

CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
SEPTEMBER 12, 2023– 4:30 P.M.
AGENDA
www.monroenc.org

1. Preliminary Fund Balance Update
2. Concord Avenue Area Master Plan Update
3. City-Owned Facility Use Guidelines and Policy Revisions

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- **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: Mark Watson, City Manager

DATE: September 12, 2023

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, 2023.

REVIEW

The Finance department has calculated a total estimated fund balance as of June 30, 2023 in the amount of \$42,456,282. This amount has increased over the total fund balance amount as of June 30, 2022 of \$36,433,149 by \$6,023,133. 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	\$ 2,140,941
restricted	\$ 16,292,829
assigned	\$ 19,275,429
unassigned	\$ 4,747,083

The assigned fund balance includes a reserve in the amount of \$13,820,359 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 FY24 budget was calculated as follows:

Fiscal Year 2023 Adopted Budget			
General Fund Expenditures	Federal & State Grants	Net Expenditures	X 25%
\$56,321,829	(\$1,040,393)	\$55,281,436	\$13,820,359

Including activity that has occurred from July 1 through August 31, 2023, the balance of assigned money that has been formally set aside totals \$1,647,885. This is divided as follows:

airport grant acceptance \$ 277,892
downtown projects \$ 1,369,993

The preliminary unassigned fund balance as of August 31, 2023 is \$4,472,659. This amount also includes activity that has occurred from July 1 through August 31, 2023.

RECOMMENDATION

This has been provided for information purposes.

Attachment(s): Fund Balance Report as of 6/30/23
Fund Balance Report as of 8/31/23

	NON SPENDABLE		RESTRICTED					ASSIGNED			UNASSIGNED	Total Fund Balance
	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		
As of June 30, 2022	\$ 360,628	\$ 363,385	\$ 9,471,982	\$ 1,870,201	\$ 63,370	\$ 1,082,795	\$ 1,378,318	\$ 12,713,817	\$ 3,884,073	\$ 2,749,678	\$ 2,494,901	\$ 36,433,149
As of June 30, 2023	\$ 262,112	\$ 1,878,828	\$ 10,160,254	\$ 3,327,824	\$ 38,839	\$ 834,038	\$ 1,931,873	\$ 13,820,359	\$ 3,834,828	\$ 1,620,242	\$ 4,747,083	\$ 42,456,282
Changes	\$ (98,516)	\$ 1,515,443	\$ 688,272	\$ 1,457,623	\$ (24,531)	\$ (248,757)	\$ 553,555	\$ 1,106,542	\$ (49,245)	\$ (1,129,436)	\$ 2,252,182	\$ 6,023,133
Powell Bill												
Balance at 7-01-22				\$ 1,870,201								
Funds rec'd for FY23				1,040,393								
Interest allocated to PB				51,912								
Spent FY23 (div 3025)				(340,105)								
Sale or transfer of equipment				3,595								
FY23 amt transferred to 110 (closed proj)				701,450								
Pcards not in PB Report				379								
				\$ 3,327,824								
Public Safety												
State					\$ 18,101							
Federal					-							
Explorer Program					11,894							
Youth Programs					5,344							
Fire and Life Safety					3,500							
Restricted for Public Safety					\$ 38,839							
Culture & Recreation												
Unspent donation for trees						\$ 995						
Unspent Senior Center Grant						500						
Unspent NCRPA new initiative grant						1,000						
Fund Balance fund 120 6-30-22						831,592						
Less : restricted by RSS (POs & Contracts for 120)						(49)						
						\$ 834,038						
Building Permit Revenue												
Beginning Balance 7/1/22							\$ 1,378,318					
FY23 Building Permit Fees							1,468,198					
FY23 Expenditures							(914,643)					
Balance as of 6/30/23							\$ 1,931,873					
Restricted by State Statute												
Cash unrestricted (estimated)			\$ 32,957,516									
Cash restricted			3,365,552									
Liabilities excluding those to be paid from restricted			2,671,828									
Liabilities to be paid from restricted cash			1,379									
Encumbrances at June 30 (listed in the notes)			3,472,386									
Unearned revenue (Gift Cards, Tournament Trip, Store Credits)			22,388									
Fund Balance Available for Appropriation			\$ 30,155,087									
Total Fund Balance (From Audited Financial Statements)			42,456,282									
Restricted by State Statute			12,301,195									
Non Spendable - Inventory	\$ 262,112		(262,112)									
Non Spendable - Prepaid		\$ 1,878,828	(1,878,828)									
FB Non Spendable												
Restricted by State Statute (excludes Non-spendable)			\$ 10,160,254									

	NON SPENDABLE		RESTRICTED					ASSIGNED			UNASSIGNED	Total Fund Balance
	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		
As of June 30, 2022	\$ 360,628	\$ 363,385	\$ 9,471,982	\$ 1,870,201	\$ 63,370	\$ 1,082,795	\$ 1,378,318	\$ 12,713,817	\$ 3,884,073	\$ 2,749,678	\$ 2,494,901	\$ 36,433,149
As of June 30, 2023	\$ 262,112	\$ 1,878,828	\$ 10,160,254	\$ 3,327,824	\$ 38,839	\$ 834,038	\$ 1,931,873	\$ 13,820,359	\$ 3,834,828	\$ 1,620,242	\$ 4,747,083	\$ 42,456,282
City's Fund Balance Policy												
FY24 Adopted Budget Expenditures								\$ 56,321,829				
Fed & State Grants (Powell Bill)								(1,040,393)				
Net Expenditures								55,281,436				
x 25%								\$ 13,820,359				
Subsequent Year's Expenditures												
FY24 Council Adopted Budget - Appropriation from FB									\$ 4,164,400			
Less Appropriation of Building Inspection Reserves (already covered in Restricted for Public Safety)									(97,966)			
Less Excess Powell Bill Funds (already covered in Restricted for Transportation)									(31,606)			
Less restricted donations for the Center Theatre (already included in Restricted for Culture and Rec.)									(200,000)			
Subsequent Year's Expenditures									\$ 3,834,828			
Formal Assignments												
Beginning Balance July 1, 2022										\$ 2,749,678		
FY23 Airport Projects closed										571		
FY23 add funds from project GB1903										(1,130,007)		
Ending Balance June 30, 2023										\$ 1,620,242		

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.

**CITY OF MONROE
GENERAL FUND BALANCE
SUMMARY COMMENTARY
AS OF 08/31/2023**

Commentary

The unassigned General Fund balance is \$ **4,472,659**

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.

**** PRELIMINARY - PENDING ANNUAL AUDIT ****

FY22	<u>Date</u>	<u>Description</u>
BO-2023-06	06/13/2023	Appropriations included in FY23 Council Adopted Budget ⁽³⁾
(waiting for soft	07/01/2023	Prior year encumbrances rolled forward
BA-2023-15	07/18/2023	Site imprmnts for construction of storage hangar (Cit-Monroe Hangar 1 LLC)
BA-2023-16	08/08/2023	Unspent appropriations
BO-2023-09	08/08/2023	Close capital projects

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.

- (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	1,163,761	
3025 Replace 2007 Case Backhoe vehicle #2351		170,000
3025 Excess Powell Bill		(138,394)
5510 Funds for future use - TBD (excess)	(550,992)	
1620 Replace landscaping truck #2439	54,105	
1620 Replace shingle roof at Old City Hall	30,000	
2030 Replace veeder root consoles and probes	35,000	
2510 (2) scanners (HR Mgr & HR Director)	2,000	
3010 Replace 2013 Ford F-150 (#2620)	45,000	
3020 Continued contract resurfacing (total = \$1M)	400,000	
3020 Pkg Lot resurface (Church & Crowell)	67,000	
3020 Engineering svcs for Charlotte Avenue/Crowell Street	10,000	
350 Sidewalk maintenance - move BB to project RD1701	200,000	
350 Ops Center Parking Lot - RD1901	20,834	
4010 Tree inventory of the historic district	20,000	
5010 Replace vehicles that were totaled in fleet	180,000	
5510 Replace Thermal Imaging Cameras	19,518	
5510 Upgrade SCBA Mask w/Radio Comm system (24-Engineers)	31,200	
5510 Replace (6) APX-800 MHz portable radios	44,880	
5510 Replace Unimac Gear Extractor	8,572	
5510 Replace Chief 1 vehicle #2350, 2008 Tahoe	50,000	
5510 Replace CAR 6 vehicle used as the Training Division Chief Truck	73,500	
5510 UTV - for use during air show & other events/incidents	20,000	
5510 Reprs to pads @ front of fire stations 1 & 2	4,500	
7011 (8'x24') Replace soccer goals at Parks Williams	10,400	
7011 (4'x6') Funds requested to replace soccer goals at Parks	5,800	
7011 Replace 2008 Elkhart Bus #2356	65,000	
7011 Paint @ Winchester Community Center	1,000	
7011 Chairs @ Winchester Community Center	1,384	
7011 Office chair @ Winchester Community	260	
7011 Add'l Security Cameras - Winchester Community Center	3,336	
7011 Paint @ Old Armory Community Center	2,800	
7011 Chairs @ Old Armory	692	
7011 Paint @ Dickerson Community Center.	13,000	
7011 Flooring @ Dickerson	23,000	
7011 Chairs @ Dickerson Community Center	660	
7011 Security Door Buzzer - Dickerson	2,566	
7012 Repl sidewalks & bleacher pads - Dickerson Tennis Cts	15,000	
7012 Concrete Dickerson pkg lot	16,500	
7011 Chairs @ Sutton Park	1,384	
7011 Sunset Park - sidewalks to dog park, etc	10,000	
7011 Batting Cage Net W/ Access Sunset Park	2,000	
7012 City Garage install of 5 Rastrac GPS System (leaf truck)	250	
7012 GPS System	3,200	
7030 Replace 2018 Smithco greens sprayer	55,061	
7030 Honda Companion Inverter Generator	1,299	
7030 Water and Trash Pump Strainer	38	
7030 Water Pump Suction Hose	130	
7030 Water Pump Discharge Hose	130	
7030 Honda Self Priming Water Pump	700	
7030 Stihl Kombi and attachments	1,359	
7030 Tool Box	4,300	
7030 Fertilizer Spreader Model 2000 SR Rotary	750	
7030 Stiff QC Grooming Brush	2,958	
7031 Resurf/recon hardwood floors in ballroom	15,000	
7031 Paint inside and outside of Ballroom	10,000	
7031 Repl cost of all tables & chairs for ballroom	30,000	
350 Hwy 74 gateway signage	100,000	
3025 Repl 2008 F150 #2363		37,500
3025 Incr plan review		5,000
3025 Add'l needed for CityView		5,000
3025 CityView Advanced membership		8,800
3025 Ops center parking lot (RD1901)		41,666

FY24 ADOPTED BUDGET					
GEN FUND EXP.	GRANTS/Reimb	NET EXP.	x 25% =		
\$ 56,321,829	\$ (1,040,393)	\$ 55,281,436	\$	13,820,359	
Funds 110,130,131 & 120 per BO-2023-06					

7012 Restrooms at Sunset Park
8670 Debt for Airport
7030 Repl Toro fairway mower #2331
7030 Repl Toro Sand-Pro 5040 #1733

	130,000			
	1,097,259			
	95,464			
	33,270			
\$	3,834,828	\$	329,572	4,164,400

(4) Will be revised to agree with ACFR

City of Monroe
General Fund Balance
Formal Assignments
Transaction History
AS OF 08/31/2023

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	-
12/13/22	BO-2022-19 add funds from formally assigned to project GB1903 - Science Center parking		(1,130,007)
08/08/23	BO-2023-09 Close completed projects (AP2102)	(18,959)	-
08/08/23	BO-2023-09 Close completed projects (AP2001)	46,602	-

\$	277,892	\$	1,369,993
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Total Assigned Fund Balance

\$	1,647,885
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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.



STAFF REPORT

TO: City Council

VIA: William Mark Watson, City Manager

DATE: Tuesday, September 12, 2023

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Facility Use Application Revision

SUMMARY STATEMENT

The Parks and Recreation Department recommends revision of the facility use application regarding community center and park usage.

REVIEW

City owned facilities and parks exist to provide recreational opportunities to the public, particularly City of Monroe citizens. This revision provides better opportunity for access to parks and community centers by the general public without interruption. In the past, parks and facilities have been available for full park rental for private and public events. Understanding that these facilities exist for the public, these revisions provide appropriate usage by the public.

This matter was presented to the General Service Committee on September 7, 2023.

RECOMMENDATION

The General Services Committee and Staff requests the City Council approval of the revision to the parks and recreation facility use applications.

Attachments: Park Use Application
Community Center Use Application



PARK SHELTER USE APPLICATION

Date of Event _____ Time of Event _____ ☐ am ☐ pm until _____ ☐ am ☐ pm

Type of Event _____ # Attending _____

Park Shelter Requested (Circle one): Belk Tonawanda Park Don Griffin Park Creft Park
 Sherrod Park (Old Armory) Dickerson Park Sutton Park

Contact Person _____ City Resident _____ Non-City Resident _____

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

☐ Internal Organization ☐ Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Shelter \$ _____

Community Center Shelter \$ _____

Total Amount Paid \$ _____

Total Amount Due \$ _____

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.

Today's Date _____ Signature _____

ADMINISTRATIVE USE ONLY: Permit#: _____

Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____

Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____

PARK SHELTER FEES AND REGULATIONS*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Park Shelter	75	Daily (8 hours)	\$75.00	\$95.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Entire Park rentals are not available to the public. All rentals must be considered private events and are not available as events open to the public.

** Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.
11. Renter must have a copy of the approved permit at the time of their event.
12. Person listed on Usage Application must be present at the facility for the duration of their rental.

8/16/2023

13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
14. Use of alcohol and tobacco products are strictly prohibited.
15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
16. Reservations cannot be made outside of a year in advance.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables: YES NO

Large items of equipment, including rental equipment: YES NO

Fee associated with reservation?:* YES NO

*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

ADMINISTRATIVE USE ONLY:

Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature _____	Date _____		



COMMUNITY CENTER USE APPLICATION

Date of Event _____ Time of Event _____ ☐ am ☐ pm until _____ ☐ am ☐ pm

Type of Event _____ # Attending _____

Facility Requested (Circle one): J. RAY SHUTE WINCHESTER DICKERSON
OLD ARMORY (OACC) SUTTON PARK BAZEMORE ACTIVE ADULT (PBAAC)

Contact Person _____ City Resident _____ Non-City Resident _____

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

____ Internal Organization ____ Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Meeting Room	\$ _____
Multi-Purpose Room (OACC and PBAAC)	\$ _____
Hourly Fee	\$ _____
Community Center Shelter	\$ _____
Total Amount Due	\$ _____

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.

Today's Date _____ Signature _____

ADMINISTRATIVE USE ONLY: Permit#: _____

Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____

Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____

FACILITY FEES AND REGULATIONS***

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Meeting Room	50	Daily (4 hours)	\$50.00	\$75.00
Meeting Room	50	Hourly (After 4 hours)	\$10.00	\$20.00
Multi-Purpose*	135	Daily (6 hours)	\$400.00	\$500.00
Multi-Purpose*	135	½ Day (4 hours)	\$300.00	\$400.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Multi-Purpose Rooms are located at the Old Armory Community Center and the Phil Bazemore Active Adult Center

** Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

*** Community Centers are not available for events that are open to the public.

Facility Rental Regulations

- Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
- Any flyers advertised for any private event cannot contain the City of Monroe Logo.
- Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
- Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
- No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
- Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
- Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
- Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
- Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
- All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE

APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.

11. Renter must have a copy of the approved permit at the time of their event.
12. Person listed on Usage Application must be present at the facility for the duration of their rental.
13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
14. Use of alcohol and tobacco products are strictly prohibited.
15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
16. Reservations cannot be made outside of a year in advance.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables: YES NO

Will concessions be made available: YES NO

Large items of equipment, including rental equipment: YES NO

Fee associated with reservation?:* YES NO
*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

ADMINISTRATIVE USE ONLY:

Permit required: Health Department City Permit Parks and Rec Permit ONLY

Appropriate Permit Received YES _____ NO _____ N/A _____

Certificate of Insurance YES _____ NO _____ N/A _____

Staff Signature _____ Date _____



STAFF REPORT

TO: City Council

VIA: William Mark Watson, City Manager

DATE: September 12, 2023

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Withers, Administrative Assistant II

SUBJECT: Fire Station 4 Community Room Facility Use Agreement Revision

SUMMARY STATEMENT

The Fire Department recommends revision of the facility use agreement regarding Fire Station 4 Community Room.

REVIEW

Fire Station 4 Community Room exists to support Fire Department and City functions, and to provide a meeting location for the citizens of Monroe. Staff recommends revision to our Community Room use agreement to better meet the needs of the Fire Department and our citizens.

Attached is a summary of the usage revisions, which if approved, will be incorporated with other regulations specific to the Community Room Usage Agreement.

RECOMMENDATION

Staff recommends City Council approve the attached revisions to the Fire Station 4 Community Room usage agreement and authorize the City Manager to make additional revisions as may be needed.

Attachment: Fire Station 4 Usage Regulations

**Monroe Fire Station 4
Community Room
Facility Use Regulations**

1. Fire Station 4 Community Room is reserved for Fire Department, City of Monroe and other Governmental Agency use Monday through Friday.
2. The Community Room is available for use, free of charge, to City Residents, City Businesses, City Employees and Retirees, and Non-Profit organizations serving the City on Friday evenings, Saturdays and Sundays.
3. No DJs or loud music is allowed.
4. Any flyers advertised for any private event must be approved by the City of Monroe before distribution.
5. Large rental items or large items (smokers, large grills etc) are not allowed.
6. Inflatables, bounce houses, etc. are not allowed.
7. The Community Room is available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
8. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain.
9. Individuals listed on rental forms are responsible for the facility during the rental period. You must provide adequate supervision of children and all guests.
10. Renter must leave the facility as it was found. Trash should be placed in receptacles. Floors should be swept and tables and chairs must be cleaned and left as the renter found them.
11. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is allowed to be used be on the walls and ceiling.
12. Failure to leave the Community Room facility or amenity as you found it could result in suspending the responsible party's ability to reserve for future functions.
13. All functions must begin at the designated time listed on the facility use application. Set up and break down time must be included in the rental time. All events must end by 10:00pm.
14. Depending on the type of rental, other city permits may be required before the rental is approved.
15. Renter must have a copy of the approved permit at the time of their event.
16. Person listed on Usage Application must be present at the facility for the duration of their rental.
17. Outdoor space at the Fire Station is not available for special events open to the public.
18. Use of alcohol and tobacco products are strictly prohibited.
19. No stages of any kind are permitted.