be missing a key competent, but are acceptable and demonstrate impact in the community.	The program objectives are unclear, but may be impactful to the community.	The program objectives are unclear and do not seem to impact the community.	There are no program objectives.	
Impact	The agency adequately demonstrated volume of people served, history or reliability, and collaboration with other programs and services.	The agency demonstrated some volume of people served, history or reliability, and collaboration with other programs and services.	The agency demonstrated some volume of people served, history or reliability but no collaboration with other programs and services.	The agency did not demonstrate volume of people served, history, reliability or collaboration with other programs and services.	N/A	

TOTAL : _____

City of Monroe
Outside Agency Score Summary
Reviewer: _____
Score: _____ Out of 100

Section	Points Awarded	Available Points
Outside Agency Evaluation Application		10
Financial Capacity		30
Programmatic Capacity/Activity		60
Total		100

Reviewer Notes:



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: December 16, 2021

FROM: Ryan Jones, Interim Director of Parks and Recreation

PREPARED BY: Ryan Jones, Interim Director of Parks and Recreation

SUBJECT: Budget Ordinance and award of contract for the construction of the Belk Tonawanda Renovation/Expansion Phase 1-B project.

SUMMARY STATEMENT

General Service Committee is requested to consider the bids received and provide a favorable recommendation to award the contract for the construction of the Belk Tonawanda Park Renovation Phase 1-B project to Fairwood Construction, LLC, approve the purchase of the splash pad equipment, and approve a budget ordinance to cover additional costs due to unforeseen circumstances for the construction of the project. Staff would also like to proceed with design of the Bearskin Creek Greenway Phase III (Don Griffin Park to Creft Park connector).

REVIEW

On Tuesday, November 23rd, 2021, the Parks and Recreation Department received sealed bids for the construction of the Belk Tonawanda Renovation Phase 1-B project. The following is a summary of the bids received:

Contractor	Bid Amount	Comment
Fairwood Construction LLC	1,484,925.00	Recommended Award
J.D.Goodrum Company	1,487,596.00	
Heartland Contracting LLC	1,866,601.00	

The low bid was submitted by Fairwood Construction LLC in the amount of 1,484,925.00. A contingency of 70,711.00 is included in this bid to cover possible change orders during the course

of the work. The construction of the Belk Tonawanda Park Renovation Phase 1-B includes installation of a splash pad, picnic shelter, bathroom, outdoor fitness station, permanent outdoor cornhole and table tennis, the relocation of the bocce courts and renovation to existing trails. Staff is requesting award of the contract to Fairwood Construction LLC.

The purchase of the splash pad will be from Vortex Aquatic Structures International in the amount of \$170,006. This purchase is through the purchasing co-op, National Purchasing Partners. Staff is requesting approval of this purchase from Vortex Aquatic Structures International.

Due to unforeseen cost increases related to equipment and supplies, all project bids were submitted over budget. The lowest bid submitted was projected at \$848,335.39 over budget.

Below is a breakdown of cost estimate compared to project cost after bid opening:

Original Project Cost Estimate

City Match: \$425,000
PARTF Grant Funding: \$425,000
PARTF TOTAL: \$850,000

Project Cost After Bid Opening

Splash Pad Equipment: \$170,006 (owner provided)
Kompan Fitness Equipment: \$43,349.39 (owner provided)
Fairwood Construction Bid: \$1,414,215
5% Contingency: \$70,711
Bid TOTAL: \$1,698,335.39

TOTAL AMOUNT OVER BUDGET

Bid Total (\$1,698,335.39) – PARTF Total (\$850,000) = \$848,335.39 over budget

Staff is recommending that funds to cover these additional costs be re-allocated from ARPA funding from the amount (\$1,020,000) that was previously allocated to the Bearskin Creek Greenway Phase III (Don Griffin Park to Creft Park connector). Staff recommends that the Bearskin Creek Greenway Phase III project be submitted for PARTF grant funding in FY24. Funding is currently available in greenway reserve funds to initiate the design and consultation of the Bearskin Greenway Phase III that could take place in the current fiscal year. By completing the design, the City would potentially score a higher grade on the PARTF grant application. Staff is requesting Council approval of a budget ordinance to reallocate \$850,000 to the Belk Tonawanda Renovation Phase 1-B project and deobligate the remaining \$170,000 at this time.

RECOMMENDATION

Staff is requesting General Service Committee to provide a favorable recommendation for City Council action on the following items:

- A. Award the contract to Fairwood Construction, LLC in the amount of \$1,484,925.00.

- B. Authorize the purchase of the splash pad from Vortex Aquatic Structures International in the amount of \$170,006.
- C. Approve the reallocation of ARPA funding from the Bearskin Creek Greenway Phase III project to the Belk Tonawanda Park Renovation Phase 1-B project by approving Budget Ordinance 2022-02.
- D. Approve the utilization of greenway reserve funds to initiate the design portion of the Bearskin Creek Greenway Phase III.
- E. Authorize the Interim City Manager to execute all documents.

Attachments:

- A. Bid Tab Summary
- B. Budget Ordinance 2022-02

**CITY OF MONROE, NORTH CAROLINA
SPECIAL REVENUE FUND PROJECT BUDGET ORDINANCE
AMERICAN RESCUE PLAN ACT OF 2021
OBLIGATION OF FUNDING FOR SPECIFIC PROJECTS
BO-2022-02**

WHEREAS, the federal government allocated local governments funding in the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021; and

WHEREAS, the City has been allocated funds in the American Rescue Plan Act of 2021 as a non-entitlement municipality; and

WHEREAS, the City has been awarded \$11,326,507.16; and

WHEREAS, the City has previously obligated funding to various projects and would like to reallocate funding as follows:

- Remove funding for Bearskin Creek Greenway Connect to Creft Park (\$1,020,000)
- Allocate funding for project shortfall Belk Tonawanda Renovation Ph1-B \$850,000
- Deobligate remaining funds \$170,000

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe obligates funding in the special revenue project fund for the project listed above:

Special Revenue Project Fund:

Expense:

Reserved for Future Projects ARP021	\$170,000
Bearskin Creek Phase III Greenway Connect to Creft Park (QCT)	(\$1,020,000)
Belk Tonawanda Renovation/Expansion Phase 1-B	\$850,000

Adopted this 11th day January 2022.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk

Bid Tabulation	
Belk Tonawanda Park Phase 1B	
McAdams Project#: Construction	Date: November 23rd, 2021 Time: 2:00 PM. Location: Council Chambers

GENERAL CONTRACTOR

Name:	Heartland Contracting LLC	J.D. Goodrum Company	Fairwood Construction LLC			
License No.:	55222	192284	76211			

Questions Asked Prior to Opening Bids

1. Have all bidders received all addenda **Y**
2. Was anyone denied the right to bid? **N**
3. Are there any objections to proceeding **N**

BID ITEMS							
Signed/Sealed Bid Form	X	X	X				
Bond	X	X	X				
Signed/Acknowledgement of Addenda	X	X	X				
Unit Pricing	X	X	X				
Bid Guarantee	X	X	X				
Non Colusion Statement							
Trade Secrets	X	X					
Affidavit A-E	A, D	A, B	A				
Execution of Bid Form							
Base Bid Price	1,777,716	1,416,758	1,414,215				
Contingency	88,885	70,838	70,711				

Total Bid	1,866,601	1,487,596	1,484,925	0	0	0
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STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: December 16, 2021

FROM: Brian J. Borne, Interim City Manager

PREPARED BY: Brian J. Borne, Interim City Manager

SUBJECT: Donation of Sculpture from Garden Club

SUMMARY STATEMENT

To consider the donation of sculpture from the Garden Club.

REVIEW

At the request of Marion Holloway, Mayor Pro Tem the General Service Committee is requested to consider accepting the donation of a sculpture to be relocated in Gateway Park. Arrangements for the relocation need to be ironed out with the Garden Club.

RECOMMENDATION

Staff requests the General Services Committee consider recommending acceptance of the donation to City Council for the January 11, 2022 Consent Agenda.

Attachment(s):
Photo(s)







STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: December 16, 2021

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Amendment/Ordinance for Budget Adjustments
for Fiscal Year 2022

SUMMARY STATEMENT

Various adjustments are proposed to the Fiscal Year 2022 Budget in order to recognize activity that was unanticipated and maintain budgetary compliance. All adjustments are outlined below.

REVIEW

Budget Amendment for various items as follows:

1. Amendment in the amount of \$1,030 to provide funding for the purchase of Hazmat Materials. The City was reimbursed last year for \$35,119 from Union County. Only \$34,089 was expended. Amendment will provide a budget for the remaining funds from Restricted General Fund Balance.
2. Amendment in the amount of \$38,936 to provide funding for the replacement of a vehicle that was a total loss due to an accident in the police department. Proceeds in the amount of \$18,936 have been received from the insurance company and will be transferred to the General Fund to offset a portion of the cost. The remaining funding in the amount of \$20,000 will be appropriated from unassigned general fund balance.
3. During the ARPA presentations, a new position was recommended in the Accounting division to handle the fiscal compliance associated with the ARPA grant. Approval of the position and the corresponding budget in the General Fund is necessary. This position will

charge the grant for all hours spent working on the grant and a portion of the position will also be subsidized by the utility funds in fiscal year 2023 for other assigned tasks. Total cost for 5 months is \$58,312 with a budget of \$29,156 being reimbursed from the grant. The remaining funding in the amount of \$29,156 will be appropriated from unassigned general fund balance.

4. Ordinance BO-2022-01 to adjust the American Rescue Plan Act (ARPA) funding amount. The original funding estimate the City received was \$10,400,000. After establishing the grant project fund, the funding amount was amended and increased to \$11,326,507.16. A Budget Ordinance is requested to adjust the total funding for the grant by increasing the budget by \$926,507.
5. An adjustment to the Workers' Compensation Annual Financial Plan in the amount of \$132,487 is requested to fund workers compensation claims for the remainder of the year. A claim settlement, increased policy renewal and higher than usual claims have created a shortage in the plan in this fund for the year. The funding will be provided from the workers compensation fund balance which had a balance of \$1,035,544 at June 30, 2021. The funding will be recovered by an increase in premiums charged to the City departments in fiscal year 2023. A revised financial plan for fiscal year 2022 for this fund is attached.

RECOMMENDATION

Staff recommends that General Services forward to City Council with recommendation to adopt a Budget Ordinance to adjust the ARPA grant funding amount, a Budget Amendment for various budget adjustments for Fiscal Year 2022 and approve the revised financial plan for the Workers Compensation Fund.

Attachment: Budget Amendment BA-2022-01
Budget Ordinance BO-2022-01
Workers Compensation Revised Financial Plan

**BUDGET AMENDMENT
BA-2022-01**

1. Amendment in the amount of \$1,030 to provide funding for the purchase of Hazmat Materials. The City was reimbursed last year for \$35,119 from Union County. Only \$34,089 was expended. Amendment will provide a budget for the remaining funds.

General Fund:

Revenue	
Appropriation from Fund Balance	\$1,030
Expenditure	
Public Safety	\$1,030

2. Amendment in the amount of \$38,936 to provide funding for the replacement of a vehicle that was a total loss due to an accident in the police department. Proceeds in the amount of \$18,936 have been received from the insurance company and will be transferred to the General Fund to offset a portion of the cost. The remaining funding in the amount of \$20,000 will be appropriated from unassigned general fund balance.

General Fund:

Revenue	
Transfer from Property & Liability Fund	\$18,936
Appropriation from Fund Balance	\$20,000
Expenditure	
Public Safety	\$38,936

Property & Liability Fund

Revenue	
Miscellaneous	\$18,936
Expenditure	
Transfer to General Fund	\$18,936

3. During the ARPA presentations, a new position was recommended in the Accounting division to handle the fiscal compliance associated with the ARPA grant. Approval of the position and the corresponding budget in the General Fund is necessary. This position will charge the grant for all hours spent working on the grant and a portion of the position will also be subsidized by the utility funds in fiscal year 2023 for other assigned tasks. Total cost for 5 months is \$58,312 with a budget of \$29,156 being reimbursed from the grant. The remaining funding in the amount of \$29,156 will be appropriated from unassigned general fund balance.

General Fund:

Revenue	
Appropriation of Fund Balance	\$29,156
Transfer from ARP Grant	\$29,156
Expenditure	
General Government	\$58,312

Special Revenue Project Fund:

Expenditure

Grant Expenses

(\$29,156)

Transfer to General Fund

\$29,156

Adopted this 11th day of January, 2022

Marion L. Holloway, Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk

**CITY OF MONROE, NORTH CAROLINA
SPECIAL REVENUE FUND PROJECT BUDGET ORDINANCE
AMERICAN RESCUE PLAN ACT OF 2021
BO-2022-01**

WHEREAS, the federal government allocated local governments funding in the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021; and

WHEREAS, the City has been allocated funds in the American Rescue Plan Act of 2021 as a non-entitlement municipality; and

WHEREAS, the City was provided an initial estimate of allocated funds in the total amount of \$10,400,000; and

WHEREAS, the amount of funding for the City was increased to \$11,326,507.16 and the project account budget needs to be adjusted to reflect the new amount.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe increases the special revenue project budget for the project entitled “American Rescue Plan Act of 2021”, and appropriates the following revenues and expenses:

Special Revenue Project Fund:

Revenue:

Grant Revenue	\$926,507
---------------	-----------

Expense:

Project Costs	\$926,507
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Adopted this 11th day January, 2022.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk

FY22 REVISED FINANCIAL PLAN - INTERNAL SERVICE FUNDS

SIF HEALTH & DENTAL

Revenues

Contributions from Departments
Investment Earnings
Miscellaneous
Appropriations Fund Balance
Total Revenues

	FY 2020 Actual	FY 2021 Financial Plan	FY 2022 Financial Plan
\$	7,538,544	\$ 8,474,050	\$ 8,855,140
	45,642	37,767	13,390
	1,494,988	1,266,530	1,514,510
\$	9,079,174	\$ 9,778,347	\$ 10,383,040
\$	9,584,202	\$ 9,678,573	\$ 10,263,969
	124,889	99,774	119,071
\$	9,709,091	\$ 9,778,347	\$ 10,383,040
Net Revenues/ (Exp.)	\$ (629,917)	\$ -	\$ -

Expenditures

Operations
Unreserved
Allocations
Total Expenditures

SIF PROPERTY CASUALTY

Revenues

Contributions from Departments
Investment Earnings
Miscellaneous
Appropriations Fund Balance
Total Revenues

	FY 2020 Actual	FY 2021 Financial Plan	FY 2022 Financial Plan
\$	770,204	\$ 774,436	\$ 813,417
	18,038	10,181	4,869
	34,509	20,003	38,939
\$	822,751	\$ 804,620	\$ 857,225
\$	692,559	\$ 721,202	\$ 758,950
	94,103	83,418	98,275
\$	786,662	\$ 804,620	\$ 857,225
Net Revenues/ (Exp.)	\$ 36,089	\$ -	\$ -

Expenditures

Operations
Unreserved
Allocations
Total Expenditures

SIF WORKERS' COMP.

Revenues

Contributions from Departments
Investment Earnings
Miscellaneous
Appropriations Fund Balance
Total Revenues

	FY 2020 Actual	FY 2021 Financial Plan	FY 2022 Financial Plan
\$	300,000	\$ 300,549	\$ 300,549
	29,143	20,033	9,738
		59,605	132,487
\$	329,143	\$ 380,187	\$ 442,774
\$	189,670	\$ 284,814	\$ 329,970
	113,062	95,373	112,804
\$	302,732	\$ 380,187	\$ 442,774
Net Revenues/ (Exp.)	\$ 26,411	\$ -	\$ -

Expenditures

Operations
Allocations
Total Expenditures



STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: December 16, 2021

FROM: Lisa Strickland, Finance Director

PREPARED BY: Dawn Whitesides, Customer Service Supervisor

SUBJECT: Utility Fee Grant Program Update

SUMMARY STATEMENT

Information is also being provided to the Committee to fulfill reporting requirements of the Utility Fee Waiver Program and Resolution R-2015-41. The goal of the Utility Fee Waiver program is to encourage homes to be built for people who are certified to be income eligible at the time of purchase and to ensure that the program is meeting City expectations.

REVIEW

The following chart represents a history of previous utility assistance provided and the current status of ownership.

<i>Date</i>	<i>Property address</i>	<i>Recipient:</i>	<i>Original Owner still reside in the property?</i>	<i>Utility Fee Waiver Amount</i>
7-8-15	2319 Hargette Rd	Habitat for Humanity	Yes	\$7,404
7-8-15	2321 Hargette Rd	Habitat for Humanity	Yes	\$7,598
9-6-15	2916 Secrest Short Cut Rd	Fredia Barbee	Yes	\$3,339
10-27-15	438 East Village Dr Lot 17	Monroe UC CDC	Yes	\$5,046
10-27-15	309 East Village Dr Lot 40	Monroe UC CDC	Yes	\$5,046
3-15-16	2502 Saddlebred Way	St. Jude's	n/a	\$5,036
3-14-17	2310 Goldmine Rd	Habitat for Humanity	Yes	\$7,140

3-14-17	3407 Ridgewood Ave	Habitat for Humanity	Yes	\$7,140
12-19-17	433 East Village Dr	Monroe UC CDC	Yes	\$5,036
12-19-17	427 East Village Dr	Monroe UC CDC	Yes	\$5,036
12-19-17	503 East Village Dr	Monroe UC CDC	Yes	\$5,036
4-12-18	1915 Bowie St	Habitat for Humanity	Yes	\$7,140
4-12-18	1923 Bowie St	Habitat for Humanity	Yes	\$7,140
8-30-18	506 East Village Dr	Monroe UC CDC	Yes	\$5,184
9-12-18	500 Sunnybrook Dr	Kelly & Betty Leak	Yes	\$3,720
10-5-18	406 S West St	Habitat for Humanity	Yes	\$7,349
3-6-2019	350 East Village Dr	Monroe UC CDC	Yes	\$5,184
3-6-19	344 East Village Dr	Monroe UC CDC	Yes	\$5,184
5-9-19	1450 Citrus Dr	Habitat for Humanity	Yes	\$5,184
5-9-19	1107 Sikes St	Habitat for Humanity	Yes	\$7,349
7/21/20	217 E East Ave	Dorothy Gaither	Yes	\$3,828

The Utility Fee Grant Program currently has a remaining balance of \$26,172.

RECOMMENDATION

Staff presents this as an informational update only.

Attachment(s):