CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
JANUARY 18, 2024 – 4:00 P.M.
AGENDA
www.monroenc.org

1. Fiscal Year 2025 Budget Departmental Discussions
   A. Administration and Legislative
   B. Police
   C. Fire
   D. Finance

2. Helping Hands Program

3. Fiscal Year 2024 Budget Update

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

CITY OF MONROE

CITY MANAGER'S OFFICE & LEGISLATIVE BUDGET OVERVIEW

JANUARY 9, 2024

OUTLINE

1. City’s Mission
2. Organizational Structure
3. Budget Information - City Manager’s office
4. Council’s Base Budget – Departmental Budget Discussion
5. Questions

City of Monroe
Where Heartland Meets High Tech

VISION STATEMENT

Monroe is a vibrant and progressive community in which its citizens are provided with quality residential and job opportunities and recreational and cultural amenities.

MISSION STATEMENT

The City of Monroe is committed to providing reliable, responsive, quality service to our customers at the lowest reasonable cost. We accomplish this through professional and courteous service consistent with making Monroe a vibrant and progressive community.

OUR CORE VALUES

COMMITMENT To be successful, each employee must meet and be committed to all of the ideas and concepts projected through our vision and mission statements. Service to our customers is our most important job. We will make sure that people can count on us to be responsive to the needs of our community.

INNOVATION We will recognize that "the way we have always done it" may or may not be the best and most efficient way to deliver service. We will apply creative and cost-effective solutions in delivering services to our community with a goal of continuously improving the quality of life.

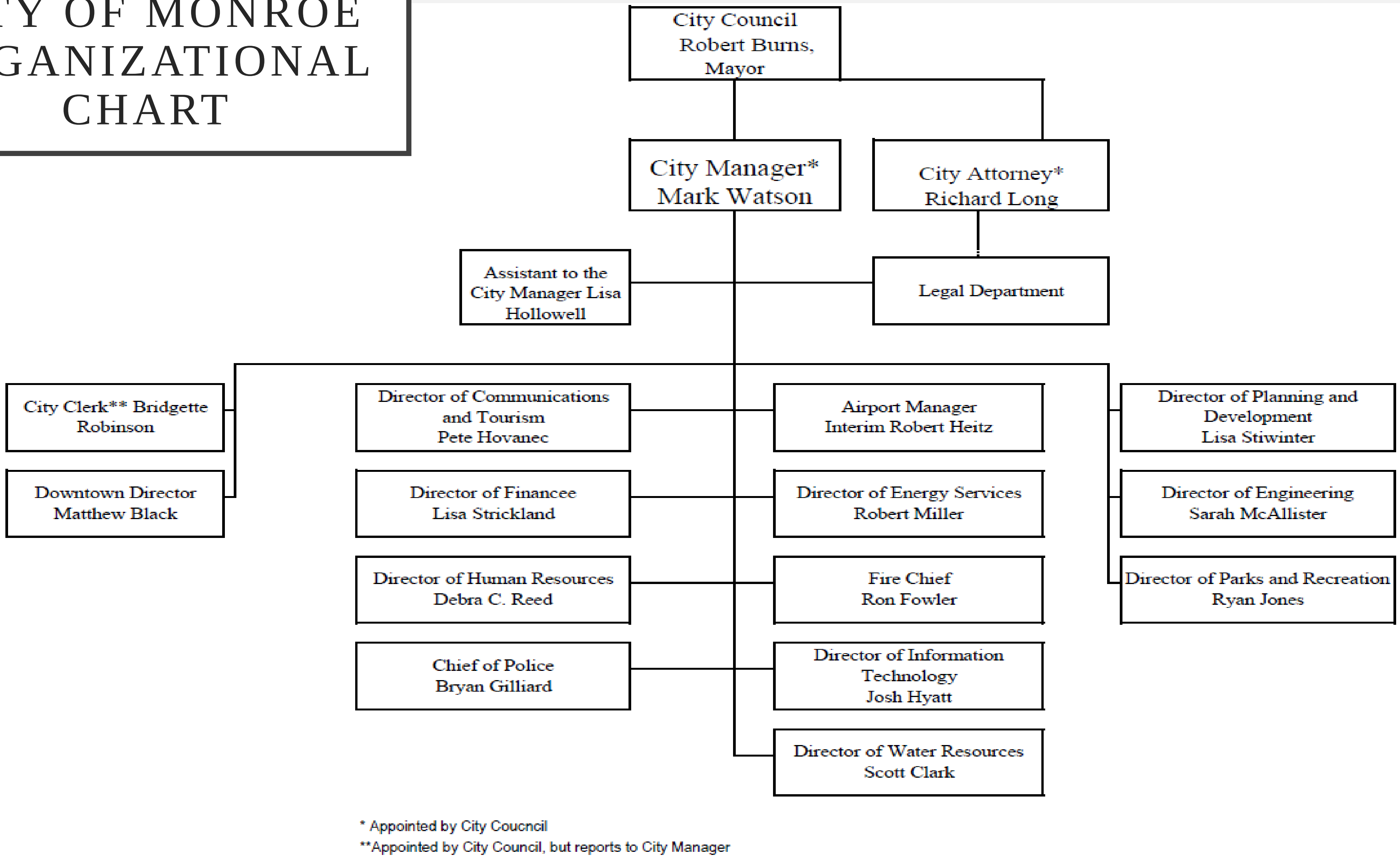
INTEGRITY We will protect the public trust by ensuring that our actions are consistent with our vision, mission, and core values. We will promote honesty and ethical behavior and deliver the highest level of customer service possible.

LEADERSHIP We will maintain a highly qualified team of professionals who will be leaders in their areas of expertise. Our team will support and complement the leadership of our Mayor and City Council.

SENSITIVITY As an organization, we embrace differing points of view, diversity, and honesty. Everyone is respected as individuals, and their contributions are appreciated.

TEAMWORK We recognize that the success of our City is dependent upon our ability to perform as a highly effective team. We acknowledge the mutual responsibility of government and citizens to provide a high quality of life and to work together to meet our common goals. **T**ogether **E**veryone **A**chieves **M**ore.

CITY OF MONROE ORGANIZATIONAL CHART



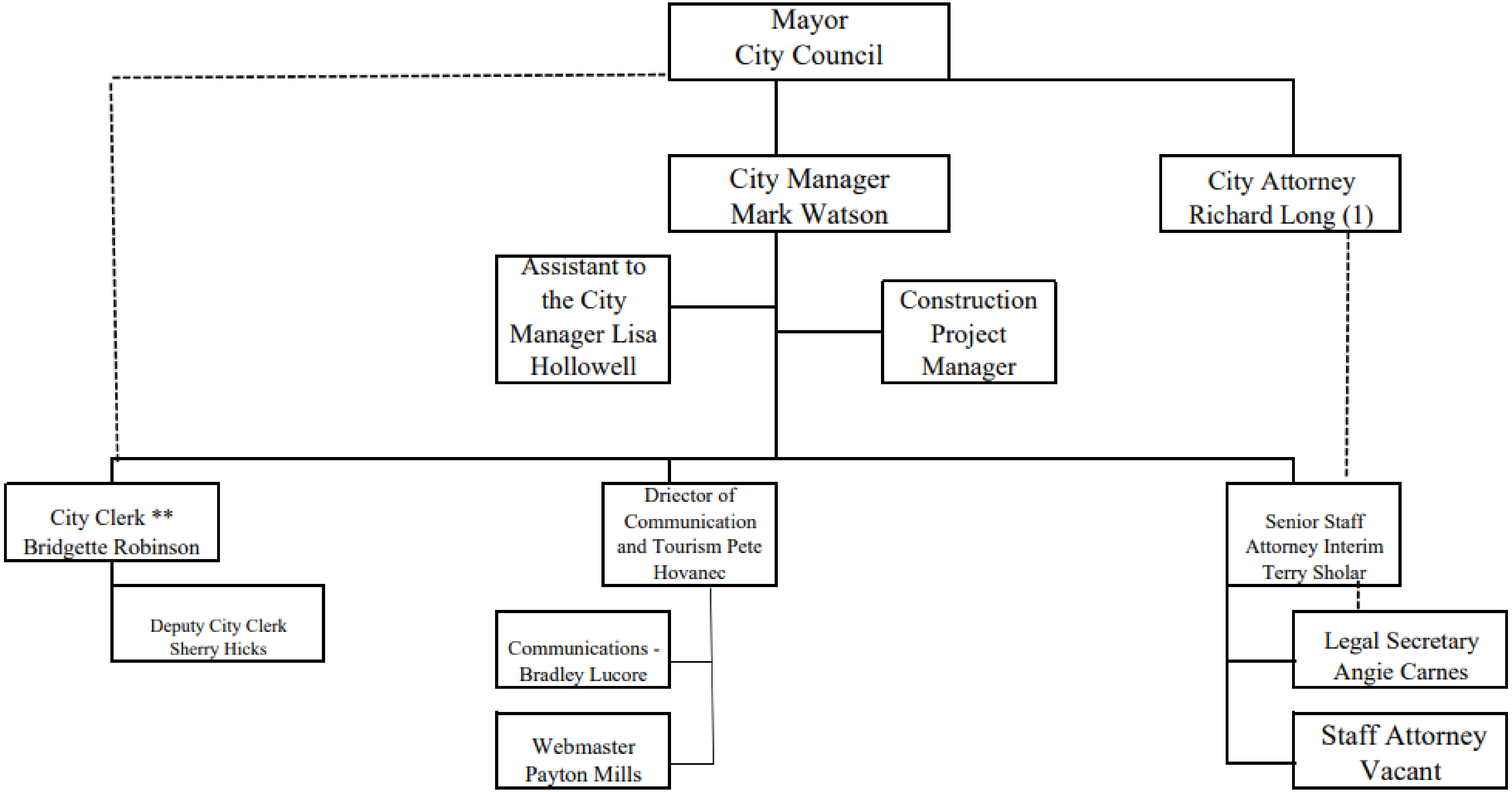
The City Manager

Powers and Duties *(GS 160A-148, Code of Ordinance 4.2)*

https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_160a/gs_160a-148.html

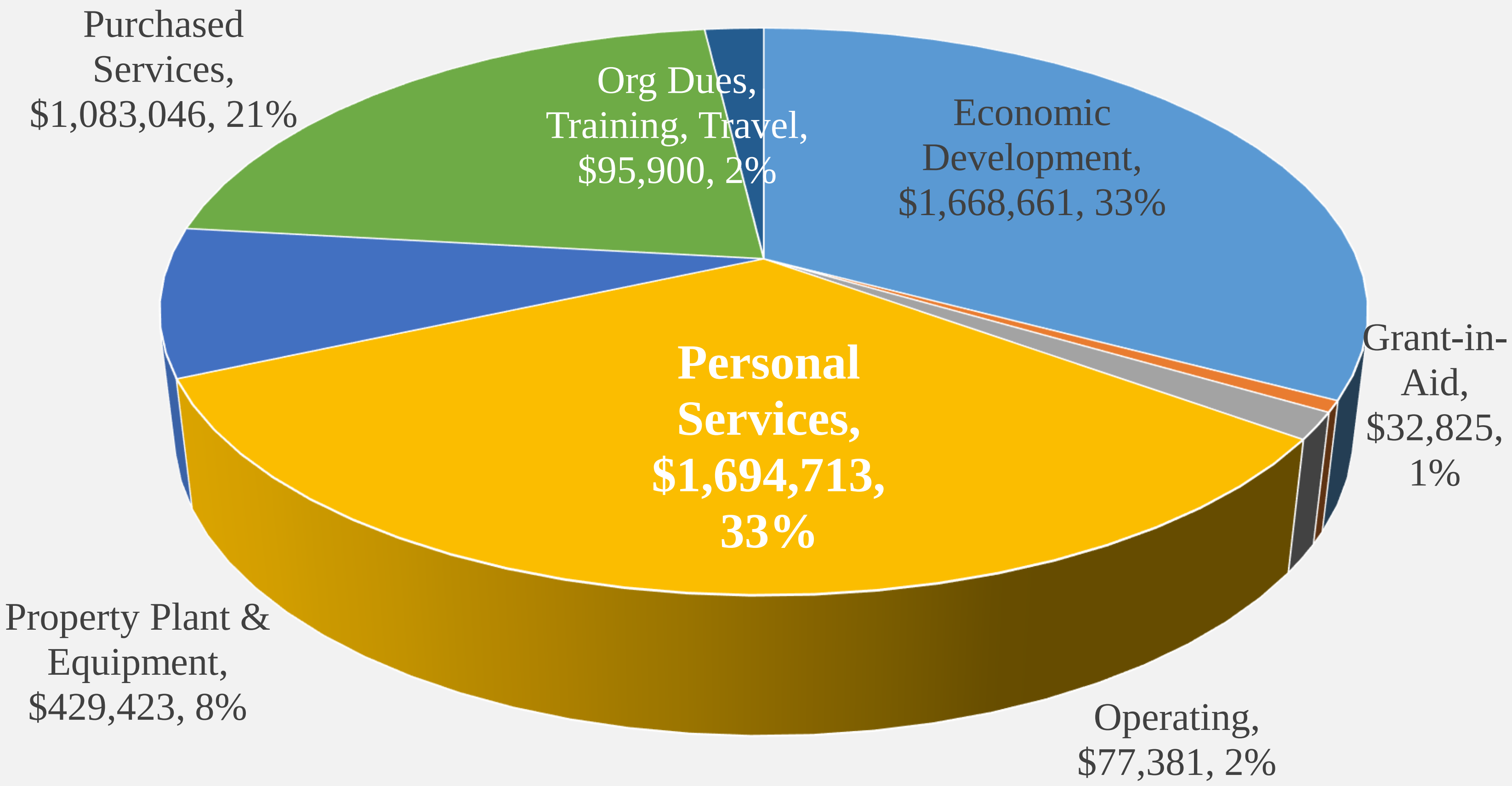
1. Appoint and suspend or remove all city officers and employees not elected by the people and whose appointment or removal is not otherwise provided for by law, except the city attorney.
2. Direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council and except as otherwise provided by law.
3. Attend all meetings of the council and recommend any measures that he deems expedient.
4. See that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city.
5. Prepare and submit the annual budget and capital program to the Council.
6. Make available to the public a complete report on the finances and administrative activities of the City at fiscal year end.
7. Make any other reports that the Council may require concerning the operations of City departments, offices, and agencies subject to his direction and control.
8. Perform any other duties that may be required or authorized by the Council

CITY MANAGER'S OFFICE ORGANIZATIONAL CHART



* Appointed by City Council
**Appointed by City Council, but reports to City Manager

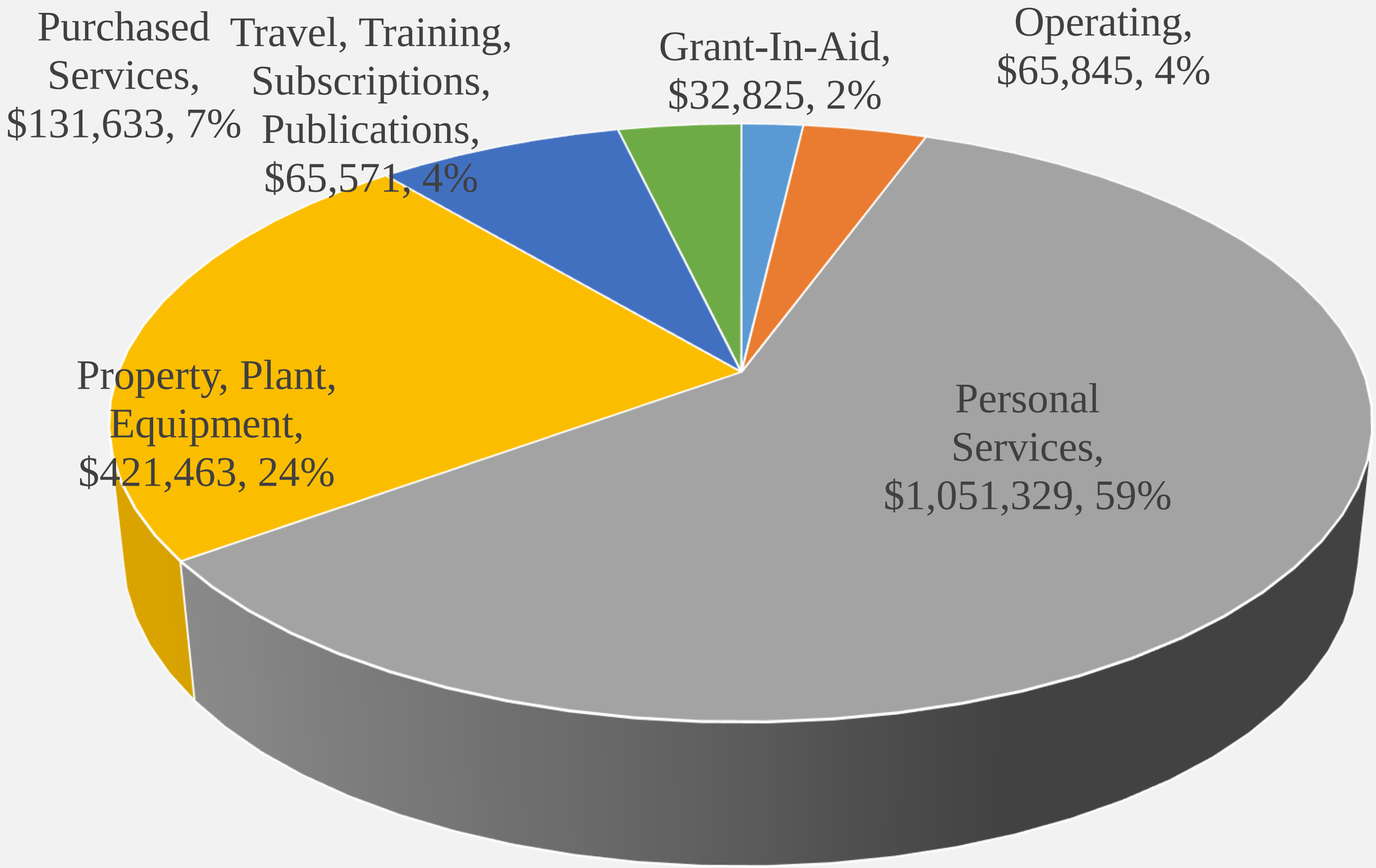
BUDGET COMPOSITION
FY 2023-24 (AUTHORIZED 1/24)
$5.0 M BUDGET



Budget (Authorized) Total	$5,081,949
Cost Allocation	-$1,913,041
General Fund Appropriations	$3,038,108
FTE Positions	11

City Manager
Assistant to the City Manager
Construction Project Manager
City Clerk
Deputy City Clerk
Senior Staff Attorney
Staff Attorney
Legal Secretary
Director of Communications & Tourism
Communications Specialist
Webmaster

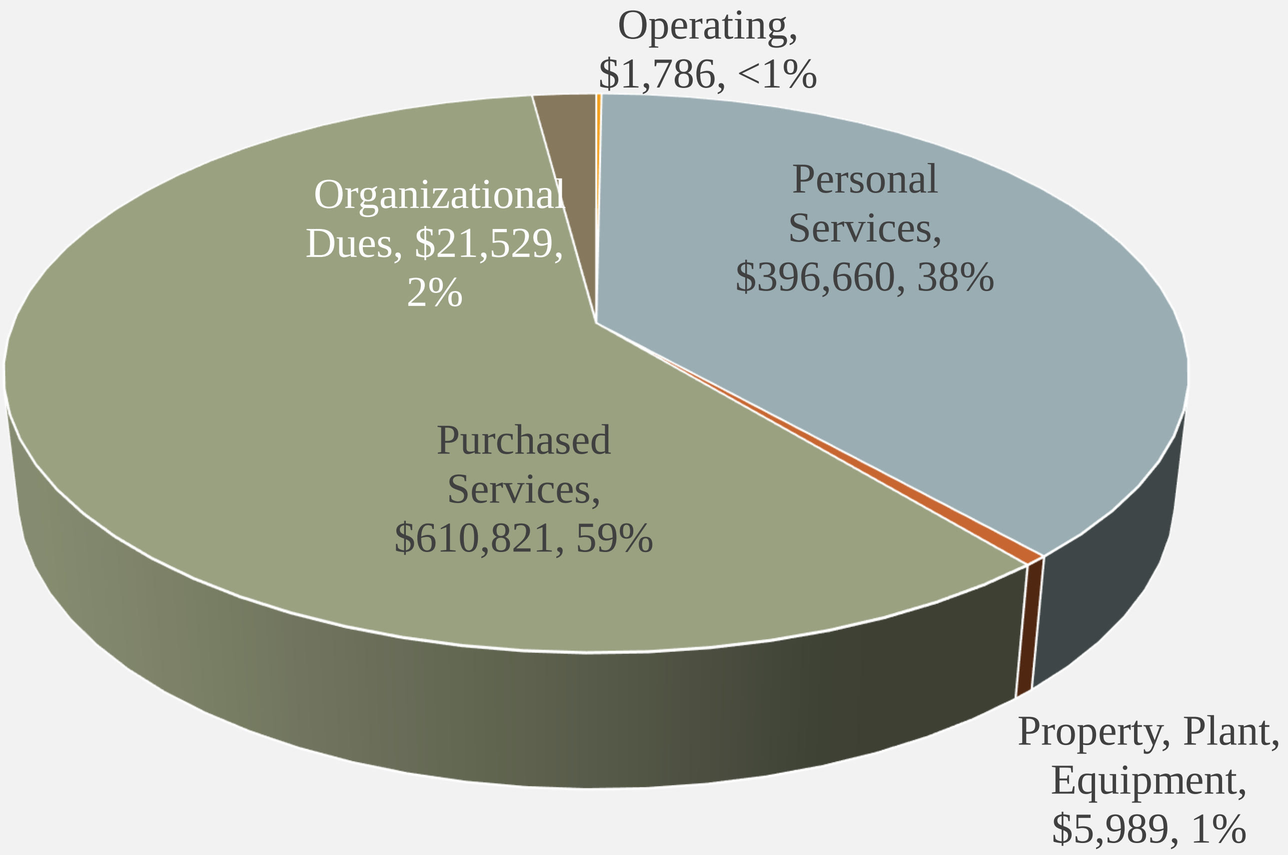
CITY MANAGER'S OFFICE
$1.8 M BUDGET FY 2023-24 (1/24)



Budget (Authorized) Total	$1,786,666
Cost Allocation	-$446,447
General Fund Appropriations	$1,322,219
FTE Positions	5.0

5 FTE's
City Manager
Assistant to the City Manager
City Clerk
Deputy City Clerk
Project/Construction Manager (unfilled)

CITY ATTORNEY'S OFFICE
$1.0M BUDGET FOR FY 2023-24(1/24)

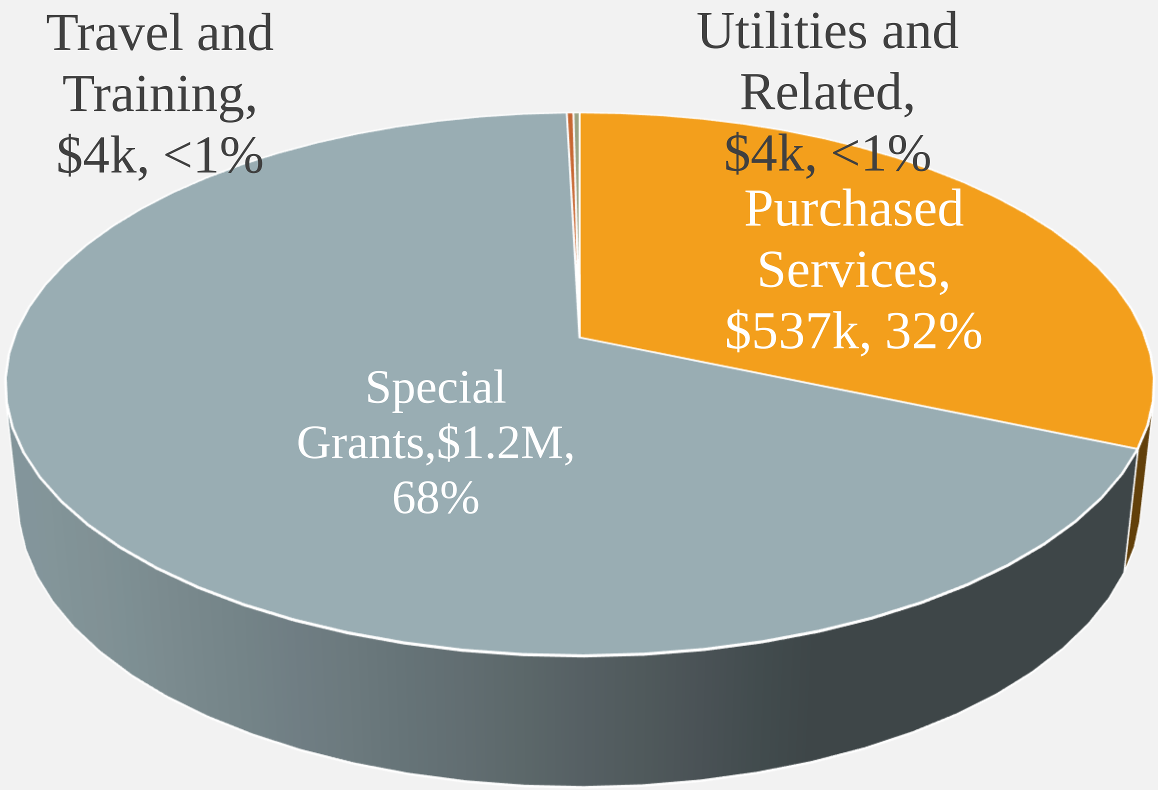


Budget (Authorized) Total	$1,036,785
Cost Allocation	-$524,731
General Fund Appropriations	$512,054
FTE Positions	3.0

City Attorney*
Assistant City Attorney
Senior Staff Attorney
Legal Secretary

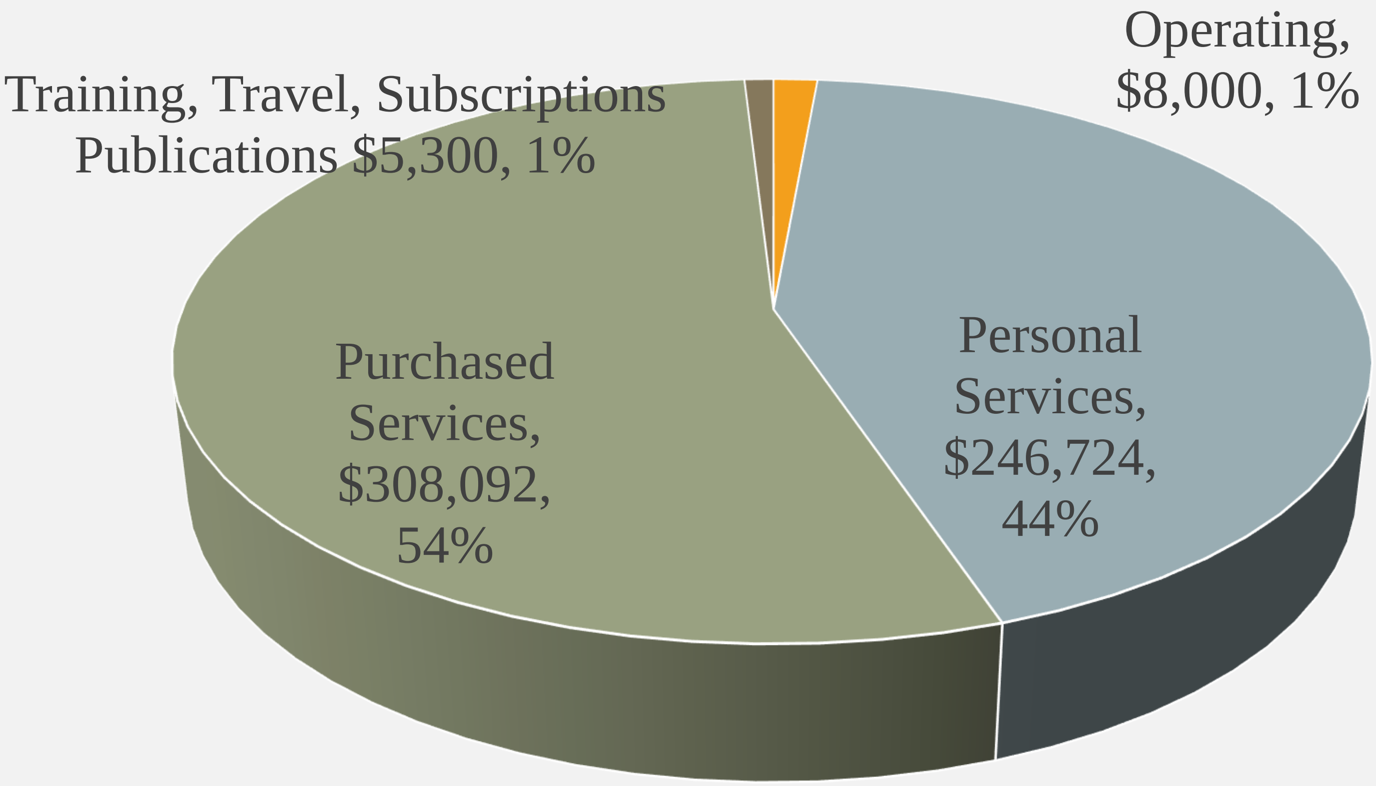
**Under Contract*

ECONOMIC DEVELOPMENT
$1.7M BUDGET FOR FY 2023-24 (1/24)



Budget (Authorized) Total	$1,708,382
Cost Allocation	-$838,154
General Fund Appropriations	$870,228
FTE Positions	0

PUBLIC INFORMATION DIVISION BUDGET FOR FY 2023-24 (1/24)



Budget (Authorized) Total	$568,116
Cost Allocation	-$103,709
General Fund Appropriations	$464,407
FTE Positions*	3.0
*Includes partial salary of one FTE	

*Director of Communications and Tourism
Communications Specialist
Webmaster

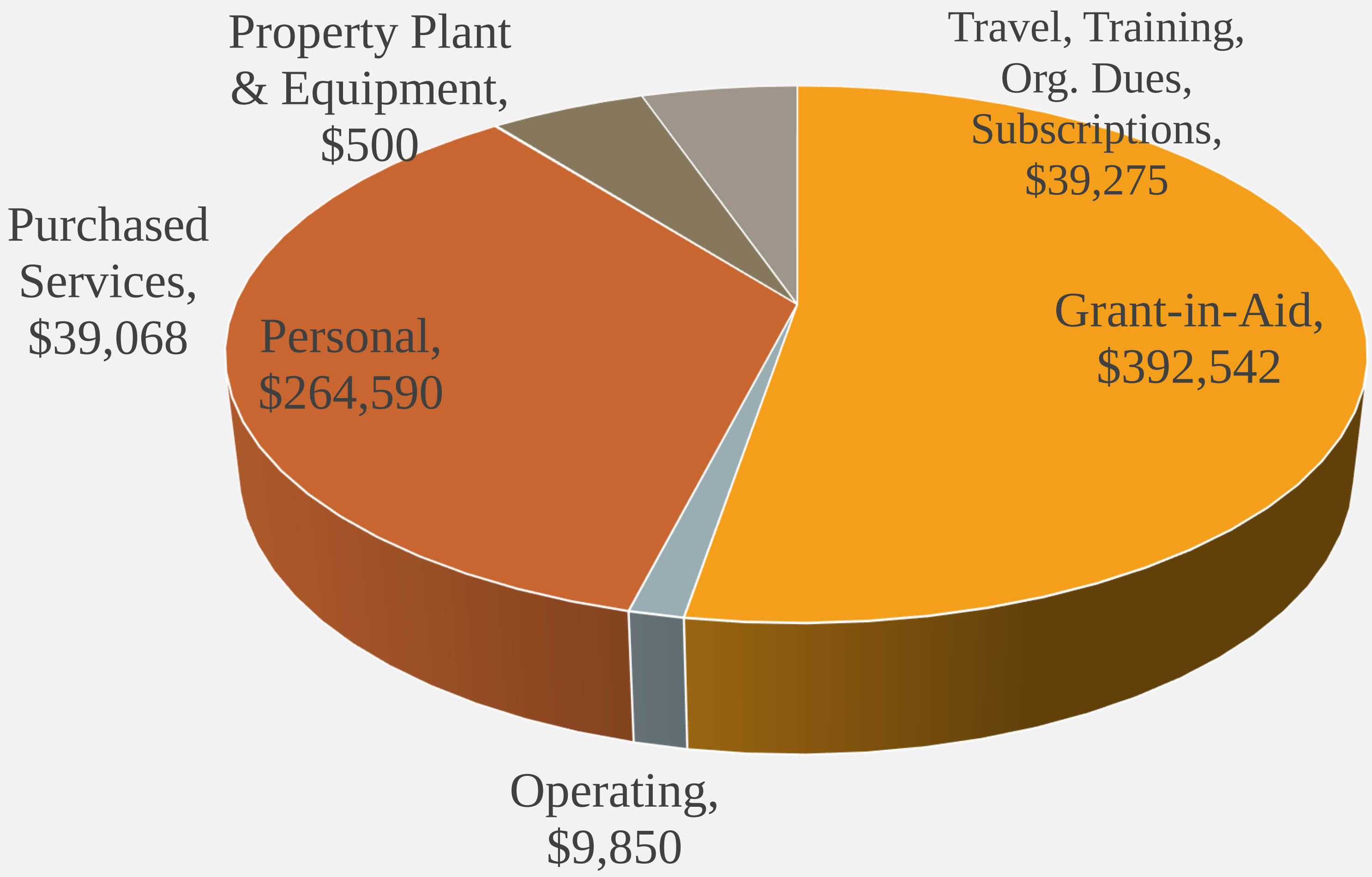
RECENT BUDGET CHANGES

FY 2023-24

- Addition of 3 FTE's
  - Construction Project Manager
  - Legal Secretary
  - Webmaster
- Work Truck for Construction Project Manager
- Contract for legal services
- Renovations for City Hall (separate budget)

FY 2024-25 Requests - No Base Budget Adjustments

COUNCIL BUDGET (1/24)
FY 2023-24



Budget (Authorized) Total	$745,825
Cost Allocation	-$231,991
General Fund Appropriations	$513,834

GRANT-IN-AID
FY 2023-24 (1/24)
$392,542

Angel Shoes Inc	$5,000
Arts Council Utility	$27,020
Bridge to Recovery Inc.	$2,500
Common Heart	$20,000
Community Action	$25,000
Community Health Services	$25,000
Community Shelter Utility	$55,033
Council On Aging	$15,000
Downpayment Assistance	$16,594
Excel Enrichment Prg	$4,020
Ground 40	$15,000
HealthQuest Operating	$4,150
Historic Properties	$20,000
Hospice Union Co	$15,000
Monroe CDC	$25,053
Turning Point	$20,000
Union Co Crisis Assistance	$30,000
Utility Fees Waived	$26,172
Youth Council	$42,000

THE COUNCIL'S BASE BUDGET
COUNCIL DISCRETIONARY BUDGET (ACCOUNT #1101010-468080): $21,000

▶ Mayor	$3,000 per Fiscal Year
▶ Mayor Pro Tem	$3,000 per Fiscal Year
▶ Council Member	$3,000 per Fiscal Year

- *City Council Discretionary Funds and Purchasing Policy GA-15*

GA 15-CITY COUNCIL DISCRETIONARY FUNDS AND PURCHASING POLICY

- June 26, 2023 Memo Provides Direction on Discretionary Funds Uses
- Public Purposes – benefit of citizens as a whole
- Recreational Opportunities
- Affordable Housing
- Cultural Opportunities
- Neighborhood Watch and Development
- Public Safety Program Equipment, Education, Other
- Museums and the Arts
- Assistance and Care Programs for Seniors
- Economic Development
- Historic Preservation

BASE BUDGET
COUNCIL TRAVEL BUDGET (ACCOUNT #1101010-458020):

- Travel Policy for Elected Officials GA-02
- Mayor $5,000 per Fiscal Year
- Mayor Pro Tem $5,000 per Fiscal Year
- Council Member $5,000 per Fiscal Year
- No transfers are permitted to change this allocation unless approved by Council. (This includes between Council Members and from Discretionary Funds.)

GA-02 - TRAVEL

- Official City Business
- Eligible Reimbursable Expenses:
  - Mileage for personal vehicle (not to exceed cost of airfare)
  - Registrations, airline tickets, lodging
  - Parking, tolls
- Non-eligible Expenses:
  - Expenses with no receipts
  - Meals included in registration fees
  - Alcohol
  - Snacks and drinks other than a meal
  - Traffic fines
  - Clothing, equipment, supply/material purchases
- Travel Authorization Requests – Submit to Mayor prior to travel
- City Clerk and Finance Director will verify account has sufficient funds
- Any unused travel funds will revert to the General Fund on June 30; no transfers are allowed among Councilors

BASE BUDGET
COUNCIL YOUTH COUNCIL BUDGET (ACCOUNT #1101010-468070):

- Budgeted at $42,000
- Includes 2 trips and other meeting and event expenses

BASE BUDGET
WAGES GA-15

- Wage:
  - Median Family Income (MFI) is prepared by the U.S. Census Bureau and used by the Department of Housing and Urban Development. The Council's pay adjustments are linked to this index.
  - Need: Council wages are based on a specified percentage amount of the MFI. The percentage will vary depending on the position held by the member of Council. The percentage for the Mayor will be the highest, followed by the Major Pro Tem and then by a Councilmember. The MFI is prepared annually and Council wages will self-adjust annually with changes to the MFI index, as long as the MFI increases.
  - Estimated Costs:
  - FY23 Wages: Mayor – $15,337.87; Mayor Pro Tem – $14,734.16; Council – $12,630.00
  - FY24 Wages: Mayor – $17,733.44; Mayor Pro Tem – $16,899.71; Council – $14,445.00
  - FY25 Wages: Mayor - $18,726.05; Mayor Pro Tem - $18,039.86; Council - $15,358.35
    - Total annualized wage increase: $6,699.51

BASE BUDGET
COUNCIL STIPEND SUMMARY

	Mayor	Mayor Pro Tem	Council Member
Cell Phone Allowance	125	125	100
Internet Stipend	45	45	45
Office Expenses	50	50	50
Travel in Union County**	400	350	300

**GA 15 "Internet Stipend: A monthly allotment of $45 per month intended to help defray the cost of Information Technology needed to receive paperless documents from the City Clerk, City Manager, Staff and to conduct e-mail correspondence with constituents"*

*** Travel outside of Union is reimbursable by at the IRS rate*
Health Insurance – Equal to that of a full-time employee

QUESTIONS ?

FY 2025 Departmental Budget Discussion

Police Department

Capital Improvements/New Initiatives

- Salary: (1105010-411010)
  - Additional funds needed to adjust salaries to meet the current market and demand for law enforcement professionals (current $8,099,403 + $969,915 =$9,069,318):
  - The salary increase is due to an extensive analysis of the current labor market as it pertains to law enforcement professionals. This analysis was done in conjunction with the City Manager's Office to give a true and reflective need to increase the market rate of our personnel.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$969,915

Base Budget Deficiencies/Deferred

- **Outer Carrier Vests:** (Account #1105010-451350):
  - Additional needed to close gap (current $17,350 + $100,000 =$117,350):
  - This request is being made due to the fact that we are purchasing outer carrier vests for all sworn officers. We recognize that this line item will require an increase to accommodate this need.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$100,000
    - Total Recurring annual cost: $25,000

Base Budget Deficiencies/Deferred

- **Small Equipment:** (Account #1105010-461500):
  - Additional needed to close gap (current $217,000 + $97,560 =$314,560):
    - The request is for the department to upgrade sworn officer's handguns. Officers currently are issued the Glock model 21, .45 caliber, and we would like to transition to the Glock model 45, 9mm.
    - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$97,560

Base Budget Deficiencies/Deferred

- **Training & Travel Expenditures:** (Account #1105010-458020):
  - Additional needed to close gap (current $71,000 + $15,000 =$86,000):
    - Requested to elevate professional development and leadership training for the agency. Inflationary increases in the cost associated with attending training related to hotels/lodging, registration, attendance and general costs associated with attending training courses.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$15,000
    - Total Recurring annual cost$15,000

Base Budget Deficiencies/Deferred

- **PC's Peripherals:** (Account #1105010-461510):
  - Additional needed to close gap (current $30,070 + $26,212 =$56,282):
  - This request is being made based upon experienced inflationary costs in purchasing new PC's, software and computer equipment needed for operation. As technology evolves and the needs/requirements of the department change, we are required to more frequently provide "documentation" in an electronic format. This means that we've had to purchase new electronic equipment that provides the means for us to comply with this new required method (drones, flash drives, discs, electronic file duplication technology, etc...)
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$26,212
    - Total Recurring annual cost: $5,000

Base Budget Deficiencies/Deferred

- **Legal Services**: (Account #1105010-432010):
  - Additional needed to close gap (current $40,000 + $10,000 =$50,000):
    - Legal services for the police department have increased in costs due to increased needs. Legal services are requested related to legal updates, legal/court actions, criminal justice standards updates, etc.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$10,000
    - Total Recurring annual cost: $5,000

Base Budget Deficiencies/Deferred

- **Other Operating Expense:** (Account #1105010-468010):
  - Additional needed to close gap (current $71,000 + $50,000 = $86,000):
    - Inflationary increases for miscellaneous supplies have continued to occur. Additional operating expenses needed due to increases from vendors for labor, materials, shipping and supplies.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$50,000
    - Total Recurring annual cost: $15,000

Base Budget Deficiencies/Deferred

- **Youth Programs:** (Account #1105010-451030):
  - Additional needed to close gap (current $21,000 + $5,650 = $26,650):
    - Purchase of replacement community engagement equipment to include two tents and accessories for department recruitment and community engagement events.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$10,000
    - Total Recurring annual cost: $5,000

Capital Improvements/New Initiatives

- Capitalized Motor Vehicles: (1105010-424010)
  - Additional needed for improvement: (base budget = $900,000):
    - Yearly replacement cycle according to mileage and maintenance requirements ($100,000)
    - Vehicles prematurely taken out of service due to not at fault accidents ($60,000)
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: $160,000
    - Total Recurring annual cost: $160,000

Personnel

- **Police Officer Decision Package submitted**
  - **Job title, brief job description**
    - **Police Officers (8).** These positions will add additional manpower to better serve the citizens of Monroe and will give additional resources to the community policing initiative. The additional positions will increased population and calls for service.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$351,200

Personnel

- **Police Information Clerk Decision Package submitted**
  - **Job title, brief job description**
    - **Police Information Clerk.** These positions will add additional manpower to better serve the citizens of Monroe and will give additional resources. The additional positions will assist in meeting the needs of the increased population and calls for service. Due to the increased growth of our City, demand on staff and resources available, it is important for us to grow and adjust to be able to properly serve.
  - Interest/Need: High
  - Estimated Costs:
    - Total Cost to implement first year: +$86,443

Priorities

- Capital:
  1. Salary Adjustments
  2. Capitalized Motor Vehicles
- Deficiencies/Deferred:
  1. **Outer Carrier Vests**
  2. **Small Equipment**
  3. **Training & Travel Expenditures**
  4. **PC's Peripherals**
  5. **Legal Services**
  6. **Other Operating Expenses**
- Deficiencies/Deferred:
  1. Police Officer Decision Package
  2. Police Information Clerk Decision Package

FY 2025 Departmental Budget Discussion

Fire Department/5510

Operational Budget-AED Replacements

- Automatic External Defibrillator (AED) Replacements
  - Additional needed for improvement: $108,685 to replace all (32) front line AED's

  - Interest/Need: The existing AED's are nearing their end of manufacturer support.
  - Replacements would be compatible with EMS units allowing replenishment of consumable supplies from EMS reducing inventory cost.

  - Estimated Costs:
    - Materials/facility (non-personnel):$108,685
    - Additional Personnel required to implement: None
    - Total Cost to implement first year:$108,685
    - Total Recurring annual cost: None

Capital Improvements-Quint 2 Replacement

- Quint 2 Fire Apparatus Replacement
  - Additional needed for improvement: $1,800,000 to replace Quint 2

  - Interest/Need: Existing Quint 2 fire apparatus is due for replacement.
  - Stay on replacement plan schedule. (Delivery time and future replacements.)
  - Estimated delivery time of 24-36 months from time of order.
  - Recommend keeping truck for reserve use. (Surplus Existing Reserve Quint)

  - Estimated Costs:
    - Materials/facility (non-personnel):$1,800,000
    - Additional Personnel required to implement: None
    - Total Cost to implement first year: (Installment Financing)
    - Total Recurring annual cost: General Maintenance Cost

Capital Improvements-Metal Storage Building

- Metal Storage Building at the Fire Training Grounds
  - Additional needed for improvement: $104,625

  - Interest/Need: Provide much needed equipment and vehicle storage to support the department's training needs. Currently items are stored in conex boxes at the training grounds or at fire stations.

  - Estimated Costs:
    - Materials/facility (non-personnel):$104,625
    - Additional Personnel required to implement: None
    - Total Cost to implement first year: $104,625
    - Total Recurring annual cost: General Maintenance Cost

Capital Improvements-Replace Driving Pad

- Replace driving pad at the Fire Training Grounds
  - Additional needed for improvement: $538,000

  - Interest/Need: Replace the current driving pad at the fire training ground with a new concrete pad.
  - The existing asphalt pad is over 30 years old and in failing shape. Will not support the level of traffic from heavy fire apparatus without frequent repair.

  - Estimated Costs:
    - Materials/facility (non-personnel):$538,000
    - Additional Personnel required to implement: None
    - Total Cost to implement first year: $538,000
    - Total Recurring annual cost: General Maintenance Cost (Should be low to none)

Personnel-Ladder Rescue Captains (3)

- Ladder Rescue Captains (3) 1-Per Shift
  - Captain: Supervises, commands and directs personnel assigned to a company and provides management of day-to-day operations of their company and station.
  - Need: Separate the combined ladder/rescue company.
  - Estimated Costs:
    - Equipment/supplies, etc. (one time, non-personnel): $62,957
    - Salary/benefits, etc.: $337,188
    - Total Recurring annual salary/benefits: $354,068 + $5,450 = $359,518

Personnel-Ladder Rescue Firefighters (9)

- Ladder Rescue Firefighters (9) 3-Per Shift
  - Firefighter: Fights fire, provides patient care, performs rescue, provides fire prevention education and maintains stations, grounds and equipment.
  - Need: Separate the combined ladder/rescue company.
  - Estimated Costs:
    - Equipment/supplies, etc. (one time, non-personnel): $157,193
    - Salary/benefits, etc.: $747,804
    - Total Recurring annual salary/benefits: $782,755 + $8,450 = $791,205

Personnel-Training Captain

- Training Captain:
  - Training Captain; 40 Hour Schedule; Assist the Training Chief in developing and delivering training, perform administrative training functions; assist in logistical needs, assist with safety at emergency incidents; deliver recruit school instruction and management.
  - Need: Improve fire and rescue training capability.
  - Training demand to meet regulations and industry standards in fire and rescue services provided by the department has outgrown the capabilities of one position to effectively manage.
  - Estimated Costs:
    - Equipment/supplies, etc. (one time, non-personnel): $92,581
    - Salary/benefits, etc.: $93,458
    - Total Recurring annual salary/benefits: $97,935 + $599 = $98,534

Personnel-Deputy Fire Marshal

- Deputy Fire Marshal:
  - Deputy Fire Marshal; 40 Hour Schedule; Assist Fire Marshal with administrative duties; conduct fire inspections, plan/permit reviews, fire investigations.

  - Need: Succession planning, establish a second in command of the Fire Marshal Division.
  - Support the Fire Marshal and allow more focus on administrative duties.
  - Needed due to growth of the city and added work load of this division.
  - Better meet the needs of our business and industrial community.

  - Estimated Costs:
    - Equipment/supplies, etc. (one time, non-personnel): $92,581
    - Salary/benefits, etc.: $108,545
    - Total Recurring annual salary/benefits: $113,922 + $599 = $114,521

Personnel-Battalion Chief (3)

- Battalion Chief(3) 1-Per Shift
  - Battalion Chief: Provides administration of an operational shift of personnel including incident command of fire and rescue operations at emergencies, etc.

  - Need: Establish a second Battalion Chief on each shift.
  - Divide the management responsibilities of the seven companies.
  - Provide improved emergency incident supervision and safety.

  - Estimated Costs:
    - Equipment/supplies, etc. (one time, non-personnel): $145,380
    - Salary/benefits, etc.: $364,444
    - Total Recurring annual salary/benefits: $382,959 + $5,450 = $388,409

Priorities

- Operational Budget:
  1. AED Replacement

- Capital:
  1. Quint 2 Replacement
  2. Metal Building at Training Grounds
  3. Replace Driving Pad at the Training Grounds

- Personnel:
  1. Ladder Rescue Personnel
  2. Training Captain
  3. Deputy Fire Marshal

FY 2025 Departmental Budget Discussion

Finance Department

Base Budget Deficiencies/Deferred

- No items requested by the Finance Department were deferred.

Capital Improvements/New Initiatives

- Project/Initiative?: Construction of New Fleet Maintenance Facility
  - Additional needed for improvement: Paving/parking including storm water permits, grading, fencing, relocation of current vehicle lifts, install tire racks. Location TBD.
  - Interest/Need: New Maintenance Facility for Fleet Maintenance due to space needs at current facility. Current facility has reached functional capacity and no room for growth. Not enough bays, not enough parking and lacks adequate storage for parts for preventative maintenance.
  - Estimated Costs:
    - Materials/facility (non-personnel): Building/parking/fence/sitework - $3,500,000
    - Additional Personnel required to implement: None
    - Total Cost to implement first year: $3,500,000
    - Total Recurring annual cost: Utilities - $5,500

Personnel

- Customer Service Representative FT (Customer Service) $64,829 + $10,541 one-time
- Customer Service Representative FT (Payment Center) $64,829
- Utility Billing Specialist FT $64,829
- Purchasing Assistant I FT

  $91,185 + $7,675 one-time

Priorities

- Capital:
  1. City Maintenance Garage

- Personnel:
  1. Utility Billing Specialist/Customer Service Representative – Customer Service
  2. Customer Service Representative - Payment Center
  3. Purchasing Assistant

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: January 18, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Dawn Whitesides, Customer Service Supervisor

SUBJECT: Helping Hands Program

SUMMARY STATEMENT

Provide information on Helping Hands Program and benefits to the citizens of Monroe.

REVIEW

The City of Monroe has a program called the Helping Hands Program that is designed to help families in need pay their utility bill. Donations to the Helping Hands program are tax-deductible and the City matches donations dollar for dollar. The City partners with the Department of Social Services (DSS) to evaluate customers to determine customer eligibility. When screening the applicant, DSS checks to see if federal or other county funds are available and those funds are used first (but can be combined with the Helping Hands Program). The funds may only be used for City of Monroe utility accounts to maintain a healthful residence. Client income eligibility is determined by DSS and if any one of the following is true, these funds cannot be used:

a. a crisis which will likely reoccur within the foreseeable future,
b. a client-created emergency
c. a crisis that cannot be resolved with this assistance

Once income verification is complete, assistance of up to $350 per household per emergency is available. The annual fiscal year maximum is $700. Helping Hands funds cannot be used for deposits or for bills from prior addresses.

These funds are generally released in January to help with harsh winter bills but the City has also released funds to help with high summer bills. DSS tracks the amount that has been utilized by customers and any unused amounts remain with the City. Below is a summary of funds distributed by DSS for the last few years:

Release Date	Amount Released	Amount Distributed by DSS:	# of recipients
7/20/2023 - present	$30,000	$12,644.74	57
1/3/2023 - 5/11/2023	$20,000	$14,402.14	61
1/4/2022 - 5/3/2022	$30,000	$14,646.16	63
5/28/2020 – 5/10/2021	$35,588.10	$33,760.29	151
1/2/2020 - 4/22/20	$30,000	$19,411.90	91

Staff has a tag line on the utility bills and the current number of customers contributing is currently 141 as of December 13.

RECOMMENDATION

This has been provided for information purposes.

Attachment: Helping Hands Flyer

Can you...
lend a Helping Hand?

- Donations to the Helping Hands Program **help families and individuals in need** pay their utility bills
- All donations are **tax-deductible** and go directly toward qualified residents
- Add $1, $2, $5, or $10 to your **monthly utility bill** or **make a lump sum donation**

No donation is too small!

The City of Monroe matches every contribution dollar for dollar.

Please fill out the form below to donate. For more information, call (704) 282-4511.

Return to: City of Monroe, P.O. Box 69, Monroe, NC 28111

Add $1 ☐ Add $2 ☐ Add $5 ☐ Add $10 ☐ to my monthly bill

☐ Attached is my one-time contribution in the amount of $ ______________

Customer Name ______________________________

Service Address ______________________________

Account Number ______________________________

Signature ______________________________ Date ______________

Monroe North Carolina

General Fund Revenues as of November 30, 2023

Revenues	Original Budget FY24	Actual to Date FY24	YTD % Anticipated	YTD % Realized
Ad Valorem Property Taxes	$ 25,080,256	$ 12,347,885	48.7%	49.23%
Vehicle Property Taxes	1,903,579	531,086	33.7%	27.9%
Prior Year Taxes	100,000	53,064	39.2%	53.1%
Penalties and Interest	80,000	26,363	21.6%	33.0%
Other Taxes & Licenses	119,075	77,792	43.0%	65.3%
Additional City Vehicle Tax	910,542	234,545	33.8%	25.8%
Intergovernmental	248,656	24,000	0.0%	9.7%
Grants	1,643,375	741,746	41.4%	41.3%
Sales Tax (1)	11,185,458	1,874,469	15.9%	16.8%
Electric Sales Tax (1)	2,895,000	675,587	0.9%	23.3%
Telecom Sales Tax (1)	157,000	40,989	-1.4%	26.1%
Cable Sales Tax (1)	169,700	41,548	1.6%	24.5%
Sales Tx Piped Nat Gas (1)	269,000	64,856	3.0%	24.1%
Permits and Fees	1,065,406	481,515	42.9%	45.2%
Building Permits / Tech Fees	1,075,175	769,033	26.0%	71.5%
Sales and Services	533,857	1,644,145	31.5%	308.0%
Investment Earnings (2)	440,185	2,439,531	46.1%	554.2%
Miscellaneous	298,889	176,677	49.0%	58.8%
Other Sources	2,294,000	672,800	49.0%	28.7%
Total	$ 50,469,153	$ 22,917,631	37.9%	45.2%

General Fund Expenses as of November 30, 2023

Expenditures		Original Budget FY24	Revised Budget FY24	Actual to Date FY24	YTD % Anticipated	YTD % Realized
General Government		$ 17,429,780	$ 17,879,347	$ 5,716,909	41.7%	32.0%
Outside Agency		285,190	350,542	56,685	41.7%	16.2%
Transportation		5,601,787	7,678,197	1,298,620	41.7%	16.9%
Police		15,136,709	16,506,717	6,151,494	41.7%	37.3%
Fire		13,782,095	14,601,917	4,721,409	41.7%	32.3%
Building Standards		1,416,269	1,433,859	499,664	41.7%	34.8%
Cultural and Recreational		4,146,829	4,380,787	1,666,303	41.7%	38.0%
Debt Service		2,764,515	2,764,515	398,592	41.7%	14.4%
	Total	$ 60,563,174	$ 65,595,882	$ 20,509,676		

Unassigned Fund Balance as of December 31, 2023

	As of June 30, 2023	$ 5,824,638
Date	Description	
7/18/23	Site improvements for construction of airplane storage hangar	$ 231,658
8/8/23	FY23 unspent appropriations	$ 42,766
9/12/2023	Funding for the Union County Preservation Commission	$ 20,000
10/10/2023	Funding marketing contract for Good Jobs, Great Cites	$ 58,800
10/10/2023	Concord Avenue Area Master Plan	$ 750,000
12/12/2023	Correct P&R salary budgeted incorrectly	$ (110,265)
12/12/2023	Salaries for PT after school program assistants	$ 54,052
12/12/2023	Funding for diagnostic software for fleet maintenance	$ 6,400
12/12/2023	Sale of former police department	$ (720,000)
12/12/2023	Funding for fire panel at City Hall	$ 60,812
12/12/2023	Funding for new Mayor/Council discretionary	$ 3,000
		$ 5,427,415

Unassigned Fund Balance Total
As of December 31, 2023
$5,427,415