

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, January 4, 2024 - 4:00 PM**

**AGENDA
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1. Minutes of General Services Committee Meeting of September 7, 2023
2. Minutes of General Services Committee Meeting of October 5, 2023
3. Pinedell Avenue Property Update
4. Budget Ordinance to Accept Transportation Reserve Fund Grant
5. Energy Services DOE Grid Resilience Grant Application with Electricities

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
September 7, 2023 4:00 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Mayor Pro Tem Gary Anderson

Absent: Committee Member Lynn Keziah

Staff: Mark Watson, City Manager; Ashley Ivey, Assistant Finance Director; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Lisa Kerner, Grants Administrator; Pete Hovanec, Director of Communications and Tourism; Bradley Lucore, Communications Specialist; Lisa Stiwinter, Director of Planning and Development; Debra Chestnut Reed, Director of Human Resources; Ryan Jones, Director of Parks & Recreation; Sarah McAllister, Director of Engineering; Sharon Jones, Human Resources Analyst IV; Matt Black, Director of Downtown; Teresa Campo, Community Development Coordinator; Terry Sholar, Senior Staff Attorney; Ron Fowler, Fire Chief; Catherine Mullis, Permit Center Supervisor.

Visitor(s): Michelle Lancaster, Union County Arts Council; Chris Plate', Monroe-Union County Economic Development Commission; Luis Oropera, Franklin Court Grille; Melanie Miller, Union County Arts Council; Ashley Casanova, citizen.

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on September 7, 2023. A quorum was present. Chairman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from August 3, 2023.

The minutes from the August 3, 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 August 3, 2023.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Fiscal Year 2023 Financial Report on Fees from Building Code Enforcement Program

Assistant Finance Director, Ashley Ivey presented information to the committee to consider a report of fees collected and expenses charged for building permits for Fiscal Year 2023 as required by Senate Bill 372 and North Carolina General Statute 160D-402(d).

Senate Bill 372 states that no later than October 1 of 2023, 2024, and 2025, every local government shall publish an annual financial report on how it used fees from the prior fiscal year for the support, administration, and implementation of its building code enforcement program as required by G.S. 160D-402(d). This report

is in addition to any other financial report required by law. N.C.G.S. 160D-402(d) states that a local government may appropriate for the support of staff any funds that it deems necessary. It shall have power to fix reasonable fees for support, administration, and implementation of programs authorized, and all such fees shall be used for no other purposes.

Committee Member Anderson asked if the net revenue is included in a separate account. Ashley Ivey stated that it remains in the same account but it is restricted in the fund balance.

No action required. For informational purposes only.

Item 3. Interlocal Agreement with Union County Historic Preservation Commission

Community Development Coordinator, Teresa Campo requested the Committee to consider a budget recommendation of up to Twenty Thousand Dollars (\$20,000) to the Union County Historic Preservation Commission and authorize the City Manager to execute the Interlocal Agreement and all subsequent related documents and communications.

The Union County Board of Commissioners adopted a joint ordinance on November 2, 1992 as amended on October 3, 2005 forming the Union County Historic Preservation Commission. The joint ordinance includes the City of Monroe, Town of Indian Trail, Town of Marshville, Town of Stallings, Town of Waxhaw, Town of Weddington, and the Town of Wingate. The City of Monroe adopted an Ordinance O-2002-46 establishing the Union County Joint Historic Preservation Commission. The Union County Historic Preservation Commission (UCHPC) was funded through an informal outside agency process, in the past. In Fiscal Year 2022 City Council adopted policies and authorized processes in regards to outside agency funding. The fact finding discovery led the City to determine that a formal process was required for the funding of the UCHPC. The City Manager met with UCHPC and is recommending up to Twenty Thousand Dollars (\$20,000) through the annual budget process. A Budget Amendment is recommended for the current fiscal year since funding was not included due to finalizing the interlocal agreement. The UCHPC serves as an advisory board and is a valuable agency in the regards to historical resources, historical record safekeeping, the State of North Carolina Historic Preservation requirements, and environmental compliance for programmatic agreements and/or memorandum of understandings. Staff has included a copy of the interlocal agreement for review.

Staff recommends that the General Services Committee recommend to Council to appropriate \$20,000 from the Unassigned General Fund Balance and authorize the City Manager to execute the Interlocal Agreement with the Union County Historic Preservation Commission and all subsequent revisions, correspondence, and written agreements.

Committee Member Anderson moved to approve the recommendation.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 4. Senior Center Crosswalk on Jefferson Street

Engineering Director, Sarah McAllister, asked the Committee to consider a proposal to add a mid-block pedestrian crossing on Jefferson Street near the new Phil Bazemore Active Adult Center.

The Phil Bazemore Active Adult Center opened on June 21, 2023. Ryan Jones, Director of Parks & Recreation reached out to Engineering not long after the opening concerning the need for a crosswalk on Jefferson Street from the center to the additional parking lot across the street. Since this would be a mid-block crossing, Engineering would recommend a high visibility raised crosswalk. Information from the Federal Highway Administration (FHWA) on raised crosswalks and a table from NCDOT's guidelines on the application of pedestrian crash countermeasures by roadway feature was provided to the Committee.

Installation of a raised crosswalk will include a short section of new curb and gutter and sidewalk along Jefferson Street. Pedestrian crossing signs will be installed along with steel plates to allow for positive storm drainage in the area. Total material costs to install this raised crosswalk is estimated to be \$5,000. Parks &

Recreation has the funds available in the project account for the center.

No action is required. For informational purposes only.

A consensus of the Committee was given to show support for the item.

Item 5. Parks and Recreational Department Health Promotion and Disease Prevention Grant from Centralina Area Agency on Aging

Parks & Recreation Director, Ryan Jones, informed the Committee he seeks to accept the Health Promotion and Disease Prevention Grant for older adults' allocation from Centralina Area Agency on Aging in the amount of \$4,500.00 and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$4,500.00 from the Centralina Area Agency on Aging. These funds will allow staff the opportunity to equip and provide active adult programs within the community specific to health promotion and disease prevention. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs and facilities at a high quality level that include, but is not limited to, workshops that focus on living healthy with diabetes, living healthy with chronic pain and living healthy with chronic disease. Funds from this grant must be utilized on materials and supplies, promotional items, participant attendant incentives and volunteer stipends (if applicable) related to these types of classes. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center.

The objectives of the Health Promotion and Disease Prevention program are as follows:

- 1.) Help older persons secure and maintain maximum independence and dignity in the community.
- 2.) Remove barriers to independence for older persons.
- 3.) Provide a continuum of care of the vulnerable elderly.

In June of 2023, the Bazemore Active Adult Center met all requirements to attain Multipurpose Senior Center status which made our department eligible to request this funding at the local level. Operation of a multipurpose senior center provides a broad spectrum of services and activities for older adults. The primary objectives of a multipurpose senior center are centralized provision of services which address the special needs of older adults; opportunities for adults to be more involved in the community; and the prevention of loneliness and premature institutionalization by promoting personal independence and wellness. The Bazemore Active Adult Center met all necessary requirements to become eligible to request and receive this funding.

Staff requests the General Services Committee recommend City Council approval to accept funds associated with the Health Promotion and Disease Prevention Grant and approve the budget amendment.

Committee Member Anderson motioned to approve the recommendation and forward to the City Council consent agenda of the August 8, 2023 meeting.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 6. Consider Request from Union County Community Arts Council

The Union County Community Arts Council has been in partnership with the City of Monroe since 1981. The Arts Council offices were in the City Hall from 1981 until 1985. At that point, they moved into 120 Main Street.

Melanie Miller stated that major repairs are needed to be made to the building they were located in until June, 2023 which was the reason they moved out temporarily. Staff is requesting permission to utilize for a period of 12 to 18 months the currently vacant space at the Senior Center as these repairs are being made

and they are looking for a long term partnership with the City of Monroe and a longer term location.

Committee Member Anderson made a motion to approve the request and forward to full City Council for approval.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 7. Economic Development Directors Report and Recommendation on Proposed Uses of Main Street Parcel (s) and the Resulting Economic Benefit

Chris Plate' with Monroe-Union County Economic Development Commission presented and discussed the opportunity and the benefits of the two projects: LOI Hotel and the Retail/ Condos combination. The condo & retail development will need an investment of \$12-\$14 million and will create around 25 job positions. This project will generate about \$98,000 annual revenue to the city. From EDC prospective, the hotel site will make a wonderful addition to downtown. It will have a restaurant, and a potential conference room that can be rented out, and will be a great investment that will generate about \$266,000 annually to the City and will create more jobs opportunities. The Hotel project with about 85-100 rooms will anticipate a 20-30 million investment.

By looking at the opportunities of both sites and by comparing the annual revenue to the city, EDC recommends moving forward with the Hotel opportunity at the proposed site.

Committee Member Anderson made a motion to move on to full Council for presentation as well.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 8. City-Owned Facility Use Guidelines and Policy Discussion

Parks & Recreation Director, Ryan Jones presented information recommending revision of the facility use application regarding community center and park usage.

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.

Staff requests approval from the General Services Committee to accept this revision and forward to the City Council for approval.

Director of Communications & Tourism, Pete Hovanec, recommends doing an RFP for a third party to operate all ballrooms which will help with reducing the staff that has to be present at all the events. The application process will stay the same as it is right now. He also stated that the Science Center will offer private events rental on Mondays and Tuesdays or the evenings in order to not interfere with the public access and use.

Fire Chief, Ron Fowler, added that the Fire Station 4 community room is recommended to be available from Monday to Friday for city use. Fridays nights, Saturdays and Sundays should be available for citizens' use.

Permit Center Supervisor, Catherine Mullis, gave information to the Committee that staff is going to revamp the street and parking lot permits process. They have researched several other municipalities and Albemarle has a good process and forms that staff plan to use when revamping the City's processes.

Committee Member Mayor Pro Tem Anderson stated that the council wants and supports the events that bring people to the downtown and encourage to have access points for emergency staff in order to keep everyone safe.

The recommendation from General Services Committee was to move these changes to Council so the council is well informed and made aware. They can authorize to do these changes in a strategic meeting and send a request to the city manager to amend the associated policies and practices according to the discussion.

Committee Member Anderson made a motion to present these policy changes to Council at the next Strategic Council Meeting.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 9. Amendment to Ordinance 32.201€ to Clarify Member Service on Appointed Boards.

Senior Staff Attorney, Terry Sholar, presented a request to consider an amendment to Section (E) titled Terms of Chapter 32 titled General Provisions of the City Code of Ordinances.

The purpose of the amendment is to clarify member service on appointed boards and resolve any potential conflict or expectation created by appointment term limits and members serving at the pleasure of Council.

Staff recommends that City Council adopt an Ordinance approving the amendment.

Committee Member Anderson made a motion to approve the amendment and forward to full Council for approval.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Other: Committee Member Mayor Pro Tem Anderson asked staff if there were any plans to work on the road between the Active Adult Center and the Police Headquarters. Sarah McAllister stated that yes there was budget for that work. They plan to resurface a portion now and then the remainder after some planned utility repairs in the area.

There being no further business the meeting adjourned at 5:18 p.m.

Committee Chairwoman, Julie Thompson



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
October 5, 2023 3:00 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Mayor Pro Tem Gary Anderson and Committee Member Lynn Keziah

Absent: none

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant to the City Manager; Lisa Strickland, Finance Director; Ashley Ivey, Assistant Finance Director; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Lisa Kerner, Grants Administrator; Peter Hovanec, Director of Communications and Tourism; Bradley Lucore, Communications Specialist; Lisa Stiwinter, Director of Planning and Development; Debra Chestnut Reed, Director of Human Resources; Ryan Jones, Director of Parks & Recreation; Sarah McAllister, Director of Engineering; Sharon Jones, Human Resources Analyst IV; Matt Black, Director of Downtown; Teresa Campo, Community Development Coordinator; Terry Sholar, Senior Staff Attorney; Douglas Britt, Senior Planner; Chad Splawn, Civil Engineer I; Kellie Corcoran-Walters, MAFC Superintendent; Leann Yandle, Membership/Mkt Division Supervisor; John Miller, Golf Course General Manager/Head Golf Pro; and Richard Long, City Attorney.

Visitor(s): Joyce Rentschler, Downtown Advisory Board; Lucy P. Burgess, Consigning Chicks; Susan Kern, Consigning Chicks; Benjamin Sands, WGI; Dan Lambert, Downtown Master Plan, McAdams.

The General Services Committee met in the City Hall Conference Room at 3:00 p.m. on October 5, 2023. A quorum was present. Chairman Julie Thompson presided.

Item 1. Downtown Monroe Parking Study Report

Ben Sands, the Manager from Parking Planning and Management presented using Powerpoint slides that their staff reviewed the provided data regarding the parking around the downtown of the city of Monroe by conducting a parking study which include: Public outreach and Survey, Site visit and parking occupancy review; and comparable cities analysis to come up with some long term recommendations for parking organizational structure, technologies supply, rates, time limits and enforcement, mobility improvement and to improve the visitors' experience.

The parking supply and demand analysis shows that there is a surplus of parking supply/capacity to meet the City's current parking demand. Most existing City off-street parking locations are designed for maximum efficiency and include the limit of possible parking spaces the site can provide. Analysis was also performed to identify a site, conceptualize, and estimate costs for structured parking. In coordination with City staff, the Old Police Lot at the corner of Hayne and Morgan was identified as the ideal site to provide additional parking.

Based on a peer review of six comparable cities selected by proximity and population characteristics, none of the communities' charge fees for parking, however all have time limited parking that is actively enforced. For most of the communities parking is subsidized/funded from a Tax Increment Fund (TIF) district, which is

financed from a sales tax.

As of the conclusion of this study, it is WGI's understanding that parking enforcement has been recently eliminated by the City. WGI recommends that the City reinstate parking enforcement for time-limited spaces to support the economic revitalization of Downtown. In addition, WGI recommended the procurement of parking technologies to enhance the efficiency of enforcement staff while also providing robust data pertaining to parking demand and occupancy. Staff recommendations also focus on curb, crosswalk, mobility, and sidewalk improvements to promote a more walkable Monroe that will aid in balancing parking demand for the City.

Mr. Sands state it is always important for a City to understand how it's citizens prioritize the improvements that may be needed. Especially when it pertains to parking. Building consensus with the local community about how and what infrastructure improvements should be undertaken begins with understanding the community's perception of what is most needed. The public parking investment activity was intended to gauge the public's perception of where the City should invest in Public Parking.

Participants were given stickers and asked to place them on a poster according to which topics they would invest in related to public parking in Monroe. Participants were given five stickers to 'invest' into the categories. It should be noted that majority of the responses received for this activity were during an event period when close proximity parking is typically unavailable. As such, it is not unexpected that the highest percentage (32%) of responses indicated they would like the City to invest in more parking. There was a recurrent sentiment of an expectation of close-proximity parking among participants, even in downtown which is a common sentiment. The second most responded to item was less anticipated, with 28% of participants indicating the City should invest in enhancing the pedestrian experience. Many participants indicated the lack of safe pedestrian access to/from downtown to local communities was the primary contributor for why they do not go downtown more often. 17% of participants indicated they would prefer the City to invest in safety and security improvements for public parking, while 15% indicated they prefer mobility investments.

WGI's primary objective was to encourage a flexible parking system that will maximize use of existing parking supply; strategically invest in parking technology to generate better data; improve walkable options to reduce/balance parking demand in coordination with the new Downtown master plan; Enhance Parking Administration and Operations.

Several Implementation Strategies were presented for the following steps:

Organizing Parking:

- Convene a Parking Task Force;
- Create and support a Parking Organizational Structure
- Define a Parking Manager
- Parking Communications Plan
- Expand Parking Management

Improve Parking Operations:

- Hire Parking Enforcement Staff
- Evaluate Parking Enforcement technologies
- Communicate Parking Enforcement policies to the public
- Patrol on and off-street parking locations more regularly
- Adapt parking policies (time limits, enforcement hours, etc.)
- create a pilot program to charge parking fees in areas with consistently high occupancies

Enhance the pedestrian realm and improve mobility:

- Reaffirm Strategy
- Install Bump-out

- Upgrade and widen crosswalk
- Convert angled on street spaces to parallel
- Upgrade and widen pedestrian crossings

Parking Branding and Marketing:

- Create a Parking Brand
- Name Off-Street Locations and Parking Districts
- Create an updated parking map including downtown destinations
- Create and maintain a City of Monroe parking landing page on the City's website

Financing Strategies:

There are a variety of parking budgeting strategies that can be applied to fund the City's parking system. Below is a summary of some strategies commonly used in municipalities.

Parking Revenue

Revenue generated from the parking rates, fees, and citations can be applied exclusively to fund the parking system. These funds are separate from the General Fund, but many times once expenses and overhead are covered a portion is budgeted to supplement any General Fund shortfalls. Contributions to the General Fund will likely vary due to the fluctuation in revenues. Along with the City Budget Office, the Parking Supervisor may determine how these funds are spent to support the operation and infrastructure improvements for the parking system.

General Fund

The City has a general fund of monies from taxes that is applied to fund City programs, these funds could be used to invest in parking operations.

Tax Increment Financing/Special Service Area Districts

Special Service Area (SSA) funds are utilized for activities, projects and programs intended to improve economic development. There is also Tax Increment Financing (TIF) that concentrates on redevelopment areas and involves private developers. These funds are applied to improve or support the parking system through taxes paid by the developers.

General Obligation Bonds

A City can issue general obligation bonds based on the financial health of the City. These bonds place added financial obligations which can hamstring funding future infrastructure needs. Revenue bonds are another option which are based on parking revenues. Due to the absence of parking fees, revenue bonds are not a reasonable option to fund parking improvements.

Lucy Burgess with Consigning Chicks, a Downtown business, spoke to the Committee about parking issues she had experienced for many years where folks working in downtown park right in front of businesses all day and make spots for her customers unavailable. She expressed concerns and asked what the City could do to help with this problem.

Committee Chairwoman Thompson expressed her understanding of Ms. Burgess' concerns.

City Manager Watson mentioned that the City had approved a new position in fiscal year 2024 for a Transportation Planner that would play a large role in working on these type issues. He also mentioned that a parking task force would be a project of this position, so he feels the City is preparing to work on these issues once this position is filled.

Committee Member Keziah's recommendation is to move and accept the parking study as presented.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 2. Downtown Monroe Master Plan Draft

In order to allow staff with McAdams time to prepare technology for his presentation, this item was tabled until the end of the regular meeting agenda.

Item 3. Budget Amendment for Downtown Veteran's Banner Program

Downtown Director, Matt Black, asked the Committee to consider approval of a Budget Amendment and to appropriate these funds to the Downtown Department.

The Downtown Department has devised a veteran's banner program and has received funds in the amount of \$950 to be allocated back into the departments account.

Staff requests that the General Services Committee recommend to Council approval of a Budget Amendment and appropriate these funds to the Downtown account.

Committee Member Mayor Pro Tem Anderson made a motion to approve the budget amendment and appropriate the funds to the Downtown account.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 4. Certification of Tax Base and Tax Charge for 2023-2024

Finance Director, Lisa Strickland presented to the Committee a request to forward an Order authorizing the Tax Collector to collect the taxes charged in the tax records.

N.C.G.S. 105-321(b) states the municipal governing body shall adopt and enter in its Minutes an Order authorizing the Tax Collector to collect the taxes charged in the tax records and receipts. The Order of Collection shall have the force and effect of a judgement and execution against the taxpayers' real and personal property.

City Staff recommends that the General Services Committee forward to City Council authorization for the

Tax Collector to collect the 2023-2024 Tax Levy as listed below:

Type	Amount
Property Tax	\$25,445,468.97
Special District Tax	\$58,511.93
Total Late Listings	\$142,372.10
Total Tax Levy	\$25,646,353.00

TO THE TAX COLLECTOR OF THE CITY OF MONROE:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the City of Monroe Finance Division and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the City of Monroe and this order shall be a full and sufficient

authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Committee Member Keziah made a motion to forward to City Council authorization for the Tax Collector to collect the 2023-2024 tax levy.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 5. Resolution Requesting to Modify Slogans at Welcome Signs

Community Development Coordinator, Teresa Campo, presented to the Committee a request to consider a request submitted by the Good Jobs Great Cities Strategic Management Cohort including members Mayor Marion Holloway and Mayor Pro-Tem Gary Anderson to have signs installed to commemorate the National League of Cities City of Monroe Good Jobs Great Cities Destination recognition.

The City of Monroe received a request from the City of Monroe Strategic Management Co-Hort to have signs installed to commemorate the National League of Cities "City of Monroe, NC Good Jobs Great Cities" recognition and award. The practice of recognizing the accomplishments of our City and Community placed in conjunction with the optional "Welcome To" signs at six major entry points into the Monroe corporate limits since 2006. The six locations are US 74 West and East, US 601 North and South, NC 200 North and Lancaster Avenue (SR 3515).

The above-identified roadways are under the jurisdiction of the North Carolina Department of Transportation (NC DOT). NC DOT Policy W-17 – Standard Practice for Optional "Welcome To" Signs (Policy W-17) stipulates that signs with slogans are limited to two (2) slogans with a maximum of three (3) lines of copy. Policy W-17 limits the recognizing of only one slogan per location. Dated sign messages in accordance with Policy W-17 have up to three-year life and the City of Monroe has historically allowed three years. A resolution approved by City Council is required for placement of the slogan signs and must specify a maximum installation of three years for any dated sign message.

Currently, the following signs are in place.

SCHOOL	LOCATION
Union Academy 2021 Division 1-A State Volleyball Champions	US 601 North & US 601 South
Central Academy 2019 & 2020 Men's Wrestling	NC 200 North & Lancaster Avenue
Union Academy 2019 Women's Soccer	US 74 East & US 74 West

Staff recommends removing the Central Academy 2019 & 2020 Men's Wrestling signs located at NC 200 North & Lancaster Avenue AND Union Academy 2019 Women's Soccer located at US 74 East & US 74 West and replacing them with the City of Monroe's Good Jobs Great Cities recognition. The suggested wording is as follows:

National League of Cities
Good Jobs Great Cities Academy Destination

A resolution of approval will be required from City Council for placement of the signs. Once approved Staff will coordinate with the Engineering Department for the sign installation directly with NC DOT. The cost of installation of the signs will be covered by the Engineering Department.

Staff recommends removing the Central Academy 2019 & 2020 Men's Wrestling signs located at NC 200 North & Lancaster Avenue AND Union Academy 2019 Women's Soccer located at US 74 East & US 74 West and replacing them with the City of Monroe's Good Jobs Great Cities recognition. The suggested wording is as follows:

National League of Cities
Good Jobs Great Cities Academy Destination

A resolution of approval will be required from City Council for placement of the signs. Once approved Staff will coordinate with the Engineering Department for the sign installation directly with NC DOT. The cost of installation of the signs will be covered by the Engineering Department.

Staff recommends that the General Services Committee provide a positive recommendation to City Council for a Resolution requesting the installation of signs on NC 200 North & Lancaster Avenue and US 74 East & US 74 West to commemorate the National League of Cities' "Good Jobs Great Cities" selection as a destination city.

Committee Members stated they would like to go ahead and replace all signs and not just the selected.

Committee Member Mayor Pro Tem Anderson motioned to approve all the signs to be replaced.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 9. Budget Amendment for Good Jobs Great Cities Strategic Marketing and Communications

This item was moved up on the agenda as it relates to item #5. City Manager, Mark Watson presented a request of Mayor Marion L. Holloway, Jr. and City Manager Mark Watson, to approve contract for a Strategic Marketing and Communications Program and adoption of Budget Amendment appropriating the funds. Upon request, Haven Creative, provided a proposal to develop and design a strategic marketing and communications program for the Good Jobs Great Cities initiative. These resources will supplement the City's internal public communications efforts.

Haven is a local firm that has successfully provided creative communication services to several local, municipal governments and businesses in Union County making them as uniquely suited to assist the City of Monroe with the GJGC initiative. Haven knows the Monroe, NC demographics including its strengths, opportunities and employer base. Haven is offering three service levels.

The Mayor and the City Manager recommend approval of a contract with Haven Creative for the CATAPULT option (quote attached) at a cost of \$7,350 per month for the next eight months for a total of \$58,800 (This option includes \$12,000 of budget to paid media advertising and \$5,000 to Print Media).

The Mayor and the City Manager recommend that General Services approve moving this matter forward to City Council for approval of a contract with Haven Creative at a cost of \$58,800, adoption of a Budget Amendment appropriating the funds and authorization for the City Manager to execute any and all necessary documents.

Committee Member Mayor Pro Tem Anderson mentioned that 250 cities nationwide submitted proposals, and only 16 cities were selected out of 250. Monroe was the only North Carolina city that was selected. Kudos to city staff for the great work and for being selected. He stated that the City needs to do this to put the information out there or no one will know what it means to have this designation.

Committee Member Keziah made a motion to approve the contract with Haven Creative and a budget amendment to appropriate the funds.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 6. Budget Amendment and Reimbursement Resolution for Monroe Country Club Golf Carts

Communications and Tourism Director, Pete Hovanec, presented a request for the purchase of new golf carts for continued operations. The current carts are more than seven years old and typically have a five-year life span. A proposal has been obtained that includes 80 fleet golf carts, two staff fleet carts, two maintenance staff carts, one range cart and one beverage cart. The total proposed cost for golf course carts is \$621,735. Staff will be trading in 68 golf carts reducing the total cost by \$165,400 bringing the total cost to the golf course to \$456,335. The purchase also includes a six passenger and a four passenger cart for the Charlotte Monroe Executive Airport. The cost for these two carts are \$16,190 and \$13,395 respectively.

The current golf carts at Monroe Country Club were purchased in 2017 for a total cost of \$279,116. Currently, the golf course operates with a total of 68 fleet carts, three staff carts and three maintenance staff carts. A proposal was obtained from Yamaha that includes 80 fleet golf carts, two staff fleet carts, two maintenance staff carts, one range cart and one beverage cart. Total cost for golf course carts is \$621,735. Staff will be trading in 68 golf carts reducing the total cost by \$165,400 bringing the total cost to the golf course to \$456,335. The additional carts in the fleet are needed because the amount of golf played at the country club often exceeds the number of available carts. The additional carts will also allow for better rotation and care of the carts, extending the life of the carts. The purchase of a beverage cart is needed to increase beverage and snack sales as well as create an additional on-course amenity for guests.

The purchase also includes two additional carts, a six seater and a four seater, for the airport. These two carts are included in the fiscal year 2024 annual budget, but it was more cost efficient to include the purchase through the golf course's process directly with Yamaha.

In order to avoid additional cost increases, and ensure delivery by spring 2024, these carts need to be ordered before November 2023. A reimbursement resolution in an amount not to exceed \$465,000 for the cost of the golf carts plus closing costs is requested to be approved in order to finance the golf carts over their useful life. A budget amendment is also requested to cover the purchase and offsetting loan proceeds and trade-in allowance.

General Services Committee is requested to provide a favorable recommendation to approve the Budget Amendment in the amount of \$465,000 for the purchase of golf carts for the Monroe Country Club and the Reimbursement Resolution to allow for financing of the golf carts.

Committee Member Keziah made a motion to approve the request and approve the budget amendment and the reimbursement resolution to allow for financing the golf carts.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 7. Ordinance to Amend Contracting Authority

Senior Staff Attorney, Terry Sholar, presented a request to consider amending Chapter 34 §§ 34.01 and 34.03 to change the amount of contracting authority of the Finance Officer, City Manager, and Department Heads.

By North Carolina State Statute, City Council is authorized to delegate to the City Manager and Finance Officer the ability to enter into contracts for the purchase of supplies and equipment and services. The current Finance Ordinance, Chapter 34 of the Monroe Code of Ordinances, authorizes the Finance Officer to enter into contracts for the purchase of supplies and equipment in amount not to exceed \$100,000. NCGS § 143-129 requires the contract for supplies and equipment in excess of \$90,000 follow formal bid process and

requires City Council approval. Staff is requesting §34.01 (G) be amended to change the \$100,000 authority to \$90,000 to coincide with North Carolina General Statutes.

Currently the City Manager is authorized to enter into contracts for services including repairs, construction, and other services in an amount not to exceed \$100,000. Staff is requesting § 34.03(A) be amended to authorize the Manager to enter into contracts for services in an amount not to exceed \$200,000.

Currently the City Manager is authorized to delegate contracting authority to Department Heads in an amount not to exceed \$5,000. Staff is requesting § 34.03(F) be amended to authorize the City Manager to delegate contract authority to Department Heads in amount up to \$25,000 and establish the amount of contracting authority by policy of the City Manager. The actual authority of Department Heads to enter into contracts may be lower, but the City Manager be given the flexibility to establish the amount of contracting authority depending on existing circumstances.

All other provisions of the Finance Ordinance will remain in place unchanged.

The levels of contracting authority have been in place and remained the same for many years. Staff believes amending the contracting authority amounts is long overdue and is needed due to the change in economic conditions over many years and will allow for more efficient contracting for goods and services by the City

Staff recommends amending §§ 34.01(G), 34.01(A), and § 34.03(F) to change the contract amount authorization for the Finance Officer, City Manager, Department Heads.

Richard Long brought up settlement authority and asked to be raised to \$50,000.

Committee Member Mayor Pro Tem Anderson made a motion to approve the amendments as recommended by staff.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 8. Monroe Aquatics and Fitness Center Proposed Increase in Joining Fees

Parks and Recreation Director, Ryan Jones presented a recommendation increasing the joining fees for the Monroe Aquatics and Fitness Center Fee schedule and requests the approval of the ordinance to amend the MAFC fee schedule.

The Monroe Aquatics and Fitness Center was substantially affected by the COVID-19 pandemic. MAFC has made consistent growth and made a profit for the first time in three years while recovering from the Covid closure. This profit can be attributed to many factors including the increase of monthly membership fees in February 2023, steadily gaining back the membership base from the huge loss in 2020, making operational budget cuts and being frugal with expenditures. This joining fee increase will provide better opportunities to continue increased revenue trends. With positive revenue trends, our staff is able to provide more appropriate recommendations regarding facility improvements and renovations. All of these things contribute to a greater member experience resulting in new members and member retention. The proposed joining fees revert back to the original joining fees established when the facility opened in 1998. A more specific breakdown of increases is listed as follows:

		Current	Proposed
Membership	Monthly Fee	Joining Fee	Joining Fee
Individual	\$47.00	\$75.00	\$125.00
Family (Up to 4)	\$78.00	\$100.00	\$175.00

Adult/Child	\$54.00	\$75.00	\$125.00
Couple	\$60.00	\$75.00	\$125.00
Senior Individual (55 and Over)	\$40.00	\$60.00	\$100.00
Senior Couple (55 and Over)	\$54.00	\$60.00	\$100.00
Youth (14-21)	\$35.00	\$50.00	\$50.00
Extra Children	\$6.00		
Grandchild	\$12.00		
Extra Adult (Limit 1)	\$18.00		

Justification of this increase includes the following:

The increase will allow MAFC to market creative joining fee specials and discounts while still collecting a considerable revenue stream in joining fees.

The increased joining fees will allow MAFC to attract and retain a more committed and invested member. MAFC does not have membership contracts which allows our members to cancel with a 30-day notice. Due to the ease of cancellation, the increase will help offset the loss of any memberships and deter members from cancelling knowing they will pay a more substantial joining fee when they return.

These proposed joining fees are the same fees that were established in 1998 when the facility opened. In 2009, joining fees were lowered due to a crash in the economy and to directly compete with the Charlotte area YMCAs who abolished their joining fees. Since that time, the YMCAs have reestablished a joining fee along with monthly fees that are 40% greater than those of MAFC.

The increase would bring our facility closer to comparable market rates for fitness facilities, yet still remain affordable.

The increase will allow us to sustain revenue moving forward.

The increase will assist our facility in keeping up with cost increase across the board as it relates to general supplies and maintenance items.

Staff requests that the General Service Committee recommend City Council approve the proposed fee schedule and approve the Ordinance to amend the MAFC fee schedule, Ordinance - 0-2023-54.

Committee Member Keziah made a motion to approved the proposed fee schedule changes and approve the ordinance to amend the MAFC fee schedule.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Keziah

NAYS: None

Item 2. Downtown Monroe Master Plan Draft

Dan Lambert with McAdams, presented and gave a general update on the Master Plan draft which is still in process and is about 70% done.

McAdams staff looked into the analysis of the existing data and features that city has in terms of GIS data, infrastructure and starting a marketing analysis. Along with that, there is a transportation analysis portion as well which has some drafts but it waits for the recommendation of what the future venues might be because that will affect the transportation system.

McAdams staff did an architectural resource analysis to look at the historical downtown buildings to look for

the ones that might have some issues that needs attention in order to have some future redevelopment opportunities.

With the community engagement efforts, McAdams staff put together a summary of the values and visions that can be an option for being implemented in the future redevelopment. They want to give the staff a document and Downtown master plan that can truly be accomplished and not just a book to sit on a shelf.

Dan Lambert wants staff to look at the final draft on a pdf document on 10/24 and if any changes need to be made, it can be pushed until the December meeting.

City Manager Watson wants City staff to look at the final draft and have some work sessions to make sure all necessary departments and parties are on the same page before making the presentation toward the end of the year. We need to make sure all these elements work in concert with each other. There will be new Council members in December and it may be better to bring them up to speed so they are informed as well.

City Manager Watson mentioned that a special meeting is probably needed in order to give an opportunity for other staff to see it and everybody in the public has an opportunity to give input and feedback.

No action required. For informational purposes only.

Item. 10. Other

Committee Member Mayor Pro Tem Anderson is requesting an estimate on updating Christmas lights in Downtown. Manager Watson stated that he is working on this and will get an estimate soon from a local vendor that specializes in this type of lighting.

There being no further business the meeting adjourned at 5:02 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: January 4, 2024

FROM: Robert Heitz, Interim Airport Director

PREPARED BY: Robert Heitz, Interim Airport Director

SUBJECT: Budget Ordinance to Accept Transportation Reserve Fund Grant

SUMMARY STATEMENT

The North Carolina Department of Transportation has allocated funds in the amount of \$6,000,000 from the Transportation Reserve Fund for the Charlotte-Monroe Executive Airport to construct an air traffic control tower.

REVIEW

The North Carolina Department of Transportation has allocated funds in the amount of \$6,000,000 for the Charlotte-Monroe Executive Airport to construct an air traffic control tower. Authorizing legislation has provided this funding through the state legislature for the purposes of construction of an air traffic control tower and other related capital improvements. A Budget Ordinance is needed in order to establish a capital project.

RECOMMENDATION

Staff requests General Services provide a favorable recommendation to City Council to approve the Budget Ordinance and authorize the City Manager to execute any and all documents related to this grant.

Attachment(s): Budget Ordinance BO-2024-01
Notification of Funding Allocation

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
CHARLOTTE-MONROE EXECUTIVE AIRPORT
AIR TRAFFIC CONTROL TOWER PROJECT
BO-2024-01**

WHEREAS, the North Carolina Department of Transportation has allocated funds from the Transportation Reserve Fund for the Charlotte-Monroe Executive Airport; and

WHEREAS, pursuant to the authorizing legislation, the funding is provided for the purposes of construction of a Tower and other related capital improvements to the airport; and

WHEREAS, the City wishes to establish a capital project called “Air Traffic Control Tower” for the purpose of constructing a tower.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe applies these grant funds to the capital project titled “Air Traffic Control Tower” and authorizes the City Manager to accept funding and execute necessary grant documents.

Airport Capital Project Fund:

Revenue:		
	Restricted Intergovernmental	\$6,000,000
Expense:		
	Capital Project for Tower	\$6,000,000

Adopted this 9th day of January, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

12/16/2023

The Honorable Marion Holloway, Mayor
City of Monroe
PO Box 69
Monroe, NC 28111

RE: NOTIFICATION OF FUNDING ALLOCATION
Session Law 2023-134 Transportation Reserve Fund

Dear Mayor Holloway:

On behalf of the State of North Carolina, the Department of Transportation, and Transportation Secretary J.R. "Joey" Hopkins, this notification serves as official verification that State funds have been allocated for **Charlotte-Monroe Executive Airport**. Pursuant to the authorizing legislation, the Department of Transportation provides the funding outlined below for the purposes of Construction of a Tower and other related Capital Improvements to the airport. The Airport Sponsor hereby represents and warrants that all funds shall be utilized exclusively for the purposes listed in the authorizing legislation and in compliance with all other applicable laws, rules, regulations, and requirements.

Any disbursement of funds described or contemplated herein is subject to appropriation by the North Carolina General Assembly and appropriate approval or authorization from the Office of State Budget and Management and the Department of Transportation.

The funding allocation is noted below:

Award ID	Purpose	Transportation Reserve Funds
36244.24.9.2	Construction of a Tower and other related Capital Improvements	\$6,000,000

The Department of Transportation shall not allocate funds prior to receiving the following documentation:

- NCDOT Aviation (AV-109 Proposed Directed Funding Projects Form)
- Policy addressing conflicts of interest (G.S. 143c-6-23b)
- Sworn statement of no overdue tax debts

Once the required documentation has been uploaded in EBS, the Department shall make a determination whether the intended use of the funds matches the purposes of the program. All funds unencumbered and/or unexpended will expire on October 3, 2025, with the option to extend, if mutually agreed upon, through a written modification.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
1560 MAIL SERVICE CENTER
RALEIGH, NC 27699-1560

Telephone: 919-814-0550
Fax: 919-840-9267

Website: ncdot.gov/aviation

Location:
1050 MERIDIAN DRIVE
MORRISVILLE, NC 27560

Expenditures, pursuant to Session Law 2023-134 Section 5.3 *Directed Grants to Non-State Entities*, must comply with the intent and guidance found in the Session Law and ensure compliance with related state statutes and financial management standards.

The Department of Transportation shall disburse funds to a compliant airport for the approved funding. Once the required documentation has been uploaded in EBS, the Department shall disburse the grant funds in two payments of the total amount by June 30, 2024.

The application for the funding will be delivered through the NCDOT Enterprise Business System (EBS) portal. Please contact your assigned Airport Project Manager, for further guidance. As a reminder, the airport is a federally obligated airport; therefore, any activity as a result of these funds must also be consistent with Federal Aviation Administration requirements.

The NCDOT Division of Aviation appreciates your commitment and contribution to our state aviation system, and we are excited to partner with you on this grant.

Sincerely,

DocuSigned by:

C1CE6F0E9F7A430...
Rebecca Gallas, P.E.
Director of Aviation

RJG/ah

cc: J.R. "Joey" Hopkins, Secretary, NCDOT
Julie A. White, Deputy Secretary for Multi-Modal Transportation, NCDOT
Anthony T. Lathrop, Board of Transportation Representative
Mark Watson, City Manager, City of Monroe
Brett Canipe, P.E., Division 10 Engineer, NCDOT
Emily Ferreira, Airport Project Manager, NCDOT



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: January 4, 2024

FROM: Robert Miller, Director of Energy Services

PREPARED BY: Robert Miller, Director of Energy Services

SUBJECT: DOE Grid Resilience Grant Application with Electricities.

SUMMARY STATEMENT

Energy Services staff will share information to educate about a joint application to the Department of Energy (DOE) Grid Resilience and Innovation Partnership (GRIP) program with other members of ElectriCities.

REVIEW

The City of Monroe will jointly apply for grant funding with other cities in North Carolina that are all members of ElectriCities. The grant funding will be used for the planning, engineering, materials, equipment, and labor to install Advanced Meter Infrastructure (AMI) for the Electric Division. This includes network that can be utilized by the Water Resources department and the Natural Gas division. This project will provide real time information to our utility personnel and customers. This will allow our utility to respond more appropriately and in real time to our customers' changing demands and unplanned outages due to the increasing extreme weather.

As part of the application, the City will be responsible for the following:

- Partner with ElectriCities through the remainder of the application and contracting processes;
- Procurement and installation of the meters proposed for our utility;
- Comply with the various U.S. Department of Energy requirements for expenditure of GRIP funds particularly with regard to community benefits and good quality jobs; and
- Provide the estimated \$1,375,000 cost share for the City's \$5,500,000 estimated project cost.

As part of the joint application, the City does not have any responsibilities for other applicants.

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.