

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, March 2, 2023 - 4:00 PM**

**AGENDA
www.monroenc.org**

1. General Services Committee Meeting Minutes from February 2, 2023

2. Budget Amendment and Ordinance to Amend the Fee Schedule
Temporary Air Traffic Control Tower

3. Outside Agency Funding Requests for Fiscal Year 2024 Budget

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
February 2, 2023 4:00 PM

MINUTES

Present: Committee Member Lynn Keziah (Chairman), Committee Member Julie Thompson

Absent: Committee Member Mayor Pro Tem Gary Anderson,

Staff: Lisa Strickland, Finance Director; Ashley Ivey, Accounting Manager; Mujeeb Shah-Khan, City Attorney; Angela Duncan, Senior Budget Analyst; Peter Cevallos, Airport Manager; Debra C. Reed, Human Resources Director; Sheila Couick, Human Resources Tech I

Visitor(s): None

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on February 2, 2023. A quorum was present. Chairman Lynn Keziah presided.

Item 1. General Services Committee Meeting Minutes from December 1, 2022.

The minutes from the December 1, 2022 General Services Committee meeting were presented for the Committee's approval.

Committee Member Julie Thompson moved to approve the minutes of the General Services Committee Meeting of December 1, 2022.

Chairman Lynn Keziah seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Committee Member Thompson

NAYS: None

Item 2. Fiscal Year 2023 Audit Contract for City of Monroe.

Ashley Ivey, Accounting Manager presented information on the contract for audit services for the City of Monroe to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2023.

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 tenth year with this audit firm. The cost estimate given by the firm for the next year is \$81,150.

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, 2023 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.

Committee Member Thompson made the motion to approve the audit contract and forward to Council for approval.

Chairman Keziah seconded the motion to approve, which unanimously passed with the following votes:

AYES: Chairman Keziah, Committee Member Thompson

NAYS: None

Item 3. Lease with Charter Jet Transport – Offices in Airport Main Terminal.

Peter Cevallos, Airport Manager, presented information that Charter Jet Transport is interested in leasing two offices, a reception area, and the Airport Terminal Conference Room. The lease would be five years with a renewal option of five years, and Charter Jet Transport pledges to make improvements to the leasehold as part of the request.

Charter Jet Transport has submitted a letter of intent to lease offices in the Main Terminal: two offices, a reception area, and the conference room. Charter Jet Transport is seeking a long term lease as they plan to make over \$25,000 in renovations to one of the offices, the reception area and the conference room.

The City was leasing the two offices and the reception area to Aerowood Aviation, LLC, which lease expired on November 30, 2022. This new lease request includes the Airport conference room; the Airport has previously controlled the use of this room for its own meetings and as an amenity to the visiting Airport customers as a meeting space.

Staff supports the offered renovations to the offices and reception area, and there is also a lease provision where Charter Jet Transport must allow the City, or parties it authorizes, access and use of the conference room with a 24-hour prior written notice. Also, there is a requirement for all current lease agreements the City has with Aerowood Aviation to be brought into compliance, including the provision to provide proper documentation with matter of the Aerowood Aviation maintenance operations, and the matter to transfer the utilities for Hangar #9 (Quonset Hangar) from the City of Monroe to Aerowood Aviation.

To comply with NC General Statutes - Chapter 160A Article 12, 'Sale and Disposition of Property', Paragraph § 160A-272. Lease or Rental of Property, staff is proposing a lease term of five years, with a renewal option of an additional 5 years. With the lease rate being \$13 per square foot, per year, as established in City Fee Schedule, the initial annual lease for the requested space is \$14, 244, and the lease has an annual increase of three percent.

The Airport Commission recommended at their January 9, 2022 meeting to forward the lease to City Council for its approval.

City Attorney Mujeeb Shah-Khan notified the Committee that staff would be adding a clause under section 6e with regards to compliance items. The updated lease agreement will be provided to the Committee and Council prior to the February 14, 2023 Council meeting.

Staff and the Airport Commission recommend that the General Services Committee recommend City Council approve the proposed lease agreement with Charter Jet Transport for the requested office space in the Airport Terminal, and authorize the Mayor to execute any and all documents, provided all terms of compliance are met.

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

Chairman Keziah seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Committee Member Thompson

NAYS: None

Item 4. Diversity, Equity, and Inclusion Committee Funding Request.

Debra Chestnut Reed, Director of Human Resources, presented information regarding a funding request for the Diversity, Equity and Inclusion Committee.

Staff is requesting funding for the Diversity, Equity, and Inclusion Committee in the amount of \$14,000 for cost related items during the months of February through June 2023. Funding includes cost of a facilitator for six follow-up sessions to provide direction and input, promotional materials, advertising cost, and other necessary cost incurred by the committee.

Staff requests a favorable recommendation from the Committee to proceed with presenting this request to Council at the February 14, 2023 meeting.

Chairman Keziah asked if the City was falling behind in this area. Ms. Reed stated that yes, because other than the original \$12,000 approved for the facilitator sessions there has never been any funding. Now they are at the place where they are able to partner with the Union County Chamber of Commerce for a job fair and this funding is being requested for that. If this is successful, they are hoping that other sponsors will help fund efforts. Currently the only funding for the Committee has come from the City of Monroe.

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

Chairman Keziah seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Committee Member Thompson

NAYS: None

Other:

None

There being no further business the meeting adjourned at 4:14 p.m.

Committee Chairman, Lynn Keziah



STAFF REPORT

TO: General Services Committee

VIA: Lisa Strickland, Interim City Manager

DATE: March 2, 2023

FROM: Peter Cevallos, Airport Manager

PREPARED BY: Peter Cevallos, Airport Manager

SUBJECT: Budget Amendment and Ordinance to Amend the Fee Schedule
Temporary Air Traffic Control Tower

SUMMARY STATEMENT

The Airport is expected to receive increased aircraft traffic from May 1 through 8, 2023, in conjunction to the Wells Fargo Championship golf tournament held in Charlotte. To better manage this air traffic, Staff is seeking to operate a temporary air traffic control tower. The anticipated revenue from this week's extra air traffic will be used to off-set the cost of the control tower.

REVIEW

The Wells Fargo Golf Championship brings a number of aircraft, primarily charter services to the airport during the tournament. The tournament is scheduled to occur the week of May 1st through 8th, 2023. With the recent marked increase in air traffic that the Airport has been experiencing, staff supports introducing a temporary air traffic control tower during this week of the golf tournament to maintain the necessary degree of air traffic safety. The control tower will help manage the aircraft arrivals and departures, and working with Airport Staff, would greatly facilitate aircraft ground operations.

Mr. George Cline, with Air Boss Inc., and has worked with City Staff over the years in managing the Warbirds Over Monroe air show, has offered his company's services to provide a temporary control tower at the Airport. His company would provide the mobile tower facility and two controllers, who would control the Airport's air traffic from 8am to 7pm daily for the whole week. The cost to provide this service is \$22,000.

To assist Airport staff and offset the cost, a high-density fixed base operation plan will be initiated. This plan incorporates a new event fee that is assessed to transient aircraft as a surcharge on services during the time the control tower is operating. The Airport is requesting the following addition be made to the Airport Fee Schedule under the Line Service Fees section. The proposed fee, titled “Event Fee”, will be charged to transient aircraft that use the facilities when there is a special event occurring at the Airport which increases the amount of air traffic. In addition, there is an expected increase in fuel sales from the transient aircraft. The revenue generated from this fee will be used to cover any additional cost associated with airport operations, including the temporary control tower, during the event period.

RECOMMENDATION

With Airport Commission recommendation, staff requests a favorable recommendation from General Services Committee to approve the proposed Budget Amendment, Ordinance to amend the fee schedule and authorization for the Interim Manager to execute any and all documents.

Attachment(s):
BA-2023-06, Temporary Control Tower
O-2023-10, Fee Schedule Amendment

**CITY OF MONROE
BUDGET AMENDMENT
BA-2023-06**

Budget amendment necessary to support a service agreement with Air Boss, Inc. to provide a temporary air traffic control tower along with two air traffic controllers to conduct air traffic control services at the Charlotte-Monroe Executive Airport:

General Fund:

Revenues:

Appropriation from Unassigned Fund Balance \$22,000

Expenses:

Transfer to Airport Fund \$22,000

Airport Fund:

Revenues:

Transfer from General Fund \$22,000

Expenses:

Airport Operations \$22,000

Adopted this 14th day of March 2023.

Marion L. Holloway, Jr., Mayor

Attest:

Bridgette H. Robinson, City Clerk

**ORDINANCE TO AMEND CITY OF MONROE
FEE SCHEDULE FISCAL YEAR 2022-2023
O-2023-10**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT THE CITY OF MONROE FEE SCHEDULE FISCAL YEAR 2022-2023 IS HEREBY AMENDED TO READ AS FOLLOWS:

Section 1. Amend CHAPTER IV. CHARLOTTE-MONROE EXECUTIVE AIRPORT, ARTICLE A. FEES AND CHARGES, SECTION 1. Schedule of Fees to add the following:

Line Service Fees	
Event Fee Rate	
Piston Single	\$17
Piston Twin	\$25
Turbo-Prop	\$35
Jet	\$50

Section 2. This Ordinance shall be effective April 1, 2023.

Adopted this 14th day of March, 2023.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Lisa Strickland, Interim City Manager

DATE: March 2, 2023

FROM: Lisa Strickland, Interim City Manager

PREPARED BY: Ashley Ivey, Assistant Finance Director
Teresa Campo, Community Development Coordinator

SUBJECT: Outside Agency Funding Requests for Fiscal Year 2024 Budget

SUMMARY STATEMENT

This is a request to consider outside agency funding requests for the fiscal year 2024 budget.

REVIEW

Outside agency applications for funding requests for the fiscal year 2024 budget were due on February 13, 2023. 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 November 10, 2022 and submit an application.

A Committee comprised of three staff members has reviewed the documentation that has been submitted to ensure a public purpose eligibility, fiscal and programmatic compliance. The General Services Committee is requested to review the funding requests and staff recommendations and make recommendations to City Council for funding. All funding is based on City Council approval of the FY 2024 budget.

RECOMMENDATION

Staff requests that the General Services Committee consider funding requests and make recommendations to City Council for the fiscal year 2024 budget.

Attachment: Outside Agency FY 2024 Funding Requests

CITY OF MONROE
OUTSIDE AGENCY FUNDING HISTORY
Fiscal Year 2024 Requests

ORGANIZATION NAME	2022 Approved	2023 Approved	2023 Estimated In-Kind	2024 Request	Type of Activity	2024 Recommended	Summary of FY 24 Request
Angel Shoes Inc	3,000	3,000		5,000	Pub Svc	5,000	Provide shoes backpacks to low to moderate income Monroe residents, events in City.
Artists Music Guild	10,000	0		20,000	Art & Cult	0	Defer to Tourism. Met with Pete and advised that they could receive funding if they establish a connection to local tourism. Request 20000 Budget 10000
Central Academy of Technology and Art (Band Boosters)	2,000	2,000		2,000	Pub Svc	2,000	Direct Assistance for Children to Participate
Common Heart	10,000	10,000		20,000	Pub Svc	20,000	Getting Ahead Program to Improve Economic Empowerment for Low to Moderate Income Monroe residents
Community Health Services of Union County, Inc.	20,000	20,000		25,000	Pub Svc	25,000	Utility assistance and Medical Supplies for low to moderate Monroe Residents
Council on Aging of Union County	7,500	7,500		25,000	Pub Svc	15,000	In-home services for seniors - Monroe Residents, Received \$60,000 of Consortium Funds - Reapplying this year
Excel Enrichment Program	5,000	5,000		6,000	Pub Svc	4,020	Conditional on 990, Building Inspection (Fire), No Admin, Direct Services (very little leveraging)
Ground 40 Ministries	10,000	10,000		15,000	Pub Svc	15,000	Utilities, repairs & maintenance and program supplies for sheltering people in recovery.
HealthQuest	4,150	4,150		10,000	Pub Svc	4,150	Utility assistance and Medical Supplies (no way to verify low to moderate Monroe Residents)
Hospice of Union County	15,000	15,000		20,000	Pub Svc	15,000	Monroe Residents (proof of low-moderate income cannot be verified)
Monroe-Union County CDC – Administration	25,000	25,000		25,000	Pub Svc	25,000	Homeowners and Credit Counseling and Fair Housing Representation
Turning Point, Inc. – Operating	15,000	15,000		20,000	Pub Svc	20,000	Utilities, repairs & maintenance and program supplies for Domestic Violence Ctr Received \$44000 from Consortium Reapplying This Year
Union County Community Action, Inc.	25,000	25,000		25,000	Pub Svc	25,000	Utility bill for facility for 246 children (200 in Monroe) with Head Start/ Early Start Program education
Union County Community Action, Inc. / Head Start (Utility Sub)	3,725		515,059		Pub Svc	515,059	Utility bill for classrooms and offices - split 75/25 with city being 75% Included in in-kind rent.
Union County Community Arts Council	32,500	32,500		32,500	Art & Cult	0	Parks and Recreation Partnership determination, City Manager Project
Union County Community Arts Council (Utility Subsidy)	3,100		27,020		Pub Svc	27,020	Utility bill is combined with Downtown Monroe - split 50/50 *Included in in-kind rent.*
Union County Community Shelter/ (Utility Subsidy)	55,000	50,000		55,000	Pub Svc	55,000	Utility Assistance (contingent upon signature of conflict of interest statement)
Union County Crisis Assistance Ministry	30,000	30,000		30,000	Pub Svc	30,000	Crisis Intervention Program - Utility, rent, mortgage assistance to families in crisis/unexpected hardship Monroe residents, Received \$38,000 from Consortium Fy.
Union County Public Schools			11,520		Pub Svc	11,520	Land lease for bus parking In-kind rent.
TOTAL ANNUAL AGENCY REQUESTS	382,575	310,150	553,599	335,500		813,769	
Balance of Funding Allocated For:							
Utility Fees Waived-Variou	26,172	26,172				26,172	Current Balance
Monroe-Union County CDC – Down payment Assistance	15,850	15,850				16,594	Current Balance
TOTAL BALANCE OF FUNDING ALLOCATED	42,611	42,022				43,355	
Total Funding:	425,186	352,172	553,599			857,124	