CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
SEPTEMBER 13, 2022 – 4:30 P.M.
AGENDA
www.monroenc.org

1. Diversity, Equity and Inclusion Committee Update

2. Residential Development Projects Discussion

3. Preliminary Fund Balance Update

- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
- At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.
- **Cell Phones/Pagers**: As a courtesy, please turn off cell phones and pagers while Meeting is in progress.

STAFF REPORT

TO: City Council

VIA: Brian J. Borne, Interim City Manager

DATE: September 13, 2022

FROM: Debra Chestnut Reed, Director of Human Resources

PREPARED BY: Debra Chestnut Reed, Director of Human Resources

SUBJECT: Diversity, Equity, and Inclusion Committee Update

SUMMARY STATEMENT

Diversity, Equity, and Inclusion Chairperson Surluta Anthony will provide City Council with an update on the Diversity, Equity, and Inclusion Committee.

REVIEW

Chairperson Surluta Anthony will provide Council with an update on the Diversity, Equity, and Inclusion Committee, which was formed by the prior Council as an outgrowth of the Open Conversation on Racism Committee.

RECOMMENDATION

The Diversity, Equity, and Inclusion Committee requests City Council's input on the future process for the Committee following the update.

STAFF REPORT

TO:	City Council
VIA:	Brian Borne, City Manager
DATE:	September 13, 2022
FROM:	Lisa Stiwinter, Planning and Development Director
SUBJECT:	Residential Development Project Discussion

SUMMARY STATEMENT

City Council is requested to consider and provide discussion on currently approved Residential Development Projects.

REVIEW

Mayor and City Council has requested an item to be placed on the Strategic City Council agenda to discuss currently approved Residential Development Projects. The Planning and Development Department will provide a presentation summarizing the currently approved Residential Development Projects.

RECOMMENDATION

Staff recommends City Council consider and provide discussion on currently approved Residential Development Projects.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: Strategic Planning Meeting

VIA: Brian J. Borne, City Manager

DATE: September 13, 2022

FROM: Lisa Strickland, Finance Director

PREPARED BY: Angela Duncan, Senior Budget Analyst

SUBJECT: Preliminary Fund Balance Update

SUMMARY STATEMENT

To provide preliminary details on the fund balance calculation as of August 31, 2022.

REVIEW

The Finance department has calculated a total estimated fund balance as of June 30, 2022 in the amount of $36,483,149. This amount has decreased over the total fund balance amount as of June 30, 2021 of $38,644,925 by $2,161,776. This amount is still subject to change since adjustments may still be posted as a result of the City's financial audit. This total fund balance is divided into four categories as follows:

non-spendable	$ 724,014
restricted	$ 14,618,178
assigned	$ 19,347,568
unassigned	$ 1,793,389

The assigned fund balance includes a reserve in the amount of $12,713,817 as per the City's Fund Balance Reserve Policy. The 25% required reserve per the city policy is based on the City's adopted budget less one-time federal and state grants. The required reserve based on the FY23 budget was calculated as follows:

Fiscal Year 2023 Adopted Budget			
General Fund Expenditures	**Federal & State Grants**	**Net Expenditures**	**X 25%**
$51,894,270	($1,039,002)	$50,855,268	$12,713,817

Including activity that has occurred from July 1 through August 20, 2022, the balance of assigned money that has been formally set aside totals $2,749,678. This is divided as follows:

airport grant acceptance	$ 249,678
downtown projects	$ 2,500,000

The preliminary unassigned fund balance as of August 31, 2022 is $1,391,944. This amount also includes activity that has occurred from July 1 through August 31, 2022.

RECOMMENDATION

This has been provided for information purposes.

Attachment(s): Fund Balance Report as of 6/30/22
Fund Balance Report as of 8/31/22

CITY OF MONROE
GENERAL FUND BALANCE
FY 2022 YEAR END CALCULATION
As of 6/30/22

***** Preliminary (Pending Annual Audit) *****

	NON SPENDABLE		RESTRICTED					ASSIGNED				
	Inventories	**Prepaid**	**Restricted by State Statute**	**Streets (Powell Bill)**	**Public Safety**	**Culture and Recreation**	**Building Permits Net Revenue**	**City's Fund Balance Policy(1)**	**Subsequent Year's Expenditures**	**Formal Assignments**	**UNASSIGNED**	**Total Fund Balance**
As of June 30, 2021	***$ 270,086***	***$ 178,727***	***$ 5,615,859***	***$ 1,147,750***	***$ 458,801***	***$ 1,096,868***	***$ 315,785***	***$ 11,657,732***	***$ 3,419,857***	***$ 3,300,395***	***$ 11,183,065***	***$ 38,644,925***
As of June 30, 2022	***$ 360,628***	***$ 363,385***	***$ 9,521,982***	***$ 2,571,713***	***$ 63,370***	***$ 1,082,795***	***$ 1,378,318***	***$ 12,713,817***	***$ 3,884,073***	***$ 2,749,678***	***$ 1,793,389***	***$ 36,483,149***
Changes	$ 90,542	$ 184,658	$ 3,906,123	$ 1,423,963	$ (395,431)	$ (14,073)	$ 1,062,533	*$ 1,056,085*	*$ 464,216*	$ (550,717)	$ (9,389,676)	**$ (2,161,776)**
Powell Bill												
Balance at 7-01-21				$ 1,147,750								
Funds rec'd for FY22				1,051,654								
Interest allocated to PB				6,953								
Spent FY22 (div 3025)				365,356								
FY22 Amt transferred to fund 350				-								
				$ 2,571,713								
Public Safety												
State					$ 48,360							
Explorer Program					11,694							
Youth Programs					3,316							
Fire Funds frm Un.Co. Proj FR2102 & FR2103					-							
Restricted for Public Safety					**$ 63,370**							
Culture & Recreation												
Unspent donation for trees						$ 995						
Unspent Senior Center Grant						500						
Unspent Tennis Assoc Grant						2,000						
Unspent Rec Center Beautification Grant						1,000						
Fund Balance fund 120 6-30-22						1,094,254						
Less : restricted by RSS (PO's for 120)						(4,991)						
Less : restricted by RSS (Contracts for 120)						(10,963)						
						$ 1,082,795						
Building Permit Revenue												
Beginning Balance 7/1/21							$ 315,785					
FY22 Building Permit Fees							1,741,010					
FY22 Expenditures							(678,477)					
Balance as of 6/30/22							**$ 1,378,318**					
Restricted by State Statute												
Cash unrestricted (estimated)			$ 31,162,802									
Cash restricted			$ 1,965,442									
Liabilities excluding those to be paid from restricted			$ 3,072,276									
Liabilities to be paid from restricted cash			$ 15,868									
Encumbrances at June 30 (listed in the notes)			$ 3,780,216									
Unearned revenue (Gift Cards, Tournament Trip, Store Credits)			$ 22,731									
Fund Balance Available for Appropriation			$ 26,237,153									
Total Fund Balance (From Audited Financial Statements)			$ 36,483,149									
Restricted by State Statute			$ 10,245,996									
Non Spendable - Inventory	**$ 360,628**		$ (360,628)									
Non Spendable - Prepaid		**$ 363,385**	$ (363,385)									
FB Non Spendable												
Restricted by State Statute (excludes Non-spendable)			**$ 9,521,982**									
City's Fund Balance Policy												
FY23 Adopted Budget Expenditures								$ 51,894,270				
Fed & State Grants (Powell Bill)								(1,039,002)				
Net Expenditures								$ 50,855,268				
x 25%								**$ 12,713,817**				

CITY OF MONROE
GENERAL FUND BALANCE
FY 2022 YEAR END CALCULATION
As of 6/30/22

***** Preliminary (Pending Annual Audit) *****

	NON SPENDABLE		RESTRICTED					ASSIGNED				
	Inventories	**Prepaid**	**Restricted by State Statute**	**Streets (Powell Bill)**	**Public Safety**	**Culture and Recreation**	**Building Permits Net Revenue**	**City's Fund Balance Policy(1)**	**Subsequent Year's Expenditures**	**Formal Assignments**	**UNASSIGNED**	**Total Fund Balance**
As of June 30, 2021	***$ 270,086***	***$ 178,727***	***$ 5,615,859***	***$ 1,147,750***	***$ 458,801***	***$ 1,096,868***	***$ 315,785***	***$ 11,657,732***	***$ 3,419,857***	***$ 3,300,395***	***$ 11,183,065***	***$ 38,644,925***
As of June 30, 2022	***$ 360,628***	***$ 363,385***	***$ 9,521,982***	***$ 2,571,713***	***$ 63,370***	***$ 1,082,795***	***$ 1,378,318***	***$ 12,713,817***	***$ 3,884,073***	***$ 2,749,678***	***$ 1,793,389***	***$ 36,483,149***
Subsequent Year's Expenditures												
FY23 Council Adopted Budget - Appropriation from FB									$ 4,259,705			
Less Appropriation of Building Inspection Reserves (already covered in Restricted for Public Safety)									(266,874)			
Less Excess Powell Bill Funds (already covered in Restricted for Transportation)									91,242			
Less restricted donations for the Center Theatre (already included in Restricted for Culture and Rec.)									(200,000)			
Subsequent Year's Expenditures									**$ 3,884,073**			
Formal Assignments												
Beginning Balance July 1, 2021										$ 3,300,395		
Funding construction of the Charlotte Avenue Parking Lot.										(500,000)		
FY22 Airport grant matches										(1,976)		
FY22 Airport Other										(48,741)		
Ending Balance June 30, 2022										**$ 2,749,678**		

Notes: (1) Per the General Fund Balance policy, the City will assign the greater of $7.5 million or 25% of the next year's original adopted budget, net of Federal and State pass-through revenues, from the unassigned fund balance.

Commentary

The unassigned General Fund balance is **$ 1,391,944**

Policy:

General Fund Balance

The General Fund assigned fund balance will be maintained at a level sufficient to provide for the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, to permit orderly adjustment to changes resulting from fluctuations of revenue sources, and to permit appropriations for unique circumstances as deemed appropriate by City Council. The City of Monroe will assign the greater of $7,500,000 or 25% of the next year's original adopted budget, net of Federal and State pass-through revenues, from the unassigned fund balance. Any emergency appropriation request that would require the level of assigned fund balance to fall below $7,500,000 or 25% would be for major city projects that are to the overall benefit of the City or required as a part of a matching grant for such a major project.

Any amounts remaining in the fiscal year-end unassigned fund balance in excess of $7,500,000 or 25% of the approved subsequent year's original council adopted budget, excluding Federal and State pass-through revenue, shall be designated for subsequent year's expenditures. This excess amount will be available for appropriation by the City Council in a subsequent fiscal year to fund the Strategic Plan, capital or debt service expenditures as determined by the City Council during the budget process for that subsequent fiscal year. If during a fiscal year an excess over the stipulated $7,500,000 or 25% exists, the City Council may request an appropriation to fund unforeseen needs. If an appropriation request will exceed $100,000 of the excess, the City Council will consider the request at a subsequent regular meeting.

CITY OF MONROE
GENERAL FUND BALANCE
AS OF 8/22/2022

			NON SPENDABLE		RESTRICTED					ASSIGNED				
			Inventories	Prepaid	Restricted by State Statute	Streets (Powell Bill)	Public Safety	Culture and Recreation	Building Permits Net Revenue	City's Fund Balance Policy[1]	Subsequent Year's Expenditures [3]	Formal Assignments	UNASSIGNED	Total Fund Balance
		As of June 30, 2022	***$ 360,628***	***$ 363,385***	***$ 9,521,982***	***$ 2,571,713***	***$ 63,370***	***$ 1,082,795***	***$ 1,378,318***	***$ 12,713,817***	***$ 3,884,073***	***$ 2,749,678***	***$ 1,793,389***	***$ 36,483,149*** [4]
FY22	**Date**	**Description**												
BO-2022-09	6/14/22	Appropriations included in FY22 Council Adopted Budget [2]				$ (91,242)		$ 200,000	$ 266,874		$ 3,884,073			
(waiting for soft	7/1/22	Prior year encumbrances rolled forward			$ 3,780,216									
BA-2022-26	7/12/22	Fund Downtown Incentive Prog - Seaboard Pizza											$ 5,845	
BA-2022-28	7/12/22	Fund legal settlement											$ 50,000	
BA-2022-29	7/12/22	Purchase of safety equip at MCC & Cust Svc (AED units)											$ 7,370	
BA-2022-30	7/12/22	Correction for MUCED contract											$ 177,000	
BA-2022-31	7/12/22	FY22 unspent appropriations						$ 4,495					$ 171,549	
BO-2022-15	7/12/22	Close completed capital projects				$ (701,461)						$ (571)	$ (10,319)	
			$ -	$ -	$ 3,780,216	$ (792,703)	$ -	$ 204,495	$ 266,874	$ -	$ 3,884,073	$ (571)	$ 401,445	
			$ 360,628	$ 363,385	$ 5,741,766	$ 3,364,416	$ 63,370	$ 878,300	$ 1,111,444	$ 12,713,817	$ -	$ 2,750,249	$ 1,391,944	

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Notes:

(1) Per the General Fund Balance policy, the City will assign the greater of $7.5 million or 25% of the next year's original adopted budget, net of Federal and State pass-through revenues, from the unassigned fund balance.

FY22 ADOPTED BUDGET			
GEN FUND EXP.	GRANTS/Reimb	NET EXP.	x 25% =
$ 51,894,270	$ (1,039,002)	$ 50,855,268	$ 12,713,817

Funds 110,130,131 & 120 per BO-2022-11

(2) A new special revenue fund for Federal Police Asset Forfeiture Funds was set up in FY22. This reduces the restricted for public safety amount in the General Fund, ($366K).

(3) Appropriations General Fund Balance FY23

Original Budget :	Unassigned	Restricted		
Center Theatre Donations		$ 200,000		
Annual Tee Box Funding	$ 50,000			
Annual Greenway Funding	100,000			
1520 Economic Incentive Grants	1,275,940			
1620 Replace 1-ton Dump Truck #02459	75,000			
1620 Roof Replacement - Senior Center (Current	162,000			
1620 Roof Replacement Customer Service	68,000			
1620 Replacement Single Pane Glass For Old	10,000			
2030 Repl '09 Prius	35,000			
2032 Repl '98 Gold Cart	5,000			
2515 Repl '08 Honda Civic	30,000			
2515 Purch and install AED & 1st AID kits	4,700			
3010 Repl Ford F-150 #2489	37,500			
3520 Repl '09 Highlander #2430	41,034			
3520 Repl '09 Highlander #2431	44,331			
3520 Repl '13 Highlander #2665	44,331			
4010 Repl '10 Ford Escape #2484	33,000			
5510 Repl '09 Ford F450 - Medic #1757	85,000			
5510 Repl '15 Ford F250 Battalioan 1 #2345	70,000			
5510 Repl '08 Tahoe Chief 1 #2350	50,000			
5510 Repl 800 MHz Portable radios (6/yr)	40,002			
5510 Upgrade rescue struts	35,000			
5510 Repl rescue lift air bag system	26,000			
5510 Upgrade SCBA masks w/radio communications	24,030			
5510 Repl thermal imaging cameras 4/yr	20,000			
5510 Repl hose dryerw/gear dryer (Sta 1)	12,600			
5510 Roll-N-Rack hose rolling system	9,200			
6010 Repl '09 Tahoe #2550	44,331			
7011 Paint Sutton Park Comm Ctr perpainting rotation	8,000			
Repl cabinet doors and drawersat OACC	9,000			
7011 Repair Dickerson insulation panels	15,000			
7011 Locate leak at Winchester pool	4,800			
7012 Repl pickup #2267	45,000			
7012 Repl Torro 4100D #6248	65,000			
7012 Repl TS90 #4433	57,000			
7012 Repl mowers #2346 & #2356	28,000			
7012 New Kubota Utility vehicle	12,000			
7012 Skid tank sprayer	4,855			
210 new planters Downtown	29,750			
350 Furnishings amd equip new police station	1,098,897			
350 Dog park	80,000			
350 Ops ctr parking lot (on-going)	26,667			
580 new ground power unit	41,000			
131 Repl Toro 3100D trim mower #1972	38,000			
131 Utility trailer	2,735			
3530 Repl '09 Highlander #2429		44,331	*use FB for Bldg Inspections*	
3530 Vehicle for new bldg insp I		44,331	*use FB for Bldg Inspections*	
3025 Excess Powell Bill		(91,242)		
350 Sidewalk Maint fund	200,000			
FY23 TBD future use Public Safety (Fire Station 6)	(441,630)			
350 Belk Tonawanda Camera/Security project	20,000			
Use Bldg Insp restricted fund balance to cover		178,212		
131 Repl 2007 Toro 4700 #9153	84,000			
131 Repl Kubota utility vehicale	24,000			
	$ 3,884,073	$ 375,632		4,259,705

(4) Revised to agree with ACFR

City of Monroe
General Fund Balance
Formal Assignments
Transaction History
AS OF 8/22/2022

Date	Transaction	Airport Grant Acceptance	Projects Downtown [1]
12/06/11	**Formally Assigned**	**$ 2,250,000**	
10/01/19	**Formally Assigned**		**$ 3,000,000**
05/15/12	Reverse formal assignment	-	-
06/05/12	BO-2012-06 Boggs Paving settlement	(405,281)	-
09/18/12	BA-2012-23 Security enhancement equip.-Airport Terminal Bldg.	(15,000)	-
09/18/12	BO-2012-11 Talbert & Bright change order #5 (Runway #5 ext.)	(150,000)	-
09/18/12	BO-2012-12 Talbert & Bright change order #4 (Goldmine Rd Redo)	(46,280)	-
09/18/12	BO-2012-13 Talbert & Bright change order #5 (Runway #5 ext.)	(72,616)	-
10/16/12	BO-2012-16 Extended Runway Safety Area (ERSA) Grading Ph. 1	(174,625)	-
04/02/13	Runway 5 Perimeter Sec Fencing	(317,620)	-
04/16/13	Construction International Terminal Bldg.	(98,105)	-
07/16/13	Return federal block grant NCDOT (proj # 36237.17.11.1) to formal assignment airport grant acceptance	**300,000**	-
7/16/13	Authorize Talbert & Bright - Customs Bldg. construction administration services	(170,481)	-
7/16/13	Authorize Talbert & Bright - design and bid service for glideslope improvements.	(215,037)	-
8/21/13	Additional funding Runway 5 perimeter fencing	(11,740)	-
10/15/13	Utility relocation and small change orders for Terminal Bldg.	(50,000)	-
01/21/14	NCDOT grant (proj #36237.17.13.2) glideslope improvements	**100,267**	-
04/15/14	US Customs and Border Protection' s IT equipment.	(93,804)	-
08/19/14	BO-2014-08: return funds from project AP0802 (runway strengthening) and AP1201 (runway overlay and rehab)	564,596	-
12/02/14	BO-2014-11 Rwy 5 Medium Intensity Approach Lighting Sys w/ Rwy Alignment Indicator Lights (MALSR)	(63,815)	-
01/06/15	BO-2015-02 Talbert & Bright design and bid service for Bulk Hangars	(64,780)	-
08/18/15	Close capital projects AP0901 & AP1301	147,499	-
08/16/16	Close capital projects AP0811 & AP0902 and AP1102	175,690	-
09/22/16	BO-2016-14 Corporate hangar site development	(1,000,000)	-
07/18/17	Add'l funding for Corp Hangar Construction	(400,000)	-
08/21/18	Close capital projects AP1202 & AP1401	132,147	-
11/06/18	State Aviation Grant from NCDOT	685,800	-
07/16/19	BO-2019-11 Apron Rehab Project Grant Match	(320,561)	-
07/16/19	BO-2019-10 Airport Layout Plan Grant Match	(46,602)	-
08/20/19	BO-2019-16 Corp Hangar Site Development	(550,000)	-
02/05/20	BO-2020-03 Driveway and Paving AP Corporate Hangar	(80,000)	-
07/21/20	BO-2020-08 Close Capital Projects	309,293	-
06/08/21	BO-2021-09 Airport Apron Rehabilitation project	(11,399)	-
06/08/21	BO-2021-08 Runway 5-23 Approach Obstruction Removal project	(7,151)	-
07/13/21	BO-2021-12 Charlotte Avenue Parking Lot Project		(500,000)
02/08/22	BA-2022-03 Office Space Renovations Quonset Hangar	(42,000)	-
02/08/22	BA-2022-04 Customs Telecom shortfall	(4,741)	
03/08/22	BA-2022-09 Resolve issue with Trees on north end of the runway	(2,000)	
06/04/22	Grant Match for Airport Apron Rehabilitation areas A, B, and half of C.	(1,976)	
07/12/22	BO-2022-15 Close projects; return interest to Airport capital projects	571	
		$ 250,249	**$ 2,500,000**
	Total Assigned Fund Balance		**$ 2,750,249**
			-

Notes:

[1] Formal assignment for Downtown projects: resurfacing the parking lot on Church St. (cost share with county), new parking lot on N Charlotte Ave. and design of one-way streets conversion.