CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, June 1, 2023 - 4:00 PM

1. Minutes of General Services Committee Meeting of May 4, 2023

2. Old Joffre Hotel Site Development

   A. Presentation by Development Group Representatives

   B. Request for Economic Development Incentive Options

3. Budget Ordinance to Amend Special Revenue Fund Project Ordinance - American Rescue Plan Act of 2021

4. Reimbursement Resolution for Equipment Purchases in FY 2023-2024

5. Formal Offer for 108 N. Main Street, City-Owned Property

6. Update on Morgan-Windsor Alley Project

7. Various Budget Adjustments for Budgetary Compliance for Fiscal Year 2023 Budget

8. Ratify Annual Service Contracts over $100,000

9. Downtown Dog Park

10. USDOT Charging and Fueling Infrastructure Discretionary Grant Program

Other Items

CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING
City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
May 4, 2023 4:00 PM

MINUTES

Present:	Committee Member Lynn Keziah (Chairman), Committee Member Julie Thompson, Committee Member Mayor Pro Tem Gary Anderson
Absent:	None
Staff:	Mark Watson, City Manager; Richard Long, City Attorney; Lisa Strickland, Finance Director; Pete Hovanec, Director of Communications and Tourism; Rob Miller, Director of Energy Services; Ashley Ivey, Assistant Finance Director; Matt Black, Director of Downtown; Scott Clark, Director of Water Resources; Ryan Jones, Director of Parks & Recreation; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Lisa Kerner, Grants Administrator
Visitor(s):	Lachlan Hunter & Calvin of Waterworth via Zoom

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

Item 1. General Services Committee Meeting Minutes from April 6, 2023.
The minutes from the April 6, 2023 General Services Committee meeting were presented for the Committee's approval.

Committee Member Mayor Pro Tem Anderson moved to approve the minutes of the General Services Committee Meeting of April 6, 2023.

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

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

NAYS: None

Item 2. Waterworth Utility Management Software Presentation.
Lisa Strickland, Director of Finance, introduced a short presentation from Waterworth that provided information on a new software that will be utilized to manage our utility rate finance models (water & sewer, electric & gas).

Currently, the City uses complex business models to gauge the sustainability of each of our utilities and business-like operations throughout the City. Waterworth offers a sole-source product that will greatly simplify the process of updating and maintaining our business models.

The software will tremendously enhance our efficiency and reduce the amount of staff time that is necessary to maintain these records. This software presents the data in a clean, user-friendly format which can be easier for departments to utilize for analysis and presentation purposes. The City currently maintains ten (10) business models.

The software has the ability to perform rate-modeling to help in projecting future revenues. The software subscription cost for three (3) or more models is $27,000 annually. There are available funds to cover the initial purchase. The cost of subsequent years will be shared amongst the utilities.

Waterworth presented information using PowerPoint via Zoom.

Committee members, along with City Manager Watson and Lisa Strickland, discussed with Charlie the software's usefulness in the context of the City's needs. Watson emphasized his favorability of the visual interface of the software to see scenarios play out side-by-side, which would result in better decision-making. Lisa Strickland mentioned the ease of the departments' ability to interpret the data as well. Council Member Mayor Pro Tem Anderson asked which departments would be using the software, to which Lisa Strickland listed energy services, water resources, the Monroe Aquatics and Fitness Center, stormwater, solid waste, the Science Center, Monroe Country Club, airport, sewer, and that a model was in development for the Dowd Center Theater.

Lachlan Hunter reiterated that the cost would be $27,000 annually for the purposes of the City, which would be to model out 7-8 services or more. The next steps would be an internal discussion after which Waterworth would reach out to Lisa Strickland, and, if favorable, input the business model data and proceed.

The presentation was for informational purposes only and funds are identified in the City's current budget to purchase the software.

Item 3. Revisions to the Residential Incentives Grant

Matt Black, Downtown Director, presented information on behalf of the downtown office proposing changes to the existing Residential Incentive Grant program.

The Residential Incentive Grant program (RIG) is designed to provide financial assistance to property owners and developers who wish to create upper floor residential units in the Central Business District. The existing grant provides costs associated with the rehabilitation of an income producing structure by providing up to $20 per $100 of the current assessed tax value. These changes are aimed to reflect the newly assessed tax value of the property once the project is completed. If an applicant is awarded the grant, payout will need to be requested yearly over a 7- year period.

Staff and the Downtown Advisory Board recommends approval of the RIG changes to the General Services Committee and City Council.

Black gave further detail, stating the proposed change would be from current assessed value before renovations begin to the newly assessed value once project is completed, thus providing increased incentive to develop. The grant applications would flow through the usual processes: general services committee, city council approval, and a public hearing. This is the first update to the grant since 2008, with only three applications since that time and two expected after the revision.

City Manager Watson emphasized the importance of the assessed value being after project completion, not prior.

Committee Member Thompson moved to approve the revisions to the Residential Incentives Grant.

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

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

NAYS: None

Item 4. NC Main Street Annual Agreement

Matt Black, Downtown Director, also presented information regarding the signing of an annual agreement from Elizabeth Parham, Director, NC Main Street & Rural Planning Center, NC Department of Commerce, Rural Economic Development Division for designated Main Street and Small Town Main Street Communities.

All designated Main Street and Small Town Main Streets are required to sign a Memorandum of Understanding with NCMS. The memorandum is a requirement of the NCMS, outlining the requirements and benefits of being designated as a Main Street Community.

Requirements are basic best practices for operating a Main Street program and broadly follows the National Main Street Accreditation standards. The benefits section outlines partnership, training, technical assistance, network, funding, resource, economic impact and recognition benefits offered to Main Street communities; and the Menu of Services document outlines Training and Education, Strategic Planning, Downtown Management, and Grants and Funding Services that the State's team provides.

There is no additional financial obligation associated with the signing of this agreement.

Monroe has been a designated community since 1998 and has signed an annual agreement with NCMS since 2015.

Staff requests General Services Committee recommend the NCMS Agreement be placed on the May 9, 2023 Consent Agenda for City Council approval for signature/execution by Downtown Director and the City Manager.

Committee Member Mayor Pro Tem Anderson motioned to approve.

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

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

NAYS: None

Item 5. Resolution to Approve Fiscal Year 2023 Equipment Installment Financing
Ashley Ivey, Assistant Finance Director, presented information providing a recommendation for the award of a $825,000 installment financing contract for the qualifying capital equipment purchased during Fiscal Year 2023.

On March 27, 2023, the City of Monroe sent requests for proposals for the 2023 Equipment Installment Financing. The request for proposals was sent directly to sixty-nine financial institutions. On April 17, 2023, the City received responses from seven institutions and the tabulation of those proposals is attached.

Based on the proposals received, staff recommends that the General Services Committee approve the Fiscal Year 2023 Equipment Installment Financing to Truist Bank and forward to City Council for approval and adoption of the attached Resolution to incur the indebtedness and authorize the execution of the respective documents.

The Financing would be for a fire enforcer pumper truck stationed at Fire Station 6. The rate would be 4% for 10 years and is typical financing for the service life of the truck. Financing is set to close next week pending City Council's approval.

In response to Committee Member Thompson's question, Ashley Ivey clarified that payments would start in fiscal year 2024.

Committee Member Thompson motioned to approve.

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

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

NAYS: None

Item 6. Parks and Recreation Athletics and Special Event Sponsorship Package

Ryan Jones, Director of Parks and Recreation, presented information on a staff-created sponsorship package in an effort to offset costs associated with youth and adult athletic programs and community wide special events.

The Parks and Recreation Department provide several community wide special events that include Music On Main Concert Series, Movies in the Park, Halloween Happenings, Christmas on Main, Juneteenth Family Festival, Fall Festival, the July 4th Celebration and the Car Cruise-In Series. Our department also provides several opportunities for youth to participate in athletic activities including Track and Field, Softball, Baseball, Flag Football, Basketball and Soccer. In an effort to provide more efficiency related to program expenses, staff has created a sponsorship package that promotes the department's need to provide these programs with cost recovery in mind. These opportunities are tiered to fit multiple budgets and focuses on maximizing exposure to the interested sponsor through parks and recreation activities. This opportunity also promotes local business investment and inclusion related to department events and activities.

Provided for informational purposes only for discussion. The sponsorship package fees are not registration or rental fees and therefore are not required to be listed within the fee schedule.

City Manager Watson inquired about expected projected revenue. Jones responded that, 6-7 years ago, the youth baseball program was completely sponsored by a local pharmacy. If the department was diligent in soliciting local businesses, they could cover all of their fees. He mentioned that several businesses were currently interested in sponsorship, but they have not solicited much in the past after their last sponsorship left. Jones stated that, without sponsorship, 55-65% of athletic events' primary costs are covered as they currently maintain low fees. As participation increases, the cost of equipment increases and sponsorship allows adding bells and whistles and more events. Sponsorships would cover goals and add value to programs themselves.

Committee Member Mayor Pro Tem Anderson sought clarification on the presentation of sponsorships' location on jerseys and what a contribution would entail for any particular business. Jones replied that it depended on the level of sponsorship. It could be a shirt or banner depending on fee and that there were tiered levels to fit business' contribution abilities.

City Attorney Long asked if there were criteria for sponsorship with reasoning that if there is none, anybody could be a sponsor, which could lead to issues and needs to be considered. Anderson, in response, expounded with a hypothetical situation to which Jones said sponsorship would be at the City's discretion. Jones added that, in the past, there were program-specific categories of sponsorships that could be associated with the City and/or its services. Committee Member Thompson asked if there were criteria currently in this particular package. Jones responded saying, as it stands, there is no criteria, but the department is interested in adding criteria i.e. no beer sponsorships for youth programs.

Committee Member Mayor Pro Tem Anderson supports the sponsorship package, but thinks there should be criteria to be reviewed by City Attorney and needs to be kept professional. Long added the problem in developing criteria is that it would create issues one way or other, but is necessary.

City Manager Watson asked Jones if he had reviewed sponsorship policies or guidelines from any other municipality. Jones replied saying his team put the presented package together from research on programs in Concord, Hickory and other surrounding cities.

Watson also asked if activities like these sponsorships offset costs for children or youth not able to afford registration but want to participate. Jones stated they currently have a sponsorship policy that currently provides eligibility for a discount to essentially every child if they attend a title 1 school.

The item was for informational and discussion purposes only.

Item 7. Authorization to Dispose of 2001 Ford Bucket Truck
Lisa Strickland, Director of Finance, presented information on behalf of staff concerning the consideration of disposal of a 2001 Ford Bucket Truck.

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2001 Ford Bucket Truck as defined by G.S. 160A-270. Pursuant to G.S. G.S. 160A-270 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 2001 Ford Bucket Truck.

Staff recommends City Council authorization of the disposal of the 2001 Ford Bucket Truck as defined by G.S. 160A-270 by approving Resolution R-2023-26.

Committee Member Mayor Pro Tem Anderson motioned to approve.

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

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

NAYS: None

Item 8. Resolution to Approve the Sale of The Tinker Belle to a Military Aviation Museum
Pete Hovanec, Director of Tourism, shared a report providing a recommendation for the sale of city property C46 "The Tinker Belle" and associated parts to the Military Aviation Museum through the provision in General Statute 160A- 266 for a sale price of $112,500.

The City of Monroe acquired the C46 in 2011 through the expenditure of capital funds raised through hotel occupancy collections in the amount $150,000. The City has maintained the aircraft each year, ensuring the aircraft has remained airworthy and met all FAA standards and requirements. The City operated the aircraft under Part 91 allowing the City to transport and showcase the aircraft at air shows as a tool to show the City of Monroe's commitment to the aerospace industry. The aircraft maintained funding for both capital improvements and operational needs through continued hotel occupancy funding with the Tourism Development Authority approving yearly budgets and capital expenditures.

The WWII aircraft is one of only five C46s in operation in the world and is the only one in its original military configuration (the remaining are used for cargo transport). The aircraft was used primarily in the China-Burma-India Theatre for supplying and transporting troops and supplies over the Himalayas. At the time, it was the largest twin engine aircraft available and played a significant part in saving countless lives.

The aircraft has represented the City of Monroe at air shows in Canada, New York, Wisconsin, Pennsylvania, West Virginia, Virginia, Michigan, North Carolina, South Carolina, Georgia, Florida, Arkansas and Ohio. The aircraft, when not at shows, is housed at the Charlotte Monroe Executive Airport and is maintained by the local non-profit organization Warriors and Warbirds. Numerous school groups, civic organizations and industries continue to request tours and visit the aircraft as a piece of living history.

In recent years, it has become increasingly difficult to maintain the aircraft due to its unique designation and even more difficult to acquire parts specific to the aircraft. It has also become hard to maintain a steady group of certified pilots due to the uniqueness of the aircraft.

Staff spoke with representatives from the Military Aviation Museum last year regarding the potential sale of the aircraft to their organization. The organization, located in Virginia Beach, operates a 501(c)(3) non-profit museum which displays more than 60 aircraft on a 130-acre site specifically designed for the care and operation of vintage aircraft. The organization will adhere to the provisions outlined in G.S. 160A-266 with regards to preserving the cultural and historical significance of the aircraft and will ensure that it will be housed in their facility in perpetuity as an item of historic significance. Museum leadership has sent a letter of interest/intent (attached) outlining their commitment and their excitement about obtaining the aircraft.

Based on the difficulties associated with maintaining and operating the C46, staff recommends approval of Resolution R-2023-31 allowing the City to enter into a sale agreement with Military Aviation Museum for the sale of the aircraft and all accompanying C46 parts and accessories for $112,500.

The Monroe Airport Commission has voted in favor of the sale of the aircraft, and the Monroe Tourism Development Authority has voted in favor of the sale of the aircraft.

Staff would further recommend that the proceeds from the sale be returned to the Tourism Development Authority Capital Fund since the original purchase was made out of that account.

Committee Member Mayor Pro Tem Anderson inquired if it has flown within the last year. Hovanec responded that it has not. He explained that, currently, maintenance employees cannot fully care for it, with manpower and the specific, necessary skillset for the aircraft being the biggest challenges.

City Manager Watson asked what the current lease payment with the airport is. Hovanec replied, stating it is at $1,764 per month, which is roughly market value for the space. Hovanec wants to keep the hangar for air show purposes for at least one year. He added that they also partner with a local non-profit to allow use and would need substantial time to vacate if necessary. Committee Member Mayor Pro Tem Anderson added that they would request to keep the hangar with the Department of Tourism.

Hovanec expressed his concerns with work still needing to be done on the aircraft before sale. He also stated they are logistically coordinating with the group for delivery from Tourism to the Museum, employing a qualified pilot currently associated with the aircraft, and requests leeway in delivery time after city council approval.

Hovanec added that visits from Tinker for upcoming airshows at no charge would be part of the agreement with the Military Aviation Museum.

Committee Member Mayor Pro Tem Anderson motioned to forward to City Council with the provision that the aircraft is given adequate time to fly for delivery.

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

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

NAYS: None

Other: Item 9. Parklet Shading Discussion was tabled.

There being no further business the meeting adjourned at 5:00 p.m.

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Committee Chairman, Lynn Keziah

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 1, 2023

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Budget Ordinance to Amend Special Revenue Fund Project Ordinance – American Rescue Plan Act of 2021

SUMMARY STATEMENT

The General Service Committee is requested to consider a budget ordinance to recognize investment earnings and amend funding of specific projects in the Special Revenue Fund Project Ordinance for the American Rescue Plan Act of 2021.

REVIEW

In November 2021, January 2022 and May 2022, Council approved budget ordinances identifying projects for funding in the American Rescue Plan Act of 2021 Special Revenue Fund.

The City originally elected to obligate the full $10,000,000 of standard allowance funds to reimburse the General fund for law enforcement salaries and benefits for the fiscal years ended June 30, 2022 and 2023 up to this $10,000,000. By supplanting these funds, the City has been able to spend freed up non-grant revenues for previously approved projects.

The City has been awarded a total of $11,326,507.16. The $1,326,507.16 over and above the standard allowance is in an already approved project for the Bearskin Creek Stream Restoration Project at Goulston. In order to be able to easier comply with reporting requirements staff is requesting to allocate $48,493 of the standard allowance to the Bearskin Creek Stream Restoration Project to come back to the total project budget of $1,375,000.

The attached budget ordinance serves to reallocate funding for the standard allowance projects as well as recognize investment earnings in the project fund of $29,879.

RECOMMENDATION

Staff is requesting that the General Service Committee approve Budget Ordinance 2023-04 and forward to Council for their approval on the consent agenda at the regular meeting of June 13, 2023.

Attachments: Budget Ordinance 2023-04

CITY OF MONROE, NORTH CAROLINA
SPECIAL REVENUE FUND PROJECT BUDGET ORDINANCE
AMERICAN RESCUE PLAN ACT OF 2021
OBLIGATION OF FUNDING FOR SPECIFIC PROJECTS
BO-2023-04

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

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

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

WHEREAS, the City elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend up to $10,000,000 of its American Rescue Plan Act funds for the provision of government services;

WHEREAS, the City has identified expenditures that meet grant requirements and obligated funding to the Provision of Government Services – Law Enforcement project;

WHEREAS, the City would like to reallocate a portion of the Provision of Government Services – Law Enforcement project to Provision of Government Services - Bearskin Creek Stream Restoration Project at Goulston:

- Remove portion of allocation of funding for Provision of Government Services – Law Enforcement project ($48,493)
- Allocate funding for Provision of Government Services – Bearskin Creek Stream Restoration Project at Goulston $48,493

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe recognizes investment earnings to date and obligates funding in the special revenue project fund, the general fund and the general capital project fund for the projects listed above:

Special Revenue Project Fund:	
Revenue:	
Investment Earnings	$29,879
Expense:	
Bearskin Creek Stream Restoration – MP2204	($48,493)
Transfer to General Fund	$78,372
General Fund:	
Revenue:	
Transfer from Special Revenue Project fund	$78,372
Expense:	
Transfer to General Capital Project fund	$78,372
General Capital Project Fund:	
Revenue:	
Transfer from General Fund	$78,372

Expense:

Bearskin Creek Stream Restoration Project at Goulston – ARP014 $78,372

Adopted this 13th day of June 2023.

Attest:

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Marion L. Holloway, Jr., Mayor

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Bridgette H. Robinson, City Clerk

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 1, 2023

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Reimbursement Resolution for Equipment Purchases in FY 2023-2024

SUMMARY STATEMENT

A replacement fire truck and leaf collection truck are scheduled to be purchased in the fiscal year 2024 budget and were identified as having a funding source of installment financing. A reimbursement resolution is necessary to allow for the reimbursement of expenditures for purchases prior to the closing of the installment financing.

The reimbursement resolution allows the City to purchase a fire truck (rescue unit) and a leaf collection truck, as indicated in the fiscal year 2024 budget, prior to the execution by the City of installment purchase contracts. In order to be eligible for reimbursement of the expenditures, the City will enter into installment purchase contracts within one year from the purchase of the fire truck and leaf collection truck. The City will borrow only funds necessary to cover the actual cost of the fire truck and accessories in an amount not to exceed $1,670,000.

RECOMMENDATION

Staff requests that the General Services Committee recommend to full Council approval of the proposed reimbursement resolution with regard to installment financing for fiscal year 2023-2024.

Attachment: R-2023-32

REIMBURSEMENT RESOLUTION
WITH REGARD TO INSTALLMENT FINANCING
R-2023-32

AUTHORIZING CITY OF MONROE, NORTH CAROLINA TO UNDERTAKE CERTAIN EXPENDITURES IN FISCAL YEAR 2023-2024 WITH RESPECT TO PURCHASE OF A FIRE TRUCK AND A LEAF COLLECTION TRUCK PRIOR TO THE ISSUANCE OF INSTALLMENT FINANCING DEBT THE CITY FOR SUCH PURPOSES IN AN AMOUNT NOT TO EXCEED $1,670,000.

WHEREAS, the City of Monroe, North Carolina (*"City"*) intends to finance the costs of purchase of a Fire Truck and a Leaf Collection Truck (the *"Equipment"*);

WHEREAS, the City presently intends, at one time or from time to time, to finance all or a portion of the costs of the Equipment with proceeds of installment financing and reasonably expects to execute and deliver its installment financing obligations (the *"Obligations"*) to finance, or to reimburse itself for, all or a portion of the costs of the Equipment; and

WHEREAS, the City desires to proceed with the Equipment purchase and will incur and pay certain expenditures in fiscal year 2023-2024 in connection with the purchase prior to the date of execution and delivery of the Obligations (the *"Original Expenditures"*), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the City intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Monroe as follows:

Section 1. ***Official Declaration of Intent.*** The City presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the City during fiscal year 2023-2024 from a portion of the proceeds of the Obligations. The City reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the purchase and the maximum principal amount of Obligations expected to be executed and delivered by the City to pay for all or a portion of the costs of the Equipment is $1,670,000.

Section 2. ***Compliance with Regulations.*** The City adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the City's intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The City's Finance Officer, with advice from the City's bond counsel, is hereby authorized, directed and designated to act on behalf of the City in determining and itemizing all of the Original Expenditures incurred and paid by the City in connection with the Equipment purchase during the period commencing on July 1, 2023 and ending on the date of execution and delivery of the Obligations. The reimbursement allocation must be made not later than 18 months after the later of the date the Original Expenditure is paid or the date the equipment is either placed in service; provided, however in no event may the reimbursement allocation be made more than 3 years after the date the Original Expenditure is paid.

Section 4. ***Effective Date.*** This Resolution is effective immediately on the date of its adoption.

Adopted this 13th day of June, 2023.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk

STAFF REPORT

TO:	General Services Committee
VIA:	Mark Watson, City Manager
DATE:	June 1, 2023
FROM:	Matthew Black, Downtown Director
PREPARED BY:	Matthew Black, Downtown Director
SUBJECT:	Formal Offer for 108 N. Main Street

SUMMARY STATEMENT

To consider a formal offer for 108 N. Main Street from Old Town Holdings, LLC.

REVIEW

The General Services Committee is requested to consider a formal offer for the rehabilitation and re-use of the currently, city-owned property located at 108 N. Main Street. The property at 108 N. Main Street has been designated for economic development which allows for a negotiated sale in accordance with NC General Statutes 158.7.1 rather than upset bid. Old Town Holdings, LLC. has been an instrumental part in the rehabilitation and reuse of multiple properties in the downtown area including the former gas station at 114 Lancaster Ave, 205 E. Franklin Street, and 308 N. Beasley Street.

RECOMMENDATION

Staff requests the General Services Committee recommend approval of the formal offer from Old Town Holdings, to City Council.

Attachment(s):
Old Town Holdings, LLC Formal Offer

Old Town Holdings, L.L.C.

May 5, 2023.

To Mark Watson
City Manager, Monroe N.C

Peter L. Karlan, M.S.L., ISA, AM
President, Old Town Holdings, L.L.C.

Re: Formal Offer Letter for 108 North Main Street

Mark,

Thank you for your time today to view and inspect the subject property located at 108 North Main Street, Monroe N.C. 28112. As per our discussion today please consider this correspondence as a formal offer letter for purchase of the said property. This is an $180,000.00 all-cash offer with the intent of rehabilitating the property for mixed use.

As you are aware, I have undertaken several commercial projects downtown thus far, and am really looking forward to developing this property to benefit the community. As many can attest, I have the vision, ability, funding, infrastructure, contractors, and project management skills to complete this project in a timely manner. I feel this opportunity will be mutually beneficial to the city and the community at large.

Please let me know what next steps are needed to proceed with the purchase of the property at your earliest convenience.

Thank you very much in advance for your attention to this matter,

Very Respectfully,

Peter L. Karlan, M.S.L., ISA, AM

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	General Services Committee
VIA:	Mark Watson, City Manager
DATE:	June 1, 2023
FROM:	Matthew Black, Downtown Director
PREPARED BY:	Matthew Black, Downtown Director
SUBJECT:	Update on the Morgan-Windsor Alley Project

SUMMARY STATEMENT

Staff is requested to give an update on the Morgan-Windsor Alley project.

REVIEW

Project Overview:
The alleyway project aims to revitalize and enhance the functionality, aesthetics, and safety of selected alleyway in Downtown. The project was initiated to create a third place within the Central Business District as an area for people to enjoy outdoor seating, stay longer in the downtown area, and provide connectivity between downtown businesses.

Current Status:
Over the past few months, significant progress has been made in implementing the alleyway project. The following activities have been completed:

a) All underground utility conduit has been placed along the Windsor side of the alley. This includes all electric, fiber, water, storm water, and internet.

b) JD Goodrum has removed an additional two slabs of concrete found 6ft under the original removal of a concrete slab then a rock concrete mixture was used as backfill. A compaction test was administered to get the area above 88.

c) A subcontractor relocated existing electrical boxes for adjacent property owners, in order to meet code requirement and make them serviceable at ground level.

d) JD Goodrum passed the footings inspection for the archways and ADA compliant ramp. Concrete was poured for the footings and ramp the same day.

e) All furniture has been delivered to the contractor and will be laid out once all brick pavers are installed.

f) Archway construction is in the final phase by the subcontractor Rite Lite. The archways will be installed as one of the very last steps of completion. Interactive art (minus the geode) is on site.

Challenges Faced:
While the project has been progressing well, there have been some challenges encountered along the way. These include:

a) Utility Relocations: In certain alleyways, the presence of underground utilities such as water pipes, electrical cables, and gas lines has posed a challenge during the construction phase. The City and contractor are in close contact with effected property owners to coordinate any minor outages that might occur.

b) Minimal impact of existing properties with the installation of the archways and ADA compliant ramp

Next Steps:
To ensure the timely completion of the alleyway project, the following steps will be undertaken:

a) Complete all utility improvements in the Morgan Street portion of the alley.

b) Provide substitute brick pavers for the removal of the water feature.

c) Install landscaping material including: trees, flowers, irrigation, and shrubs.

d) Installation of archways and pergola for the lighted swings.

e) Installation of the canopy above the turf area.

f) Final walkthrough and inspection of the project.

Conclusion: Substantial completion of the project is June 25th.

RECOMMENDATION

There are no actionable items at this time for this item.

STAFF REPORT

TO:	General Services Committee
VIA:	Mark Watson, City Manager
DATE:	June 1, 2023
FROM:	Lisa Strickland, Finance Director
PREPARED BY:	Lisa Strickland, Finance Director
SUBJECT:	Budget Amendment for Various Budget Adjustments

SUMMARY STATEMENT

Various adjustments are proposed to the fiscal year 2023 budget in order to recognize activity that was unanticipated and maintain budgetary compliance. All adjustments are outlined below.

REVIEW

Budget Amendment/Ordinance for various items as follows:

1. Due to an increase in fuel sales at the Charlotte-Monroe Executive Airport, a budget amendment is requested to adjust the expense budget in the amount of $300,000 for fuel purchases. The offset to this increase is fuel sales.

2. Amendment proposed to cover higher than anticipated collections for water and sewer capacity fees in the amount of $1,800,000. Water and sewer capacity fees are required by NC General Statute 162A-207(b) to be used for capital improvements related to new development and are transferred to the capital reserve fund to achieve this requirement.

3. The cost of natural gas has increased on average 21% this year over last fiscal year and our customer count has grown approximately 3.1%. As a result, a budget amendment to cover the natural gas purchases account budget in the amount of $3,211,000 is requested. The City calculates natural gas customer rates on a monthly basis. This allows the City to accurately adjust for market pricing of natural gas purchases and recover market

increases as part of natural gas revenue. The offset for this adjustment is the natural gas fee revenue.

4. Donations totaling $23,854 have been received for the Science Center, the Center Theatre and the fountain at the Phil Bazemore Active Adult Center. The donations and corresponding expense need to be adjusted with a budget amendment. The breakdown in the amounts were $10,954 for Science Center Exhibits, $10,954 for the Center Theatre programming and $1,946 for the fountain at the active adult center.

5. Due to a shortfall of revenue associated with ticket sales and rental income for the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The $183,000 shortfall will be covered by the General Fund balance ($123,000) and Theatre donations ($60,000).

6. An amendment in the amount of $115,085 is needed to cover the vacation payout ($38,510) for the former City Manager and to cover the current manager's salary ($76,575) for this fiscal year. The former City Manager will continue to receive a paycheck for one year after separation.

7. An amendment in the amount of $95,000 is needed to cover the vacation payout ($18,930) for the former City Attorney and to cover the new attorney contract in the amount of $76,070 for this fiscal year. The former City Attorney will continue to receive a paycheck for one year after separation.

8. Funding for various recreation projects is to be transferred as follows:
    - Transfer $26,750 from Phil Bazemore Active Adult Center Project to the Belk Tonawanda Phase 1B project for control link installation at splash pad.
    - Transfer $2,277 from Dickerson Restroom Renovation project to the Belk Tonawanda Phase 1B project for increased costs due to design change.
    - Transfer $32,993 from Creft Park Playground project to the Belk Tonawanda Phase 1B project for increased costs due to design change.
    - Transfer $652 from Dickerson Restroom Renovation project to the Sunset Park Renovation project to cover project costs.
    - Transfer $5,025 from Don Griffin Playground project to the Sunset Park Renovation project to cover project costs.
    - Transfer $616 from Creft Park Basketball Court Resurfacing project to the Sunset Park Renovation project to cover project costs.

    The adjustments provide $62,020 in funding to the Belk Tonawanda Phase 1B project and $6,293 in funding to the Sunset Park Renovation project.

9. An amendment is needed to cover the amotion legal expenses for the current fiscal year in the amount of $79,758. The total expenses to date for the amotion hearing and process are $441,395.18.

10. An amendment is needed to cover the entries needed to establish the Monroe Union County Economic Development Commission (MUCEDC) Fund/organization.

Governmental Accounting Standards required that there is no beginning fund balance in the MUCEDC fund. The balance that Monroe-Union County Economic Development had when the City department was dissolved had to be transferred to the City's General Fund and subsequently returned as a capital contribution. The amount of this adjustment is $466,345, but is a net transaction of $0 for both funds.

11. An amendment is needed to cover the overage in the police motor vehicle purchase line item. The total overage was $436,570. Of this amount, $100,800 was due to increased cost of the interceptors ($8,400/car), three additional interceptors ordered due to wrecked vehicles $174,111, replacement pickup trucks and Dodge Durangos from fiscal year 2021 that were previously unavailable for Animal Control and the patrol unit $161,659.

12. An amendment in the amount of $600,000 is needed to cover electric system improvements due to inflation/material costs. While planning the FY23 budget in the fall of 2022, the recommendation was to increase the account by $150,000. At the time, this seemed reasonable. When FY23 began in July 2022, the market for material had increased significantly. Transformer costs alone have seen an increase of over 400% with the average increase for other materials being significant as well.

13. The Natural Gas Division is experiencing natural gas system growth and inflationary costs for materials, equipment, and labor that are exceeding the original budget amount of $305,000. An amendment in the amount of $90,000 is needed to cover natural gas system improvements.

RECOMMENDATION

Staff requests a favorable recommendation by the Committee to forward the attached budget amendment and budget ordinance containing various budget adjustments for Fiscal Year 2023 to full Council for approval.

Attachments: BA-2023-11
BO-2023-05

BUDGET AMENDMENT
BA-2023-11

1. Due to an increase in fuel sales at the Charlotte-Monroe Executive Airport, a budget amendment is requested to adjust the expense budget in the amount of $300,000 for fuel purchases. The offset to this increase is fuel sales.

Charlotte-Monroe Executive Airport Fund:		
Revenue:		
	Airport Sales	$300,000
Expense:		
	Airport Operations	$300,000

2. Amendment proposed to cover higher than anticipated collections for water and sewer capacity fees in the amount of $1,800,000. Water and sewer capacity fees are required by NC General Statute 162A-207(b) to be used for capital improvements related to new development and are transferred to the capital reserve fund to achieve this requirement.

Water & Sewer Fund:		
Revenue:		
	Other Revenues	$1,800,000
Expense:		
	Transfer to Water & Sewer Capital Reserve Fund	$1,800,000
Water & Sewer Capital Reserve Fund:		
Revenue:		
	Transfer from Water & Sewer Fund	$1,800,000
Expense:		
	Reserved	$1,800,000

3. The cost of natural gas has increased on average 21% this year over last fiscal year and our customer count has grown approximately 3.1%. As a result, a budget amendment to cover the natural gas purchases account budget in the amount of $3,211,000 is requested. The City calculates natural gas customer rates on a monthly basis. This allows the City to accurately adjust for market pricing of natural gas purchases and recover market increases as part of natural gas revenue. The offset for this adjustment is the natural gas fee revenue.

Natural Gas Fund:		
Revenue:		
	Natural Gas Sales	$3,211,000
Expense:		
	Natural Gas Operations	$3,211,000

4. Donations totaling $23,854 have been received for the Science Center, the Center Theatre and the fountain at the Phil Bazemore Active Adult Center. The donations and corresponding expense need to be adjusted with a budget amendment. The breakdown in the amounts were $10,954 for Science Center Exhibits, $10,954 for the Center Theatre programming and $1,946 for the fountain at the active adult center.

Center Theatre Fund:	
Revenue:	
Miscellaneous	$10,954
Expenses:	
Reserved for Future Programming	$10,779
Recreational Expenses	$175

5. Due to a shortfall of revenue associated with ticket sales and rental income for the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The $183,000 shortfall will be covered by the General Fund balance ($123,000) and Theatre donations ($60,000).

General Fund:	
Revenue:	
Appropriation of Fund Balance	$123,000
Expense:	
Transfer to Center Theatre Fund	$123,000

Center Theatre Fund:	
Revenues:	
Transfer from General Fund	$123,000
Appropriation from Theatre Fund Balance	$60,000
Sales and Services	($183,000)

6. An amendment in the amount of $115,085 is needed to cover the vacation payout ($38,510) for the former City Manager and to cover the current manager's salary ($76,575) for this fiscal year. The former City Manager will continue to receive a paycheck for one year after separation.

General Fund:	
Revenue:	
Appropriation of Fund Balance	$115,085
Expense:	
General Government	$115,085

7. An amendment in the amount of $95,000 is needed to cover the vacation payout ($18,930) for the former City Attorney and to cover the new attorney contract in the amount of $76,070 for this fiscal year. The former City Attorney will continue to receive a paycheck for one year after separation.

General Fund:
Revenue:
Appropriation of Fund Balance $95,000
Expense:
General Government $95,000

8. An amendment is needed to cover the Amotion legal expenses for the current fiscal year in the amount of $79,758. The total expenses to date for the Amotion hearing and process are $441,395.18.

General Fund:
Revenue:
Appropriation of Fund Balance $79,758
Expense:
General Government $79,758

9. An amendment is needed to cover the entries needed to establish the Monroe Union County Economic Development Commission (MUCEDC) Fund/organization. Governmental Accounting Standards required that there is no beginning fund balance in the MUCEDC fund. The balance that Monroe-Union County Economic Development had when the City department was dissolved had to be transferred to the City's General Fund and subsequently returned as a capital contribution. The amount of this adjustment is $466,345, but is a net transaction of $0 for both funds.

General Fund:
Revenue:
Transfer from MUCED $466,345
Expense:
Transfer to MUCEDC $466,345

10. An amendment is needed to cover the overage in the police motor vehicle purchase line item. The total overage was $436,570. Of this amount, $100,800 was due to increased cost of the interceptors ($8,400/car), three additional interceptors ordered due to wrecked vehicles $174,111, replacement pickup trucks and Dodge Durangos from fiscal year 2021 that were previously unavailable for Animal Control and the patrol unit $161,659.

General Fund:
Revenue:
Appropriation of Fund Balance $436,570
Expense:
Public Safety $436,570

11. An amendment in the amount of $600,000 is needed to cover electric system improvements due to inflation/material costs. While planning the FY23 budget in the fall of 2022, the recommendation was to increase the account by $150,000. At the time, this seemed reasonable. When FY23 began in July 2022, the market for material had increased

significantly. Transformer costs alone have seen an increase of over 400% with the average increase for other materials being significant as well.

Electric Fund:
    Revenue:
        Appropriation of Fund Balance $600,000
    Expense:
        Electric System Improvements $600,000

12. The Natural Gas Division is experiencing natural gas system growth and inflationary costs for materials, equipment, and labor that are exceeding the original budget amount of $305,000. An amendment in the amount of $90,000 is needed to cover natural gas system improvements.

Natural Gas Fund:
    Revenue:
        Appropriation of Fund Balance $90,000
    Expense:
        Natural Gas System Improvements $90,000

Adopted this 13th day of June, 2023.

____

Marion L. Holloway, Jr., Mayor

Attest:

____

Bridgette H. Robinson, City Clerk

CAPITAL PROJECT BUDGET ORDINANCE
ADJUSTMENTS TO CAPITAL PROJECTS
BO-2023-05

WHEREAS, certain projects that have been funded need to be adjusted for various reasons listed below;

WHEREAS, the Monroe Science Center Exhibits ($10,954) and Phil Bazemore Active Adult Center ($1,946) projects need to be adjusted to reflect donations that were received to be used for these Centers.

WHEREAS, it is desired that funding for various recreation projects is to be transferred to Belk Tonawanda Phase 1B and Sunset Park Renovation projects for cost overruns as follows:

- Transfer $26,750 from Phil Bazemore Active Adult Center project to the Belk Tonawanda Phase 1B project for control link installation at splash pad.
- Transfer $2,277 from Dickerson Restroom Renovation project to the Belk Tonawanda Phase 1B project for increased costs due to design change.
- Transfer $32,993 from Creft Park Playground project to the Belk Tonawanda Phase 1B project for increased costs due to design change.
- Transfer $652 from Dickerson Restroom Renovation project to the Sunset Park Renovation project to cover project costs.
- Transfer $5,025 from Don Griffin Playground project to the Sunset Park Renovation project to cover project costs.
- Transfer $616 from Creft Park Basketball Court Resurfacing project to the Sunset Park Renovation project to cover project costs.

The adjustments provide $62,020 in funding to the Belk Tonawanda Phase 1B project and $6,293 in funding to the Sunset Park Renovation project.

NOW, THEREFORE, BE IT ORDAINED, that the City Council of the City of Monroe adjusts the appropriations in the above projects and amends the following capital project fund revenues and expenses:

General Capital Project Fund:	
Revenue	
Miscellaneous	$1,946
Transfer from Capital Projects GB2101	$62,020
Transfer from Capital Projects GB2204	$6,293
Expense	
Improvements/Construction (Active Adult Center)	$1,946
Dickerson Restroom GB2210	($2,929)
Transfer to Capital Project	$2,929
Creft Park Playground GB2205	($32,993)
Transfer to Capital Project GB2204	$32,993
Active Adult Center GB1801	($26,750)
Transfer to Capital Project GB1801	$26,750
Belk Tonawanda Phase 1B GB2101	$62,020
Don Griffin Playground GB2209	($5,025)

Transfer to Capital Project GB2209	$5,025
Creft Park Basketball Court GB2211	($616)
Transfer to Capital Project GB2211	$616
Sunset Park Renovation GB2204	$6,293

Occupancy Tax Capital Project Fund:

Revenue

Miscellaneous	$10,954

Expense

Project Expense (Science Center Exhibits)	$10,954

Adopted this 13th day of June, 2023.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: General Services Committee

VIA: Lisa Strickland, Finance Director

DATE: June 1, 2023

FROM: Lisa Strickland, Finance Director

PREPARED BY: Monica Bulos, Purchasing Assistant

SUBJECT: Ratify Annual Service Contracts over $100,000

SUMMARY STATEMENT

City Council approval is necessary for renewal of reoccurring service contracts for fiscal year 2024. Details are outlined below.

REVIEW

Chapter 34 of the Monroe Code of Ordinances dictates that it is necessary to seek City Council approval on purchases in excess of $100,000. They are as follows:

FY2024 Services Exceeding $100,000			
Company Name	FY2023 Expenditures	FY2024 Expenditures	Synopsis
Data Prose	$ 167,484	$ 170,348	Bill printing services for cycle bills (128,800) late notices (29,449) and tax statements (9235) Postage is included
Green's Commercial Cleaning	$ 441,857	$ 455,113	Cleaning of city facilities. 3% increase from last year.
Lewis Tree Service Inc. (Formerly Carolina Tree Care)	$ 438,520	$ 438,520	Tree trimming services for electric right of ways.

Hinson Services	$ 120,000	$ 120,000	For maintenance, repair, and replacement of city HVAC systems. Amount may increase or decrease based upon the need of repairs and replacements.
Interlocal Risk Financing Fund of NC	$ 607,000	$ 807,310	The Property and Liability premium for all City Departments for FY2023 was $607,000. The amount indicated is the amount budgeted for FY2024 and will not be exceeded.
Dawn Development	$2,659,660	$2,925,626	Construction services for electric and natural gas line installation. Cost increase due to services to growth and new subdivisions. With inflation and the rising cost of energy an increase near 10% is expected.
Tyler Technologies	$ 220,000	$ 225,000	City new software maintenance fees.
Underground Solutions	$ 119,800	$ 160,000	The water main pipe bursting strategic initiative was implemented by the Water Resource Department in April 2014 and was designed to help close the infrastructure replacement gap for water mains. The trenchless pipe bursting technology requires fusible pipe materials. Currently, there is only one manufacturer of fusible PVC pipe (FPVC), Underground Solutions Inc., and the Water Resources Department is working with them as a sole source provider of the needed pipe materials. Pricing has been stable since April 2014. Quantities of the 6-inch and 8-inch pipe may vary slightly due to field condition encountered. Purchases will be made based on unit prices provided, and will not exceed available budgeted funds without additional approvals.

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2024 budget.

RECOMMENDATION

Staff recommends City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2024.

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 1, 2023

FROM: Matthew Black, Downtown Director

PREPARED BY: Matthew Black, Downtown Director

SUBJECT: Downtown Dog Park

SUMMARY STATEMENT

The downtown office worked with Stewart Inc. to design a dog park near the Monroe Science Center.

REVIEW

Stewart Inc. has provided the City of Monroe 100% CAD drawings and schematics for a proposed downtown dog park near the Monroe Science Center. The project is ready to go out for an informal bid process if City Council wants to continue to pursue the dog park.

The Downtown Advisory Board and Monroe Tourism Board approve the propose schematics and use of proposed space as a dog park.

RECOMMENDATION

The Downtown Advisory Board and Monroe Tourism Board recommends General Services and City Council move forward with the proposed dog park plans.

Attachment(s):
Dog Park Schematics

Monroe Dog Park

Final Concept Submittal

December 21, 2022

Agenda

1. Project Goals Review
2. Coordination Items Review
3. Proposed Concept
4. Proposed Elements
5. Schedule

Goals for the Monroe Dog Park

STEWART

1. Provide a Safe, Clean, and Accessible Dog Park for downtown Monroe

2. Accessible from Science Center parking lot

3. Best utilization of space

4. Thematic connection to Science Center through creative, fun and unique design

Coordination Items Decisions

- Synthetic Turf:
  - Location – Entrance and high traffic areas
  - Size (sf) – TBD

- Rear Gate access /connection point to the Science Museum
  - Connection to Science center parking desired

- Mural
  - Town to coordinate with neighbor regarding wall
  - Town to hire artist

- Water/ Sewer – For water fountain
  - Rick Riser with Water Resources

- Other items?
  - Small and Large dog areas do not need to be separated
  - Stormwater coordination to be with Sarah in engineering

Proposed Final Concept

STEWART

Proposed Final Concept

Proposed Concept Sketch

ENTRANCE PLAZA CONCEPT

ALL DOG LAWN CONCEPT

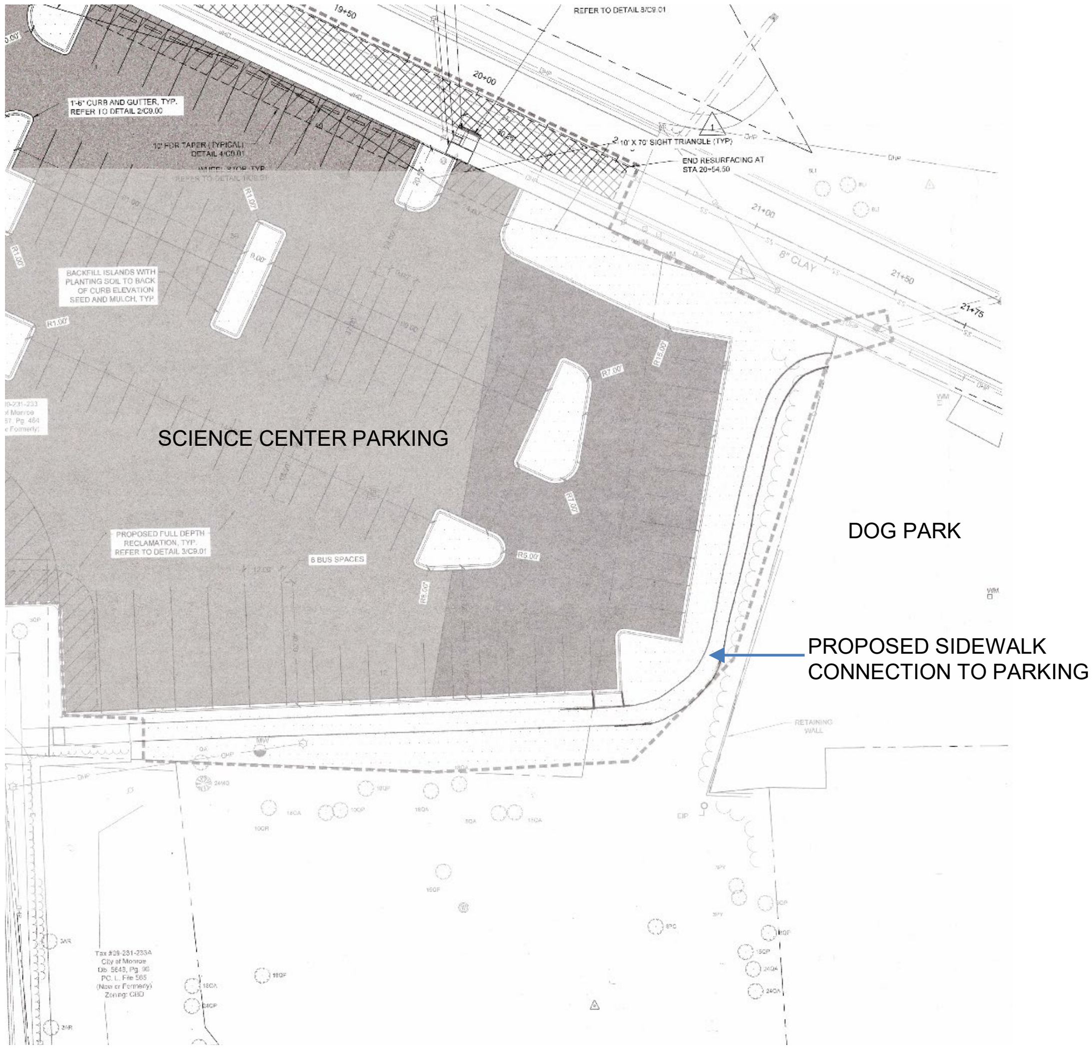
Proposed Concept Sketch

STEWART

SMALL DOG CONCEPT

MURAL CONCEPT

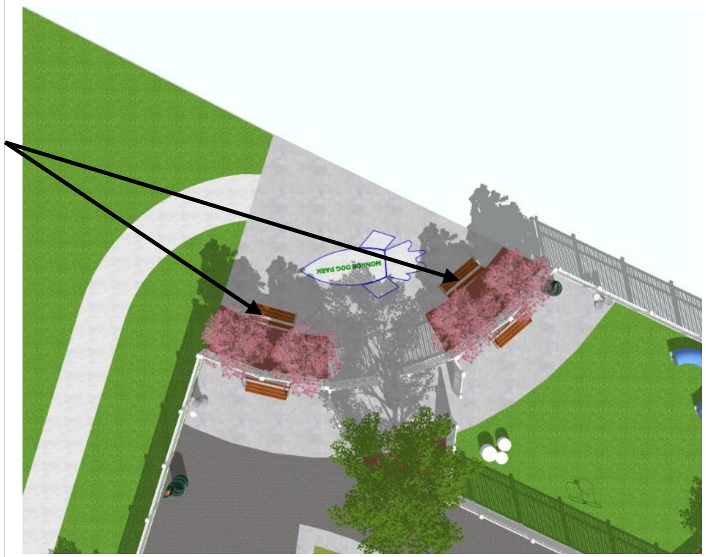
Proposed Sidewalk Connection Sketch



SIDEWALK CONNECTION TO SCIENCE CENTER SIDEWALK

Proposed Elements

STEWART



About $5,000 EA

Proposed Equipment

STEWART

https://www.dog-on-it-parks.com/a-frame.html $2,555.00

https://www.dog-on-it-parks.com/double-hoop-jump.html $950.00

$375.00

https://www.dog-on-it-parks.com/complete-dog-waste-station---single-pull.html

$3,020.00

https://www.dog-on-it-parks.com/deluxe-dog-watering-station.html

$3,278.00

https://www.dog-on-it-parks.com/eco-dog-walk-ramp-small.html

Proposed Equipment

Sale Price $8,796.74

https://willygoat.com/collections/dog-exercise-courses/products/intermediate-dog-exercise-course-6-activities-bark-park

Sale Price $1,332.03

https://willygoat.com/collections/dog-park-equipment/products/doggie-crawl-exercise-equipment-bark-park

Sale Price $984.34

https://willygoat.com/collections/dog-park-equipment/products/stepping-paws-dog-exercise-equipment-bark-park

Schedule

STEWART

TASK 1

DECEMBER 5TH -9TH : CONCEPT DESIGN

DECEMBER 14TH : CONCEPT REVIEW MEETING

DECEMBER 15TH -20TH : FINAL CONCEPT

DECEMBER 21ST : FINAL CONCEPT DELIVERY

Schedule

STEWART

TASK 2

JANUARY 2ND – 13TH : SITE DEVELOPMENT & SITE DETAILS

JANUARY 10TH – 20TH : STORMWATER & CIVIL DESIGN

JANUARY 23RD – FEBRUARY 1ST : 90% QAQC & SET REVIEW

FEBRUARY 2ND : 90% DELIVERY

FEBRUARY 6TH – 10TH : 90 % REVIEW MEETING IN PERSON

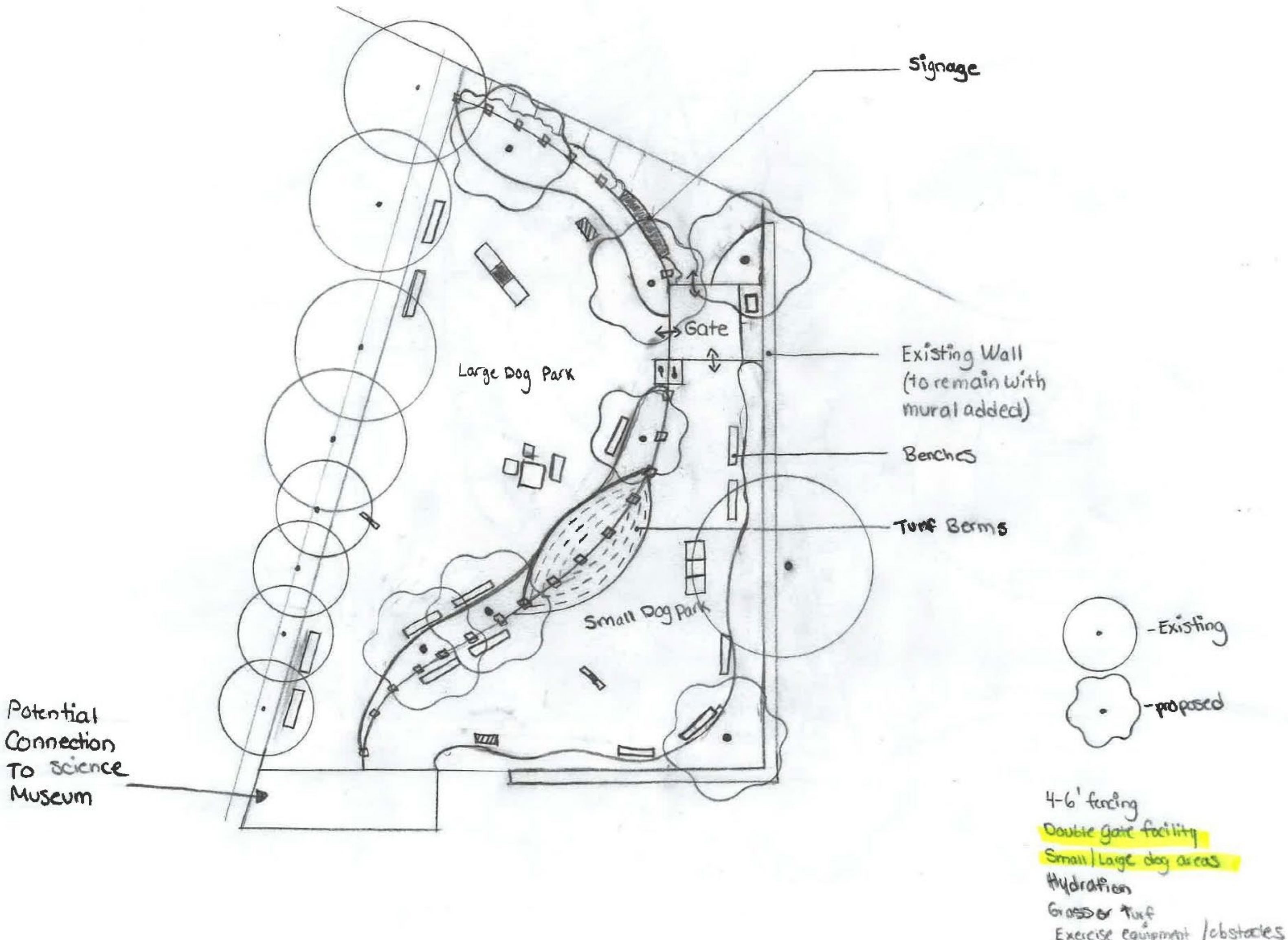
- NEED TO SET TIME/ DATE

FEBRUARY 13TH – MARCH 14TH : REVISION & REFINEMENT FOR 100% CDs

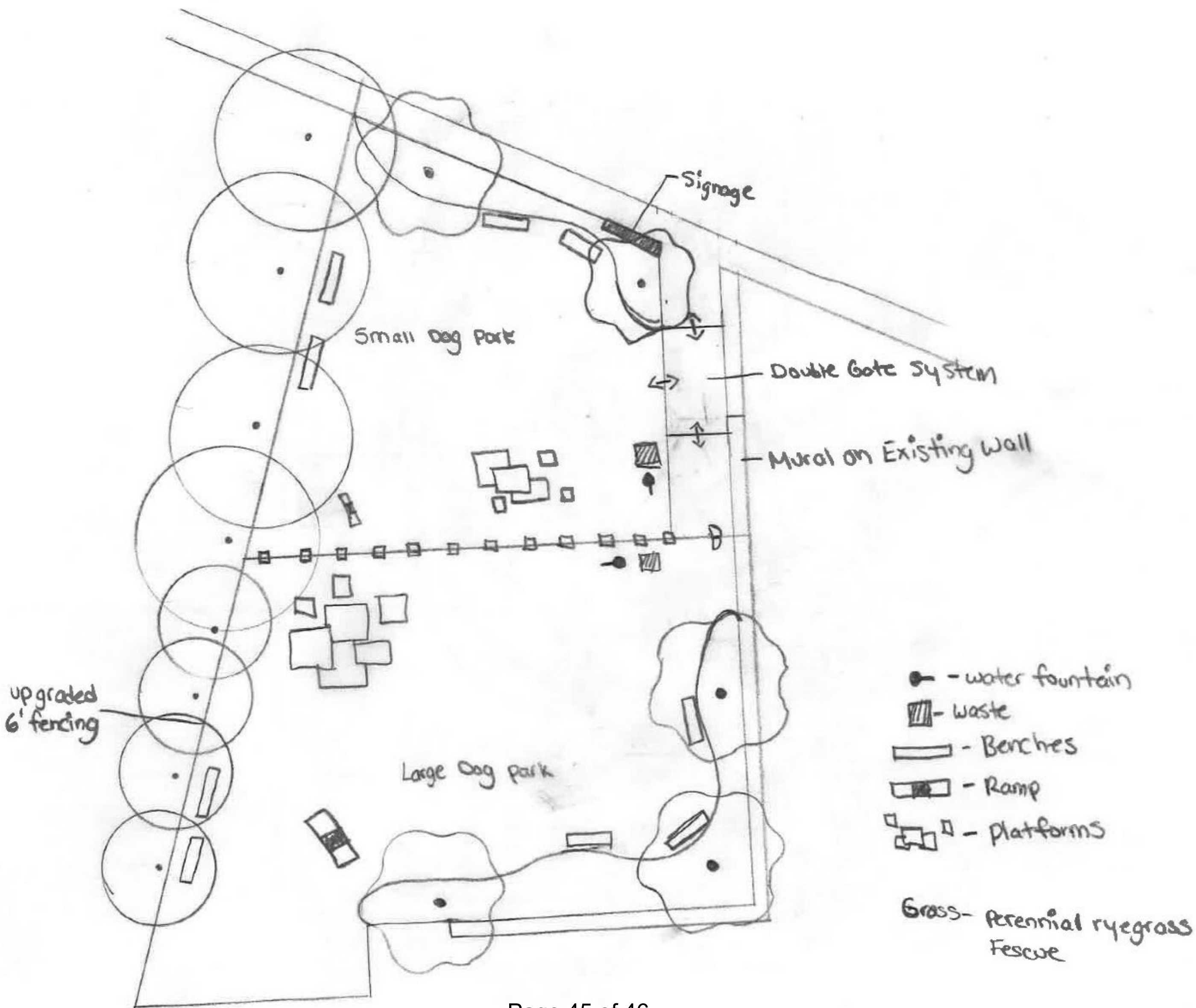
MARCH 15TH : 100% CDs/ BID SET DELIVERY

*TASK 2 INCLUDES AN ADDITIONAL VIRTUAL MEETING

Previous Sketches



Previous Sketches



STAFF REPORT

TO:	General Services Committee
VIA:	Mark Watson, City Manager
DATE:	June 1, 2023
FROM:	Robert Miller, Director of Energy Services
PREPARED BY:	Lisa Kerner, Grant Administrator
SUBJECT:	USDOT Charging and Fueling Infrastructure Discretionary Grant Program

SUMMARY STATEMENT

Energy Services staff will share information to educate about an application to the Department of Transportation (DOT) Charging and Fueling Infrastructure Discretionary Grant Program.

REVIEW

The City of Monroe is planning to apply for $500,000 in grant funding from the USDOT's Charging and Fueling Infrastructure Discretionary Grant Program. The grant funding will be used for the planning, engineering, materials, equipment, and labor to install up to six fee-for-service charging and fueling stations throughout the City of Monroe. The stations would be maintained by a third-party provider. A 20% match is required as part of the application. The grant would be submitted on or before the deadline of June 13, 2023.

RECOMMENDATION

Staff requests that the General Services Committee approve the City Manager to execute the grant application documents per the requirements of City of Monroe policy FA-14.

If the grant is approved, Staff will request City Council approval for the receipt of funding.