

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, February 3, 2022 - 4:00 PM**

**AGENDA
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1. General Services Committee Meeting Minutes of January 6, 2022
2. Request to Commemorate the 2021 Division 1A State Volleyball Championship at Union Academy
3. Budget Amendment - Quonset Hangar Office Space Renovations
4. Budget Amendment - Customs Telecommunications Expense
5. Budget Amendment - North Carolina Parks & Recreation Association

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
January 6, 2022 4:00 PM

MINUTES

Present: Committee Member Lynn Keziah (Chairman), Committee Member Mayor Pro Tem Gary Anderson, Committee Member Julie Thompson

Absent: None

Staff: Brian Borne, Interim City Manager; Lisa Strickland, Finance Director; S. Mujeeb Shah-Khan, City Attorney; Ashley Ivey, Accounting Manager; Teresa Campo, Community Development Coordinator; Bruce Bounds, IT Director

Visitor(s): John Tillman, GOODLIFE Educational Services

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on January 6, 2022. A quorum was present. Chairman Keziah presided.

Item 1. General Services Committee Meeting Minutes from December 16, 2021.

Finance Director Lisa Strickland presented the minutes from the December 16, 2021 General Services Committee meeting for the Committee's approval.

Mayor Pro Tem Anderson asked for clarification of whether the Social District item from the December 16th meeting was going on to Council or to Public Safety Committee. Staff stated it was going to Council on the consent agenda for approval.

Mayor Pro Tem Anderson moved to approve the Minutes of the General Services Committee Meeting of December 16, 2021.

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

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 2. Request for Support for Services Proposed for Monroe Middle School.

Finance Director Lisa Strickland introduced John Tillman with GOODLIFE Educational Services who gave a presentation to the Committee on his organization and a proposal to expand, engage and build at Monroe Middle School.

Mr. Tillman's presentation went over goals for the proposed program at Monroe Middle School to break the multi-generational cycle of poverty. He went over key problem areas and the solutions he is proposing. He is asking for support from the City for the program and mentioned that he and others were excited about the American Rescue Plan Act funding.

Chairman Keziah stated that he would need to apply under the City's Outside Agency Funding program to be considered for funding.

Finance Director Strickland stated that Mr. Tillman is registered for the Outside Agency workshop that will occur on January 10th. She explained the process of submitting an application by February 10th, then a committee would review applications and make recommendations to the General Services Committee. Then General Services Committee will make recommendations to be included in the City's annual budget that will be adopted in June 2022. Then any approved grants will be effective as of July 2022. There will be quarterly reporting, but reimbursements may be requested more often based upon actual expenditures under the grant.

Mr. Tillman asked if there was any flexibility in the timeline due to the nature of the needs in the community related to the COVID-19 pandemic. His program is looking to get started in February 2022. Staff stated that we have had several requests for funding, but as part of the process we have to go through the appropriate steps that the City has setup. Interim Manager Brian Borne stated that the City has to be fair to all and follow the process. Finance Director Lisa Strickland also stated that since we have scarce resources, if the City follows this process for all requests, the City can better make sure that they are used wisely and all treated the same. With this new funding we are now required to follow federal guidelines.

Mr. Tillman stated he wasn't asking for an exception, but he was asking if other cities are waiting until July to fund requests or is there a way to do that earlier because of the nature of the need. Staff stated that the City did allocate some funds to urgent needs i.e. mortgage assistance, rental assistance, small business assistance, utility assistance. The Community Development division is doing that to extend programs that already exist based upon urgent needs that the State said existed. Interim Manager Borne stated that every municipality has taken a different approach and that the approach the City has taken is what is considered best for us.

Mayor Pro Tem Anderson asked if this presentation had been made to the Union County School Board. Mr. Tillman stated that yes it had been presented to them and was very well received by the Superintendent.

Mr. Tillman thanked the Committee and staff for their time. Committee Members thanked him as well for the presentation.

There being no further business the meeting adjourned at 4:44 p.m.

Committee Chairman, Lynn Keziah



STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, CMSM, MBA, BLA, Interim City Manager

DATE: February 3, 2022

FROM: Sarah McAllister, P.E., Engineering Director

PREPARED BY: Sarah McAllister, P.E. – Engineering Director

SUBJECT: Request to Commemorate the 2021 Division 1A State Volleyball Championship at Union Academy

SUMMARY STATEMENT

The General Services Committee is requested to consider a request submitted by Mayor Holloway and Council Member James to have signs installed to commemorate the Union Academy 2021 Division 1A State Volleyball Championship.

REVIEW

The City of Monroe received a request from Mayor Holloway and Council Member James on behalf of Union Academy's volleyball team to have signs installed to commemorate the Union Academy 2021 Division 1A State Wrestling Championship. The practice of recognizing the accomplishments of sports teams for the local high schools started in 2010 with recognition signs currently placed in conjunction with the optional "Welcome To" signs at six major entry points into the Monroe corporate limits. The six locations are US 74 West and East, US 601 North and South, NC 200 North and Lancaster Avenue (SR 3515).

The above-identified roadways are under the jurisdiction of the North Carolina Department of Transportation (NC DOT). NC DOT Policy W-17 – *Standard Practice for Optional "Welcome To" Signs* stipulates that signs with slogans are limited to two (2) slogans with a maximum of three (3) lines of copy. Due to these requirements, the signs are limited to recognizing one team per location. Dated sign messages in accordance with NC DOT Policy W-17 have a three-year life.

A resolution approved by City Council is required for placement of the slogan signs and must specify a maximum installation of three years for any dated sign message.

Currently, the following signs are in place.

SCHOOL	LOCATION
Union Academy 2018 Women's Soccer	US 601 North & US 601 South
Central Academy 2019 & 2020 Men's Wrestling	NC 200 North & Lancaster Avenue
Union Academy 2019 Women's Soccer	US 74 East & US 74 West

Staff recommends removing the Union Academy 2018 Women's Soccer signs and replacing them with Union Academy Volleyball signs on US 601 North and US 601 South. The suggested wording is as follows:

UNION ACADEMY
2021 DIVISION 1-A STATE
VOLLEYBALL CHAMPIONS

A resolution of approval will be required from City Council for placement of the signs on US 601 North and South. Once approved, Staff will coordinate the sign installation directly with NC DOT. The cost of installation of the signs will be covered by the Engineering Department budget.

RECOMMENDATION

Staff recommends that the General Services Committee provide a positive recommendation to City Council for Resolution (R-2022-12) requesting the installation of signs on US 601 North and South to commemorate the Union Academy 2021 Division 1A State Volleyball Championship.

Attachments:
Sign Mock Up
Resolution (R-2022-12)

WELCOME TO



**UNION ACADEMY
2021 DIVISION 1-A STATE
VOLLEYBALL CHAMPIONS**

**RESOLUTION REQUESTING
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
TO MODIFY SLOGANS AT OPTIONAL “WELCOME TO” SIGNS
LOCATED ON US 601 NORTH AND SOUTH
R-2022-12**

WHEREAS, the Union Academy Charter School won the 2021 Division 1A Women’s Volleyball Championship;

WHEREAS, the City of Monroe has received a request from Mayor Holloway and Council Member James, on behalf of Union Academy Charter School to have recognition signs installed to commemorate their 2021 Women’s 1A Volleyball Championship and the request has been endorsed by the City’s General Services Committee;

WHEREAS, in accordance with North Carolina Department of Transportation (NC DOT) Policy W-17 *Standard Practice for Optional “Welcome To” Signs*, all costs associated with administration, designing, fabricating, erecting, inspection and maintaining any approved optional “Welcome To” signs will be the responsibility of the requesting party or others;

WHEREAS, the optional “Welcome To” signs may include a maximum of two slogans not to exceed three lines of copy in total with dated messages having a maximum installation of three years at which point they are to be removed;

WHEREAS, the City of Monroe and the City Council have a firm commitment to supporting our student athletes;

WHEREAS, the City of Monroe currently has signs at six entry points into the corporate limits supporting various sports teams for the local schools;

WHEREAS, signs at two locations exceed the maximum installation allowed of three years for dated signs and the City of Monroe proposes to remove these signs and replace with signs on US 601 North and South to commemorate the Union Academy 1A Women’s Volleyball State Champions;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Monroe formally requests the NC DOT to allow the removal of the existing slogan signs on US 601 North and South and replacement with signs commemorating the Union Academy 1A Women’s Volleyball State Champions in their place.

Adopted this 8th day of March, 2022.

Attest:

Bridgette Robinson, City Clerk

Marion L. Holloway, Jr., Mayor



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: February 3, 2022

FROM: Peter Cevallos, Airport Manager

SUBJECT: Budget Amendment - Quonset Hangar Office Space Renovations

SUMMARY STATEMENT

Staff is seeking City Council approval for a budget amendment to complete the Quonset Hangar office space renovations.

REVIEW

In order to complete the renovations to the Quonset Hangar office space, an additional \$42,000 are needed to complete required repairs so that the renovations satisfy building code requirements. As the contractor is working on the second-floor renovations, it has been discovered that the building's construction requires additional work. These include repairs made to the sub-standard construction in the floor joist and support beams, rebuilding the two staircases to meet code, additional labor and additional/new electrical wiring, and improvements to the HVAC system adding new ductwork.

These additional funds needed still fall within the expected return of investment that the scheduled lease Aerowood would generate (Total outlay for the office space renovations is estimated \$151,000; ten-year lease Aerowood has committed to sign will generate \$181,787 in revenue).

RECOMMENDATION

Staff is requesting General Service Committee recommend to City Council to approve the additional \$42,000 to complete the Quonset Hangar office space renovations.

Attachment(s):
BA 2022-03 – Quonset Hangar Renovations

CITY OF MONROE
BUDGET AMENDMENT – QUONSET HANGAR OFFICE SPACE RENOVATIONS
BA-2022-03

1. Amendment necessary to appropriate funds to complete the office space renovations in the Quonset Hangar so that they can be leased to Aerowood Aviation for 10 years.

General Fund:

Revenues:

Appropriation from Formally Assigned for Airport Grant Acceptance Fund Balance	\$42,000
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Expenses:

Transfer to Airport Fund	\$42,000
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Airport Fund:

Revenues:

Transfer from General Fund	\$42,000
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Expenses:

Airport Project AP2101, Quonset Hangar Reactivation	\$42,000
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Adopted this 8th day of February, 2022.

Marion Holloway, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: February 3, 2022

FROM: Peter Cevallos, Airport Manager

SUBJECT: Budget Amendment – Required Funds for Customs Telecommunication

SUMMARY STATEMENT

Staff is seeking City Council approval for a budget amendment for additional funds required in the Custom's telecommunications account to prevent a budget shortfall.

REVIEW

The City has recently received two bills from US Customs for the telecommunications at the Customs facilities. Customs for the annual telecommunications charge for their internal network connection (this is an written within the base agreement between the City and US Customs Border Protection). The one bill covered this past Fiscal Year 2021, however the second covered the charge from the previous Fiscal Year 2020. As Accounting closed the City's fiscal year 2020 budget 18 months ago, a budget amendment of additional \$4,741 is required within the Customs telecommunication account to pay these unprogrammed invoices.

RECOMMENDATION

Staff is requesting General Service Committee recommend to City Council to approve the additional \$4,741 required in the Custom's telecommunications account to prevent a budget shortfall.

Attachment(s):
BA 2022-04 – Customs Telecommunications

CITY OF MONROE
BUDGET AMENDMENT – CUSTOMS TELECOMMUNICATIONS
BA-2022-04

1. Amendment necessary to appropriate funds required in the Custom's telecommunications account to prevent a budget shortfall.

General Fund:

Revenues:

Appropriation from Formally Assigned for Airport Grant Acceptance Fund Balance	\$4,741
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Expenses:

Transfer to Airport Fund	\$4,741
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Airport Fund:

Revenues:

Transfer from General Fund	\$4,741
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Expenses:

Airport Operations	\$4,741
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Adopted this 8th day of February, 2022.

Marion Holloway, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services

VIA: Brian Borne, Interim City Manager

DATE: February 3, 2022

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: NCRPA New Initiatives Grant Acceptance

SUMMARY STATEMENT

The Parks and Recreation Department seeks to accept the New Initiatives Grant from the North Carolina Parks and Recreation Association (NCRPA) in the amount of \$1,000.00 and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$1,000.00 from the North Carolina Recreation and Parks Association through the new initiatives program. These funds will allow staff the opportunity to manage a beautification project of the community centers by partnering with local artists to provide murals at each community center. This project will allow a more vibrant and inviting community center and will encourage community investment through community youth participation.

RECOMMENDATION

Staff requests approval from the General Services Committee to accept funds associated with the NCRPA New Initiatives Grant and forward to full Council for approval.

Attachment: Budget Amendment BA-2022-05

**BUDGET AMENDMENT
BA-2022-05**

1. Amendment necessary to designate and appropriate funds received from the New Initiatives Grant from the North Carolina Parks and Recreation Association (NCRPA) in the amount of \$1,000.00.

General Fund:

Revenues:

Restricted Revenue	\$1,000
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Expenditures:

Parks and Recreation	\$1,000
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Adopted this 8th day of February 2022.

Marion L. Holloway, Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk