

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Wednesday, April 6, 2022 - 4:00 PM**

AGENDA
www.monroenc.org

1. General Services Committee Meeting Minutes of March 3, 2022
2. Budget Amendment - GASB 87 Leases
3. Budget Ordinance - Department of Natural and Cultural Resources Grant
4. Budget Ordinance - SCIF Grant for Morgan-Windsor Alley Project
5. Budget Amendment - Downtown Master Plan Update
6. Disposal by Auction Sale of 2004 Freightliner Dump Truck and 2000 Tandem Dump Truck
7. Disposal by Auction Sale of 2004 Freightliner Dump Truck
8. Budget Amendment - Acceptance of FAA CARES Grant Award
9. Budget Amendment - Transfer Funds for the Establishment of the Monroe-Union County Economic Development Commission
10. Budget Ordinance for Temporary Labor for ERP System Project
11. Budget Ordinance - Franklin and Jefferson Street Two-Way Conversion Planning
12. Energy Services Site Expansion Overview
13. Ordinance Amendment to Section 32: Boards, Commissions, and Departments
14. Fee Schedule Amendment for Golf Course Fees

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
March 3, 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; S. Mujeeb Shah-Khan, City Attorney; Ashley Ivey, Accounting Manager; Hannah Parker, Accountant II; Ryan Jones, Parks & Recreation Director; Angela Duncan, Budget Analyst PT; Mary Lou Connelly, Senior Budget Analyst; Bethany Hawver, Revenue Manager; Teresa Campo, Community Development Coordinator; Peter Cevallos, Airport Manager

Visitor(s): None

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on March 3, 2022. A quorum was present. Chairman Keziah presided.

Item 1. General Services Committee Meeting Minutes from February 3, 2022.

Accounting Manager Ashley Ivey presented the minutes from the February 3, 2022 General Services Committee meeting for the Committee's approval.

Mayor Pro Tem Anderson moved to approve the Minutes of the General Services Committee Meeting of February 3, 2022.

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. Fiscal Year 2022 Audit Contract for City of Monroe.

Accounting Manager Ashley Ivey presented a request to approve a contract for audit services with Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2022.

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The City first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A new five-year service agreement was approved by City Council in fiscal year 2018 that will last through fiscal year 2023. If approved, this will be the ninth year with this audit firm. The cost estimates given by the firm for the next 2 years are as follows:

\$81,150	Fiscal Year 2022
\$81,150	Fiscal Year 2023

There were no disputes or conflicts with the audit firm in the prior year and the City received the audit report and financial statements in a timely manner in order to meet the Local Government Commission's submission deadline of October 31st.

The proposed contract for audit services for the City for the fiscal year ending June 30, 2022 is \$81,150. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the City's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, preparation of the annual financial statements and an audit to maintain compliance with single audit act requirements.

Staff recommends and requests approval by the General Services Committee of the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$81,150.

Mayor Pro Tem Anderson moved to approve and forward to City Council for approval.

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 3. Change Order and Budget Ordinance for Monroe Senior Center Project.

Parks and Recreation Director Ryan Jones presented a request to consider a recommendation to Council for a change order for network cabling and the security system which were not included in the original construction contract with Randolph and Son Builders, Inc. for the renovation of the Monroe Senior Center project. Approval of a budget ordinance for these costs and the costs associated with providing necessary furnishings for the facility including audiovisual equipment, appliances, furniture and fitness equipment is also requested.

City Council awarded a contract to Randolph and Son Builders, Inc. and approved funding to renovate the Enquirer Journal building as the new Monroe Senior Center on July 13, 2021 in the amount of \$3,594,647. The original construction bid did not include installation of network cabling, security cameras and security system and card access for the building. A change order for \$209,357.00 is requested for installation of these items.

In addition, staff would recommend consideration for approval of the appropriation of funds for the new senior center furnishings for users and staff including audio/visual equipment, fitness room equipment and kitchen equipment. With the current timeline, construction is forecasted to potentially be ahead of schedule. Because of price escalation and extended lead times for delivery of product and to avoid delaying project completion, staff requests the additional funds to begin the ordering process for these items.

Staff is requesting approval of a Budget Ordinance to appropriate the required funding from the General Fund unassigned fund balance for \$621,966.00. Please see below for an itemized breakdown of the requested funding:

Cabling/Security Cameras and system/Card Access - \$209,357.00
Audio Visual Equipment - \$215,000
Furnishings - \$116,150
Kitchen equipment - \$39,100
Fitness Equipment - \$33,359
Computers - \$9,000

Total: \$621,966.00

Staff requests that the General Services Committee recommend Council approval of a Budget Ordinance to appropriate funds from General Fund unassigned fund balance for the senior center renovation project for \$621,966.00, approval of a change order to Randolph & Son Builders, Inc. in the amount of \$209,357.00 and authorization for the Interim City Manager to execute the necessary documents.

Committee Member Thompson asked if this was part of the original contract or if there was a reason why it wasn't included at that time. Interim City Manager Brian Borne stated that typically furnishings aren't put into the original contract price. Also, these items would have been requested in the new budget year, but due to very long lead times currently with the supply chain, staff would like to order now in hopes we will have received prior to the facility being ready to open.

Mayor Pro Tem Anderson moved to approve and forward to City Council for approval.

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 4. Resolution Delegating Authority to Hear Request to Compromise Discovery Tax Bills to the Union County Board of Equalization and Review.

Accounting Manager Ashley Ivey presented a request to consider a Resolution Delegating Authority to Hear Request to Compromise Discovery Tax Bills to The Union County Board of Equalization and Review.

The City of Monroe issues discovery bills based on discovered values by the Union County Assessor's office. If a value is changed, the City adjust the value on the City bill accordingly. In the situation where there is an appeal after the discovery bill has been processed, the governing board, upon the petition of the taxpayer, may compromise, settle, or adjust the city's claim for taxes arising therefrom. This resolution delegates the power to compromise to the Union County Board of Equalization and Review. Since the Board of County Commissioners passed an equivalent resolution, approving this resolution ensures uniformity between the county & city regarding the same property. This delegation can be revoked if needed & is normal to delegate to the Board of Equalization and Review.

General Services is requested to recommend City Council to approve the Resolution Delegating Authority to Hear Request to Compromise Discovery Tax Bills to The Union County Board of Equalization and Review.

Mayor Pro Tem Anderson moved to approve and forward to City Council for approval.

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 5. Contract Approval – Quonset Hangar Office Space Renovations.

Airport Manager Peter Cevallos presented a request for a contract approval to complete the Quonset Hangar office space renovations.

At the February 8, 2022 meeting, City Council approved Budget Amendment 2022-03 allocating sufficient funds in the amount of \$42,000 to complete the renovations to the Quonset Hangar office space; the additional funds are needed to complete required repairs so that the renovations satisfy building code requirements. The contract with general contractor Thomas Construction required a change order in the amount of \$31,747 to complete the repairs. This change order raises their overall contract amount to \$120,636 to complete the work.

Staff is requesting General Service Committee recommend the approval of the change order of \$31,747, thereby approving the contract \$120,636 to Thomas Construction to complete the Quonset Hangar office space renovations, and authorize the Interim City Manager to execute any and all documents.

Mayor Pro Tem Anderson moved to approve and forward to City Council for approval.

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 6. Outside Agency Funding Requests for Fiscal Year 2023 Budget.

Accounting Manager Ashley Ivey presented a request to consider outside agency funding requests for the fiscal year 2023 budget.

Outside agency applications for funding requests for the fiscal year 2023 budget were due on February 10, 2022. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants were required to attend a mandatory workshop that was held on January 10, 2022 and submit an application that includes the following information:

- A copy of the list of the Board of Directors and permanent staff members.
- A copy of the tax status determination letter from the IRS for your agency.
- A copy of the most recent independent audit of the agency.

A Committee comprised of four staff members has reviewed the documentation that has been submitted and provided a score based on the applicant's submission. The General Services Committee is requested to review the scores and staff recommendations and make recommendations to City Council for funding. All funding is based on City Council approval of the FY 2023 budget.

Accounting Manager Ashley Ivey reviewed the recommended funding amounts for each. One agency noted in red, has received funding in the past, but due to the agencies non-profit status with the IRS being revoked, the staff committee is not recommending funding this organization's request.

There were five organizations that applied this year that have not applied in years past. Staff also showed the Committee those requests that were for in-kind amounts either for utilities or rent.

Accounting Manager Ashley Ivey notified the committee that once staff reviewed all applications, they were each scored on a program level and a finance level for a combined score. The staff committee did not recommend funding any applications that scored below 65 out of a possible 110 points. Staff is not recommending any new applicants other than one. There is one new organization staff is recommending to fund because it meets a need that the City's recreation centers have to provide food to families in Monroe. The funding for this one new organization would be conditional that they provide the food at the City's recreation centers. The staff committee also kept funding levels at the same level as what was approved last year for those organizations that scored high enough.

Mayor Pro Tem Anderson asked staff to go over the scoring that was used. Accounting Manager Ashley Ivey stated that the committee of staff used a scoring matrix that had points for program level and for finance items. For the financial score they were scored on their financial statements being provided, leveraging and the budget information provided for their program. At the programmatic level they were scored on the objectives of their request and how they would accomplish the program they were requesting funding for. Community Development Coordinator Teresa Campo added that there are also other contracting requirements these organizations will have to meet before they could actually receive any funding from the City.

City Attorney Mujeeb Shah-Khan advised committee members of the information he shared with them on Senate Bill 473 and Nonprofit Conflicts of Interest. Staff wanted to make sure that in no way shape or form would there be any issues. In this particular case staff noted that there was only one organization requesting funds that had a Council member on their board of directors. This organization is Union County Community Action, Inc. in which Council Member Angelia James serves on the board of directors. Staff would note that Union County Community Shelter noted a possible conflict of interest because Council Member Keziah's wife serves on the board, but that doesn't count and is not a conflict of interest. Staff wanted to make sure this information was brought to the Committee for their awareness. The idea will be that if the Committee approves this funding recommendation and it goes to Council for approval with the FY23 budget, we would pull out the one item or other items where there are conflicts so that the Council may vote on that separately. The members of Council who are affected would be excused from voting on those individual items and would still be able to vote on the budget as a whole. Staff also insured that the Interim City Manager did not participate in scoring any of the applications as he does serve on the board of the Union County Community Arts Council.

Mayor Pro Tem Anderson asked what organization had the gentleman who had come to a prior meeting and made a presentation. Staff stated that this organization didn't qualify as they weren't a non-profit, but they had partnered with the Monroe-Union County Community Development Corporation and made a separate request. The staff Committee did not recommend funding for that program as it was a new request.

Accounting Manager Ashley Ivey reminded the Committee that under the new policy, even if funding was approved for these organizations, they must go through a contract process with the City and meet all those requirements. Also, then funds are made available on a reimbursement basis and documentation must be provided to substantiate the expenses. Interim City Manager Brian Borne stated this was all part of the restructuring of the program and policy related to Outside Agency funding that keeps us in compliance for

Community Development Coordinator Teresa Campo stated that the request for Union County Historic Preservation Commission will not be coming this way in the future as they are a different type of organization and funding will need to be done through an interlocal agreement in the future.

Committee Member Thompson asked about the Atrium Health Foundation request and if that was for care at just the Monroe location. Staff clarified that was correct, it was for only Monroe residents. Staff will follow up with the actual capacity of the Monroe Hospice facility.

[illegible]

In-kind funding

Staff requests that the General Services Committee consider funding requests and make recommendations to City Council for the fiscal year 2023 budget.

Mayor Pro Tem Anderson moved to approve as recommended by the committee of staff and forward to City Council for approval as part of the fiscal year 2023 budget.

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

Other:

Airport Manager Peter Cevallos presented a request to approve a budget amendment requesting necessary funds to remove four trees off the north end of the runway at the Charlotte-Monroe Executive Airport.

The FAA has identified four trees off the north end of the runway at the Airport that are limiting the ability for aircraft to safely operate. These four trees are of a sufficient height that the FAA has had to raise the height limit for this instrument approach coming from the north. This alteration greatly limits the Airport's corporate jet operators to come in at night or bad weather, forcing them to sue other airports in the area. Staff is obtaining proposals to remove the trees and is anticipated that the budget to complete this work should not exceed \$10,000. From proposals received so far staff estimates this to be under \$1,500.

Staff is requesting General Services Committee recommend to City Council the approval of the budget

amendment for \$1,500 to remove the four affecting trees off the north end of the runway at the Airport.

Committee Member Thompson moved to approve the budget amendment and forward to City Council for approval.

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

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

NAYS: None

There being no further business the meeting adjourned at 4:29 p.m.

Committee Chairman, Lynn Keziah



STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: April 6, 2022

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Accounting Manager

SUBJECT: Budget Amendment – GASB 87 Leases

SUMMARY STATEMENT

Staff is requesting the General Services Committee consider a budget amendment to designate funds for the City's postage machine lease contract, copier and printer lease contract as well as recognize funds for the City's Airport lease contracts in accordance with a new governmental accounting standard (GASB) 87 that is effective for fiscal year ending June 30, 2022.

REVIEW

In accordance with GASB 87, operating leases for equipment must now be treated as capital assets and amortized over the life of the lease. The monthly lease payments are considered debt payments, rather than operating expenses as previously shown in the financials. Also, the City is a lessor for Airport leases and those must now be recorded differently as well. These Airport lease assets have already been capitalized by the City when put into service, but now the leases have to be recognized as a deferred inflow of resources and amortized over the life of the lease. The budget amendment will move the money into the appropriate categories for compliance with GASB 87.

RECOMMENDATION

Staff recommends the General Services Committee approve Budget Amendment BA-2022-11 and forward to City Council for their approval.

Attachment: BA-2022-11

**BUDGET AMENDMENT
BA-2022-11**

Amendment necessary to designate funds for lease contract for the City's postage machine in compliance with GASB 87. \$20,993 represents the present value of the lease liability and is booked as loan proceeds. The leased asset is to be capitalized and the liability is to be amortized over the life of the lease contract. The monthly lease payments are considered debt payments, rather than operating expenses as previously shown in the financials. The following amendments do not require any additional funding, but rather move the money into the appropriate categories for compliance with GASB 87.

General Fund:

Revenues:

Other Financing Sources	\$20,993
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Expenditures:

General Government	\$20,993
General Government	(\$4,541)
Debt Service	\$4,541

Amendment necessary to recognize funds for lease contracts the City has for Airport Hangars in compliance with GASB 87. \$440,762 represents the present value of the lease assets and is booked as deferred inflows of resources. The leased assets are the City's and have been capitalized and the deferred inflow of resources is to be amortized over the life of the lease contract. The monthly lease payments received are considered lease revenue, rather than operating revenue as previously shown in the financials. The following amendments do not require any additional funding, but rather move the money into the appropriate categories for compliance with GASB 87.

Airport Fund:

Revenues:

Lease Revenue	\$122,598
Interest Revenue	\$2,745
Operating Revenue	(\$125,343)

Amendment necessary to designate funds for lease contract for the City's copiers and printers in compliance with GASB 87. The monthly lease payments are considered debt payments, rather than operating expenses as previously shown in the financials. The following amendment is needed to cover accrued interest expense at fiscal year-end in accordance with GASB 87.

General Fund:

Revenues:

Appropriation of Fund Balance	\$146
Expenditures:	
Debt Service	\$146
Aquatics and Fitness Center Fund:	
Revenues:	
Appropriation of Fund Balance	\$25
Expenditures:	
Debt Service	\$25
Downtown Monroe Fund:	
Revenues:	
Transfer from General Fund	\$2
Expenditures:	
Debt Service	\$2
Monroe Union County Economic Development Fund:	
Revenues:	
Appropriation of Fund Balance	\$7
Expenditures:	
Debt Service	\$7
Water and Sewer Fund:	
Revenues:	
Appropriation of Fund Balance	\$21
Expenditures:	
Debt Service	\$21
Electric Fund:	
Revenues:	
Appropriation of Fund Balance	\$12
Expenditures:	
Debt Service	\$12
Natural Gas Fund:	

Revenues:	
Appropriation of Fund Balance	\$2

Expenditures:	
Debt Service	\$2

Airport Fund:

Revenues:	
Transfer from General Fund	\$9

Expenditures:	
Debt Service	\$9

Adopted this 12th day of April, 2022.

Marion L. Holloway, Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk



Staff Report

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: April 6, 2022

FROM: Brian J. Borne, Interim City Manager

PREPARED BY: Pete Hovanec, Communications and Tourism Director

SUBJECT: Acceptance of Grant and Budget Ordinance

SUMMARY STATEMENT

The General Services Committee is requested to consider acceptance of a grant in the amount of \$100,000 and approval of a Budget Ordinance to appropriate these funds to the Monroe Science Center Exhibit project.

REVIEW

In early January 2022, the North Carolina General Assembly directed funding, through the Current Operations Appropriations Act of 2021, to various projects in what is called the North Carolina Department of Natural and Cultural Resources (DNCR Grant). If approved by the General Services Committee and City Council, these funds would be allocated to the purchase and installation of exhibits at the Monroe Science Center.

RECOMMENDATION

Staff requests that the General Services Committee recommends City Council approve the acceptance of this grant, approve the attached Budget Ordinance and to appropriate these funds to the Monroe Science Center exhibit project account.

Attached:
BO-2022-06

CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
Department of Natural and Cultural Resources Grant
BO-2022-06

WHEREAS, City of Monroe, North Carolina (the “City”) has received \$100,000 of appropriated funding from the North Carolina General Assembly through the North Carolina Department of Natural and Cultural Resources (DNCR) Grant; and

WHEREAS, it has been determined previously that this funding will be used to enhance the Monroe Science Center through the purchase and installation of hands-on educational exhibits; and

WHEREAS, an allocation is needed to secure the available funding within the available project balance to be used for the enhancement of the Monroe Science Center; and

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe appropriates the following to the Monroe Science Center Exhibit Project OT1901 from the North Carolina Department of Natural and Cultural Resources (DNCR) Grant.

Occupancy Tax Capital Project Fund:

Revenue:

DNCR Grant	\$100,000
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Expense:

Monroe Science Center OT1901	\$100,000
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Adopted this 12th day of April 12, 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: April 6, 2022

FROM: Brian J. Borne, Interim City Manager

PREPARED BY: Matthew Black, Downtown Director

SUBJECT: Recommendation of Awarding the Bid, Acceptance of Grant and Budget Ordinance

SUMMARY STATEMENT

The General Services Committee is requested to consider recommending Council approval of an award of bid for the Morgan Windsor Alley, acceptance of a grant in the amount of \$250,000 and approval of a Budget Ordinance to appropriate these funds to the Downtown Department.

REVIEW

Award of Bid

Bidders were pre-qualified and an invitation to bid on the construction of the Morgan-Windsor Alley were sent to interested parties. Three (3) interested parties submitted pre-qualification requirements including: J. D. Goodrum, Fairwood Builders, and Hoss Contracting; all of which met the qualification standards. Two (2) of the qualified contractors submitted formal sealed bids including the following prices:

J.D. Goodrum	\$1,806,033.50
Hoss Contracting	\$2,369,440.00

McAdams Architecture and Staff are recommending award of the construction project for the Morgan-Windsor Alley in the amount of \$1,806,033.50. This bid is contingent upon the approval of accepting the SCIF grant and Budget Ordinance allocation.

Funding Sources

Funding for the Morgan Windsor Alley project was previously approved in the amount of \$800,000 from the General Fund balance. Due to the rise of construction materials and inflation rates, staff will need additional funding allocated to the project, for completion. The City of Monroe is fortunate to have been awarded a \$250,000 grant to alleviate some of the differences in costs.

In early January 2022, the North Carolina General Assembly directed funding, through the Current Operations Appropriations Act of 2021, to various projects in what is called the State Capital and Infrastructure Funds (SCIF Grant). If approved by the General Services Committee and City Council, these funds would be allocated to the construction of the Morgan-Windsor Alley project.

In total, City Council would need to appropriate additional funding of \$821,190.00 (Budget Ordinance 2022-05) for the construction of the Morgan-Windsor Project.

RECOMMENDATION

Staff recommends the following:

1. Award of contract to J. D. Goodrum as listed above and authorization for the Interim City Manager to execute necessary documents.
2. Approve the acceptance of the SCIF Grant and appropriate the funds to the construction of the Morgan Windsor Project (as part of BO-2022-05).
3. Approval of Budget Ordinance BO-2022-05 to provide additional funding for the project's completion

Attached:
BO-2022-05
Bid Tabulation

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
State Capital and Infrastructure Funds Grant and General Fund Allocation
BO-2022-05**

WHEREAS, City of Monroe, North Carolina (the “City”) has received \$250,000 of appropriated funding from the North Carolina General Assembly through the State Capital and Infrastructure Funds (SCIF Grant); and

WHEREAS, it will require an additional funding of \$821,190 to the Morgan Windsor Alley project due to an increase in construction material costs and inflation rates; and

WHEREAS, it has been determined previously that a Morgan-Windsor Alley project is essential to guide economic development within the city limits; and

WHEREAS, an allocation is needed to secure the available funding within the available project balance to assist in extending the grant monies into the Central Business District; and

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe transfers the following to capital project MP2101, SCIF Grant and additional General fund allocation for the purpose of completing the Morgan-Windsor Alley project:

General Fund:

Revenue:

Appropriation from Unassigned Fund Balance	\$821,190
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Expense:

Transfer to Governmental Capital Project Fund	\$821,190
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Governmental Capital Project Fund:

Revenue:

Transfer from General Fund	\$821,190
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SCIF Grant	\$250,000
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Expense:

Morgan Windsor Alley Project, MP2101	\$1,071,190
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Adopted this 12th day of April 2022

Attest:

Marion L. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk

Bid Tabulation

Morgan-Windsor Alley Improvements Project (Monroe, NC)

McAdams PN:
2021210163.00

Date: Thursday, March 24, 2022
Time: 2:00 P.M.

Location: Executive Conference Room, Monroe City Hall - 300 W Crowell St, Monroe, NC 28112

Questions Asked Prior to Opening Bids

1. Have all bidders received all addenda issued?
2. Was anyone denied the right to bid?
3. Are there any objections to proceeding with the bid opening?

GENERAL CONTRACTOR

Name:	J.D. Goodrum	Fairwood Builders (Pre-Qualified but Not Present)	Hoss Contracting		
License No.:	19284		77611		

BID ITEMS						
Signed/Sealed Bid Form Bid Bond Addenda Received Addendum No. 1		Present		Present		
		Present		Present		
		Yes		Yes		
		Yes		Yes		

BASE BID		\$1,737,570.00	\$0.00	\$2,492,800.00		
Building Demo	Allowances Included in Base Bid	\$18,415.00		\$100,000.00		
Interactive Fountain						
Artwork				\$150,000.00		
CONTINGENCY		\$86,878.50	\$0.00	\$126,640.00		
TOTAL BID (Base + Conting.)		\$1,824,448.50	\$0.00	\$2,619,440.00		

FORMS						
E-Verify Affidavit		Present		Present		
Non-Collusion Affidavit		Present		Present		
Trade Secret Instructions		Present		Present		
Power of Attorney		Present		Present		
Insurance Certificates		Present		Present		
DBE Affidavits (Appropriate to Match Bid)		Present		INCOMPLETE		
Identification of HUB		Present		Present		
Affidavit A: Good Faith Efforts (\$500k+)		Present		Present		
Affidavit B: Perform with Own Workforce		n/a		NOT PRESENT		
Affidavit C: Portion of Work by Minority Firms						
Affidavit D: Good Faith Efforts						

ALTERNATES

None

TOTAL

UNIT PRICES						
No. 1 Addl Unsuitable Soil Excavation/Disp Offsite	\$40.00/CY		\$30.00/CY			
No. 2 Additional Imported Structural Fill/Install	\$40.00/CY		\$40.00/CY			
No. 3 Additional on Site Excavation/Move/Install	\$20.00/CY		\$30.00/CY			
No. 4 Site/Mass Rock Removal/Disposal Onsite	\$200.00/CY		\$350.00/CY			
No. 5 Site/Mass Rock Removal/Disposal Offsite	\$225.00/CY		\$400.00/CY			
No. 6 Trench Rock Removal - Disposal Onsite	\$200.00/CY		\$350.00/CY			
No. 7 Trench Rock Removal - Disposal Offsite	\$225.00/CY		\$400.00/CY			
No. 8 CABC Stone/Purchased/Compact in Place	\$80.00/CY		\$45.00/CY			
No. 9 Asphalt Pavement + Subgrade	\$10.00/SF		\$20.00/CY			

I certify that the above bids were received sealed and were publicly opened and read aloud at the time and place indicated and that this is a true and correct tabulation of all bids received for this project.

Daniel L Lambert

Typed/Printed Name and Title of Architect or Engineer



Signature

3/24/2022

Date





STAFF REPORT

TO: General Services Committee

VIA: Brian J. Borne, Interim City Manager

DATE: April 6, 2022

FROM: Matthew Black, Downtown Director

SUBJECT: Budget Amendment for Downtown Master Plan Update

SUMMARY STATEMENT

The General Services Committee is requested to consider a Budget Amendment which includes additional funding for the Downtown Master Plan Update, which was allocated in the FY21 budget.

REVIEW

City Council approved funding of the Downtown Master Plan update in FY21 budget process; however, with the uncertainty of the impact of Covid-19, staff was told to place the project on hold.

Now, with more certainty in city revenues and budget forecasting, Staff solicited Request for Qualifications from interested consulting firms. McAdams and Stewart were the two firms that submitted responses and Staff scored McAdams higher due to their experience and more diverse background of projects and subcontractors.

The original operating budget request for this project was \$100,000, which was the cost of the original contract back in 2008. Staff is seeking an additional \$50,000, to move forward with McAdams, which will cover the following scope of work: Community Engagement, Market Analysis, Transportation Analysis, Infrastructure Study, Place making Ideas, Implementation-Maintenance Strategies, Building and Architectural Resources, and Real estate/ Land use Strategies. The additional funding will also provide invaluable services to not only the City's

vision and future growth options, but have tools for business and property owners to develop their own assets.

The Update of the Downtown Master Plan will realize the accomplishments made in the implementation of the Downtown Master Plan to date, discuss new directions for Downtown and recognize any changes needed. It will also complement the recent updates of the City's Land Use and Transportation and Parks and Greenway Master Plan updates.

RECOMMENDATION

Staff recommends General Services Committee move the Budget Amendment forward to City Council's consent agenda for consideration of approval and recommend awarding the Downtown Master Plan Update to McAdams, allowing the Interim City Manager to execute all related documents to award the contract.

Attached:
BA-2022-12

**BUDGET AMENDMENT
BA-2022-12**

Amendment necessary to appropriate funds for the Downtown Master Plan Update.

General Fund:

Revenues:

Appropriation of Unassigned Fund Balance	\$50,000
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Expenses:

Transfer to Downtown Monroe Fund	\$50,000
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Downtown Monroe Fund:

Revenues:

Transfer from General Fund	\$50,000
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Expenses:

Economic & Physical Development	\$50,000
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Adopted this 12th day of April, 2022.

Attest:

Marion J. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: April 6, 2022

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Authorization to Dispose of a 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck

SUMMARY STATEMENT

Staff requests consideration of disposal of a 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck located at Operations Center.

REVIEW

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck as defined by G.S. 160-270A. Pursuant to G.S. 160-270A and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. It is staff's belief that the potential proceeds of this apparatus may be in excess of \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck.

RECOMMENDATION

Staff recommends City Council authorization of the disposal of the 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck as defined by G.S. 160-270A by approving Resolution R-2022-31.

Attachment(s): Resolution R-2022-31

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
OF 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck
R-2022-31**

WHEREAS, the City of Monroe (hereinafter, “City”), has accumulated surplus personal property that has a believed fair market value in excess of \$30,000; and

WHEREAS, said personal property located at the City Operations Center at 2401 Walkup Avenue in Monroe, North Carolina is no longer being utilized by the City of Monroe; and

WHEREAS, North Carolina General Statute §160A-270 permits the City to sell personal property at public auction upon approval of the City Council and after publication of a notice announcing the auction; and

WHEREAS, the electronic auction site, govdeals.com will be utilized in auctioning said piece of equipment; and

WHEREAS, the property will be transferred in its current condition, as is, and the City gives no warranty with respect to usability of the property; and

WHEREAS, title and possession of the property will be transferrable at the auction’s close on March 17th 2022 at 7:51AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before March 22nd 2022 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the Interim City Manager is hereby authorized to take any and all action necessary regarding the disposal of the 2004 Freightliner Dump Truck and 2000 Volvo Tandem Dump Truck.

BE IT FURTHER RESOLVED THAT the City reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

Adopted this the 12th day of April 2022.

Attest:

Marion Holloway, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: April 6, 2022

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Authorization to Dispose of a 2004 Freightliner Dump Truck

SUMMARY STATEMENT

Staff requests consideration of disposal of a 2004 Freightliner Dump Truck.

REVIEW

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2004 Freightliner Dump Truck as defined by G.S. 160-270A. Pursuant to G.S. 160-270A and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. It is staff's belief that the potential proceeds of this apparatus may be in excess of \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the 2004 Freightliner Dump Truck.

RECOMMENDATION

Staff recommends City Council authorization of the disposal of the 2004 Freightliner Dump Truck as defined by G.S. 160-270A by approving Resolution R-2022-32.

Attachment(s): Resolution R-2022-32

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
OF 2004 Freightliner Dump Truck
R-2022-32**

WHEREAS, the City of Monroe (hereinafter, “City”), has accumulated surplus personal property that has a believed fair market value in excess of \$30,000; and

WHEREAS, said personal property located at the City Operations Center at 2401 Walkup Avenue in Monroe, North Carolina is no longer being utilized by the City of Monroe; and

WHEREAS, North Carolina General Statute §160A-270 permits the City to sell personal property at public auction upon approval of the City Council and after publication of a notice announcing the auction; and

WHEREAS, the electronic auction site, govdeals.com will be utilized in auctioning said piece of equipment; and

WHEREAS, the property will be transferred in its current condition, as is, and the City gives no warranty with respect to usability of the property; and

WHEREAS, title and possession of the property will be transferrable at the auction’s close on March 17th 2022 at 7:51AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before March 22nd 2022 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the 2004 Freightliner Dump Truck pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the Interim City Manager is hereby authorized to take any and all action necessary regarding the disposal of the 2004 Freightliner Dump Truck.

BE IT FURTHER RESOLVED THAT the City reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

Adopted this the 12th day of April 2022.

Attest:

Marion Holloway, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: April 6, 2022

FROM: Peter Cevallos, Airport Manager

SUBJECT: Acceptance of FAA CARES Grant Award

SUMMARY STATEMENT

The City has been awarded a grant under the Federal Aviation Administration's CARES act. Staff is requesting acceptance of the grant.

REVIEW

In June of 2021, the City Council approved the acceptance of \$82,000 in COVID relief funds, as provided by the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funds (a.k.a. CARES Act 2 or ACRGP - Airport Coronavirus Response Grant Program). \$10 billion in federal funds to be awarded as economic relief to eligible U.S. airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic.

General Aviation airports are receiving funds under this grant fund program based on their airport categories. The Airport is classified as a "RED" Airport having regional impact to the National Air Transportation System. In this new round of funding, the City was awarded \$82,000, and is to be used for eligible expenditures which airport revenues may lawfully be used, pursuant to the FAA's Policy and Procedures Concerning the Use of Airport Revenue (Revenue-Use Policy). Such expenditures are defined as payroll, utility bills, operational expenses, or payment of debt service. The grant is a 100% federal grant with no local match required, and all grant acceptance documentation is handled at the State level as North Carolina is a block grant state (the FAA delegates grant administration authority and responsibility to our state). As this grant has already been accepted by the NC Division of Aviation, Department of Transportation, the funds the City

is allocated are available. The only requirement is that the City submit receipts for reimbursement the Airport expenditures that are related to the COVID-19 pandemic.

RECOMMENDATION

Staff is requesting General Services Committee recommend to City Council to approve acceptance of the FAA CARES grant in the amount of \$82,000 for the Airport operation expenditures in fiscal year 2022.

Attachment(s):
Budget Amendment 2022-10

**\CITY OF MONROE
BUDGET AMENDMENT
BA-2022-10**

Amendment to appropriate funding from the FAA CARES Grant received for the Airport operation expenditures in Fiscal Year 2022.

Airport Fund:

Revenues:

Restricted Revenue	\$ 82,000
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Expenditures:

Airport Operations	\$ 82,000
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Adopted this the 12th day of April 2022.

Marion Holloway, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Brian Borne, Interim City Manager

DATE: April 6, 2022

FROM: R. Christopher Platé, Executive Director of Economic Development

PREPARED BY: R. Christopher Platé, Executive Director of Economic Development

SUBJECT: Budget Amendment to Transfer Economic Development Fund Balance for Expenses Associated with the Establishment of the Monroe-Union County Economic Development Commission

SUMMARY STATEMENT

Seeking to transfer monies from the Economic Development Fund balance to enable expenditures for the establishment of the new Monroe-Union County Economic Development Commission.

REVIEW

Staff is seeking to transfer \$360,000 of fund balance within the Economic Development Fund to allow for the purchase of office items and pay renovation expenses necessary in the creation of the new Monroe-Union County Economic Development Commission. Given that many items have long lead times, it is necessary to start purchasing many items as the new organization will be live on July 1, 2022. The fund balance in the fund as of June 30, 2021 was \$475,272.

RECOMMENDATION

Staff recommends that General Services Committee recommend the adoption of a Budget Amendment in the amount of \$360,000 for the expenditures associated with the establishment of the new Monroe-Union County Economic Development Commission.

Attachment: Budget Amendment BA-2022-13

**CITY OF MONROE
BUDGET AMENDMENT
BA-2022-13**

1. Amendment necessary to transfer funds to address the expenses associated with the establishment of the Monroe-Union County Economic Development Commission.

Monroe-Union County Economic Development Fund:

Revenues:	
Appropriation of Fund Balance	\$360,000
Expenses:	
Economic Development	\$360,000

Adopted this 12th day of April 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: April 6, 2022

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Ordinance for Temporary Labor for ERP System Project

SUMMARY STATEMENT

The City is in the process of implementing a new Enterprise Resource Planning (ERP) (financial software) System and would like to utilize temporary labor to assist with the remainder of the project.

REVIEW

The City began the process of replacing the existing Enterprise Resource Planning (ERP) (financial software) System in spring of 2020. The timeline to install all of the modules associated with the new system was two years. The final module, utility billing, is anticipated to come online in October 2022. The Information Technology Director is retiring on April 1, 2022. To ensure that the project continues to progress, Finance would like to hire the retired Director as a temporary employee to continue to work on this project. Savings in the project account from travel funds that were not needed can be transferred to cover the temporary salary expenses. The project was implemented remotely due to Covid19 and travel funds were not utilized. Staff is requesting a Budget Ordinance to transfer funds in the amount of \$40,000 to the proper account to hire temporary labor.

RECOMMENDATION

Staff recommends that General Services forward to City Council with recommendation to adopt a Budget Ordinance to transfer funding for temporary labor for the ERP Implementation project.

Attachment: Budget Ordinance BO-2022-07

CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
Temporary Labor for Munis ERP Implementation
BO-2022-07

WHEREAS, City of Monroe, North Carolina (the “City”) has been in the process of replacing the existing Enterprise Resource Planning (ERP) (financial software) system; and

WHEREAS, the project is anticipated to be complete for all modules in October 2022; and

WHEREAS, the current Information Technology Director is retiring in April 2022; and

WHEREAS, to ensure continuity in the project, funding is needed to hire the retired Information Technology Director on a temporary basis; and

WHEREAS, savings in the current project account from travel funds that are unexpended can be utilized to cover this temporary labor cost. The project was implemented remotely so trainers have not had to travel to be on site.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe transfers the following from capital project GB2004 ERP Replacement to the General Fund for the purpose of paying temporary labor to assist with the remainder of the project:

Governmental Capital Project Fund:

Expense:

ERP Replacement Project, GB2004	\$40,000
Transfer to General Fund	\$40,000

General Fund:

Revenue:

Transfer from Governmental Capital Project Fund	\$40,000
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Expense:

General Government	\$40,000
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Adopted this 12th day of April, 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: April 6, 2022

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

PREPARED BY: Matthew Black, Downtown Director

SUBJECT: Franklin Street and Jefferson Street Two-Way Conversions

SUMMARY STATEMENT

The General Services Committee is requested (1) to consider the proposal received from American Engineering for the planning of the conversion of Franklin Street and Jefferson Street from one-way to two-way streets; (2) to recommend Budget Ordinance (BO-2022-08) transferring funding from General Fund Balance Formally Assigned for Downtown Parking Lots to Capital Project Study One-way Conversion and (3) to award the contract to American Engineering by City Council.

REVIEW

Engineering Staff was directed by the General Services Committee to move forward with the conversion of Franklin Street and Jefferson Street to two-way streets in May of 2019. Staff advertised a Request for Letters of Interest (LOI) on October 21, 2019 for an updated traffic study, updated estimated costs for design, engineering plans, and construction as well as a recommended path for bringing the conversion of the streets through the North Carolina Department of Transportation (NCDOT)/Charlotte Regional Transportation Planning Organization (CRTPO) rating and funding process.

Three LOI's were received on December 16, 2019. Each of the responses were reviewed and separately scored by a staff committee. American Engineering and RK&K received the highest scores and were selected for follow-up interviews. The two firms were interviewed on January 17, 2020 with staff notifying American Engineering shortly thereafter that they had been selected

for the project. Both interviews went well with American Engineering demonstrating more familiarity with the Monroe area, its residents, and various events held here. American Engineering then initiated a project scoping meeting with staff and ultimately submitted a proposal for the planning, analysis, and future funding phase of converting Franklin Street and Jefferson Street to two-way streets.

The attached Budget Ordinance Amendment (BO-2022-08) is needed to set up a new project account to fund the \$379,501 fee proposal submitted by American Engineering. Funding is to be appropriated from the General Fund Balance Formally Assigned for Downtown Parking Lots.

RECOMMENDATION

Staff recommends approval of (1) Budget Ordinance (BO-2022-08); (2) award of a contract in the amount of \$379,501 to American Engineering for the planning, analysis, and future funding phase converting Franklin Street and Jefferson Street from one-way streets to two-way streets and (3) authorization of the Interim City Manager to execute a contract on behalf of the City of Monroe with American Engineering. If the General Services Committee is in agreement, Staff will place these items on the April 12, 2022 City Council consent agenda for approval by Council.

Attachments:
Budget Ordinance (BO-2022-08)



March 28, 2022

Ms. Sarah McAllister, PE
Infrastructure Engineer
City of Monroe
300 West Crowell Street
Monroe, NC 28112

**RE: Conversion of Franklin Street & Jefferson Street from One-way to Two-way,
Fee Proposal for Planning**

Dear Ms. McAllister:

Per your request attached is the revised fee proposal for the Conversion of Franklin and Jefferson Streets from one-way to two-way operations. Below is a summary of the estimated fees for the project based on our team's updated rates and unit cost.

Task #	Task Name	Fee
1.0	Public Involvement Process	\$87,913.38
2.0	Stakeholder Coordination	\$7,380.00
3.0	Project Funding	\$30,352.50
4.0	Alternative Analysis	\$155,061.35
5.0	Conceptual Plans & NEPA Documentation	\$77,713.72
6.0	Project Administration	\$11,080.00
	Reimbursable Expenses	\$10,000.00

Total \$379,500.95

Included for your review is the proposed scope of services and detailed fee summaries for American Engineering as well as our subconsultants.

Please call me if you have any questions.

Very truly yours,

A. Christopher Johnson

A. Christopher Johnson, PE
Principal
704.749.1413
cjohnson@american-ea.com

**Conversion of Franklin Street & Jefferson Street from On-way to Two-way
Scope of Services
March 28, 2022**

American Engineering will provide project development, environmental and funding application services for the **Conversion of Franklin Street & Jefferson Street from On-way to Two-way**. All services will be performed in accordance with federal funding guidelines, North Carolina Department of Transportation (NCDOT) policies and procedures, American Association of State Highway and Transportation Officials (AASHTO) policies and procedures and in compliance with the National Environmental policy Act (NEPA).

The anticipated scope of services for the project are outlined below. The following services will be provided by subconsultants:

- *Video Recording* (Precision View Media, P&A Design LLC)
- *Project Funding Application* (RS&H Architects-Engineers-Planners, Inc.)
- *Traffic Studies* (NV5)
- *Environmental Studies* (VHB Engineering NC, P.C.)
- *Geo-Environmental Report* (Wood Environment & Infrastructure Solutions, Inc.)

1.1 Planning Phase Public Involvement

A major component of this phase will be interviews with business owners who will be directly impacted by the project. The fee is based on 1-hour meetings with up to 80 business owners, conducted by two team members. Our team will develop and maintain a project website that will provide project updates as well as opportunities for community feedback. Our team will provide support to the City for project updates through the City's social media account(s). The scope of services includes producing flyers and postcards for meeting notifications (2 rounds). A *flyover/drive- through video* will be produced to illustrate the proposed improvements for use at community meetings. The scope of services also includes attendance at the following meetings/events:

- One Public Meeting (*4 team members*)
- One Public Enterprise Meeting (*3 team members*)
- One City Council Meeting (*3 team members*)
- Attending up to six scheduled downtown events (*2 team members*)

The deliverables for the public involvement phase will include a report that summarizes all public involvement activities.

2.1 Planning Phase Stakeholder Coordination

In addition to Engineering and Downtown staff, the development of the project will include coordination with the following department/agency staff:

- Water/Sewer Staff
- Energy Services Staff
- Park & Recreation Staff
- Planning Staff
- First Responders (police & fire)

3.1 Addition of Jefferson Street to Federal System

For a route to be eligible for federal funding, it must be on the Federal Aid (FA) System. Franklin Street is currently on the FA System, but Jefferson Street is not. A letter will be submitted to the Charlotte Regional Transportation Planning Organization (CRTPO) on behalf of the City justifying and requesting the addition of Jefferson Street to the FA System. In preparation for drafting this letter, readily available traffic data will be obtained from NCDOT. Our team will coordinate with CRTPO Staff and NCDOT Staff to gain examples of successful requests of the recent past and will utilize these as a template for the draft letter. In addition, comparisons will be made to Franklin Street, which is parallel to Jefferson Street and has similar characteristics.

Our team will make every effort to justify and coordinate with the City, CRTPO and TPD, but does not guarantee that the request for the addition to the FA System will be successful.

3.2 CRTPO Funding Application

The American Engineering Project Team will be performing Capacity Analysis, Safety Analysis, Conceptual Designs and Cost Estimates. The results will be examined to assess how they might strengthen applications for various federal and state funding types. A table will be created that will include various funding types, their applicability to the project, and a qualitative statement assessing the high, medium, or low funding likelihood. The table will include known funding sources, a comment on why the funding probability is not higher, and if there is any reasonable or feasible way to optimize the funding possibility.

Our team will complete a Draft CRTPO Discretionary Funding Application for the City's use in the next call for projects. In addition, our team will draft text for the City's use in an email or letter, requesting NCDOT Division 10 and the NCDOT Traffic Mobility and Safety Division (TMSD) evaluate and consider applying Spot Safety, Highway Safety Improvement Program, Spot Mobility, and/or High Impact/Low Cost Funding to the Project.

4.1 Design Criteria

The American Engineering project team will prepare a design criteria memorandum for approval by City staff.

4.2 Alternative Analysis

The alternative analysis will include the evaluation of up to two (2) roundabout and two (2) conventional intersection concepts for the Jefferson/Franklin/Crow Street intersection. Up to two (2) alternatives will be evaluated for the remainder of the project. Pedestrian safety improvements will be included as part of the evaluation of all intersection improvements. Opportunities for artwork and other streetscape improvements will also be identified. A matrix for evaluating impacts will be developed for the alternative analysis.

4.3 Traffic Studies

Data Collection - Earlier studies for the project area will be reviewed for historic data and programed projects that might affect traffic patterns or volumes in the study area. Previously considered and recommended roadway concepts will be noted for consideration in both the

determination of future traffic volumes and patterns as well as potential study alternatives. Data collection activities will include the following:

- One site visit to confirm existing conditions.
- Available historic traffic data for roadways within the study area will be collected, including any data from previous studies.
- If not available from other sources, 48-hour directional classification counts will be collected for:
 - Franklin Street between Windsor Street and Jefferson Street (two-way traffic)
 - Franklin Street west of Charlotte Avenue (two-way traffic)
 - Jefferson Street west of Charlotte Avenue (two-way traffic)
 - Church Street
 - Hayne Street
 - Main Street
 - Charlotte Avenue
- If not available from other sources, 13-hour turning movement traffic counts will be collected at:
 - Franklin Street @ Windsor Street/McCauley Street (Signalized)
 - Franklin Street @ Windsor Street/Maurice Street (Signalized)
 - Franklin Street @ Church Street (Signalized)
 - Franklin Street @ Hayne Street (Signalized)
 - Franklin Street @ Main Street (Signalized)
 - Franklin Street @ Charlotte Avenue (Signalized)
 - Jefferson Street @ Church Street (Signalized)
 - Jefferson Street @ Hayne Street (Signalized)
 - Jefferson Street @ Main Street (Signalized)
 - Jefferson Street @ Charlotte Avenue (Signalized)
- If not available from other sources, Peak Hour turning movement traffic counts will be collected at:
 - Franklin Street @ Crow Street
 - Franklin Street @ Beasley Street (one-way southbound)
 - Franklin Street @ Stewart Street
 - Jefferson Street @ Crow Street
 - Jefferson Street @ Depot Street
 - Jefferson Street @ Beasley Street (one-way southbound)
 - Jefferson Street @ Stewart Street
 - Jefferson Street @ Crawford Street
 - Jefferson Street @ College Street
 - Jefferson Street @ Johnson Street
- With the City of Monroe's assistance, our team will request base year and future year traffic data for roadways within the study area that are included in the modeled network for the Charlotte Regional Transportation Planning Organization's Metropolitan Transportation Plan.

- With the City of Monroe's assistance, our team will collect the most recent three to five years of available crash data within the project study area

Crash Analysis – Our team will review available crash data to determine the presence of any crash patterns that may either be alleviated by the conversion or need to be addressed during the evaluation of alternatives.

Traffic Projections – Our team will review available data to determine existing traffic volumes and travel patterns throughout the study area as well as anticipate traffic growth to develop design year no build traffic volumes. Our team will review these with the City of Monroe and project team, then redistribute the traffic from the existing one-way traffic pattern to a two-way traffic pattern along Franklin and Jefferson Streets. Future year no build and build volumes will be provided both as Average Annual Daily Traffic volumes, as appropriate, and peak hour intersection turning movements. This subtask will include one on-site meeting with the City of Monroe.

Existing & Future No Build Traffic Analysis – Our team will analyze peak hour existing and future no build peak hour traffic conditions using the Synchro capacity analysis software and NCDOT's Congestion Management Analysis Guidelines.

Future Build Traffic Analysis – Our team will analyze peak hour future build volumes as part of the evaluation of proposed alternatives. Synchro and SIDRA capacity analysis software programs and NCDOT's Congestion Management Analysis Guidelines will be used in the analysis as appropriate. Potential pedestrian and vehicular traffic conflicts will also be evaluated for each alternative. The preferred configurations for most intersections from Church Street west are expected to incorporate provisions for the revised traffic patterns within the existing roadway. A maximum of two alternatives will be evaluated at these locations. Up to four alternatives will be evaluated east of Church Street. Up to four alternatives will also be evaluated at or west of Charlotte Avenue. Where necessary, signal warrants will be evaluated for existing and proposed signalized intersections. One meeting is included in this task.

Report - The methodology and results will be summarized and fully documented in report format to facilitate review by the City and other agencies involved in the allocation of transportation improvement funds.

4.4 Environmental/Natural Resource Studies

Environmental and Natural Resource studies will be completed to provide technical support for the completion a NEPA PCE Checklist, providing appropriate documentation for the project file as needed for backup to questions within the Checklist. This effort will include:

- Preparation of a memorandum regarding potential community impacts for the project file, memo will include demographic screening of the area.
- Documentation of cultural resource findings as returned from NCDOT via ETRACs. These findings will be submitted for inclusion in the project file.
- Summary of air quality status for the project area.

- Preparation of a Natural Resources Technical Memo (this does not include any USACE coordination or PJD preparation).

Our team will perform a Hazardous Waste Site Analysis of the project area, which includes portions of roughly 114 land parcels and is comprised of about 41 acres of improved road right-of-way plus mostly developed properties. The area includes roughly 41 acres of road corridor and mostly developed properties from about 900 West Franklin Street to about 418 East Franklin Street. The Hazardous Waste Site Analysis will include the following:

- A review of the historical information for the project area and immediately surrounding properties.
- A review of environmental lists published by federal, state and local agencies.
- A file review for facilities identified on the environmental lists that are located within or adjacent to the project area and preliminary screening of regulatory information from the North Carolina Division of Waste Management (NCDWM). Site Locator Tool identified 16 listings near or within the project area boundary on the regulatory databases).
- A walking site and area visit for the project area.
- Preparation of a written report with our observations, findings, and conclusions and recommendations, if applicable.

No significant impacts are expected as a result of this project; however, should the aforementioned tasks indicate potential for impacts requiring additional research, coordination, field work or documentation, a supplemental scope and fee will be requested.

5.1 Concept Plans

The Concept Plans (*15% Design*) will include cover sheet, typical sections, plan sheets and cross sections. The plans will be prepared at a scale of 1" = 20' and will include right-of-way requirements. Preliminary overhead utility relocations and conceptual drainage improvements will be identified. The cost estimate will include roadway and utility cost.

5.2 NEPA Document & Summary Report

A Categorical Exclusion (CE) will be completed for the project that summarizes the results of the above studies and impacts of the proposed construction activity. It is anticipated that a Type II document will satisfy NEPA documentation requirements. The summary report will include alternatives that were considered, summary of the alternative analysis, preferred alternative and associated impacts. It will also include a summary of the public involvement process, traffic study results and cost estimates.

6.0 Project Administration

Project administration is based on up to five (5) project status meeting and up to ten (10) bi-weekly conference calls and status reports.

Conversion of Franklin Street Jefferson Street from One-Way to Two-Way
Planning Fee Proposal

3/28/2022



Task		Sr. Project Manager \$210.00	Sr. Project Engineer \$175.00	Project Engineer \$135.00	Sr. Landscape Architect \$155.00	Senior Coordinator \$155.00	Structural Engineer \$120.00	Designer \$115.00	Senior Technician \$110.00	Clerical \$85.00	Total Hours	American Fee Subtotal	Subconsultant Fee Subtotals	Total Fee
1.0	PUBLIC INVOLVEMENT PROCESS													
1.1	Planning Phase Public Involvement													
	Business Owner Interviews	16			80	80				8	184	\$28,840.00		\$28,840.00
	Public Meeting	8			8	8			48	4	76	\$9,780.00		\$9,780.00
	Public Enterprise Meeting	6			6	6					18	\$3,120.00		\$3,120.00
	City Council Meeting	6			6	6					18	\$3,120.00		\$3,120.00
	Pop-up Meeting/Events (6)	4			24	24				4	56	\$8,620.00		\$8,620.00
	Website Design & Maintenance	2							16	60	78	\$7,280.00		\$7,280.00
	Rendering/Video ⁽¹⁾	4			80				16		100	\$15,000.00	\$1,233.38	\$16,233.38
	Postcards/Flyers									24	24	\$2,040.00		\$2,040.00
	Social Media Updates								8	16	24	\$2,240.00		\$2,240.00
	Public Involvement Summary	8			8	24					40	\$6,640.00		\$6,640.00
2.0	STAKEHOLDER COORDINATION													
2.1	Planning Phase Stakeholder Coordination													
	Water & Sewer	4				4					8	\$1,460.00		\$1,460.00
	Energy Services	4				4					8	\$1,460.00		\$1,460.00
	Park & Recreation	4			4						8	\$1,460.00		\$1,460.00
	Planning Department	4			4						8	\$1,460.00		\$1,460.00
	Emergency Responders (Police & Fire)	4	4								8	\$1,540.00		\$1,540.00
3.0	PROJECT FUNDING													
3.1	Addition of Jefferson to Federal System													
	Application Process ⁽²⁾	3									3	\$630.00	\$6,630.00	\$7,260.00
3.2	CRTPO Funding Application													
	Project Funding Application ⁽²⁾	9									9	\$1,890.00	\$21,202.50	\$23,092.50
4.0	ALTERNATIVE ANALYSIS													
4.1	Design Criteria													
	Develop Design Criteria	4	8								12	\$2,240.00		\$2,240.00
4.2	Alternative Analysis													
	Alignment Studies	40	40	60	24	24		80	80		348	\$48,940.00		\$48,940.00
	Cost Estimates	8	8	24				40	16		96	\$12,680.00		\$12,680.00
	Selection of Preferred Alternative	24	24								48	\$9,240.00		\$9,240.00
4.3	Traffic Studies													
	Traffic Analysis ⁽³⁾	16	12								28	\$5,460.00	\$53,015.00	\$58,475.00
4.4	Environmental/Natural Resource Studies													
	Environmental/Community Analysis ⁽⁴⁾	2	2								4	\$770.00	\$8,979.25	\$9,749.25
	Geo-Environmental Study ⁽⁵⁾	2	4								6	\$1,120.00	\$12,617.10	\$13,737.10

Conversion of Franklin Street Jefferson Street from One-Way to Two-Way
Planning Fee Proposal

3/28/2022



Task		Sr. Project Manager \$210.00	Sr. Project Engineer \$175.00	Project Engineer \$135.00	Sr. Landscape Architect \$155.00	Senior Coordinator \$155.00	Structural Engineer \$120.00	Designer \$115.00	Senior Technician \$110.00	Clerical \$85.00	Total Hours	American Fee Subtotal	Subconsultant Fee Subtotals	Total Fee
5.0	CONCEPT PLAN & NEPA DOCUMENTATION													
5.1	Conceptual Plans													
	Concept Plan Package													
	Cover sheet	0.5							8		8.5	\$985.00		\$985.00
	Typical Sections	0.5	1					2	6		9.5	\$1,170.00		\$1,170.00
	Plan Sheets	16	16	24				40	80		176	\$22,800.00		\$22,800.00
	Streetscape Design	4	2		40						46	\$7,390.00		\$7,390.00
	Critical Sections	2	4	4				8	16		34	\$4,340.00		\$4,340.00
	Drainage Study		16					60			76	\$9,700.00		\$9,700.00
	Cost Estimates	4	8					24	16		52	\$6,760.00		\$6,760.00
5.2	NEPA Document & Summary Report													
	CE Documentation ⁽⁴⁾	16	8								24	\$4,760.00	\$628.72	\$5,388.72
	Summary Report	24	40		8	8			30	16	126	\$19,180.00		\$19,180.00
6.0	PROJECT ADMINISTRATION													
	Monthly Status Meetings (5)	15	20							6	41	\$7,160.00		\$7,160.00
	Bi-Weekly Conference Calls/Status Reports (10)	12	8								5	\$3,920.00		\$3,920.00
	REIMBURSABLES													
	Reimbursable Expenses											\$10,000.00		\$10,000.00
	TOTAL PERSON HOURS	276	225	112	292	188	0	254	340	138	1825			
	BILLING RATE PER HOUR	\$210.00	\$175.00	\$135.00	\$155.00	\$155.00	\$120.00	\$115.00	\$110.00	\$85.00				
	TOTALS	\$57,960.00	\$39,375.00	\$15,120.00	\$45,260.00	\$29,140.00	\$0.00	\$29,210.00	\$37,400.00	\$11,730.00		\$265,195.00	\$103,072.57	\$379,500.95

(1) See attached "Precision Views Media" proposal for aerial video & photography.
(2) See attached "RS&H" proposal for funding application services.
(3) See attached "NV5" proposal for traffic studies.
(4) See attached "VHB" proposal for environmental studies.
(5) See attached "Wood" proposal for environmental studies.



PRICE PROPOSAL

Precision View Media, P&A Design LLC
United States

704-618-3061
www.precisionviewsmedia.com

BILL TO
American Engineering
Chris Johnson
8008 Corporate Center Drive
Suite 110
Charlotte, North Carolina 28226
United States

704 519-9472
cjohnson@american-ea.com

Estimate Number: 121

Estimate Date: March 25, 2022

Expires On: December 31, 2022

Grand Total (USD): \$1,233.38

Items	Quantity	Price	Amount
Aerial Video - 1 mile long video in Monroe, NC flying over W. Jefferson St from N. Johnston to Morgan Mill Rd. - Half a mile long flying over E Franklin St from N. Charlotte Ave to Morgan Miller Rd.	1	\$1,150.00	\$1,150.00
Subtotal:			\$1,150.00
Tax 7.25%:			\$83.38
Total:			\$1,233.38
Grand Total (USD):			\$1,233.38

Subconsultant to American Engineering

Task		S. Cole - Sr. Project Manager	Erin Musiol - Project Engineer/Planner		Total Hours	Hourly & Unit Price Fees
No.	Name	\$195.00	\$150.00	\$0.00		
1.0	Pursue Addition of Jefferson Street to FA System					
	<i>Review previous successful requests for FA System additions</i>	4	6		10.0	\$1,680.00
	<i>Gather readily available Traffic Data</i>	2	10		12.0	\$1,890.00
	<i>Draft letter to CRTPO requesting and justifying adding to FA System</i>	2	8		10.0	\$1,590.00
	<i>Coordinate with AE and City of Monroe</i>	6	2		8.0	\$1,470.00
2.0	Evaluate Project Features to strengthen application for various funding types					
	<i>Examine Capacity and Safety Analyses, Concept Designs and Estimates</i>	2	4		6.0	\$990.00
	<i>Assemble table of funding types and likelihood</i>	8	2		10.0	\$1,860.00
3.0	Draft Funding Application					
	<i>Draft CRTPO Discretionary Funding Application</i>	8	18		26.0	\$4,260.00
	<i>Coordinate request for other funding types</i>	4	8		12.0	\$1,980.00
4.0	Deliverables					
	<i>Finalize Letter from City to CRTPO for FA System Addition</i>	1	2		3.0	\$495.00
	<i>Complete table of funding types and likelihood</i>	1	1		2.0	\$345.00
	<i>Finalize CRTPO Discretionary Funding Application</i>	2	4		6.0	\$990.00
	<i>Email or letter to NCDOT requesting other funding sources</i>	1	2		3.0	\$495.00
	<i>Revise per final comments and provide deliverables</i>	0.5	1		1.5	\$247.50
5.0	Meetings & Coordination					
	<i>3 City/CRTPO/NCDOT Meetings (2 people)</i>	6	6		12.0	\$2,070.00
	<i>Meeting Follow Up (3 meetings)</i>	2	2		4.0	\$690.00
	<i>General Coordination with AE & City</i>	12	4		16.0	\$2,940.00
	<i>General Coordination with CRTPO & NCDOT</i>	12	8		20.0	\$3,540.00
	RS&H Subtotal Hours	73.5	88.0	0.0	161.5	
	RS&H Total Direct Salary Related Costs	\$14,332.50	\$13,200.00	\$0.00		\$27,532.50
	RS&H Reimbursable Expenses					\$300.00
					RS&H Total	\$27,832.50

G. Project Coordination

NV5 will maintain coordination with the City of Monroe and the project team through status calls and meetings.

H. Fees

Task	Labor in Manhours		Direct Costs			
	Senior Engineer	Engineer				
A. Data Collection	12	8	Traffic Counts			
Site Visit	8	8		#	Rate	Total
B. Crash Analysis	8	8	48-hr	7	\$225	\$1,575
C. Traffic Projections	24	10	13-hr TMC	10	700	7,000
Review Meeting	8	8	4-hr TMC	10	220	2,200
D. Existing & Future No Build Traffic Analysis	8	16				\$0,775
E. Future Build Traffic Analysis (4 Alternatives)	28	16	Other Direct Costs (travel, misc.)			\$1,650
Review Meeting	8	8	Total Direct Costs			\$12,425
F. Report	24	16				
G. Project Coordination	16	0				
Total Manhours	144	98				
Hourly Rates	\$190	\$135				
Labor Cost	\$27,360	\$13,230				
Total Labor Cost	\$40,590					
Total Cost			\$53,015			

DESIGN TEAM BUDGET
Estimated Labor Hours and Costs

VHB		Monroe, North Carolina Franklin and Jefferson Street Conversions Federal CE Support Tasks					
TASK NO.	TASK DESCRIPTION	Sr. Project Planning Engineer	Sr. Project Planner	Transportation Analyst	Transportation Analyst	Sr. Environmental Scientist	Total Hours
Anticipated Staff:		L. Triebert	C. Andre	J. Luther		D. Cooper	
	Community Screening Technical Memo		8.0	8.0			16.0
	Archaeological & Historic Architecture Requests and Summary	2.0		8.0			10.0
	Air Quality Summary	2.0					2.0
	Natural Resources Technical Memo					18.0	18.0
	QA/QC of PCE document	4.0					4.0
	Project Coordination (calls/meetings)	16.0					16.0
	TOTAL HOURS :	24	8	16		18	66
	HOURLY BILLING RATE :	\$157.18	\$196.19	\$110.44		\$124.23	
	TOTAL FEE :	\$3,772.32	\$1,569.52	\$1,767.04	\$0.00	\$2,236.14	\$9,345.02
						Direct Expenses	\$262.95
						Estimate Total	\$9,607.97
<u>Assumptions</u> - No significant impacts expected as a result of the above research/technical studies. Should potential impacts be identified that require additional research, coordination, field work or documentation, a supplemental scope and fee will be requested.							
<u>Direct Expenses</u>							
		Unit Cost	QTY	Total Expense			
8.5x11 b/w copies		\$ 0.09	75	\$ 6.75			
8.5x11 color copies		\$ 0.83	40	\$ 33.20			
11x17 color copies		\$ 1.66	25	\$ 41.50			
Mileage for (1) NR Site Visit		\$ 0.605	300	\$ 181.50			
		Total Direct Expenses		\$ 262.95			

						Version: 2019.3.15)RJS.LEP	
OVERALL SUMMARY							
TIP NUMBER: WBS NUMBER(s): Note 1: Populates from "Acct Initiation Request" worksheet tab. Note 2: Firm team, fill out WBS Number(s) section only on this "Acct Initiation Request" worksheet tab. Note 3: DOT team, the Project Manager fills out the entire "Acct Initiation Request" worksheet tab. COUNTY: TASK ORDER NUMBER (if applicable) : FA NUMBER (if applicable) : ESTIMATE SUBMITTAL NUMBER: (Version Control-if needed) (Ex. InitialV2 (initial estimate version 2)) OTHER PROJECT IDENTIFIER INFORMATION: (if needed) DESCRIPTION: (List the project parameters; where the project starts and stops) DISCIPLINE USED: (List each discipline that will be involved in this project)			1ST STEP FOR FINAL ESTIMATE (SEE BELOW)				
	Union						
			READY TO COMPLETE FINAL ESTIMATE?		ENTER A '1', IF YES. ---->		
			ENTER A '1', IF YES. ---->				
			THEN CLICK THE BUTTON TO THE RIGHT		^		
			Conversion of Franklin Street and Jefferson Street from One-way to Two-way Streets				
			#NAME?				

DISCIPLINE		INITIAL			FINAL		
ITEM		MD	COST	COST/MANDAY	MD	COST	COST/MANDAY
Geotechnical--SUB1	(Boring and Lab)	12.000	\$ 11,748.00	\$ 979.00			
	Foundations		\$ 869.10				
Grand Total - All Disciplines		12.000	\$ 12,617.10		0.000	\$ -	

Labor, Overhead & Fee			
MANAGING DOT UNIT:			
ENGINEERING FIRM:			
ENGINEERING FIRM CONTRACT NUMBER:		CONTRACT TYPE:	
		PAYMENT TYPE:	LUMP SUM
SCOPE/MANDAY ESTIMATE PREPARED BY:		DATE:	
SCOPE/MANDAY ESTIMATE APPROVED BY:		DATE:	
REASON FOR SUPPLEMENTAL: (If this is a supplemental to the original Scope of Services, state reason for supplemental.)			
PO NUMBER (If Available) :		SUPPLEMENTAL NUMBER (If Applicable) :	

Geotech Summary & Labor Expenses - Subconsultant 1

PROJECT DESCRIPTION:	Conversion of Franklin Street and Jefferson Street from One-way to Two-way Streets		FIRM:	Wood Environment & Infrastructure Solutions	
			PREPARED BY:	Andrew Frantz	
			DATE PREPARED:	2/14/2020	REVISION DATE:
WBS ELEMENT:		TIP:	0	MMS TASK NUMBER:	0

TOTAL MAN HOURS:	96.00
TOTAL WORKDAYS (8 HOUR DAYS):	12.00
TOTAL PAYROLL BURDEN:	\$11,748.00
AVERAGE COST PER HOUR:	\$122.38
OVERHEAD @ X%:	0.00% \$0.00
SUBTOTAL:	\$11,748.00
FIXED FEE @ X%:	0.00% \$0.00
COST OF CAPITAL @ X%:	0.0000% \$0.00
PAYROLL TOTAL:	\$11,748.00

MOBILIZATION AND TRAVEL TOTAL:	\$156.60
DRILLING TOTAL:	\$0.00
PAVEMENT INVESTIGATION TOTAL:	\$0.00
INVESTIGATION EQUIPMENT TOTAL:	\$0.00
TESTING EQUIPMENT TOTAL:	\$0.00
GEOENVIRONMENTAL TOTAL:	\$712.50
GEOPHYSICAL:	\$0.00
LABORATORY TESTING:	\$0.00
MISCELLANEOUS:	\$0.00
DIRECT EXPENSES TOTAL:	\$869.10

Show Rows 25:86

Hide Unused Rows 26:85

TOTAL	\$12,617.10
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EMPLOYEES' INFORMATION	NAME	POSITION	0	0	0	0	0	0	0	0	0	0
	(HC) Helen Corley											
	(AF) Andrew Frantz											
	(MM) Matt Miller											
	(DH) Derick Haydin											
	(LM) Leanna Muroski											
	(JW) Jackie Williams											
	0											
	0											
	0											
	0											
	0											
	0											
TOTAL HOURS:	6.00	46.00	32.00	0.00	8.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
HOURLY SALARY RATE:	\$195.00	\$115.00	\$135.00	\$85.00	\$85.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PAYROLL BURDEN	\$1,170.00	\$5,290.00	\$4,320.00	\$0.00	\$680.00	\$288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Task	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total	Notes
Field - Project Management						2.00							2.00	
Field - Scoping/Site Visit		10.00	10.00		2.00								22.00	
NCDEQ File Review		6.00											6.00	
City Directory Review - Library		6.00											6.00	
Report Preparation	4.00	24.00	8.00		6.00	2.00							44.00	
Status Call/Meeting	2.00		14.00										16.00	
Total	6.00	46.00	32.00	0.00	8.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	96.00	

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
STUDY ONE-WAY CONVERSION
BO-2022-08**

WHEREAS, to promote safety for pedestrians, shoppers, and motor travel; and

WHEREAS, to promote commerce in downtown Monroe; and

WHEREAS, to promote an increase in the tax revenues for the City; and

WHEREAS, requests for letters of interest was advertised on October 24, 2019 for the planning, analysis, and future funding phase for converting Franklin Street and Jefferson Street from one-way to two-way streets; and

WHEREAS, American Engineering was selected through a scoring and interview process to be the consultant for the planning, analysis, and future funding phase for converting Franklin Street and Jefferson Street from one-way to two-way streets; and

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe hereby appropriates funding from the General Fund Balance Formally Assigned for Downtown Parking Lots to the newly created Study One-Way Conversion account for the planning, analysis, and future funding phase for converting Franklin Street and Jefferson Street from one-way to two-way streets as follows:

General Fund:

Revenue:

Appropriation of Balance Formally Assigned for Downtown Parking Lots	\$379,501
---	-----------

Expense:

Transfer to General Capital Project Fund	\$379,501
--	-----------

General Capital Project Fund:

Revenue:

Transfer from General Fund	\$379,501
----------------------------	-----------

Expense:

Capital Project Study One-Way Conversion	\$379,501
--	-----------

Adopted this 12th day of April 2022.

Marion L. Holloway Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Brian J. Borne, Interim City Manager
DATE: April 7, 2022
FROM: Robert Miller, Interim Director of Energy Services
PREPARED BY: Robert Miller, Interim Director of Energy Services
SUBJECT: Energy Services Property Development Update

SUMMARY STATEMENT

Staff will update the General Services Committee on the site development and new building for Energy Services.

REVIEW

Staff will provide the background, plan overview, next steps, and estimated schedule.

RECOMMENDATION

No action is required. The presentation is for information purposes.

Attachment: 2022-04-07 – GS – Energy Services Expansion Overview.ppt

CITY OF MONROE ENERGY SERVICES

SITE EXPANSION



General Services Committee
April 7, 2022

Agenda

- Background
- Expansion Objectives
- Site Plan
- Site Potential
- Budget
- Progress
- Next Steps
- Estimated Schedule

Background

- The Energy Services facility was constructed in 2012.
- The existing Energy Services building no longer meets the needs of the department and a new building is needed to supplement the existing facility.
- The warehouse is not adequately sized.
- Energy Services continues to store hundreds of electric transformers at 2401 Walkup Ave.

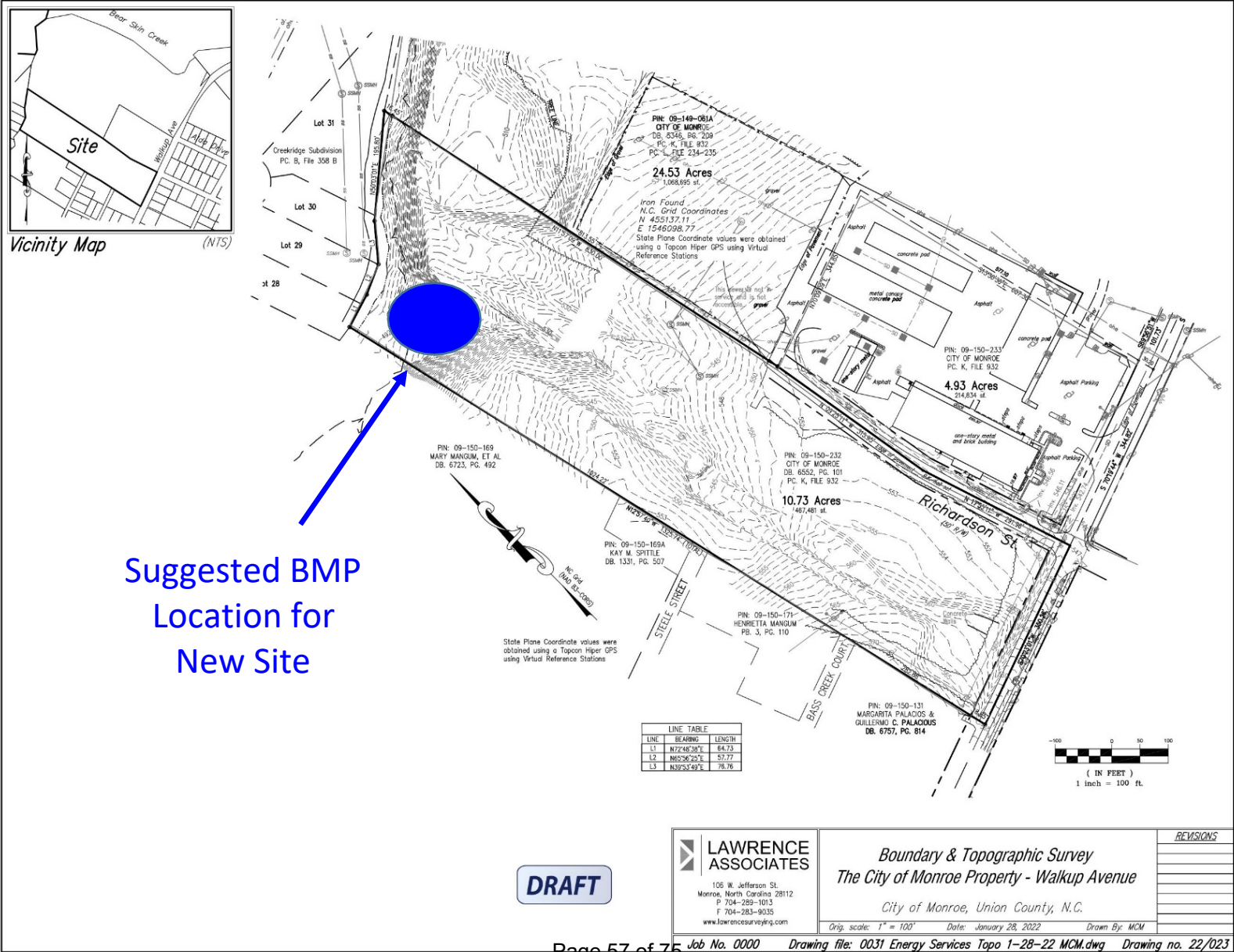
Expansion Objectives

- Optimize existing warehouse space and existing large conference room
 - Increase number of offices for Energy Services
 - Large conference room that can hold the entire department
 - Additional training rooms, electric and natural gas training facilities
- New warehouse
 - Increase size of the warehouse
 - Improve warehouse logistics
 - Additional covered storage for weather and UV sensitive materials
 - Move all Energy Services inventory from 2401 Walkup Ave to this location
- Transformer storage and oil disposal
- Increase covered storage for fleet and equipment
- New offices for purchasing and warehouse
- New offices for IT
- Additional entrance/exit to the facility

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Site (Cont.)



This aerial map illustrates a proposed new site and its surrounding infrastructure. Key features include:

- Streets:** CREEKRIDGE DR, STEELE ST, TURNER ST, BASS CREEK CT, WALKUP AVE, ALDA DR, and RICHARDSON ST.
- Water Features:** Steele Creek and Bass Creek.
- Site Layout:**
 - Equipment Storage, Training Facilities:** A large paved area with various vehicles and equipment.
 - New Building:** A large, rectangular structure.
 - New Site Entrance Gate:** Located near the intersection of Richardson St and Walkup Ave.
- Environmental Features:**
 - Suggested BMP Location for New Site:** Indicated by a blue circle near Steele Creek.
 - Existing BMP:** Indicated by a blue oval near the New Site Entrance Gate.
- Other Annotations:**
 - Potential New Site Emergency Exit to Steele St. or Bass Creek Ct.:** Indicated by arrows pointing towards the streets.
 - Scale:** 1 inch = 175 feet.
 - North Arrow:** Located in the top right corner.

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Budget

- Existing Budget = \$436,000
 - EL Capital Project 2003 - Additional Storage
 - $\$250,000 / \$32,000 \text{ Encumbered/Balance} = \$218,000$
 - NG Capital Project 2003 - Additional Storage
 - $\$250,000 / \$32,000 \text{ Encumbered/Balance} = \$218,000$
- FY 23 Capital Budget = \$3,000,000
 - Add \$1,500,000 to EL 2003
 - Add \$1,500,000 to NG 2003
- ARPA funding will be used for new IT offices

Progress

- Lawrence and Associates contracted = 7/28/2021
 - Site survey and topo = 2/1/2022
 - Site stormwater BMP plan = May 2022
 - Site, erosion control, grading plan = June 2022
 - Permit to City of Monroe = June 2022
 - Permit to NCDEMLR = July 2022

Next Steps

- Request for Qualifications (RFQ) for Architect
- Evaluate existing warehouse space, potential
- Stakeholders meet with Architect
- Begin erosion control, stormwater BMP installation, fencing, grading
- Facility design
- Request for Proposal (RFP) for construction services
- Submit building permit
- Material procurement
- Construction

Estimated Schedule

- Request for Qualifications (RFQ) for Architect = May 2022
- Contract for Architect services = June/July 2022
- Site, stormwater, and erosion control permit = June 2022
- Install EC, stormwater BMP installation, fencing, grading = August 2022
- Facility design = complete October 2022
- Request for Proposal (RFP) for construction services = November 2022
- Construction begin = January 2023
- Construction complete = December 2023
- Warehouse transition, remodel work = January - June 2024



STAFF REPORT

TO: General Services Committee

DATE: April 6, 2022

FROM: Lisa Stiwinter, Director of Planning and Development

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Amendment to the City Code of Ordinances titled Section 32 titled “Boards, Commissions, and Departments”

SUMMARY STATEMENT

The General Services Committee is requested to consider an amendment to Section 32 titled “Boards, Commissions, and Departments” of the City Code of Ordinances.

REVIEW

The purpose of the amendment is revise the Planning Board, Historic District, and Board of Adjustment sections to be consistent with the proposed Unified Development Ordinance (UDO), which is to be presented to Council at the April 12, 2022 City Council meeting. Revisions for each section include amended member counts to match the number of City Council seats, the addition of rules of procedure, modified powers and duties, and modern concise language.

RECOMMENDATION

Planning staff recommends approval of the ordinance amendment to Section 32 titled “Boards, Commissions, and Departments”.

Attachment(s):
O-2022-XX

**AN ORDINANCE AMENDING TITLE III, CHAPTER 32
OF THE CODE OF ORDINANCES OF THE CITY OF MONROE
O-2022-XX**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE III, CHAPTER 32: BOARDS, COMMISSIONS, AND DEPARTMENTS OF THE CITY OF MONROE CODE OF ORDINANCES BE AMENDED AS FOLLOWS:

PLANNING BOARD

Section 1. Amend Section §32.001 “CREATED” as follows:

§32.001 Created

There shall be a Planning Board of the City of Monroe in accordance with the following provisions.

Section 2. Amend Section §32.002 “MEMBERSHIPS, VACANCIES, TERM AND COMPENSATION” as follows:

§32.002 Appointment and Terms of Planning Board

1. **Generally.** The Planning Board (PB) shall consist of seven (7) regular members appointed by City Council.
 - a. Members shall be residents of the City of Monroe and shall be appointed by City Council; one member may reside outside of the City but within the extraterritorial jurisdiction (ETJ)
 - b. In addition to the forgoing regular members, one member of the Monroe Youth Council shall serve as an ex officio, non-voting, uncompensated member. The Monroe Youth Council shall select the Youth Council exofficio member at the time it elects officers annually.
 - c. The chairperson shall receive seventy-five (75) dollars per meeting attended. All other members shall receive fifty (50) dollars per meeting attended.
2. **Member Terms.** Planning Board members shall be appointed for four-year staggered terms expiring on December 31st.
 1. Members may serve two consecutive terms.
 2. Any vacancy in the membership shall be filled for the unexpired term.
 3. Members may continue to serve until their successors have been appointed.

Section 3. Amend Section §32.003 “Organization, Rules Meetings and Records” as follows:

§32.003 Rules of Procedure

1. **Generally.** The Planning Board shall adopt rules for transaction of its business and shall keep a record of its members’ attendance and of its resolutions, discussions, findings, and recommendations, which shall be a public record
2. **Meetings of the Planning Board.** The Planning Board shall adopt a regular meeting schedule.
 - a. The Planning Board may hold such special meetings as conduct of its business may require.
 - b. All meetings shall be open to the public.
 - c. The Planning Board shall keep minutes of its proceedings, showing the vote of each member upon every action or, if absent or failing to vote, indicate such fact.
 - d. Unless otherwise provided by law, all records and minutes shall be public record.
3. **Quorum.** No official business of the Planning Board may be conducted without a quorum present.
4. **Participating and Voting.** The concurring vote of a majority of the board shall be required on all matters. A majority of the members shall be required to decide any other matter or to determine an appeal made in the nature of certiorari.
 - a. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a matter shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Planning Board meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the paragraph below.
 - b. Members shall not vote on any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the

landowner of the property subject to are zoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.

5. **Attendance.** Any member of the Planning Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council.

Section 4. Amend Section §32.004 “GENERAL POWERS AND DUTIES” as follows:

§32.004 Powers and Duties. The following shall be the responsibility of the Planning Board

1. **Generally.** The Planning Board shall provide an advisory function, except where otherwise noted, to assist in making decisions pertaining to amendments to the comprehensive plan and this UDO, and applications for development approval.
2. **Prepare Plans.** The Planning Board shall prepare and recommend to the City Council, and from time to time amend and revise a recommended comprehensive and coordinated plan for the physical, social, and economic development of the area. It shall prepare and recommend to the City Council policies, ordinances, administrative procedures and other means for promotion of the orderly development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances.
3. **Zoning Map Amendment.** The Planning Board shall review and recommend to City Council general and conditional district rezoning requests.
4. **UDO Text Amendment.** The Planning Board shall review and recommend to City Council proposed UDO text amendments.
5. **Land Use Plans.** The Planning Board shall review and recommend to City Council proposed land use plans and amendments.
6. **Planned Development.** The Planning Board shall review and recommend to City Council proposed planned developments.
7. **Other Duties.** The Planning Board may perform any other duties that may lawfully be assigned to it.

Section 5. **Rescind Section §32.005 “BASIC STUDIES”**

Section 6. **Rescind Section §32.006 “RELATIONSHIP TO EXISTING ORDINANCES”**

HISTORIC DISTRICT COMMISSION

Section 1. **Amend Section §32.035 “ADOPTED BY REFERENCE” as follows:**

§32.035 CREATED

There shall be a Historic District Commission of the City of Monroe in accordance with the following provisions.

Section 2. **Establish Section §32.036 “Appointments and Terms of Historic District Commission” as follows:**

§32.036 Appointment and Terms of Historic District Commission.

1. **Generally.** The purpose of the *Historic District Commission* (HDC) is to identify, protect, and preserve Monroe’s historic architectural resources and to educate the public upon those resources and historic preservation.
 - a. The Historic District Commission serves as an advisory board to the City Council and as a quasi-judicial body, which makes decisions on proposals for exterior changes to or demolition of any properties as well as new construction within Historic Districts.
 - b. The Historic District Commission consists of seven regular (7) members and two (2) alternate members appointed by the City Council.
 - c. The chairperson shall receive seventy-five (75) dollars per meeting attended. All other members shall receive fifty (50) dollars per meeting attended.
2. **Member Terms.** Members of the Historic District Commission shall serve terms of four (4) years. A member may be reappointed for a second consecutive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one (1) calendar year has elapsed from the date of the termination of their second term.
3. **Qualifications.** All members of the Historic District Commission shall be residents of the territorial zoning jurisdiction of the city, and a majority of the

members shall have demonstrated special interest, experience or education in history or architecture.

Section 3. Establish Section §32.037 “RULES OF PROCEDURES” as follows:

§32.037 Rules of Procedures

- 1. Generally.** The Historic District Commission shall adopt rules for the transaction of its business and shall keep a record of its members’ attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
- 2. Meetings.** The Historic District Commission shall adopt a regular meeting schedule. In addition, the Historic District Commission may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
- 3. Quorum.** No official business of the Historic District Commission may be conducted without a quorum present.
- 4. Participating and Voting.** The majority of the Historic District Commission board shall be necessary on all decisions.
 - a. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Historic District Commission meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the paragraph below.
 - b. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister,

grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.

5. **Attendance.** Any member of the Historic District Commission who misses more than three (3) consecutive meetings, or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council.
6. **Annual Report.** An annual report shall be prepared and submitted by June 30 of each year to the City Council. The annual report shall include a comprehensive and detailed review of the activities, problems and actions of the Historic District Commission, as well as any budget requests and/or recommendations.
7. **Minutes.** The Historic District Commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members and its resolutions, findings, recommendations, and actions. The minutes of the commission shall be a public record.

Section 4. **Establish Section §32.038 “POWERS AND DUTIES” as follows:**

§ 32.038 **Powers and Duties.** The Historic District Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities.

1. To recommend to the Planning Board, districts or areas to be designated by ordinance as "historic districts."
2. To recommend to the Planning Board that designation of any district or area as a historic district be revoked or removed.
3. To consider and approve or deny applications for Certificates of Appropriateness (COA) for major work.
4. To give advice to property owners concerning the treatment of the historical and visual characteristics of their properties located within a district, such as color schemes, gardens and landscape features, and minor decorative elements.
5. To propose to the City Council changes to this subchapter or any related ordinance and to propose new ordinances or laws relating to a

historic district or relating to the total program for the development of the historical resources of the city and its environs.

6. To cooperate with other city boards or commissions or other governmental units; to offer or request assistance, aid, guidance or advice concerning matters under its purview of mutual interest.
7. To publish information about, or otherwise inform the owners of properties within a district of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
8. To undertake programs of information, research or analysis relating to any matters under its purview.
9. To report violations of this subchapter or related ordinances to the local official responsible for enforcement.
10. To assist city staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.
11. To recommend to the City Council and the state districts worthy of national, state or local recognition.
12. To initiate and participate in negotiations with owners and other parties in an effort to find means of preserving buildings scheduled for demolition.
13. To establish guidelines under which the Director may approve certificates of appropriateness for minor work. No application shall be denied without first being considered by the commission.
14. To conduct hearings on applications for certificates of appropriateness.
15. To organize itself and conduct its business by whatever legal means it deems proper.
16. To exercise such other powers and perform such other duties as are required elsewhere by this subchapter, the General Statutes of North Carolina or the City Council.

BOARD OF ADJUSTMENT

Section 1. Amend Section §32.070 “ESTABLISHMENT” as follows:

§ 32.070 **CREATED.** There shall be a Board of Adjustment of the City of Monroe in accordance with the following provisions.

Section 2. **Establish Section §32.071 “Appointments and Terms of Board of Adjustment” as follows:**

§32.071 **Appointment and Terms of Board of Adjustment.**

1. **Generally.** The Board of Adjustment (BOA) shall consist of at least seven (7) regular members, appointed by City Council.
 - a. Members of the Board of Adjustment shall be residents of the city and shall be appointed by City Council; one member may reside outside of the City but within the extraterritorial jurisdiction (ETJ).
 - b. The chairperson shall receive seventy-five (75) dollars per meeting attended. All other members shall receive fifty (50) dollars per meeting attended.
2. **Member Term.** Board of Adjustment members shall be appointed for three-year staggered terms expiring on December 31st.
 - a. Members may serve two consecutive terms.
 - b. Any vacancy in the membership shall be filled for the unexpired term.
 - c. Members may continue to serve until their successors have been appointed.

Section 3. **Establish Section §32.072 “Rules of Procedure” as follows:**

§32.072 **Rules of Procedure**

1. **Generally.** The Board of Adjustment shall adopt rules for the transaction of its business and shall keep a record of its members’ attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
2. **Meetings of the Board of Adjustment.** The Board of Adjustment shall adopt a regular meeting schedule.
 - a. In addition, the Board of Adjustment may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
3. **Quorum.** No official business of the Board of Adjustment may be conducted without a quorum present.
4. **Participating and Voting.** The concurring vote of four-fifths of the board shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari.

- a. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.
 - b. Once a member is physically present at a Board of Adjustment meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the paragraph below.
 - c. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.
5. **Board Member Attendance.** Any member of the Board of Adjustment who misses more than three consecutive regular meetings, or more than half of the regular meetings in a calendar year shall be subject to removal and replacement by City Council.

Section 4. **Establish Section §32.073 “Powers and Duties” as follows:**

§32.073 **Powers and Duties.** The Board of Adjustment shall have all the powers and duties as authorized by state law, and in the manner provided for in this UDO. Generally, such power and duties shall include, but not be restricted to, the following:

1. Special Use Permits.
2. Variances.

3. Temporary Use Permit (60 Day or more)
4. Appeals.

Section 5. Establish Section §32.074 “Reconsideration of Board of Adjustment Action” as follows:

§32.074 Reconsideration of Board of Adjustment Action

1. Whenever the Board of Adjustment disapproves an application on any basis other than the failure of the applicant to submit a complete application, such action may not be reconsidered by the respective board for a period of one year unless the applicant clearly demonstrates that:
 - a. Circumstances affecting the property that is the subject of the application have substantially changed; and/or
 - b. New information is available that could not with reasonable diligence have been presented at a previous hearing. A request to be heard on this basis must be filed with the administrator within the time period for an appeal to superior court. However, such a request does not extend the period within which an appeal must be taken.
2. Notwithstanding subsection (1), the Board of Adjustment may at any time consider a new application affecting the same property that an application has been previously denied for. A new application is one that differs in some substantial way from the one previously considered.

Adopted this 12th day of April, 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: April 6, 2022

FROM: Pete Hovanec, Communications and Tourism Director

SUBJECT: Golf Course Fee Schedule Changes

SUMMARY STATEMENT

Staff is proposing to make changes to the membership fees associated with Monroe Country Club Golf Course along with the cart fee charges to be more in line with adjacent golf courses as well as to raise the needed revenue to be sustainable.

REVIEW

The fee schedule proposed changes includes a \$10 per month increase to the monthly individual and family membership fees. The increase is needed to help offset the large amount of member play the club receives in relation to fees charged. This increase will affect roughly 200 members and have a revenue increase of roughly \$20,000 to \$24,000.

The second fee schedule change would be raising the Cart fees for members and non-members for 18 holes of golf. Currently, members pay \$17 for a cart fee and the proposed increase would increase that to \$19 for 18 holes of golf for members. Staff also proposed to increase the non-member cart fees from the current \$19 for 18 holes to \$20 for 18 holes of golf. By increasing the cart fees and not the Green fees, all individuals playing on the course would equally share in the increase. The fee increase would potentially generate revenue in excess of \$50,000 per year.

Both the membership rates and the cart fee increase still keeps overall prices at Monroe Country Club (and still on the lower end) in line with regional courses.

RECOMMENDATION

Approve the attached fee schedule effective June 1.
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**ORDINANCE TO AMEND
FISCAL YEAR 2021-2022 CITY OF MONROE FEE SCHEDULE
O-2022-35**

BE IT ORDAINED BY THE CITY OF MONROE COUNCIL THAT THE FISCAL YEAR 2021-2022 CITY OF MONROE FEE SCHEDULE IS HEREBY AMENDED AS FOLLOWS:

CHAPTER X PARKS AND RECREATION FEES

ARTICLE B. MONROE COUNTRY CLUB

Section 1. Golf Course.

	City Resident	Non City Resident
Annual Green Passes (Annual Pay)*		
Individual	\$1140/yr.	\$1260/yr.
Family (Not to exceed four individuals living at the same address.)	\$1320/yr.	\$1440/yr.
Annual Green Passes (Monthly Bank Draft)*		
Individual	\$100	\$110
Family (Not to exceed four individuals living at the same address.)	\$115	\$125
Cart Fees*		
Member 18 Holes	\$19	\$19
Non-Member 18 Holes	\$20	\$20

This Ordinance shall be effective June 1, 2022

Adopted this 12th day of April, 2022.

Attest:

Marion L. Holloway Jr., Mayor

Bridgette H. Robinson, City Clerk