

**CITY COUNCIL SPECIAL MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
MARCH 15, 2024 – 1:00 P.M.**

AGENDA

www.monroenc.org

RECOGNITIONS

1. Invocation
2. Pledge of Allegiance

CONSENT AGENDA

The City Council uses a Consent Agenda to consider items that are non-controversial and routine. The Consent Agenda is acted upon by one motion and vote of the Council. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member or Citizen with consent of Council. The Consent Agenda contains the following items:

3. Advertisement of Unpaid Real Estate Property Taxes
4. Award of Audit Contract for Year Ending June 30, 2024 to Martin Starnes & Associates
5. Budget Amendments
 - A. Parks and Recreation Department Funding from American Rescue Plan Act
 - B. Parks and Recreation Department Senior Center General Purpose Grant from Centralina Area Agency on Aging
 - C. Parks and Recreation Department Vaccine Mini Grant from Centralina Area Agency on Aging
 - D. Wastewater Treatment Plant Administration Building Roof Replacement
6. Call for Public Hearings to be Held April 9, 2024
 - A. Code of Ordinances Amendment to Section 6.3 titled Historic Districts of Chapter 157 titled Zoning Code
 - B. Code of Ordinances Amendment to Section 8.2.2.F titled Changeable Copy of Chapter 157 titled Zoning Code
 - C. Code of Ordinances Amendment to Table 5.5 titled CC-MX1 District Development Standards, Table 5.6 titled CC-MX2 District Development Standards, Table 5.7 titled RC-MX District Development Standards and Table 5.8 titled MD-MX District Development Standards of Chapter 157 titled Zoning Code
7. Federal Emergency Management Agency Assistance to Firefighters Grant Application

8. Ordinance Temporarily Closing State-Maintained Roads for Independence Day Celebration to be Held July 4, 2024, Patriots' Day Celebration to be Held September 15, 2024, Halloween Happenings Event to be Held October 19, 2024 and Christmas Tree Lighting Event to be Held December 7, 2024
9. Pension Contribution Cap Policy
10. Police Department Donations from Brady's K9 Fund and Tampa Police Department
11. Reallocation of Funding for Bearskin Creek Stream Restoration and Ellen Fitzgerald Center Projects
12. Tax Releases for January 2024
13. Temporary Use Permits for Spring Fest Event to be Held April 13, 2024 and Monroe's Pop-up Festival Event to be Held October 12, 2024
14. Union County Critical Intersection Analysis for 2024
 - A. Interlocal Agreement with Union County
 - B. City Manager to Execute Documents

RECOGNITION

15. Public Comment Period

INFORMATIONAL COMMITTEE MINUTES, COMMITTEE STAFF NOTES AND REPORTS

16. Committee Minutes/Staff Notes
 - A. Minutes of Board of Adjustment Meeting of January 25, 2024
 - B. Minutes of Downtown Advisory Board Meeting of January 2, 2024
 - C. Minutes of General Services Committee Meeting of January 4, 2024
 - D. Minutes of Monroe Historic District Commission Meeting of January 8, 2024
 - E. Minutes of Monroe Tourism Development Authority Meeting of December 14, 2023
 - F. Minutes of Planning Board Meetings of January 3, 2024 and January 31, 2024
17. Disbursement of Fiscal Year 2023-2024 City Council Discretionary Funds
 - A. Council Member Gary Anderson
 - B. Council Member James Kerr
 - C. Council Member Franco McGee
18. Financial Reports for January 2024
19. Summary of Contracts Awarded, Change Orders Approved and City Manager's Settlement of Claims for February 2024

REGULAR AGENDA

20. Economic Development Update
21. Fiscal Year 2025 Budget Departmental Discussion for Charlotte-Monroe Executive Airport
22. Citizens Appointment Committee Recommendations
23. Community Development Land Bank Foreclosure Process
24. Proposed Code of Ordinances Amendments to Chapter 32 titled Boards, Commissions and Departments and Rules on Boards and Commissions Policy (GA-05)
25. Nelson Heights Tank Replacement Project
 - A. Resolution Accepting North Carolina Department of Environmental Quality Pre-Construction Planning Grant American Rescue Plan Act Funding
 - B. Capital Project Budget Ordinance
26. Discussion on Community Neighborhood Walks and Holding City Council Meetings in Community Centers
27. Closed Session Pursuant to North Carolina General Statute Sections 143-318.11(a)(1) and (a)(3) and Possibly Take Action on Closed Session Item After Returning to Open Session
 - **Addressing Item on Agenda:** Prior to the Meeting, please complete the Sign-up Sheet located in the Lobby area. Each speaker will be limited to three minutes.
 - **Cell Phones/Pagers:** As a courtesy, please turn off cell phones and pagers while Meeting is in progress.
 - **Rules Governing Public Comment Period** (*Adopted: September 6, 2005 via R-2005-35; Amended: April 2, 2023 via R-2019-23; February 13, 2024*)
 1. A Public Comment Period shall be placed on the agenda of each City Council Regular Meetings. Said agenda item shall occur on the Regular Meeting agenda immediately after the invocation and pledge of allegiance. When adopting the Agenda, City Council may move the Public Comment Period to another location on the agenda solely at Council's discretion. Such change is effective only during that meeting. In addition, City Council may, upon motion to suspend the rules during a Regular Meeting, approve moving the Public Comment Period to another location on the Agenda.
 2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by listing their name and topic on which he or she will speak.
 3. A total time of thirty (30) minutes will be allotted for the Public Comment Period at the end of which those who signed up to speak may be requested to hold their comment until the next regular Public Comment Period during which they will be given priority for comment. Council, in its discretion, may extend the time allotted for Public Comment.

4. Each speaker shall be allotted up to three (3) minutes to speak which shall be strictly observed unless otherwise extended at the discretion of the Council.
5. Speakers shall at all times maintain proper decorum and shall make their comments in a civil manner. Speakers shall remain at the podium to make comments and not approach Council or staff without the express invitation of the Mayor or presiding officer.
6. At the request of Council, groups of persons supporting or opposing the same positions may be asked to designate a spokesperson to speak.
7. Speakers shall not speak on any topic which is the subject of a public hearing on the same agenda.
8. Council will refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position.
9. No formal action will be taken by Council during the same meeting on any matter which was initially introduced during the Public Comment Period.
10. Council shall not restrict the subject matter of any comment based on content in any way except as provided herein.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Bethany Hawver, Revenue Manager

SUBJECT: 2nd Monday in February report as required by GS §105-369 & Advertisement of Unpaid Real Estate Property Taxes

SUMMARY STATEMENT

City Council is requested to authorize the Tax Collector to advertise unpaid real estate taxes. The purpose of this requested advertisement is to be able to use in-rem foreclosure procedures as provided by N.C.G.S. §105-375 as a means of enforcement action against the collection of unpaid real estate property taxes.

REVIEW

N.C.G.S. §105-369(a) requires municipal tax collectors to report to their governing boards the total amount of unpaid taxes for the current fiscal year that are liens on real property. As of February 12, 2024, the unpaid balance of taxes is \$1,048,403.39. Upon receipt of this report, the governing board must order the Tax Collector to advertise the list of unpaid real estate taxes. In accordance with N.C.G.S. §105.369(c), the advertisement is required to include, in part, the name of the record owner & the principal amount of taxes owed. The advertisement must be placed in a newspaper with general circulation within the city. Funds in the quoted amount of \$1,624.00 are included in current fiscal year budget for the tax delinquency advertisement in The Enquirer Journal on April 13, 2024. The list of unpaid real estate tax is also available in the tax office.

RECOMMENDATION

Staff recommends that City Council authorize the Tax Collector to advertise the unpaid real estate taxes, pursuant to N.C.G.S. §105-369.

**Tax Collector's Report for 2023
as of February 12, 2024**

	<u>Tax</u>	<u>Value</u>
2023 Tax Scroll	\$ 25,587,754	\$ 5,063,774,919
2023 Certifications	\$ 437,405	\$ 87,041,248
2023 Discoveries	<u>\$ 359,545</u>	<u>\$ 60,878,925</u>
Total Taxes Billed	\$ 26,384,704	\$ 5,211,695,092
Less 2023 Releases	\$ (113,124)	\$ (5,534,639)
2023 Adjustments	<u>\$ 397</u>	<u>\$ -</u>
2023 Tax Levy	\$ 26,271,978	\$ 5,206,160,453
Total Taxes Collected	\$ 25,223,575	
Taxes to be Collected	<u>\$ 1,048,403</u>	
Total 2023 Levy	\$ 26,271,978	
Percent Collected 96.01%		
2023 MSD Tax	\$ 58,599	\$ 30,006,118
2023 MSD Certifications	\$ 7,988	\$ 4,096,615
2023 Discoveries	<u>\$ 12</u>	<u>\$ 6,241</u>
Total Taxes Billed	\$ 66,600	\$ 34,108,974
Less MSD 2023 Releases	\$ (3)	\$ (1,446)
2023 MSD Adjustments	<u>\$ (15)</u>	<u>\$ -</u>
2023 MSD Tax Levy	\$ 66,582	\$ 34,107,528
2023 MSD Collected	\$ 57,698	
MSD Tax to be Collected	<u>\$ 8,884</u>	
Total 2023 MSD Levy	\$ 66,582	
Percent Collected: 86.70%		
Taxes released for 2023 under \$5.00 total amount is \$1,475.26.		



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Award of Audit Contract for Year Ending June 30, 2024 to Martin Starnes & Associates

SUMMARY STATEMENT

The purpose of this report is to provide information regarding the contract for audit services for the City of Monroe to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2024.

REVIEW

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The City first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A five-year service agreement was approved by City Council in fiscal year 2018 that lasted through fiscal year 2023. A new five-year service agreement has been received this year. If approved, this will be the eleventh year with this audit firm. The cost estimates given by the firm for the next five years are as follows:

\$93,650	Fiscal Year 2024
\$103,000	Fiscal Year 2025
\$110,000	Fiscal Year 2026
\$121,000	Fiscal Year 2027
\$129,000	Fiscal Year 2028

*The fees listed above include up to 2 major programs for single audit purposes. Additional major programs in excess of 2 will be charged at \$4,000 each.

There were no disputes or conflicts with the audit firm in the prior year and the City received the audit report and financial statements in a timely manner in order to meet the Local Government Commission's submission deadline of October 31st.

The proposed contract for audit services for the City for the fiscal year ending June 30, 2024 is \$93,650 plus an additional \$4,000, totaling \$97,650. This is due to a preliminary review of grants by City staff and the audit firm that indicates the need for auditing 3 major programs for single audit purposes. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the City's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, preparation of the annual financial statements and an audit to maintain compliance with single audit act requirements.

This matter was presented to the General Services Committee on March 7, 2024.

RECOMMENDATION

The General Services Committee and Staff recommend that City Council approve the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$97,650.

Attachments: Service Renewal Agreement
Audit Contract
Engagement Letter

MARTIN ♦ STARNES & ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

January 24, 2023

Lisa Strickland
City of Monroe
P.O. Box 69
Monroe, NC 28111

Dear Lisa,

It has been a pleasure to provide audit services to the City of Monroe for the past several years. We are looking forward to a continued relationship with the City that will allow us to become more efficient in our procedures and offer even better management suggestions as a result of our knowledge of the City's operations.

The audit relationship is much more than a commodity product. Therefore, the Local Government Commission does not require the services to be re-bid at the end of a service agreement. We are proud of the level of service we offer and believe that to be the reason we have an excellent renewal rate with our government clients. We would rather negotiate a renewal of our agreement rather than subject the relationship to the bidding process.

We are required by our auditing standards to maintain our independence, and we can assure the City that Martin Starnes & Associates takes compliance with the independence standards seriously. We reevaluate the audit process each year during the planning stage to make sure we are addressing the pertinent risk areas of the City's audit. Therefore, a long audit relationship, if managed properly, is a great benefit to the City.

Audit contracts must be approved annually by the Local Government Commission. For your planning purposes, our estimated fees to provide our services to you in the future are shown in the table below. These are estimated fees only. Governmental and rule-making boards may add or change their requirements related to our services which may change these estimates. The final fee arrangement will be outlined in the annual contract for the respective year.

Our proposed audit fees for the City of Monroe for fiscal years ending June 30, 2024 – 2028 are as follows:

2024	\$ 93,650	*
2025	103,000	*
2026	110,000	*
2027	121,000	*
2028	129,000	*

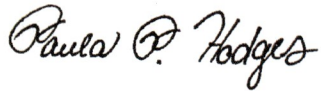
*The fees listed above include up to 2 major programs for single audit purposes. Additional major programs in excess of 2 will be charged at \$4,000 each.

The audit fees listed above include the following:

- Single Audit testing (up to 2 major programs)
- Preparation of the auditor portions of the Data Collection Form, as required
- MSA drafting and proofing the financial statements and footnotes
- Submission of the report to the LGC
- Presentation to the City Council

We look forward to your favorable response regarding our service renewal agreement.

Sincerely,



Paula P. Hodges, CPA
Audit Partner

For acceptance of this agreement, please sign a copy of this letter in the space provided and return it to our office via email to Amber McGhinnis at amcghinnis@msa.cpa.

Accepted by: _____

Title: _____ Date: _____

The of and	Governing Board City Council
	Primary Government Unit City of Monroe, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Drive SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Lisa Strickland

Finance Director, City of Monroe

lstrickland@monroenc.org

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

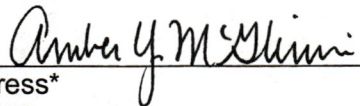
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	City of Monroe, NC
Audit Fee (financial and compliance if applicable)	\$ 84,400 (includes single audit for up to 2 programs)
Fee per Major Program (if not included above)	\$ 4,000 per major program in excess of 2
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 9,250
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 97,650 (includes 3 major programs)

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 02/21/24	Email Address* amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit*	
City of Monroe, NC	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Robert Burns, Mayor	Signature*
Date	Email Address* rburns@monroenc.org

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 97,650 (includes 3 major programs)
Primary Governmental Unit Finance Officer* (typed or printed) Lisa Strickland, Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* lstrickland@monroenc.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the
Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 4, 2021

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
579 West Street
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

Smithfield
212 East Church Street
Post Office Box 2348
Smithfield, North Carolina 27577

919 934 1121
919 934 1217 FAX

MARTIN ♦ STARNES

& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

February 21, 2024

Lisa Strickland
City of Monroe
P.O. Box 69
Monroe, NC 28111

The following represents our understanding of the services we will provide the City of Monroe.

You have requested that we audit the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Monroe, NC, as of June 30, 2024, and for the year then ended, and the related notes to the financial statements, which collectively comprise the City of Monroe's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal and state award programs for the period ended June 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal and state award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Other Post-Employment Benefits' schedules
- Local Governmental Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the City of Monroe's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements
- Budgetary schedules
- Other schedules
- Schedule of Expenditures of Federal and State Awards

Schedule of Expenditures of Federal and State Awards

We will subject the Schedule of Expenditures of Federal and State Awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the Schedule of Expenditures of Federal and State Awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Introductory section
- Statistical section

We will make reference to the component unit auditor's audit of the City of Monroe ABC Board in our report on your financial statements.

Data Collection Form (if applicable)

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, Schedule of Expenditures of Federal and State Awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the Federal Audit Clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the Federal Audit Clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act. As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Monroe's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City of Monroe's basic financial statements. Our report will be addressed to the governing body of the City of Monroe. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the City of Monroe's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended, the Uniform Guidance, and the State Single Audit Implementation Act, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and the State Single Audit Implementation Act and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and the State Single Audit Implementation Act require that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal or state programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the

types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Also, as required by the Uniform Guidance and the State Single Audit Implementation Act, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and State programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federal and state funded activities;
5. For preparing the Schedule of Expenditures of Federal and State Awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and State Single Audit Implementation Act;
6. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
7. For identifying and ensuring that the entity complies with federal and state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs, and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations and the terms and conditions of federal and state award programs;
8. For disclosing accurately, currently and completely the financial results of each federal and state award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;

11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report (if applicable); and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report (if applicable).
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year or period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant roles in the system of internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the Schedule of Expenditures of Federal and State Awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the Schedule of Expenditures of Federal and State Awards in accordance with the Uniform Guidance and the State Single Audit Implementation Act, (b) to provide us with the appropriate written representations regarding the Schedule of Expenditures of Federal and State Awards, (c) to include our report on the Schedule of Expenditures of Federal and State Awards in any document that contains the Schedule of Expenditures of Federal and State Awards and that indicates that we have reported on such schedule, and (d) to present the Schedule of Expenditures of Federal and State Awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited basic financial statements readily available to the intended users of the Schedule of Expenditures of Federal and State Awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

We will perform the following nonattest services:

- Draft of financial statements and footnotes
- GASB 34 conversion entries
- Clerical services

We will not assume management responsibilities on behalf of the City of Monroe. However, we will provide advice and recommendations to assist management of the City of Monroe in performing its responsibilities.

The City of Monroe's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

During the course of the engagement, a portal will be in place for information to be shared, but not stored. Our policy is to terminate access to this portal after one year. The City is responsible for data backup for business continuity and disaster recovery, and our workpaper documentation is not to be used for these purposes.

Provisions of Engagement Administration and Fees

Paula Hodges is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

Audit Fee (includes up to 2 major programs)	\$ 84,400
Financial Statement Drafting	9,250
	<u>\$ 93,650</u>
Additional Fees:	
Charge per major program in excess of 2	<u>\$ 4,000</u>

Please note that the fees above include up to 2 major programs, as indicated. The "total amount not to exceed" listed on the audit contract includes up to 3 major programs. If the total number of major programs exceeds 3 and the "total amount not to exceed" needs to be increased, we will prepare an amended contract to include the fees necessary based on the per program amount listed as additional fees above.

Our invoices for these fees will be rendered in four installments as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City of Monroe's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous

errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$85-\$400 per hour.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;

- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal and state award programs, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Monroe by:

Signature: _____

Title: _____

Date: _____



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Senior Center American Rescue Plan Act (ARPA) Funding

SUMMARY STATEMENT

The Parks and Recreation Department seeks to accept American Rescue Plan Act (ARPA) funding distributed by the Centralina Area Agency on Aging in the amount of \$9,504.00 and request a budget amendment.

REVIEW

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.

Because of this, we can be considered as a facility that is eligible to receive money that existed as a surplus in ARPA funding. There is no match associated with this funding.

This matter was presented to the General Services Committee on March 7, 2024.

RECOMMENDATION

Staff and the General Services Committee recommend City Council approve acceptance of funds associated with the surplus ARPA funding and approve the budget amendment.

Attachment: Budget Amendment (BA-2024-09)

**BUDGET AMENDMENT
BA-2024-09**

1. Amendment necessary to designate and appropriate funds received from the American Rescue Plan Act (ARPA) be used for the programming needs related to senior and adult activities.

General Fund:

Revenue:

Restricted Revenue	\$9,504
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Expenditure:

Parks and Recreation	\$9,504
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Adopted this 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Senior Center General Purpose Funding

SUMMARY STATEMENT

The Parks and Recreation Department seeks to accept a Senior Center General Purpose grant from Centralina Area Agency on Aging and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$3,719.00 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, amenities throughout the facility, as well as, funding utilized to pay instructors for our new Tai Chi and Zumba Gold programs. Participation for both new programs has been outstanding. This funding is allocated to specific Area Agencies on Aging and then distributed to centers within the region that provide full-time programs. These funds are used to support and develop programming and general operations or to construct, renovate or maintain facilities that serve seniors. There is a 25% match associated with this grant that can be funded through the operational budget of the Active Adult Center. We have been awarded \$3,719.00 through this grant. With the match included in the amount of \$1,238.00, the full amount of funding is \$4,957.00.

This matter was presented to the General Services Committee on March 7, 2024.

RECOMMENDATION

Staff and the General Services Committee recommend City Council approve acceptance of funds associated with the Senior Center General Purpose funding and approve the budget amendment.

Attachment: Budget Amendment (BA-2024-10)

**BUDGET AMENDMENT
BA-2024-10**

1. Amendment necessary to designate and appropriate funds received from the Senior Center General Purpose Grant from Centralina Area Agency on Aging be used for the programming needs related to senior and adult activities.

General Fund:

Revenues:

Restricted Revenue	\$3,719
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Expenditure:

Parks and Recreation	\$3,719
----------------------	---------

Adopted this 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Vaccine Mini Grant

SUMMARY STATEMENT

The Parks and Recreation Department seeks to accept a grant from Centralina Area Agency on Aging and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$1,500.00 from the Centralina Area Agency on Aging through the Aging and Disability Vaccination Collaborative. Our staff provided two flu vaccine clinics to the community. These funds provided staff the opportunity to equip and provide these vaccination clinics within the community specific to health promotion and disease prevention.

This matter was presented to the General Services Committee on March 7, 2024.

RECOMMENDATION

Staff and the General Services Committee recommend City Council approve acceptance of funds associated with the Vaccine Mini Grant and approve the budget amendment.

Attachment: Budget Amendment (BA-2024-08)

**BUDGET AMENDMENT
BA-2024-08**

1. Amendment necessary to designate and appropriate funds received from the Vaccine Mini Grant from the Centralina Area Agency on Aging through the Aging and Disability Vaccine Collaborative to be used for vaccination clinics programming needs related to senior and adult health promotion and disease prevention.

General Fund:

Revenue:

Restricted Revenue	\$1,500
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Expenditure:

Parks and Recreation	\$1,500
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Adopted this 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Scott Clark, Water Resources Director

PREPARED BY: Scott Clark, Water Resources Director

SUBJECT: Budget Amendment for Wastewater Treatment Plant Administration Building Roof Replacement

SUMMARY STATEMENT

City Council is requested to approve a budget amendment to the Water and Sewer Fund to provide needed funds to cover costs for installation of a new roof on the Wastewater Treatment Plant Administration Building.

REVIEW

The City of Monroe Wastewater Treatment Plant Administration Building roof is in need of replacement due to multiple leaks and other impacts caused by hazardous weather events.

Water Resources will need a Budget Amendment in the amount of \$125,000 from the Water and Sewer Fund Balance to cover the estimated project costs of approximately \$110,000.

This matter was presented to the Public Enterprise Committee on March 5, 2024.

RECOMMENDATION

The Public Enterprise Committee and Staff recommend that City Council adopt a Budget Amendment to cover the estimated project costs.

Attachment: Budget Amendment 2024-06

**BUDGET AMENDMENT
BA-2024-06**

1. Amendment necessary to appropriate an additional \$125,000 to cover cost for the Wastewater Treatment Plant Administration Building Roof Replacement.

Water & Sewer Fund:

Revenue:

Appropriation of Fund Balance \$125,000

Expenditure:

Wastewater Treatment Plant Administration \$125,000
Building Roof Replacement

Adopted this 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Call for Public Hearing to be held on April 9, 2024 to consider a zoning text amendment to the Unified Development Ordinance.

SUMMARY STATEMENT

City Council is requested to call for a public hearing on April 9, 2024 to consider a zoning text amendment to Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 6.3: Historic Districts.

REVIEW

City Council is requested consider a text amendment to add language to the Unified Development Ordinance (UDO) to provide tree removal penalties in the Historic District. The UDO currently does not contain any regulatory language or penalties for tree removal in the Historic District.

RECOMMENDATION

Staff recommends City Council call for the required public hearing to be held on April 9, 2024 at 6:00 p.m. to consider this matter.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Call for Public Hearing to be held on April 9, 2024 to consider a zoning text amendment to the Unified Development Ordinance

SUMMARY STATEMENT

City Council is requested to call for a public hearing on April 9, 2024 to consider a zoning text amendment to Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 8.8.2.F: Changeable Copy.

REVIEW

City Council is requested to consider a text amendment to section 8.8.2.F of the Unified Development Code. Section 8.8 is for signage, particularly the section referenced addresses changeable copy signs. Staff has proposed a text amendment to limit changeable copy signs to monument signs only as well as allow these type of signs in the RLD (Residential Low Density) and RMD (Residential Medium Density) zoning districts.

RECOMMENDATION

Staff recommends City Council call for the required public hearing to be held on April 9, 2024 at 6:00 p.m. to consider this matter.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Call for Public Hearing to be held on April 9, 2024 to consider multiple zoning text amendments to the Unified Development Ordinance.

SUMMARY STATEMENT

City Council is requested to call for a public hearing on April 9, 2024 to consider various zoning text amendments to Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 5.5: Community Corridor Mixed-Use 1 District, Section 5.6: Community Corridor Mixed-Use 2 District, Section 5.7: Regional Corridor Mixed Use District, and Section 5.8: Medical District Mixed-Use.

REVIEW

City Council is requested to call for a public hearing on April 9, 2024 to consider various zoning text amendments to sections 5.5 - 5.8 of the Unified Development Code. Sections 5.5 - 5.8 discuss the district development standards for four of the mixed use districts. The lot frontage and setbacks are enforced in these sections. Staff has proposed a text amendment to decrease the required setbacks in the Medical District Mixed-Use zoning district and percentage of lot frontage in the Community Corridor Mixed-Use 1 District, Community Corridor Mixed-Use 2 District, Regional Corridor Mixed Use District, and Medical District Mixed-Use zoning districts.

RECOMMENDATION

Staff recommends City Council call for the required public hearing to be held on April 9, 2024 at 6:00 p.m. to consider this matter.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Bryan Kindley, Deputy Chief

SUBJECT: FEMA Assistance to Firefighters Grant

SUMMARY STATEMENT

Staff is seeking authorization to apply for a FEMA Assistance to Firefighters Grant.

REVIEW

Staff is seeking authorization to apply for a FEMA Assistance to Firefighters Grant to purchase a mobile air trailer system used to fill breathing apparatus bottles on emergency incidents and during training evolutions. The grant total would be approximately \$181,588. This is a 90% Federal funding and 10% matching grant, meaning the city would have to fund approximately \$18,158.82. Staff would request to fund the match from Fund Balance if we receive the grant. The mobile trailer would be stored at station 4, but could be transported anywhere.

This item was reviewed by the Public Safety Committee on March 4th and received favorable recommendation to take this before the full council.

RECOMMENDATION

City Council is requested to authorize staff to apply for a FEMA Assistance to Firefighters Grant for approximately \$181,588 to purchase a mobile air trailer system.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Ryan Jones, Parks and Recreation Director

SUBJECT: Ordinance for Special Events – Independence Day Celebration, Patriots’ Day, Halloween Happenings and 2024 Christmas Tree Lighting

SUMMARY STATEMENT

The City Council is requested to consider an ordinance to temporarily close certain state-maintained roads for three City of Monroe special events.

REVIEW

The City of Monroe Parks & Recreation Department is planning to hold the Independence Day Celebration on Thursday, July 4, 2024, Patriots’ Day on Sunday, September 15, 2024, Halloween Happenings on Saturday, October 19, 2024, and the Christmas Tree Lighting Event on Saturday, December 7, 2024. North Carolina General Statute 20-169 states a municipality shall pass an ordinance approving a special event and place signs giving notice of the event if it involves state-maintained roads. The Independence Day celebration requires the temporary closure of IB Shive Drive (SR1245) and Halloween Happenings and the tree lighting event requires the temporary closure of Franklin Street (SR 2100) from Charlotte Avenue to Hayne Street. The Patriots’ Day event requires the closure of Hayne Street (NC 207) from Jefferson Street to Franklin Street (SR 2100). Therefore, the attached Ordinance (O-2023-12) is provided for approval of the temporary lane closure and authorize the City Manager to execute the necessary documents. Once approved, the Street Division will place the signs giving notice prior to the event.

This matter was presented to the Public Safety Committee on March 4, 2024.

RECOMMENDATION

The Public Safety Committee and Staff recommend City Council approve Ordinance (O-2024-12) and authorize the City Manager to execute the necessary documents.

Attachment:
Ordinance (O-2024-12)
Maps: Fourth of July Barricades, Halloween
Happenings Barricades, Christmas Tree
Lighting Barricades

**ORDINANCE TO TEMPORARILY CLOSE CERTAIN
STATE-MAINTAINED ROADS FOR SPECIAL EVENTS
ORGANIZED BY CITY OF MONROE, NORTH CAROLINA
INDEPENDENCE DAY CELEBRATION EVENT TO BE HELD JULY 4, 2024
PATRIOT'S DAY EVENT TO BE HELD SEPTEMBER 15, 2024
HALLOWEEN HAPPENINGS EVENT TO BE HELD OCTOBER 19, 2024
CHRISTMAS TREE LIGHTING EVENT TO BE HELD ON DECEMBER 7, 2024
O-2024-12**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by ordinance the use of a highway within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage; and

WHEREAS, the City of Monroe will consult with the local North Carolina Department of Transportation (NCDOT) Division office to verify that a proposed event will not 1) interfere with other planned special events; and, 2) impact or be impacted by planned maintenance or other activities; and

WHEREAS, the City of Monroe will sponsor and hold its annual Independence Day Celebration Event on July 4, 2024, Patriot's Day Celebration Event on September 15, 2024, Halloween Happenings Event on October 19, 2024 and Christmas Tree Lighting Event on December 7, 2024; and

WHEREAS, the Independence Day Celebration Event will require the temporary closure of IB Shive Drive (SR 1245), the Halloween Happenings Event and the Christmas Tree Lighting Event will require the temporary closure of Franklin Street (SR 2100) between Charlotte Avenue and Hayne Street. The Patriot's Day Event will require the closure of Hayne Street (NC 207) between Jefferson Street and Franklin Street (SR 2100).

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

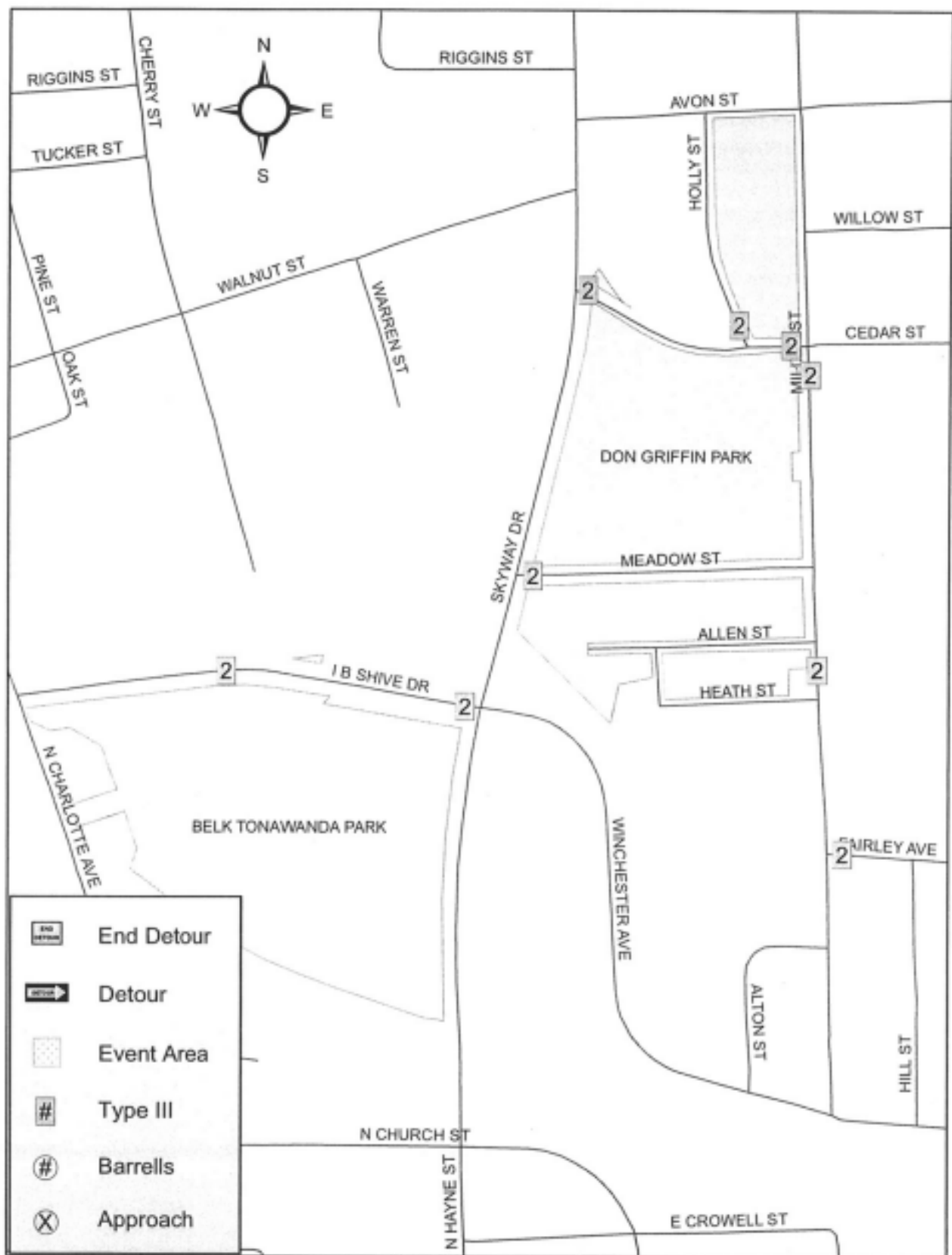
1. City Council approves and authorizes the temporary closure of IB Shive Drive (SR1245) on July 4, 2024, Hayne Street (NC 207) between Jefferson Street and Franklin Street (SR 2100) on September 15, 2024 and Franklin Street (SR 2100) between Charlotte Avenue and Hayne Street on October 19, 2024 and December 7, 2024 for special events per the attached maps;
2. City Council hereby authorizes the City Manager to take any actions necessary to effect the provisions of this Ordinance;
3. This Ordinance shall be effective as of the date of adoption.

Adopted this 15th day of March, 2024.

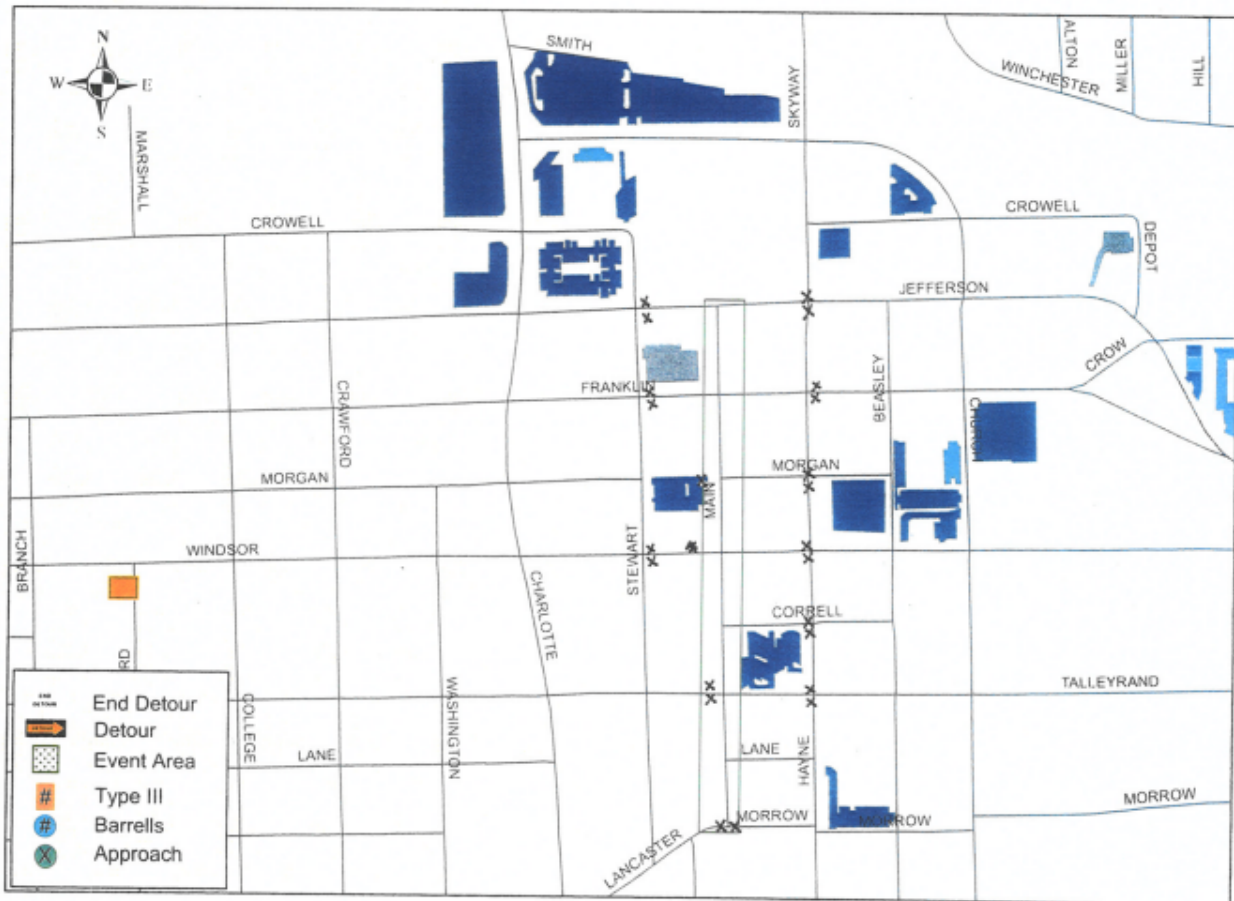
Attest:

Robert A. Burns, Mayor

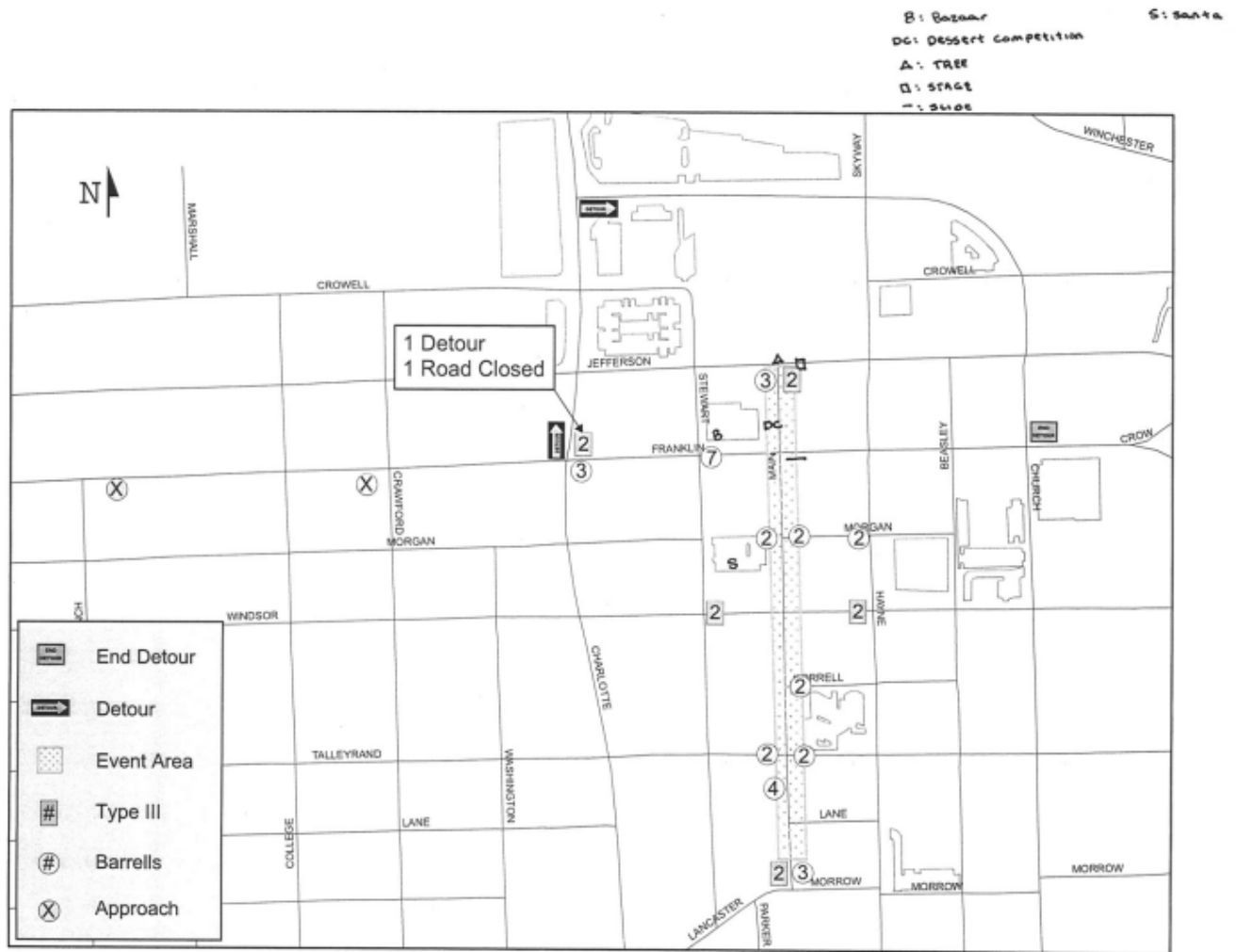
Bridgette H. Robinson, City Clerk



Fourth of July Event Map



Halloween Happenings Site Map



Christmas Tree Lighting



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Terry Sholar

PREPARED BY: Terry Sholar

SUBJECT: Pension Contribution Cap Policy

SUMMARY STATEMENT

Council is requested to consider adopting a policy regarding payment of employee's LGRS pension in excess of the contribution-based benefits cap.

REVIEW

The North Carolina General Assembly adopted a statute that addressed Local Government Retirement System (LGRS) pension spiking. The Act sets a cap on benefits from the retirement system based on contributions by the employee to the LGRS system. Some employees that receive pay increases late in their career may be entitled to receive pension benefits in excess of their contributions to the LGRS system. This is known as "pension spiking" and the Anti-Pension Spiking Act adopted by the North Carolina legislature put a cap on benefits based on contributions.

Employees retiring making less than \$100,000 per year are exempt from the Anti-Pension Spiking provisions and the cap does not apply. In addition, employees that began contributing to the LGRS system prior to January 1, 2015 cannot have their benefits reduced and the governmental agency they retire from is required to pay the difference between the contribution based cap and the benefit in which the retired employee is entitled.

Employees that began contributing after January 1, 2015 are subject to the contribution based cap at the time of their retirement. If the difference in the contribution based cap and the amount the retiree is entitled to receive is not paid or otherwise covered, the retiree will receive only the

amount at the capped rate. The City has the option to pay the additional amount over the capped rate or the employee can make the additional contribution to receive their full benefits.

Council is asked to consider treating all retiring employees the same and adopt a policy allowing retiring employees to receive their full benefits with the City paying the difference in excess of the contribution based cap the same as required for employees contributing prior to January 1, 2015.

RECOMMENDATION

Staff recommends City Council adopt the Pension Contribution Cap Policy to provide that the City will pay the difference between the LGRS Anti-Pension Spiking Contribution-Based Benefits Cap and the pension amount due the retiree based on their salary for all City of Monroe retirees regardless of when they began contributing to the LGRS pension system.

Attachment(s): City Council Policy _____

	Policy: Pension Cap Policy	Effective Date:
		Revision Effective Date:
	Policy Number: GA-19	Page 1 of 1
	Robert A. Burns, Mayor	<u>City Council</u> Responsible Party

DRAFT 1-TMS

PURPOSE

The North Carolina Legislature adopted the Fiscal Integrity Act of 2014 designed as an Anti-Pension Spiking cap on Local Government Retirement System (LGRS) retirees. The Act sets a cap on benefits for retirees based on contributions by the employee to the LGRS system. Some employees that receive pay increases late in their career may be entitled to receive pension benefits in excess of their contributions to the LGRS system. The Anti-Pension Spiking Act adopted by the North Carolina legislature put a cap on benefits based on contributions made by the employee to the system.

According to the Act, employees earning less than \$100,000 per year are exempt from the Anti-Pension Spiking provisions and the cap does not apply. In addition, employees that began contributing to the LGRS system prior to January 1, 2015 cannot have their benefits reduced and the governmental agency they retire from is required to pay the difference between the contribution based cap and the benefit in which the retired employee is entitled.

Employees that began contributing after January 1, 2015 are subject to the contribution based cap at the time of their retirement. If the difference in the contribution based cap and the amount the retiree is entitled to receive is not paid or otherwise covered, the retiree will receive only the amount at the capped rate. The City has the option to pay the additional amount over the capped rate or the employee can make the additional contribution to receive their full benefits.

POLICY

It is the policy of the City of Monroe that all retirees be treated the same and receive the full pension benefits they are entitled to regardless of the contributions made to the Local Government Retirement System. City retirees that began contributing to the LGRS after January 1, 2015 will be treated the same as retirees contributing before January 1, 2015. The City of Monroe will supplement all City retirees' pension necessary to make up the difference between the LGRS Contribution-Based Benefits Cap and the amount the retiree is entitled to receive as full pension benefits regardless of when they began contributions to the retirement system.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: J. Bryan Gilliard, Chief of Police

PREPARED BY: TJ Goforth, Police Captain

SUBJECT: Police Department Donations from Brady's K9 Fund and Tampa Police Department

SUMMARY STATEMENT

Staff requests approval to accept the Police K-9 vest donations made by Brady's K9 Fund and a Police K9 vehicle kennel from Tampa Police Department, in Tampa Florida.

REVIEW

Staff have the opportunity to accept the donation of Police K9 ballistic vests for the Monroe Police Department that will protect our four-legged officers while they serve and protect their community. These vests are being donated by Brady's K9 Fund, at no cost to the Monroe Police Department.

The Police K9 vehicle kennel being de-commissioned from a Tampa Florida Police Department surplus vehicle and is being donated to the Monroe Police Department.

Staff presented this matter to the Public Safety Committee on March 4, 2024.

RECOMMENDATION

Public Safety Committee and Staff recommend that City Council accept the K9 vest donations and the K9 vehicle kennel donation.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Reallocation of Funding for Bearskin Creek Stream Restoration and Ellen Fitzgerald Center Projects

SUMMARY STATEMENT

The City was awarded American Rescue Plan funding in the amount of \$11,326,507.16. On November 9, 2021, City Council adopted a Budget Ordinance to allocate \$1,375,000 of this funding to the project for the Bearskin Creek Stream Restoration Project. On February 14, 2023, City Council adopted a Budget Ordinance to allocate \$300,000 to remodel the Ellen Fitzgerald Center to convert this facility to Fire Administrative offices. Staff is seeking approval to repurpose the money in both of these projects.

REVIEW

The City was previously awarded American Rescue Plan funding in the amount of \$11,326,507.16. On November 9, 2021, City Council adopted a Budget Ordinance to allocate \$1,375,000 of this funding to the project ARP014 for the Bearskin Creek Stream Restoration Project. Staff is requesting that this amount plus interest earnings totaling \$29,879 be reallocated from the project for the Bearskin Creek Stream Restoration Project to a Water Main Restoration Project in qualified census tracks. The funds need to be committed prior to the end of calendar year 2024 and staff feels that the City is able to accomplish this task by changing the purpose of the project. The stream restoration project will remain a priority and the City will seek alternate grant funding to fund or partially fund this project.

On February 14, 2023, City Council adopted a Budget Ordinance to allocate \$300,000 to remodel the Ellen Fitzgerald Center to convert this facility to Fire Administrative offices. Staff is requesting that this amount be reallocated from the project GB2302 to remodel this facility for Fire Administrative offices to a Fire Station #1/Administration Building project. This new project will allow for expenses associated site selection and award of a bid for design services for this facility.

This matter was presented to the General Services Committee on March 7, 2024.

RECOMMENDATION

General Services Committee and staff recommend that City Council change the use of these two previously approved capital projects.

Attachment:



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Bethany Hawver, Revenue Manager

SUBJECT: Tax Releases for January 2024

SUMMARY STATEMENT

City Council is requested to consider approval of tax releases.

REVIEW

Pursuant to North Carolina General Statute 105-381, refunds and releases are being reported to City Council. The total releases for January equal \$6,617.31. These releases were created by a change or reduction in value for the City of Monroe by the Union County Tax Assessor. Union County Commissioners have previously approved these releases; they are now before City Council for their approval as well.

RECOMMENDATION

City Council is requested to approve the tax releases for the month of January 2024, in the amount of \$6,617.31.

Attachment(s): Unpaid Tax Listing
Tax Adjustment Listing

UNPAID TAXES AS OF JANUARY 2024

	2023	2022	2021
Beginning Balance	\$6,876,180.65	\$130,930.25	\$58,010.54
Releases	(\$6,174.89)	(\$29.98)	(\$29.99)
Adjustments	\$1,592.28	\$0.00	(\$3.58)
Advertising Cost	\$0.00	\$0.00	\$0.00
Discoveries	\$0.00	\$0.00	\$0.00
Payments	(\$5,568,310.06)	(\$4,311.32)	(\$1,616.47)
Ending Balance	\$1,303,287.98	\$126,588.95	\$56,360.50
Outstanding Liens	\$33,099.93	\$24,829.17	\$21,370.00
Outstanding Account Total	\$1,336,387.91	\$151,418.12	\$77,730.50
	2020	2019	2018
Beginning Balance	\$35,075.70	\$27,028.17	\$26,084.80
Releases	\$0.00	\$0.00	\$0.00
Adjustments	\$0.00	\$0.00	\$0.00
Discoveries	\$0.00	\$0.00	\$0.00
Payments	(\$129.65)	(\$240.54)	(\$492.18)
Ending Balance	\$34,946.05	\$26,787.63	\$25,592.62
Outstanding Liens	\$14,302.00	\$11,749.89	\$17,254.50
Outstanding Account Total	\$49,248.05	\$38,537.52	\$42,847.12
	2017	2016	2015
Beginning Balance	\$33,591.76	\$18,753.45	\$20,203.07
Releases	\$0.00	\$0.00	\$0.00
Adjustments	\$0.00	\$0.00	\$0.00
Discoveries	\$0.00	\$0.00	\$0.00
Payments	(\$13.36)	(\$492.18)	\$0.00
Ending Balance	\$33,578.40	\$18,753.45	\$20,203.07
Outstanding Liens	\$24,227.00	\$48,124.00	\$15,473.00
Outstanding Account Total	\$57,805.40	\$66,877.45	\$35,676.07
	2014	2013	Total
Beginning Balance	\$25,660.88	\$44,536.87	\$7,296,056.14
Releases	\$0.00	\$0.00	(\$6,234.86)
Adjustments	\$0.00	(\$43,329.01)	(\$41,740.31)
Discoveries	\$0.00	\$533.14	\$533.14
Payments	(\$59.57)	(\$15.03)	(\$5,575,680.36)
Ending Balance	\$25,601.31	\$1,725.97	\$1,673,425.93
Outstanding Liens	\$28,319.70	\$28,600.00	\$267,349.19
Outstanding Account Total	\$53,921.01	\$29,133.14	\$1,939,582.29
GAP Billing	2023	2022	2021
Beginning Balance	\$6,778.66	\$45,042.49	\$0.00
Releases	(\$382.45)	\$0.00	\$0.00
Adjustments	\$0.00	\$0.00	\$0.00
Discoveries	\$0.00	\$0.00	\$0.00
Payments	(\$701.59)	(\$169.77)	\$0.00
Ending Balance	\$5,694.62	\$44,872.72	\$0.00
Cumulative Citywide Total			
	2020	2019	Total w/ GAP
Beginning Balance	\$0.00	\$11,503.97	\$7,359,381.26
Releases	\$0.00	\$0.00	(\$6,617.31)
Adjustments	\$0.00	\$0.00	(\$41,740.31)
Discoveries	\$0.00	\$0.00	\$533.14
Payments	\$0.00	(\$69.31)	(\$5,576,551.72)
Ending Balance	\$0.00	\$11,434.66	\$1,735,427.93
Outstanding Liens			\$267,349.19
Cumulative Citywide Total			\$2,001,584.29

PREPARED 2/26/24, 11:31:02
PROGRAM TX420L
City of Monroe, North Carolina

TAX ADJUSTMENT LISTING
1/01/24 - 1/31/24
BY TRANSACTION DATE

All account types
All roll codes
ADJ CODE: RLS

PAGE 1

TRANS DATE OWNER NAME	ACCT ID	YR	RL	P	ENT	CBC	TRANS AMOUNT	TAXABLE AMT DELQ	TRAN CODE DATE ADJ	ADJUSTMENT ADJUSTMENT DESCRIPTION	COMMENT	USER REF NBR	SRC REF
1/03/24 UROLOGY SPECIALISTS OF THE CAR	9044922	23	PP	1	15P	PERS C 28204	5,116.78- 415704		- BASE RLS	BUS MOVED TO STALLINGS RELEASE	0000000	BEDWARDS 90468	
1/09/24 TAVO'S ROOFING LLC	9042170	23	PP	1	15LL	PERS C 28174	2.72- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90472	
1/09/24 TAVO'S ROOFING LLC	9042170	23	PP	1	15P		27.26- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90473	
1/09/24 TAVO'S ROOFING LLC	9042170	22	PP	1	15LL		2.72- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90474	
1/09/24 TAVO'S ROOFING LLC	9042170	22	PP	1	15P		27.26- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90475	
1/09/24 TAVO'S ROOFING LLC	9042170	21	PP	1	15LL		2.73- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90476	
1/09/24 TAVO'S ROOFING LLC	9042170	21	PP	1	15P		27.26- 2784956		- BASE RLS	BUS CLOSED IN 2020 RELEASE	0000000	BEDWARDS 90477	
1/09/24 NORWOOD WILLIAM NEAL	9045220	23	PP	1	15P	PERS C 28174	147.67- 578617		- BASE RLS	ASSET MOVED TO 924 SITUS RELEASE	0000000	BEDWARDS 90471	
1/09/24 BANDLAPALLI LAKSHMINARASIM	9051066	23	GB	1	20GB TOYT MP 2020	GBMV MP	152.60- 000000000000000000		- BASE RLS	MV REGSTR IN DE = NO GAP RELEASE	0000000	BEDWARDS 90478	
1/17/24 KIMBERLYS EXPRESS INC	9044021	23	PP	1	15LL	PERS C 21090	13.02- 411502		- BASE RLS	PER BILL OF SALE SEPT'22 RELEASE	0000000	BEDWARDS 90566	
1/17/24 KIMBERLYS EXPRESS INC	9044021	23	PP	1	15P		130.21- 411502		- BASE RLS	PER BILL OF SALE SEPT'22 RELEASE	0000000	BEDWARDS 90567	
1/17/24 PITTMAN REUBEN LAMAR	9051006	23	GB	1	20GB DODG TK 2010	GBMV TK	229.85- 000000000000000000		- BASE RLS	MV IN TX 4 55/88GAP MTHS RELEASE	0000000	BEDWARDS 90565	
1/23/24 TRILOGY LEASING CO LLC	9044860	23	PP	1	15LL	PERS C 60065	737.23- 415479		- BASE RLS	RLS LL FEE ONLY PER UC RELEASE	0000000	BEDWARDS 90578	

PREPARED 2/26/24, 11:31:02
 PROGRAM TX420L
 City of Monroe, North Carolina

TAX ADJUSTMENT LISTING
 1/01/24 - 1/31/24
 BY TRANSACTION DATE
 RECAP TOTALS BY COMBINED BILL CODE/YEAR

All account types
 All roll codes
 ADJ CODE: RLS

PAGE 4

COMB	BILL CDE/YR	+ BASE	PAYMT REF	PYMT VOID	- BASE	CR REF	+/-TX DUE	TRANS FRM	TRANS TO
GBMV	23	.00	.00	.00	382.45-	.00	.00	.00	.00
GBMV	TOTALS	.00	.00	.00	382.45-	.00	.00	.00	.00
PERS	21	.00	.00	.00	29.99-	.00	.00	.00	.00
PERS	22	.00	.00	.00	29.98-	.00	.00	.00	.00
PERS	23	.00	.00	.00	6174.89-	.00	.00	.00	.00
PERS	TOTALS	.00	.00	.00	6234.86-	.00	.00	.00	.00
	TOTALS	.00	.00	.00	6617.31-	.00	.00	.00	.00

PREPARED 2/26/24, 11:31:02
 PROGRAM TX420L
 City of Monroe, North Carolina

TAX ADJUSTMENT LISTING
 1/01/24 - 1/31/24
 BY TRANSACTION DATE
 RECAP TOTALS BY ADJUSTMENT CODE

All account types
 All roll codes
 ADJ CODE: RLS

PAGE 5

ADJ CODE	+ BASE	PAYMT REF	PYMT VOID	- BASE	CR REF	+/-TX DUE	TRANS FRM	TRANS TO
RLS	.00	.00	.00	6617.31-	.00	.00	.00	.00
TOTALS	.00	.00	.00	6617.31-	.00	.00	.00	.00



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit Center Supervisor

SUBJECT: Temporary Use Permits for Special Events in Downtown Monroe – Spring Fest and Monroe’s Popup Event.

SUMMARY STATEMENT

City Council is requested to consider temporary use permits for two special events to be held in Downtown Monroe. The Spring Fest to be held on April 13, 2024 and a Pop-Up Market to be held on October 12, 2024.

REVIEW

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting temporary use permits to hold two special events in Downtown Monroe on April 13, 2024 and October 12, 2024.

Spring Fest:

The Spring Fest event will be held Saturday, April 13, 2024 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

Monroe's Pop-up Festival:

Monroe's Pop-up Festival will be held Saturday, October 12, 2024 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

DEPARTMENT REVIEWS

The following departments have reviewed and approved the applications with the following comments:

Fire Department:

Approved the permit pending a valid fire inspection. Applicant must call Monroe Fire Department 24 hours in advance to schedule the fire inspection at 704-282-4726.

Police Department:

Monroe Police Department approves the permit with no concerns or objections.

Engineering Department:

- 1) Main Street approved to temporarily close between Franklin Street and Morrow Avenue.
- 2) Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals;
- 3) Applicant is responsible for placing and removing barricades on day of event per the attached map Spring Fest Barricades. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;
- 4) Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
- 5) Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Downtown Department:

Downtown Monroe approves the Applicant's temporary use permits with the following comments:

- 1) The applicant is responsible for notifying affected downtown businesses well in advance of the event.

- 2) The applicant must supply affected businesses with a person of contact and contact number.
- 3) The applicant is responsible for any trash accumulated during the event and cleaning up after the event has finished.
- 4) The applicant is responsible for providing adequate restroom facilities for event visitors.
- 5) The applicant is responsible for providing vendors and structures with their own source of power.
- 6) The applicant is to consider using vendors, which do not conflict with existing business in the downtown area.
- 7) The applicant must be approved by engineering, fire, and police and follow their requirements as stated in the permit approval process

Planning and Development Department:

- 1) Event spaces must be thoroughly cleaned during and following each event.
- 2) Event organizer is required to provide a minimum of at least one ADA compliant restroom facility.

Union County Environmental Health:

Unable to approve until closer to the event date.

The Temporary Use Permits for the two proposed special events to be held in Downtown Monroe were presented to the General Service Committee on March 7, 2024 for consideration and recommendation.

RECOMMENDATION

City Council is requested to consider the Temporary Use Permits for two proposed special events in Downtown Monroe-Sprint Fest and Monroe's Pop Up Market.

Attachments:

1. Application – Monroe's Pop-up
2. Map – Monroe's Pop-up
3. Barricade Map – Monroe's Pop-up
4. Application – Spring Fest
5. Map – Spring Fest
6. Barricade Map – Spring Fest



TEMPORARY USE PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Monroe's Pop-Up Festival

Event Website (if applicable):

Event Date/s: 10/12/24

Event Hours: 11-5pm

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

- ☐ Assembly
- ☒ Festival/Outdoor Market
- ☐ Run/Walk
- ☐ Parade
- ☐ Demonstration
- ☐ Concert/Performance
- ☐ Block Party
- ☐ Educational
- ☐ Other: _____

Special Considerations: (please check all that apply)

- ☐ Alcoholic Beverages
- ☐ Food Sales
- ☐ Cooking
- ☒ Merchandise Sales
- ☐ Pets/Animals
- ☒ Sound Amplification
- ☐ Tents / Inflatables
- ☐ Fireworks/Pyrotechnics
- ☒ Portable Restrooms
- ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
- ☐ Other: _____

Time Set up Begins: 8am

Time Break Down Ends: 6pm

Estimated Event Attendance: 1,000

Estimated # of People at Peak Periods: 500

Estimated # of Vehicles: 300

Estimated Vehicles at Peak Periods: 150

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Home Brew Taproom & Tunes

Applicant Name: Greg Moore

Address: 215 S Main St

City: Monroe

State: NC

Zip: 28112

Phone#: 980 215 3564

Mobile#:

Email: Homebrewtaproom@gmail

Primary On-Site Contact: Greg Moore

Mobile#:

Other On-Site Contact Info: Sandra Murschel

SECTION III: EVENT DETAILS

Description of the Event:

Vendor Pop Up Market

Location/s of the Event:

Main St Monroe

Site Capacity:

Property Address:

Property Owner/s:

Owner/s Authorized Use:



SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

- ☐ **Street Closures** (map of proposed closing and route must be provided with application)

NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Vendor Pop-Up Market
Name of Street to be closed: Main St from Franklin to Morrow
Additional Street: _____ from _____ to _____
of Barricades needed: _____ # of cones needed _____ Drop-off location: _____
Date of Closure: 10/12/24 Start Time: 8am to 10pm
Additional Comments: _____

- ☒ **Trash/Debris Plan:** Disposable garbage cans will be setup on Main St



SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

☐ **Alcoholic Beverages*** (check all that apply)

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales (ABC Permit must accompany)
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- ☒ Site Map of All Activities
- ☐ Parking Plan
- ☐ Security Plan
- ☐ General Liability Insurance
- ☐ ABC Permit
- ☐ Alcohol Beverage Designated Area Map
- ☐ Proof of 501C Status
- ☐ Application Fee
- ☐ Property Owner Authorization
- ☐ Business Notification Form

☒ **Parade/Run/Walk/Procession/Demonstration** (map of route required)

- ☐ Open Sidewalks only
- ☐ Streets w/ temporary traffic interruptions
- ☒ Street Closures
- ☐ Sidewalk Closures

Start Time: 8am End Time: 10pm

Purpose: Pop Up Market

☒ **Tents** (Width x Length X Height)
Dimensions of Tent:

10' x 10'

Tents greater than 400 square feet require an additional \$40 permit fee

☐ **Inflatables** (Width x Length X Height)
Dimensions of Inflatable:

☐ **Cooking or Warming Food?** (Circle One)
Method of Heat:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Greg Moore Title: Organizer

Signature: [Signature] Submission Date: 12/18/23



Business Notification Form
(FOR PRIVATE SPONSORED EVENTS)

Proposed Event Title and Nature of Event: Spring Fest (4/13/24) + Pop Up Festival (10/12/23)
Date of Proposed Event: 4/13 and 10/12 Times of Proposed Event: 11am - 5pm

Streets Proposed to be closed or Partially Closed:
Main St from Franklin to Morrow

Businesses Notified

Business Name	Date of Notification	Time of Notification	Person Notified	Favor/Against	Signature (if possible)
McEwen	12-14-2023	3:28 pm	Arlene Brock	Favor	Arlene Brock
Petal Shoppe	12/14/23	3:30pm	Danene Blackburn	Favor	Danene Blackburn
Simpson's	12/14/23	3:30pm	Krista Philemon	Favor	Krista Philemon
Mary's Salon	12/15/23	11:30 am	Terry Carter	Favor	Terry Carter
Faded Rose	12/15/23	11:30 am	Erin Phelan	Favor	Erin Phelan
M-Bellish	12/14/23	4:37	Robin Lane	Favor	Robin Lane
Local Logic	12/14/23	4:30	Elise Gatt	Favor	Elise Gatt
Gillbert Ciro	12/14/23	3:35 pm	Emily Gilbert	Favor	Emily Gilbert
Dowd	City owned				
Basis	12/14/23	3:35	Tim Hatt	FAVOR	Tim Hatt
Directors Cut	12/14/23	3:40	Ken Burt	FAVOR	Ken Burt
Superior	12/14/23	3:45	Ken Burt	Favor	Ken Burt
Artisan on Main	12/14/23	3:45	Ken Burt	Favor	Ken Burt
Rock's	12/14/23	3:45	Mike	Favor	Mike
Mazing Dancewear	12/14/23	4:10	Kerry Thomas	Favor	Kerry Thomas
Backstage	12/14/23	3:45	JD CRAYCRAFT	Yes for favor	JD Craycraft
Love Country	12/14/23	4:00	Tina Cavendish	Yes	Tina Cavendish
BB Lash + Beaut	12/14/23	4:00	Brandi Jenkins	Yes	Brandi Jenkins
Halo	12/14/23	4:05	Lindsey Shellen	Yes	Lindsey Shellen
Americana	12/14/23	4:07	Alec Barnes	Favor	Alec Barnes
Sorella	12/14/23	4:16	Savannah Griffin	Favor	Savannah Griffin
Main St Bistro	12/14/23	4:20	Lisa Bero	Favor	Lisa Bero
Jam-Pack	12/14/23	4:27	Walt Gier	Favor	Walt Gier
Bela Nature	12/14/23	4:40	Sandra Murschel	Favor	Sandra Murschel



FUNERAL HOME OF MONROE

Serving Families Since 1933

204 South Main Street
Monroe, North Carolina 28112
(O) 704.289.3173 (F) 704.289.4981

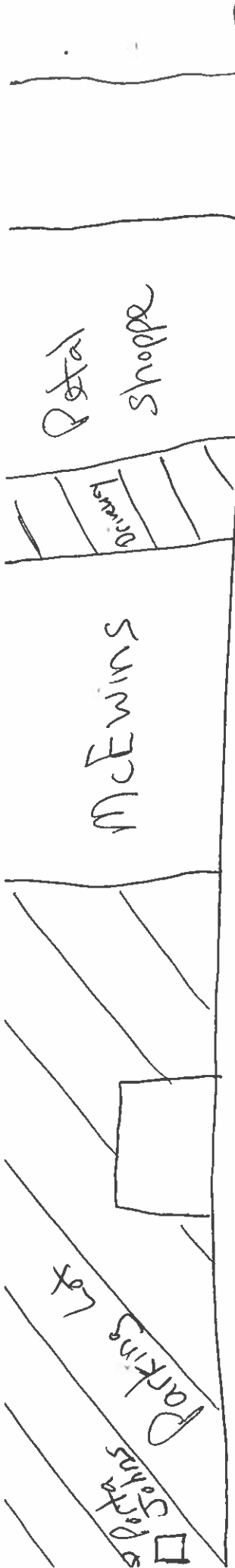
January 8, 2024

To: City of Monroe – City Council Members

Re: Permission for Porta-Johns to be on McEwen Funeral Home Property

McEwen Funeral Home of Monroe is allowing Home Brew Taproom & Tunes to Set 2 Porta-Johns in our parking lot for public use the dates of April 13th, 2024 and October 12th, 2024. This is during the open air vendor markets for downtown and the Art Shows.

Chris Drake
Office Manager



11 12 13 14 15 16 17 18 19 20 21 22

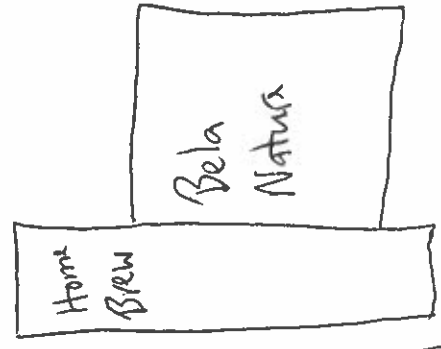
Morrow Ave
Trash

Trash

Food Truck 1 2 3

Each Vendor has
an 11' x 11' space
on Main St

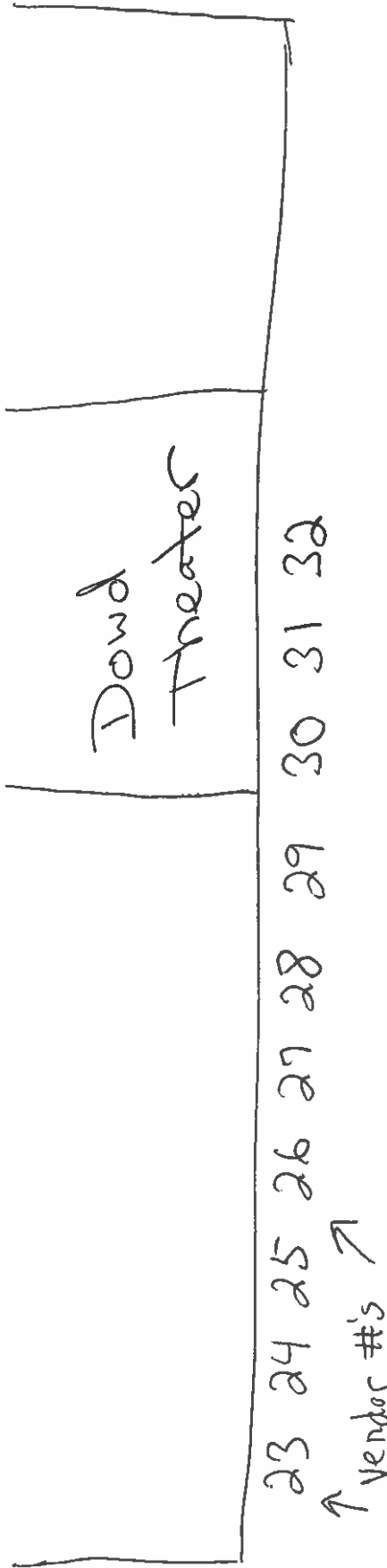
4 5 6 7 8 9 10



LANE ST

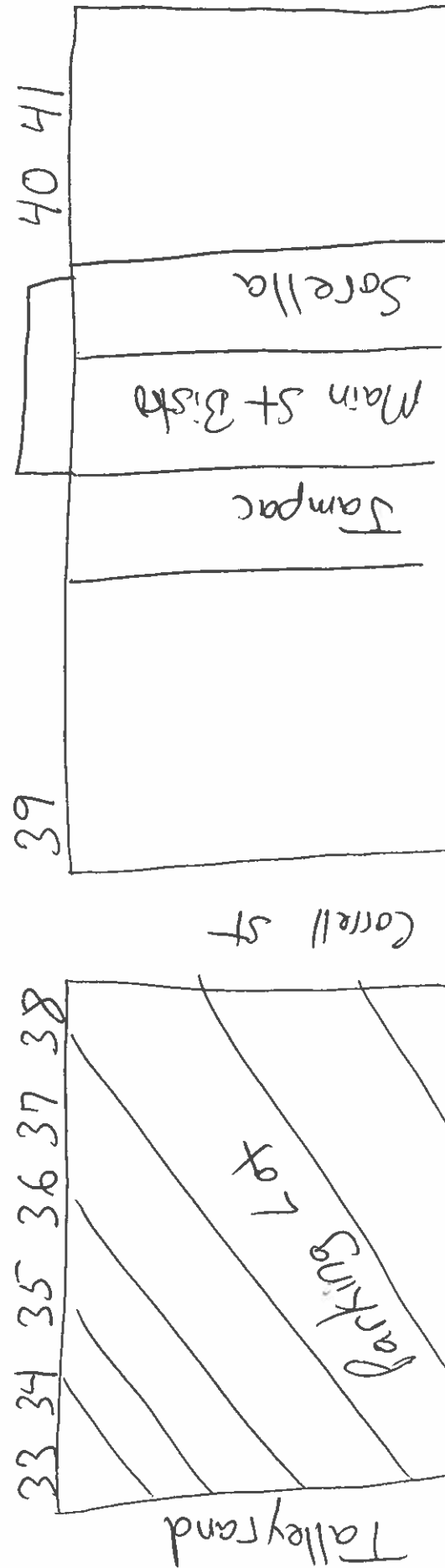
Talleyrand

windsor st



Trash

Trash



Franklin St

Trash
0

2 Porta
Johns - 1 ADA

Parking Lot

62 63 64 65 66 67 68 69 70

52 53 54 55 56 57 58 59 60 61

Trash
0

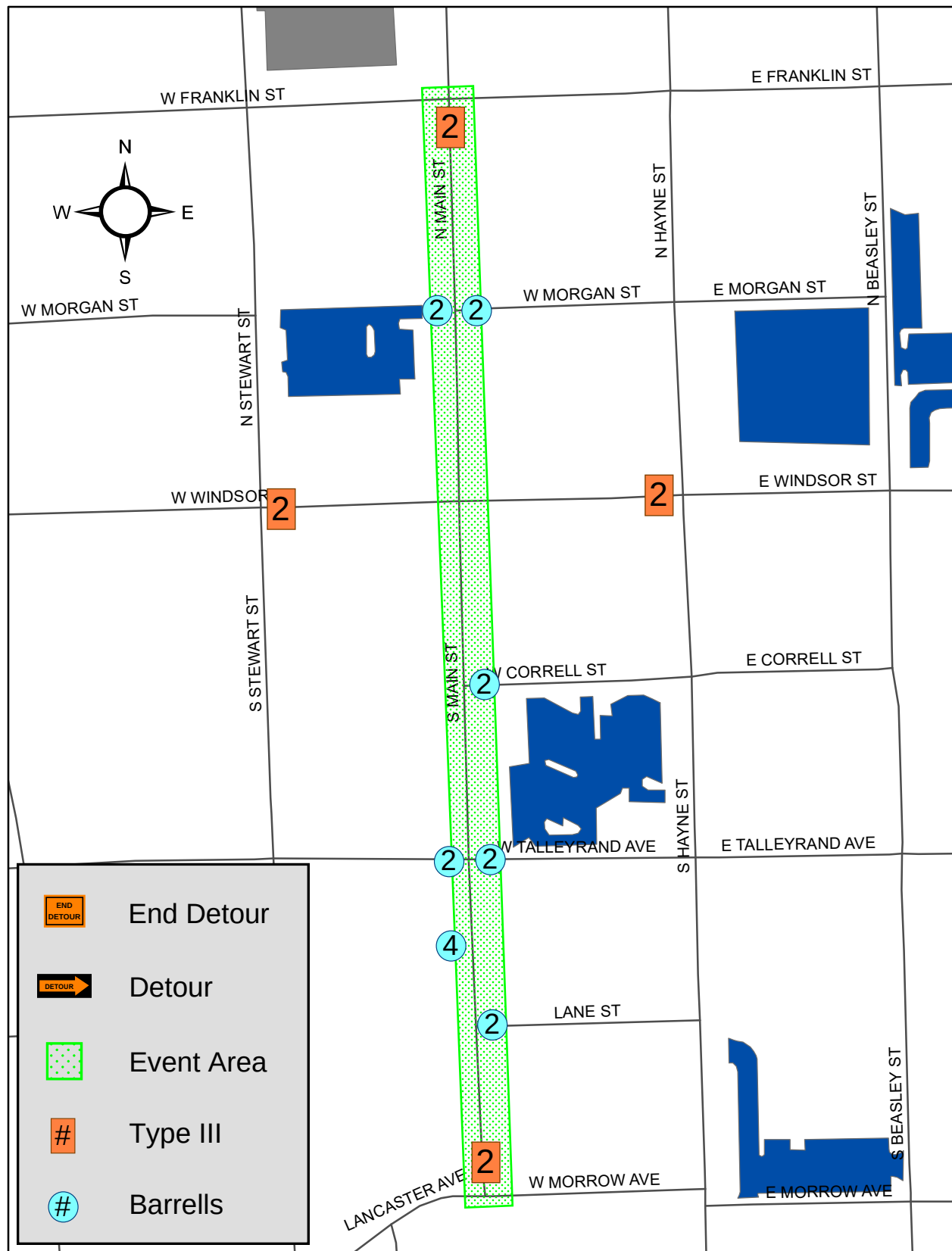
Food Truck
Americana

48 49 50 51

Morgan St

42 43 44 45 46 47

Backstage
Love Country



Monroe's Pop-up Market Barricades 10/12/24

received
12/18/23 JB



SECTION I: GENERAL INFORMATION

Title of Event: Spring Fest

Event Website (if applicable):

Event Date/s: 4/13

Event Hours: 11am - 5pm

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

- ☐ Assembly
- ☒ Festival/Outdoor Market
- ☐ Run/Walk
- ☐ Parade
- ☐ Demonstration
- ☐ Concert/Performance
- ☐ Block Party
- ☐ Educational
- ☐ Other: _____

Special Considerations: (please check all that apply)

- ☐ Alcoholic Beverages
- ☒ Food Sales
- ☐ Cooking
- ☒ Merchandise Sales
- ☐ Pets/Animals
- ☒ Sound Amplification
- ☐ Tents / Inflatables
- ☐ Fireworks/Pyrotechnics
- ☒ Portable Restrooms
- ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
- ☐ Other: _____

Time Set up Begins: 8am

Time Break Down Ends: 6pm

Estimated Event Attendance: 1,000

Estimated # of People at Peak Periods: 500

Estimated # of Vehicles: 300

Estimated Vehicles at Peak Periods: 150

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Home Brew Taproom & Tunn

Applicant Name: Greg Moore

Address: 215 S Main St

City: Monroe

State: NC

Zip: 28112

Phone#: 980 215 3564

Mobile#:

Email: Homebrewtaproom@gmail

Primary On-Site Contact: Greg Moore

Mobile#:

Other On-Site Contact Info: Sandra Murschel

SECTION III: EVENT DETAILS

Description of the Event:

Vendor Pop up Market

Location/s of the Event:

Main St Monroe

Site Capacity:

Property Address:

Property Owner/s:

Owner/s Authorized Use:



SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

[CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED]

- ☒ **Street Closures** (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Vendor Pop-Up Market
Name of Street to be closed: Main St from Franklin to Morrow
Additional Street: _____ from _____ to _____
of Barricades needed: _____ # of cones needed _____ Drop-off location: _____
Date of Closure: 4/13 Start Time: 8am to 10pm
Additional Comments: _____

- ☒ **Trash/Debris Plan:** Disposable garbage cans will be setup on Main St and managed by Greg Mance



SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

☐ **Alcoholic Beverages*** (check all that apply)

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales (ABC Permit must accompany)
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- ☐ Site Map of All Activities
- ☐ Parking Plan
- ☐ Security Plan
- ☐ General Liability Insurance
- ☐ ABC Permit
- ☐ Alcohol Beverage Designated Area Map
- ☐ Proof of 501C Status
- ☐ Application Fee
- ☐ Property Owner Authorization
- ☐ Business Notification Form

☒ **Parade/Run/Walk/Procession/Demonstration**
(map of route required)

- ☐ Open Sidewalks only
- ☐ Streets w/ temporary traffic interruptions
- ☒ Street Closures
- ☐ Sidewalk Closures

Start Time: 8am End Time: 10pm

Purpose: Spring Fest 2024

☒ **Tents** (Width x Length X Height)

Dimensions of Tent:

10' x 10'

Tents greater than 400 square feet require an additional \$40 permit fee

☐ **Inflatables** (Width x Length X Height)

Dimensions of Inflatable:

☐ **Cooking or Warming Food?** (Circle One)

Method of Heat:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Greg Moore Title: Organizer

Signature

Submission Date: 12/18/23

M

Business Notification Form
(FOR PRIVATE SPONSORED EVENTS)

Proposed Event Title and Nature of Event:

Spring Fest (4/13/24) + Pop Up Festival (10/12/23)

Date of Proposed Event: 4/13 and 10/12

Times of Proposed Event: 11am - 5pm

Streets Proposed to be closed or Partially Closed:

Main St from Franklin to Marrow

Business Name	Date of Notification	Time of Notification	Person Notified	Favor/Against	Signature (if possible)
McEwen	12-14-2023	3:28 pm	Arlene Bross	Favor	Arlene Bross
Petal Shoppe	12/14/23	3:30 pm	Danene Blackburn	Favor	Danene Blackburn
Simpson's	12/14/23	3:30 pm	Krista Philemon	Favor	Krista Philemon
Mary's Salon	12/15/23	11:30 am	Terry Carter	Favor	Terry Carter
Faded Rose	12/15/23	11:30 am	Erin M. Hinkle	Favor	Erin M. Hinkle
M-Bellish	12/14/23	4:37	Robin Lane	Favor	Robin Lane
Local Logic	12/14/23	4:30	Elise Gattiff	Favor	Elise Gattiff
Gilbert Ciro	12/14/23	3:35 pm	Emily Gilbert	Favor	Emily Gilbert
Dowd	City owned				
Basis	12/14/23	3:35	Jill Hattie	Favor	Jill Hattie
Directors Cut	12/14/23	3:40	KOH BULL	Favor	KOH BULL
Superior	12/14/23	3:45	Travis	Favor	Travis
Gettysburg Min	12/14/23	3:45	Mike	Favor	Mike
Hock's	12/14/23	3:45	Mike	Favor	Mike
Mazing Dancewear	12/14/23	4:10	Kerry Thomas	Favor	K. Thomas
Backstage	12/14/23	3:45	JB CRAYCRAFT	Yes/for favor	JB Craycraft
Lower Country	12/14/23	4:00	Tina Cavendish	Yes	Tina Cavendish
BB Lash + Beauty	12/14/23	4:00	Brandi Jenkins	Yes	Brandi Jenkins
Halo	12/14/23	4:05	Lindsey Shotton	Yes	Lindsey Shotton
Americana	12/14/23	4:07	Alec Barnes	Favor	Alec Barnes
Sorella	12/14/23	4:16	Savannah Griffin	Favor	Savannah Griffin
Main St Bistro	12/14/23	4:20	Lisa Boye	Favor	Lisa Boye
Jam-Pack	12/14/23	4:27	Walt Gibson	Favor	Walt Gibson
Bela Nature	12/14/23	4:40	Andres Marschall	Favor	Andres Marschall



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Serving Families Since 1933

204 South Main Street
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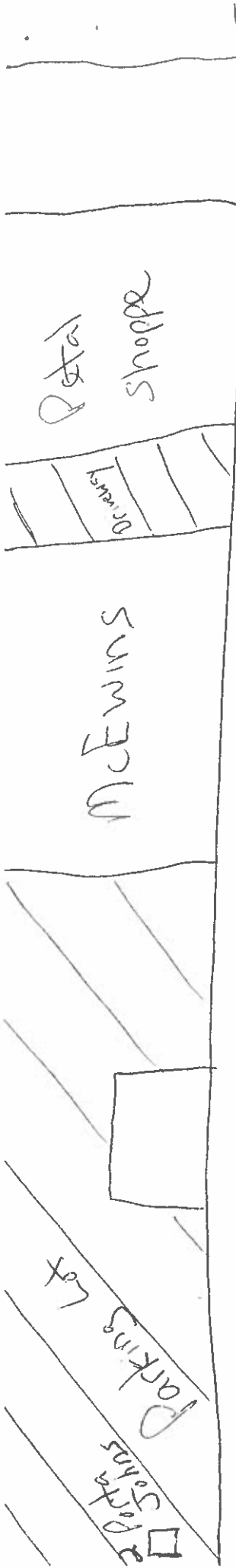
January 8, 2024

To: City of Monroe – City Council Members

Re: Permission for Porta-Johns to be on McEwen Funeral Home Property

McEwen Funeral Home of Monroe is allowing Home Brew Taproom & Tunes to Set 2 Porta-Johns in our parking lot for public use the dates of April 13th, 2024 and October 12th, 2024. This is during the open air vendor markets for downtown and the Art Shows.

Chris Drake
Office Manager



11 12 13 14 15 16 17 18 19 20 21 22
 Axe Dodds

Trash
 0
 Morrow Ave

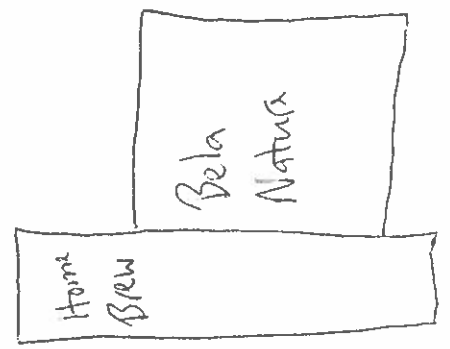
Trash
 0

Food Truck 1 2 3

Each Vendor has
 an 11' x 11' space
 on Main St

Talleyrand

4 5 6 7 8 9 10



LANE ST

Home Brew
 Bela
 Natura

windsor st

Trash
0

Dond
Theater

23 24 25 26 27 28 29 30 31 32

↑ Vendor #'s →

Trash
0

33 34 35 36 37 38

Parking 7x

Talleyrand

Correll St

39

Tampac

Main St Bldg

Sorella

40 41

Franklin St

Trash
○

2 Porta
Johns - 1 ADA

62 63 64 65 66 67 68 69 70

Parking Lot

52 53 54 55 56 57 58 59 60 61

trash
○

42 43 44 45 46 47

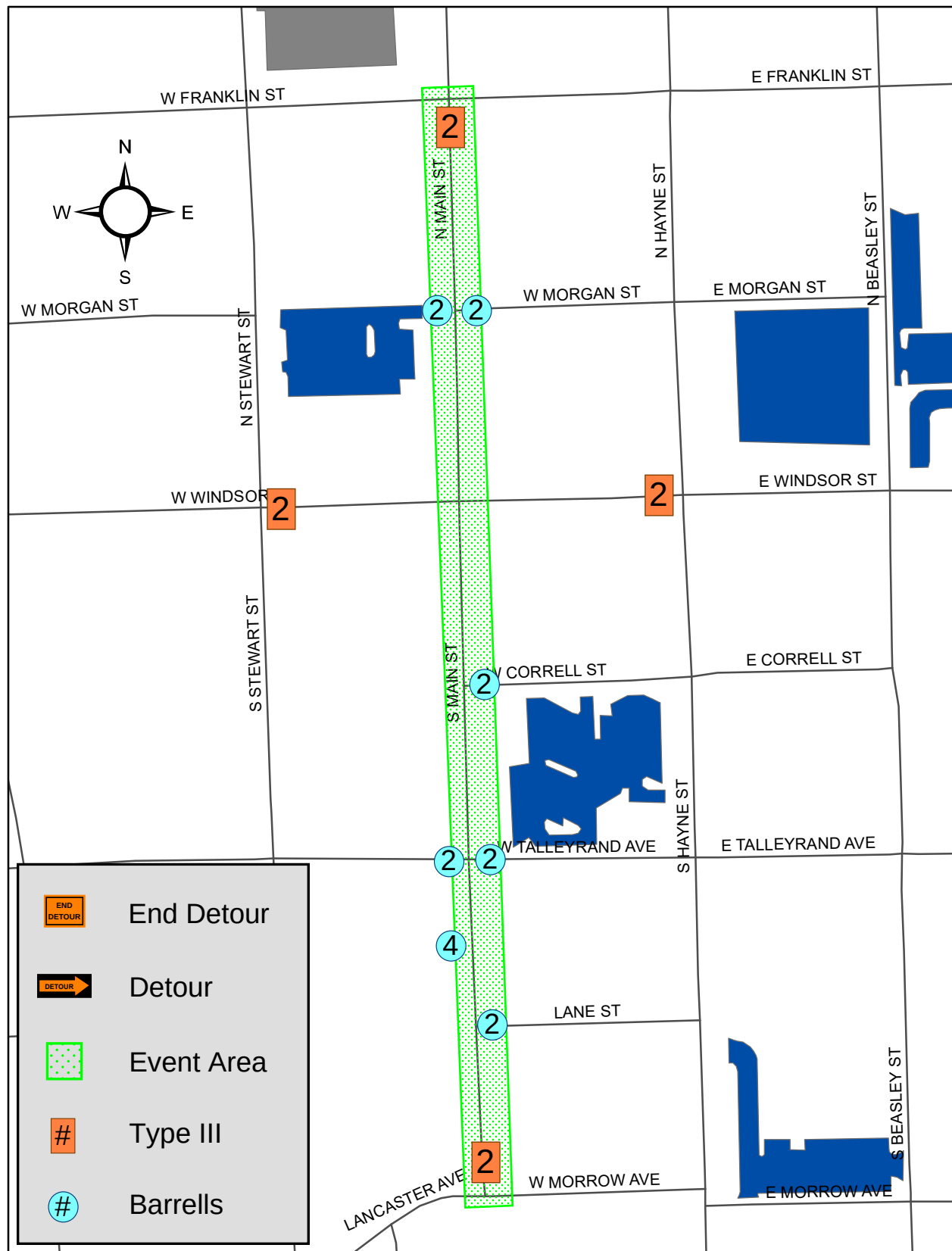
Morgan St

48 49 50 51

Food Truck

Americana

Backstage
Lower Country



Spring Fest Pop-up Market Barricades 4/13/24



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Sarah McAllister, P.E., Engineering Director

PREPARED BY: Sarah McAllister, P.E., Engineering Director

SUBJECT: Critical Intersection Analysis 2024

SUMMARY STATEMENT

City Council is requested to consider entering into an Interlocal Agreement with Union County for another critical intersection analysis study.

REVIEW

Engineering Staff has been working with Bjorn Hansen, Transportation Planner with Union County, along with representatives from the North Carolina Department of Transportation (NCDOT) and staff from other municipalities within Union County on another Union County Critical Intersection Analysis. The intent is to identify locations throughout the county that have experienced congestion and safety issues, provide a further evaluation based on existing data, and narrow the list to those that would be most competitive for funding through the NCDOT and/or the Charlotte Regional Transportation Planning Organization (CRTPO). Union County has been awarded a grant in the amount of \$192,000 with a required local government match of \$48,000. The City's portion of the local match would be \$4,000 with the County contributing \$20,000 and the rest being provided from other municipalities.

Similar processes took place in 2016, 2019, and 2023 in which several intersections within Monroe were identified. The Williams Road intersection with Old Charlotte Highway was identified in the 2016 list and later qualified for spot safety funds through NCDOT. Construction of a traffic signal with turn lanes should take place within the next year. The Poplin Road and Unionville-Indian Trail Road intersection was identified in the 2019 list, later received funding and a four-

way stop was installed. The Sutherland Avenue and Walkup Avenue intersection was identified in the 2023 list and was submitted as a project to CRTPO in the fall of 2023.

Union County has provided an Interlocal Agreement for this project which includes the City's \$4,000 participation toward the required match for the grant. A copy of the Interlocal Agreement is provided. Sufficient funds are available in the Engineering Department's operating accounts to cover the \$4,000 required match.

This matter was presented to the Public Enterprise Committee on March 5, 2024.

RECOMMENDATION

The Public Enterprise Committee and Staff recommend approval of the Interlocal Agreement with Union County and authorization of the City Manager to execute the agreement.

Attachment:
Interlocal Agreement with Union County

STATE OF NORTH CAROLINA

INTERLOCAL AGREEMENT

COUNTY OF UNION

THIS AGREEMENT, is made and entered into this _____, by and between Union County (the "County") and the City of Monroe (the "Municipality") (hereinafter collectively referred to as the "Parties").

W I T N E S S E T H:

WHEREAS, the County was awarded a grant from the Charlotte Regional Transportation Planning Organization ("CRTPO") for a critical intersection analysis study that will study certain traffic intersections in Union County, including certain intersection(s) in the Municipality, in order to consider implementing future intersection improvements (the "Grant"); and

WHEREAS, the Grant will allow for County to select and engage a consultant (the "Consultant") to perform the critical intersection analysis study and produce a subsequent report (the "Study"); and

WHEREAS, under the Grant CRTPO will reimburse the County for its costs for the Study in the amount of One Hundred Ninety Two Thousand Dollars (\$192,000), with an additional Forty Eight Thousand Dollars (\$48,000) required under the Grant as a local government match (the "Match"); and

WHEREAS, the County will contribute at least Twenty Thousand Dollars (\$20,000) toward the Match; and

WHEREAS, the Municipality has agreed to contribute Four Thousand Dollars (\$4,000) toward the Match due to the Study including intersection(s) within the Municipality's limits (the "Municipality Contribution"); and

WHEREAS, this Agreement is made under the authority of N.C. Gen. Stat. § 160A-460 et seq and all other applicable law.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. The term of this Agreement shall begin on mutual execution and shall continue until December 31, 2025. This Agreement may only be terminated upon expiration of the aforementioned term without an amendment extending the term executed by both parties to this Agreement. Notwithstanding the foregoing, the Parties may, by mutual written consent, terminate this Agreement at any time and for any reason.

2. After 50% of the work for the Study is complete, as reasonably determined by the County, the County will invoice the Municipality for the Municipality Contribution. Within thirty (30) days of receipt of such invoice, the Municipality shall pay the Municipality Contribution.

3. The County shall directly select and engage the Consultant to perform the Study. The Parties agree to work collaboratively with the Consultant to provide any reasonably requested information and assistance needed for the Study. Upon completion, and County's receipt, of the Study, the County will ensure that the Municipality receives a copy of the Study.

4. This Agreement may be amended at any time by mutual, written consent of the parties.

5. This Agreement may be signed in counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument. The Parties hereto confirm that any facsimile copy or photocopy of another party's executed counterpart of this Agreement (or its signature page thereof) will be deemed to be an executed original thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be executed the day and year above written.

UNION COUNTY:

Attest: _____
Lynn West, Clerk to the Board

By: _____
Brian W. Matthews, County Manager

Approved as to Legal Form: BTI

CITY OF MONROE:

Attest: _____
Bridgette Robinson, Clerk

By: _____
William Mark Watson, Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Lisa Strickland, Finance Officer



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Public Comment Period

SUMMARY STATEMENT

The Public Comment Period is set aside to receive comment from the Public in accordance with North Carolina General Statutes.

REVIEW

RULES GOVERNING PUBLIC COMMENT PERIOD DURING CITY COUNCIL REGULAR MEETINGS

1. A Public Comment Period shall be placed on the agenda of each City Council Regular Meetings. Said agenda item shall occur on the Regular Meeting agenda immediately after the invocation and pledge of allegiance. When adopting the Agenda, City Council may move the Public Comment Period to another location on the agenda solely at Council's discretion. Such change is effective only during that meeting. In addition, City Council may, upon motion to suspend the rules during a Regular Meeting, approve moving the Public Comment Period to another location on the Agenda.
2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by listing their name and topic on which he or she will speak.
3. A total time of thirty (30) minutes will be allotted for the Public Comment Period at the end of which those who signed up to speak may be requested to hold their comment until

the next regular Public Comment Period during which they will be given priority for comment. Council, in its discretion, may extend the time allotted for Public Comment.

4. Each speaker shall be allotted up to three (3) minutes to speak which shall be strictly observed unless otherwise extended at the discretion of the Council.
5. Speakers shall at all times maintain proper decorum and shall make their comments in a civil manner. Speakers shall remain at the podium to make comments and not approach Council or staff without the express invitation of the Mayor or presiding officer.
6. At the request of Council, groups of persons supporting or opposing the same positions may be asked to designate a spokesperson to speak.
7. Speakers shall not speak on any topic which is the subject of a public hearing on the same agenda.
8. Council will refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position.
9. No formal action will be taken by Council during the same meeting on any matter which was initially introduced during the Public Comment Period.
10. Council shall not restrict the subject matter of any comment based on content in any way except as provided herein.

RECOMMENDATION

Receive public comment.

MINUTES OF THE BOARD OF ADJUSTMENT MEETING

January 25, 2024, at 6:00 P.M.

Council Chambers

300 W. Crowell St.

Monroe, NC

To HR: 02/12/2024

Item 1. Call to Order

Chair, Kenneth Deal called the January 25, 2024, meeting to order at 6:04 p.m. and noted that there was a quorum present with 3 members. Ashlyn Penegar, Administrative Assistant, called the roll.

Members Present: Kenneth Deal, Louis Philippi and George Smith

Members Absent: None

Staff Present: Doug Britt, Senior Planner; Patrick Blaszyk; Al Benshoff, BOA Attorney; Richard Long, City Attorney; Ashlyn Penegar, Administrative Assistant II

Guests: James Gerber, Marc Rodriguez, Lloyd Cobb and William Lawrence

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Approval of Minutes – Minutes of November 30, 2023

Chair asked has all Board members had a chance to review the minutes?

Louis Philippi said yes, I have. But, I was not a member of the Board. Am I allowed to vote on this?

Chair said yes and you were present for that meeting, so it makes you more than qualified.

Motion: George Smith made a motion to approve the minutes of the November 30, 2023, meeting.

Second: Louis Philippi

Action: The motion approve the minutes passed with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

Item 4. Conflicts of Interest

Chair asked if there were any conflicts of interest?

There were none.

Item 5. Quasi-Judicial Statement:

Al Benshoff said this is for the audience and it is a brief explanation of what the Board of Adjustment does. This is a quasi-judicial hearing, which means it is like a court hearing. North Carolina law sets specific procedures and rules concerning how this board of adjustment must make its decisions. these rules are different from other types of land use decisions, such as rezoning's. This board's discretion is limited. This board must base its decisions on competent, relevant and substantial evidence in the record. A quasi-judicial process is not a popularity contest, it is a decision limited by the standards in the zoning ordinance and based on the facts presented. If you will speak as a witness, please focus on the facts and ordinance standards, not personal preference or opinion. Participation is limited by state law and this meeting is open to the public. Everyone is welcome to watch and parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the town, applicant and individuals who can show that they will suffer special damages. Other individuals may serve as witnesses when called by the chair, general witness testimony is limited to facts, not opinions. For certain topics, this board needs to hear opinion testimony from expert witnesses. These topics include impacts on property values and increased traffic. Persons providing expert opinion must be qualified as experts and provide the factual evidence on which their opinions are based. Witnesses may be cross-examined by parties with standing and witnesses must swear or affirm their testimony.

Al Benshoff said one other thing, Mr. Britt suggests that Item 8 be taken first because it may be shorter than the other ones.

Chair asked is Mr. Rodriguez here to speak on this?

Marc Rodriguez said I am.

Chair asked does any Board member have any objections to changing Item 8 to Item 4a?

There were none.

Chair said very well, we will consider Item 8 now as Item 4a. We will take it next. In that case, the next item will be:

PLSUP 2024-00135 Special Use Permit- The Board of Adjustment is requested to consider a special use permit from Marc Rodriguez in order to install barbed wire to the top of a chain link fence in the rear and side yard of the property located at 2411 Nelda Drive. (Parcel ID # 09-261-005F)

Chair said if anyone is giving testimony for this matter, please step forward to be sworn in.

Patrick Blaszyk, Doug Britt and Marc Rodriguez approached the podium and were sworn in by the Chair.

Patrick Blaszyk said tonight, I am here to present a Special Use Permit request for 2411 Nelda Drive in which the applicant is looking to add barbed wire to the top of an existing chain link fence at the rear and left side of the property.

Proposed Findings:

1. The property located at 2411 Nelda Drive is owned by Charles H. Griffin and is zoned GI (General Industrial). (Exhibit 1 & 2).
2. A Special Use Permit application was submitted in January 2024 by Marc Rodriguez of ARC3 Gases requesting to install a 1-foot tall section of barbed wire to the top of a perimeter chain link fence with the barbed wire being located on the rear and left side of the perimeter fence where vehicles, materials and gases are stored. (Exhibit 3 & 4)
3. Section 8.3.10 C. of the City of Monroe Unified Development Ordinance (UDO) states in relative parts:

“Barbed wire fencing is only permitted in conjunction with agricultural activities in the, RLD, and RMD districts. Barbed wire may be approved by special use permit in other districts in accordance with the required standards of review in Section 3.4.9: Special Use Permits and if deemed necessary to protect health and safety in association with utility structures, landfills, airports or similar civil uses.” (Exhibit 5)
4. Site plans displaying the location of the fence were submitted by the applicant. (Exhibits 6 & 7)
5. The applicant submitted parcel information about 2411 Nelda Drive from the Union County, NC Go Maps 4.0 website. (Exhibit 8)
6. All adjoining property owners have been notified of the Special Use Permit application. (Exhibit 9 & 10)

Patrick Blaszyk said this concludes my presentation at this time. Please let me know if you have any questions for me or the applicant, who is here as well.

Chair asked did you receive any inquiries or comments from the people who were notified?

Patrick Blaszyk said no, I did not.

Chair asked was the application for the Special Use Permit submitted accurately and complete and accepted by the Planning Department?

Patrick Blaszyk said it was.

Chair asked are there any questions from any other Board members?

There were none.

Chair said if the applicant would like to step forward and introduce yourself. You indicated that you had some statements because you were sworn in.

Marc Rodriguez said I don't have anything in particular, except its standard operating procedure typically to put up a fence like that. We are just doing what we've typically done, we've got 58 locations across the Carolinas and Georgia. Its standard operating procedure for us to install these because of the compressed gasses and flammable gasses and things that we don't want undesirables or people that shouldn't be roaming the territory or getting access to something like that. It's what all of our competitors do as well.

Chair said I believe all of that was stated in your application as well.

Mr. Rodriguez said it was.

Chair asked if any Board members have any questions for the applicant?

Louis Philippi said I have a question. I saw your building today and looked at it. There's a 3 ft. barbed wire top on top of the fence. Are you wanting to put more on there?

Mr. Rodriguez said no sir. We just want it as is, that's it.

Louis Philippi said ok, that's all I've got.

George Smith asked what type of gasses do you store there?

Mr. Rodriguez said oxygen, nitrogen, argon. We are a welding supply company. We have helium and we do a lot of CO2 as well.

Chair asked do we have any other questions?

There were none.

Chair asked is there anyone else that was sworn in that wants to give testimony to this? If not, I will go through the worksheet and we can make the motions.

Special Use General Standards-

1. **The use will not materially endanger the public health or safety if located, designed, and proposed to be operated according to plan.**

Motion: George Smith made a motion that the standard is met because compressed gasses can be extremely dangerous, even if they aren't flammable. It's good to have them sealed off away from the public and access to them can be detrimental to the people getting involved in the community around.

Second: Louis Philippi

Action: The motion passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

2. **The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.**

Motion: Louis Philippi made a motion that the standard is met because securing compressed gasses with a chain link fence with barbed wire at the top is what the applicant installs at all of their stores across the Carolinas. It would be unsafe for the neighborhood and the community to not have the extra caution.

Second: George Smith

Action: The motion that the standard is met passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

3. **The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.**

Motion: George Smith made a motion that the standard is met because the location is in an industrial area and having the property properly secured would actually enhance the value of the land around the property.

Second: Louis Philippi

Action: The motion that the standard is met passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Monroe Land Development Plan.

Motion: Louis Philippi moved that the location and character of the use will be in harmony with the neighborhood in which it is located and in conformity with the Monroe Land Development Plan because it's a simple and well-constructed fence, it's in an industrial area where other businesses have their property secured and rightly so. Also, there is a residential area close to the sides, so there could be kids roaming around looking for a place to play. It's not only meeting the standard, its good idea.

Second: George Smith

Action: The motion that the standard is met passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

Chair asked for a motion to approve, deny or modify the Proposed Findings of Fact as submitted in the Staff Report.

Motion: George Smith made a motion to approve the Findings of Fact 1-6 as presented.

Second: Louis Philippi

Action: The motion to approve the Findings of Fact passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

Chair asked for a motion to grant or deny the request of the Special Use Permit

Motion: Louis Philippi made a motion to grant the Special Use Permit request.

Second: George Smith

Action: The motion to grant the Special Use Permit modification passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

Item 6. **PLZNA 2024-00103 Variance-** The Board of Adjustment is requested to consider ten variance requests from William Lawrence in order to subdivide the existing four houses on one lot at 422 English Street. (Parcel ID # 09-189-133)

Chair said anyone who wishes to speak in regard to this item, please approach and be sworn in.

Doug Britt, Patrick Blaszyk, William Lawrence and Lloyd Cobb approached the dais and were sworn in by the Chair.

Chair said element one of this is a determination of preliminary matters. Is the request within the jurisdiction of the Board of Adjustment? At this time, I would like to recognize the City Attorney, Richard Long.

Richard Long approached the podium and said thank you Mr. Chairman. Mr. Chairman, as you are aware that the City has zoning ordinances and the zoning ordinance has standards of permitted uses throughout wherever they are in the City. What this is attempting to do is change our zoning ordinance about a permitted use by a variance, which is not allowed under the statute. When you are looking at the variance statute, it specifically says that no change in permitted uses may be authorized by a variance. So, what they are really asking you to do here is to do something that should be done by a change in zoning or rezoning. Now, there might not be a rezoning that fits this, and I can't tell you whether there is or there is not. But, I think this is the wrong procedure.

Chair asked the Board if there were any questions or discussions.

There were none.

Chair thanked Mr. Long and asked William Lawrence to approach the podium.

Mr. Lawrence approached the podium and introduced himself. He asked is everyone had a copy of his plat?

Chair said we are only dealing with the preliminary matters. Do you disagree with anything that the City Attorney said as to his feeling that this in an inappropriate venue?

Mr. Lawrence said yes, I believe that this is an appropriate venue.

Chair asked what do you base that on?

Mr. Lawrence said like he stated, there is no rezoning. In order for each dwelling to be on its own parcel of land, this is the only alternative in which to make that subdivision process applicable. Currently you have 4 dwellings on one parcel and there is no rezoning for that size. This is the only process that would allow that to be subdivided.

Chair asked the Board, does anyone of you have any questions?

Louis Philippi said yes, these 4 houses were built as rentals in the late 40's, I guess?

Mr. Lawrence said yes, I believe so.

Louis Philippi said they've changed hands several times. What is the motivation for wanting to break it up and get all these variances?

Mr. Lawrence said it's my understanding that the property owner wants to sell 1-2 of the dwellings independently and because they are only on one parcel, of course you would have to sell the entire parcel.

Louis Philippi asked if the owner has a buyer or if he just wants to be able to? Do you have a buyer? Is the buyer an individual who would reside there, just out of curiosity?

Chair said Louis, be careful not to actually get into the variances. We are only discussing the preliminary matters about the appropriateness right now.

Louis Philippi said thank you.

Chair asked if there were any other questions?

Al Benshoff said I have some. Mr. Lawrence, have you or the owner asked the City Council or Planning Board to amend the zoning ordinance to allow these small lot, single family residences that you propose?

Mr. Lawrence asked, amend the zoning ordinance how?

Al Benshoff asked are you aware that people can petition the City Council to amend the zoning ordinance?

Mr. Lawrence said I was aware of that, but because no zoning would be in compliance.

Al Benshoff said I don't mean a map amendment; I mean a text amendment.

Mr. Lawrence said no, I don't think I was aware of that.

Al Benshoff said so, you haven't asked the City Council or Planning Board to amend the text of the UDO to create a zoning district that would allow this small lot, single family development?

Mr. Lawrence said no, I was not aware that was even a possibility of creating its own special use.

Al Benshoff asked you testify that there was no recourse that asking for a variance or multiple variances was the only recourse?

Mr. Lawrence said yes. You are saying that petitioning the amendment of the zoning ordinance is another recourse, to make it a special use zoning?

Al Benshoff said yes, but you will have to talk to the Planners and the Planning Board about how the text would read. That's not something the Board of Adjustment does, they only answer the questions that they are presented. Their jurisdiction is always the first question that has to be answered and that is what the Board is wrestling with, whether they have jurisdiction to hear these variances.

Chair said I am either at an advantage or a disadvantage because I also sit on the Monroe Planning Board. But, from a Board of Adjustment standpoint, the way I look at this is the property already exists and under the Unified Development Ordinance, it's considered a non-conforming standard and it was grandfathered because it pre-exists the ordinance. What you are really asking us to do is replace one non-conforming standard with another non-conforming standard and under state statute, I don't feel that we have that authority. The City of Monroe is incorporated with its own City Council and its own Planning Department to process rezoning or conditional planned developments to meet certain standards. So, in my estimation, if the City can take a twin home that's two houses in one that is sitting on one piece of property, and divide it into two properties for sale, then this is well within the Planning Board and City Council adjudication authority and not the Board of Adjustment. Do you understand what I'm trying to show you?

Mr. Lawrence said yes, I think I do. Thank you.

Chair asked does anyone else have standing that wants to say something?

Lloyd Cobb approached the podium. He said I respect the attorney and I respect you guys.

Chair said since your name is not in the agenda, please state your name and address for the record.

Mr. Cobb introduced himself and said I reside at 2004 Planters Knoll Drive in Monroe, NC. I bought these properties about 12 years ago and Captain Greene, the Mayor and the Lieutenants, it took us two years to clean the drugs up in that area. When you first went in there and I don't know if you guys have went through there, but guys would stop you and it was just infected with drugs. I take a lot of pride in buying those properties and cleaning that area up. You can go through there and you don't have any of that now because of the hard work that I put in with the neighbors and Captain Greene, I don't know if she is still with the City. But, we worked really hard to do that. Some of these tenants have been in these properties since they were little kids, 30-40 years. What I am doing is trying to turn those guys that's been there all of their lives and didn't have the opportunities to own properties, is to have them buy these properties. I'm trying everything I can do to make that happen. I've got two houses where the guys have grown up there and the parents have died and I'm trying to make it to where I can sell those properties to those guys and I will finance them. I've got five other properties that I've got with families living in now that are buying those houses. At the same time, I respect what you are telling us today. I just hope that there is a remedy that we can somehow come up with that would enable me to sell those properties. Right now, there are four houses on one parcel of land. I get one tax bill and of course it would be a benefit to the City to do it because they are going to get more tax money. That's what I'm trying to do, maybe someone could guide us to do whatever we need to do to make it happen. Thanks for your time.

Chair said thank you and I know the City thanks you for cleaning up that area. I do believe there is probably a remedy using the legislative process instead of the judiciary process. Again, I don't feel that its within our authority to hear this matter because it's really a Planning Board/City Council decision and not an adjudicated Board of Adjustment decision.

Al Benshoff said we would need a motion...

Chair said I know that, I'm getting to that.

Al Benshoff said I'm sorry, Mr. Deal.

Chair said I try not to be the one making the motions, if I have to, I will, but I prefer it to be a team effort and let the other Board members have an opportunity to make a motion first. So, I will solicit a motion as to whether or not my fellow members feel that we have jurisdiction to review this matter.

Motion: George Smith made a motion due to our lack of jurisdiction over this matter, that we do not review the case at the Board of Adjustment Meeting.

Second: Louis Philippi

Action: The motion passed unanimously with the following votes:

AYES: Kenneth Deal, Louis Philippi and George Smith

NAYS: None

Chair said I would recommend that you get with Mr. Britt or other members of the Planning Department to go the rezoning or amendment to the UDO, or whatever route they recommend.

Mr. Lawrence said thank you.

Item 7. **PLZNA 2024-00136 Variance-** The Board of Adjustment is requested to consider two variance requests from James Gerber from the minimum lot area in order to subdivide the existing single lot into two lots at 615 English Street. (Parcel ID # 09-189-139)

Chair said if anyone is giving testimony on this, please step forward to be sworn in.

Al Benshoff said the staff doesn't need to be sworn in every time.

James Gerber approached the dais and was sworn in by the chair.

Chair said again, I will recognize Mr. Long for the determination of preliminary matters, is the request within the jurisdiction of the Board of Adjustment.

Richard Long said without being redundant, I will repeat myself again if that's what you would like. But, the argument for this is the same argument as before.

Chair said ok, thank you. Do we have any questions for the City Attorney?

There were none.

Chair asked Mr. Gerber, would you like to give us a presentation? Please keep it factual and evidentiary. This is just on the preliminary as to why you feel that this is an appropriate venue for your request.

James Gerber approached the podium and said you guys do variances and this is just a variance of one of the terms of which you base lots on. It's not like I'm changing this from a single family to a multifamily or anything other than multifamily, I'm just requesting the ability to be able to split the lot and be able to use them independently I was under the impression that this was the forum in which we could request the variance on any of those issues and therefore, it would be appropriate to bring this request to you guys. With the prior discussion, it was splitting it from multifamily down to single families and things like that, I feel that this is a separate sort of issue. Because this is just a single family and additionally, if you look at the way the home is placed, it's all the way on the south side of the lot and clearly, it was intended to have multiple houses on that lot and I guess they just never got around to building another home there. Additionally, there are a number of homes within a quarter of a mile there that are on much smaller lots, 0.16 acres and I can give you the address. But, they are all homes that are all on smaller lots than what I am discussing. This is over a half an acre and to split it up into two quarter lots, I feel that this would be the appropriate venue to do that.

Chair asked does the Board have any questions.

There were none.

Chair said I have looked through, not only the individual request, but the neighborhood, but that all beside again, as with the splitting a lot from 1 into 4 or 1 into 2, the issue is in fact the same. It's the compliance of the square footage of the minimum lot sizes, which is the jurisdiction of the Planning Board and City Council to make a ruling on whether or not a lot can be subdivided. If it was one lot and you had a situation on the lot that you were trying to get a variance because you weren't in compliance because you were trying to put up a shed or something like that. Or the square footage of what you were wanting to construct exceeded your allotment or things of that nature, would be appropriate here. You are in fact looking for a rezoning action so that you can repurpose the lot from one to two lots. As a member of the Planning Board and knowing how the actions that they've dealt with in the past, that's the kind of stuff I see there and not at this particular Board. So, in my judgement, it's not within our jurisdiction to tell the City that their Unified Development Ordinance doesn't apply in your situation.

George Smith asked do we need to make a motion?

Motion: Louis Philippi made a motion due to our lack of jurisdiction over this matter, that we do not review the case at the Board of Adjustment Meeting.
Second: George Smith

Action: **The motion passed unanimously with the following votes:**

AYES: **Kenneth Deal, Louis Philippi and George Smith**

NAYS: **None**

Chair said we would love to do it if we could, it's just not within our jurisdiction to do it.

Mr. Gerber asked something inaudible.

Chair said get with Mr. Britt with the Planning Department. They have different forms that you have to fill out in order to start that process.

Item 9. **Next Meeting: February 22, 2024**

Chair asked do we have any cases for that yet that you know of?

Patrick Blaszyk said yes, we have one.

Chair asked is everyone available on February 22?

There were no conflicts.

Item 10. **Adjournment**

Motion: **Louis Philippi made a motion to adjourn the meeting.**

Second: **George Smith**

Action: **The motion to adjourn passed unanimously with the following votes:**

AYES: **Kenneth Deal, Louis Philippi and George Smith**

NAYS: **None**

The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Kenneth Deal
Chair

Ashlyn Penegar
Clerk of the Board

City of Monroe
Downtown Monroe Advisory Board Special Meeting
300 W Crowell Street, Monroe, NC 28112
City Hall Conference Room
9:00 a.m.

Tuesday, January 2, 2024
Meeting Minutes

DAB Members: Chair: Joyce Rentschler, Kay Klaren, Jason Walle, Marie Starnes, Heather Reagor

Staff Present: Matthew Black, Downtown Director; Richard Long, City Attorney; Terry Sholar, Senior Staff Attorney; Mark Watson, City Manager; Lisa Stiwinter, Planning and Development Director; Doug Britt, Senior Planner

Visitors Present: Tim Ratliff, Lisa Boix, Peter Karlan, Sheila Crunkleton

Member(s) Absent: Caroline Brown

The Downtown Monroe Advisory Board met on January 2, 2024 at 9:00 a.m.

Item 1: Call to order

Joyce Rentschler called the Tuesday, January 2, 2024 Downtown Advisory Board Special Meeting to order at 9:00 am.

Item 2: Roll Call

Roll was conducted with a sign- sheet of the members that were present.

Item 3: Approval/Acceptance of Minutes (Action Required)

Joyce Rentschler submitted the Minutes of the Downtown Monroe Advisory Board Meetings of August 22, 2023 and September 21, 2023 requested a motion to approve minutes.

Motion: Heather Reagor made a motion to accept the August 22, 2023 and September 21, 2023 Downtown Advisory Board meeting minutes as submitted.

Second: Jason Walle

Action: The motion to accept the August 22, 2023 and September 21, 2023 Downtown Advisory Board meeting minutes as submitted passed unanimously.

Item 4: Downtown Community Walk (Action Required)

Joyce Rentschler introduced this item.

BelaNature has submitted a sponsorship application for the Downtown Community Walk.

The Downtown Community Walk is an event put on by downtown Monroe business owners to bring people into Downtown Monroe and help build public awareness of non-profits located in Monroe and general Union County area. Every business in downtown which participates in the event is paired with a non-profit and jointly helps bring foot traffic for that specific day. There will be at least 15 downtown businesses willing to participate in this event and will be open during the event.

The event is scheduled for the February 17, 2023 from 12pm to 4 pm.

In order to form a sponsorship plan, which encompasses a fair policy, the Downtown Office has appropriated funding towards these endeavors. The appropriation can fund up to one event each quarter and one application per event each fiscal year, not the exceed \$500. This is the second application submitted for the Q3 of FY24.

Action: The motion to approve the Community Walk Sponsorship grant as submitted, passed unanimously.

Item 5: Food Truck Pilot Program (Action Required)

Joyce Rentschler introduced this item.

The Downtown Advisory Board was requested to discuss the previous Food Truck Pilot Program in the Central Business District, which was adopted by City Council Nov. 9, 2021. There was discussion from the board members on how these possible changes came about and what exactly is expected of the board in order to make a recommendation to City Council. At the start of the discussion Lisa Stiwinter, Planning and Development Director, gave a brief power point presentation of how the food truck pilot program came about and the implementation process that occurred to make it happen.

Some of the suggested changes to the Food Truck Pilot Program include allowing a food truck on Saturdays between 7 am and 11 am, while adopting the previous pilot program as an ordinance. Another concern that came up is the guarantee that a downtown business, who applied for a food truck permit, will be guaranteed a parking spot in front of their business.

It was overall agreed upon that food trucks should not be within 100 feet of an existing downtown restaurant and that overall the food truck pilot program has been a successful, implemented program.

The Downtown Advisory Board was uncertain about the request made to bring this item forward as there seemed to be a lot of unanswered questions and feedback from existing business in downtown. Mark Watson, City Manager, requested Matthew Black, Downtown Director, to hold a meeting with Downtown business owners to get more feedback, then call another Downtown Advisory Board meeting to make a formal recommendation to City Council.

Item was tabled to a future Downtown Advisory Board meeting.

Item 6: Pronto Grant Application for Smorgansbord (Action Required)

Joyce Rentschler introduced this item.

The Downtown Advisory Board was requested to consider a recommendation of the Downtown economic development incentive to City Council for Smorgansbord, 109 S. Hayne Street. Smorgansbord has signed a 5-year lease for 109 S. Hayne Street and is looking to open a new business in Downtown Monroe. The new business project costs total \$180,000 and is located within Downtown Monroe's Central Business District.

Based on stipulations of the Economic development incentive grants City Council is requested to consider the following:

1. The PRONTO grant shall match (50/50) up to \$5 per sq. ft. of the assessed sq. footage of 2000 or the max grant match of \$10,000.00. Grant funds for the PRONTO is payable over a calendar quarter based on rent paid that quarter.

City would not advance grant funds until proof of rent has been completed each quarter. Once the applicant has submitted required documents as proposed; funds will be made available. Sufficient funding is available in the budget for these grants.

The Downtown Advisory Board had a few questions for the application such as the opening date and which specific bay the business would be located. Project opening is in February and is located right beside the Morgan-Windsor Alley on Hayne Street.

Motion: Marie Starnes made a motion to accept the Pronto Grant Application for Smorgansbord.

Second: Kay Klaren

Action: The motion to accept the Pronto Grant for Smorgansbord as submitted passed unanimously.

Item 7: Pronto Grant Application for Hayne Street Gastrolounge (Action Required)

Joyce Rentschler introduced this item.

The Downtown Advisory Board was requested to consider a recommendation of the Downtown economic development incentive to City Council for Hayne Street Gastrolounge at 109 S. Hayne Street.

Hayne Street Gastrolounge has signed a 5-year lease for 109 S. Hayne Street and is looking to open a new business in Downtown Monroe. The new business project costs total \$355,000 and is located within Downtown Monroe's Central Business District.

Based on stipulations of the Economic development incentive grants City Council is requested to consider the following:

1. The PRONTO grant shall match (50/50) up to \$5 per sq. ft. of the assessed sq. footage of 2000 or the max grant match of \$10,000.00. Grant funds for the PRONTO is payable over a calendar quarter based on rent paid that quarter.

City would not advance grant funds until proof of rent has been completed each quarter. Once the applicant has submitted required documents as proposed; funds will be made available. Sufficient funding is available in the budget for these grants.

Motion: Jason Walle made a motion to accept the Pronto Grant Application for Hayne Street Gastrolounge.

Second: Heather Reagor

Action: The motion to accept the Pronto Grant for Hayne Street Gastrolounge as submitted passed unanimously.

Item 8: Façade Incentive Grant for 104 S. Main Street (Action Required)

Joyce Rentschler introduced this item.

Councilmember James Kerr has submitted a Façade Incentive Grant Application for 104 S. Main Street. In the application, the following items were outlined as part of the project:

- I. Install 3 windows and a door along Main Street
- II. Install 4 windows on the south side
- III. Install 2 windows and a door along the Stewart street side

This project is eligible for matching grant funds up to the qualifying \$8,000.00, reimbursable upon compliance with grant requirements, guidelines, conditions and City permitting requirements.

Motion: Jason Walle made a motion to accept the Façade Incentive Grant application for 104 S. Main Street.

Second: Heather Reagor

Action: The motion to accept the Façade Incentive Grant for 104 S. Main Street passed unanimously.

Item 9: Adjourn (Action Required)

Joyce Rentschler introduced this item.

Motion: Heather Reagor

Second: Kay Klaren

The meeting adjourned at 9:42 a.m.



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
January 4th, 2024 4:00 PM

MINUTES

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

Absent: Committee Member Surluta Anthony

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; Lisa Kerner, Grants Administrator; Ryan Jones, Director of Parks & Recreation; Terry Sholar, Senior Staff Attorney; Rob Miller, Director of Energy Services; Anna Shova, Accountant I.

Visitor(s): Robert Yanacsek, Citizen.

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on January 4th, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. Minutes of General Services Committee Meeting of September 7, 2023

The minutes from the September 7, 2023 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of September 7, 2023.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Minutes of General Services Committee Meeting of October 5, 2023

The minutes from the October 5, 2023 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of October 5, 2023.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 3. Pinedell Avenue Property Update.

Ryan Jones, Director of Parks and Recreation presented a quick update on the Pinedell Avenue property.

The staff came up with a camp program that will offer a variety of lessons to the students throughout the summer. Programs are offered in partnership with City of Monroe Stormwater, Environmental Educator, Parks and Recreation staff, and the Union County Cooperative Extension. More partners may be added at a later date to provide certain expertise related to the program lesson plan. Programs will be offered to Beyond the Bell Summer Camp students on a weekly basis throughout the summer. Lesson plans will continue monthly through the fall months.

Ryan Jones, recommended that the existing structure at the property, the pier and the zip line tower, to get repaired and they are currently taking care of that. He also mentioned he is requesting for approval in FY25 budget to include the repair of the pier condition which will allow safe accessibility to the pond for the people with disabilities.

Staff is currently working with Water Resources and the City Manager to find the cause and resolve some water control issues that are making consistently higher levels than it is supposed to be. Also, it was noticed a tremendous amount of vegetation growth in back side that needs to be cleaned out. Staff will be working with Energy Services to clear that out.

No action required. For informational purposes only.

Item 4. Budget Ordinance to Accept Transportation Reserve Fund Grant

Finance Director, Lisa Strickland, presented a budget ordinance that is necessary to accept a Transportation Reserve Fund Grant.

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.

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.

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.

Committee Member Anderson moved to accept the recommendation and forward to full Council for approval of the proposed budget ordinance to accept Transportation Reserve Fund Grant.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 5. Energy Services DOE Grid Resilience Grant Application with Electricities

Robert Miller, Director of Energy Services presented information about a joint application to the Department of Energy (DOE) Grid Resilience and Innovation Partnership (GRIP) program with other members of Electricities. Details are outlined below.

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. 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.

Committee Member Anderson motioned to approve the proposed joint application joint application to the Department of Energy (DOE) Grid Resilience and Innovation Partnership (GRIP) program with other members of ElectriCities.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

NAYS: None

There being no further business the meeting adjourned at 4:12 p.m.

Committee Chairwoman, Julie Thompson

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, JANUARY 8, 2024 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 02/06/2024

Item 1: Call to Order.

Archie Morgan, Chair, called the meeting to order at 6:30 p.m. Ashlyn Penegar called the roll.

Members Present: Archie Morgan, Jennifer Smith, Anna Dowdy, Jennifer Loria, Gladys Kerr, Allen Watson and Matt Klaren

Members Absent:

Staff Present: Keri Mendler, Senior Planner; Richard Long, City Attorney; Megan Brightharp, Planner I; Ashlyn Penegar, Administrative Assistant II

Guests: Donna Thrasher, Alan Parker, Mark Parker, Jonathan Thompson, Libby Helms, Damien Ristaino, Pam Morgan, Cindy Alvarado, Hugo Ochoa, Eva Guzman, Tripp Helms

Item 2. Pledge of Allegiance & Moment of Silence

Item 3. Approval of Minutes – October 9, 2023 & November 13, 2023

Motion: Gladys Kerr made a motion to approve the October 9, 2023 and November 13, 2023 meeting minutes as presented

Second: Jennifer Smith

Action: The motion to adjourn passed unanimously with the following votes:

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Anna Dowdy, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Item 4. Conflicts of Interest

There were no conflicts.

Chair said this hearing is a quasi-judicial evidentiary hearing and that means that it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decisions. These rules are different from other types of land use decisions, like rezoning cases. The Board's discretion is limited and the Board must base its decision on competent and relevant and substantial evidence into the record. Participation is limited and this meeting is of course

open to the public and everyone is welcome to watch. Parties with standing have rights to participate fully and parties may present evidence, call witnesses, make legal arguments; parties are limited to the applicant, the local government and individuals who can show they will suffer special damages.

Item 5. COA PLHR-20244-00112- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alan Parker for previously replacing portions of the steel roof over the front porch and a side bay window with copper roofing. (Parcel ID 09-232-235)

Megan Brightharp, Alan Parker and Mark Parker approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself, she said, The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alan Parker for previously replacing portions of the steel roof over the front porch and a side bay window with copper roofing at 406 W. Franklin St.

Additionally, applicant has replaced the existing gutters and downspouts connected to the front porch with copper gutters and downspouts that have been approved at staff level.

Proposed Findings:

1. The subject property located at 604 West Franklin Street is owned by Alan and Mark Parker and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On November 20, 2023, the applicant applied for a COA requesting approval for previously replacing the existing steel roof over the front porch and side bay window and replace it with a copper roof. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

Jennifer Smith said I thought there was already metal on this roof. Aren't we just replacing metal with metal?

Mr. Parker responded and said with copper.

Megan Brightharp said because it's a change in the material and the style, that's why we are here. It wasn't like for like.

Jennifer Smith said I love your home, it's beautiful. It's the attraction right into Monroe and I just can't thank you enough. I just can't imagine how much it would cost.

Mr. Parker said it was expensive.

Jennifer Smith said I bet!

Mr. Parker said that roof that was on there, my father put it on there in 1990.

Chair asked would you approach and state your name and address for the record?

Alan Parker approached the podium and introduced himself. He said I live at 406 West Franklin Street. He said, that roof that was on there, my father put it on in 1990 and he thought he fixed the problem. The fellow that put it on there did a bad job and it was put on there improperly and the material was poor quality and it leaked all the time. In fact, I've got the proposal for replacing it with copper and you can see all of the patches that I've done. Over the years, I had to keep patching and repainting that 1990 roof, it would start leaking and the rubberized stuff would only last 4 or 5 years and then I would have to get back up there and re-patch it. This time, I wanted it done right and I wanted it done for the rest of my life. So, I went with copper.

Jennifer Smith said its gorgeous.

Mr. Parker said thank you. My family has lived in that house since 1907.

Jennifer Smith said it's a beautiful house.

Gladys Kerr said I was going to ask if it was true that it had been a family residence for over a hundred years.

Mr. Parker said yes, it's been in my family since 1907. My great grandfather bought it from Mr. Shannon.

Gladys Kerr said with your copper, it will be fixed for more than 100 more.

Mr. Parker said I hope so.

Jennifer Smith said it's just stunning.

Gladys Kerr said we love it.

Jennifer Smith said thank you so much.

Chair said I don't think we have a problem with what you've done, probably the way you went about it.

Mr. Parker said it was leaking and I had to get it fixed.

Chair said I understand. But, in the Historic District, if its exterior, you've got to go through the City. A lot of times the City can approve stuff at Staff level and it doesn't have to come before the Commission.

Mr. Parker said I didn't know that and the thing was leaking and I had been up there patching. I called Murr and Laney and they are experts. They do courthouses and churches, they worked on the old courthouse...

Mark Parker approached the podium and introduced himself. He I'm Alan's brother said I live at the same address. He said the guy that did it in 1990, he did not solder the seams. So, all the seams have to be soldered, so it was never waterproof. The only thing that made it waterproof was whatever coating was on it.

Alan Parker said me, going up there.

Mark Parker said then in the front, the board just started dropping down from being wet, the soffit. So, we said we had to do something now. The roofing people came out there and said that they could coat it, but it will start leaking again like it's been doing. It's a good thing, because when they pulled the roof up, the backside of the metal was rusted and they saw that none of the seams had been soldered. This company that did it, Murr and Laney, they are only available at certain times. This was a job that he did for us, he had worked on the slate roof back in the 1980's, his dad did, and he remembered that. His father remembered the place and they told us that they had a two week opening. They do big jobs.

Jennifer Loria said I have a question, when you go to get a roof like this redone, do you not need a permit from the City to get that done? I'm wondering at what point would they have known or a homeowner would have known in the Historic District that they have to get in front of the Historic District before they do this.

Keri Mendler said normally it's a \$30,000 project cost, from my understanding. Don't quote me on that because I'm not with the Permit Center, but that's my understanding.

Chair asked there are no problems with copper roofs in the Historic District, correct?

Keri Mendler said it's your jurisdiction as to whether it's consistent for you guys to decide.

Jennifer Smith said its stunning.

Mr. Parker said there was a lot of wood that was rotten, you could just take the wood and crush it in your hands.

Matt Klaren said I think it's beautiful as well. The request now it to replace the remaining roof, correct?

Mr. Parker said no, it's all done.

Jennifer Smith said it's all done. The other is all slate.

Mr. Parker said the slate has been there 122 years.

Chair asked there are no issues with leakage right there?

Mr. Parker said not right now. Another company will probably come back and replace some of the floor boards on the porch, but that's just the repair.

Gladys Kerr said you and your brother didn't realize that you needed to ask permission first. Now, you just need to ask for forgiveness, we love what you did.

Mr. Parker said thank you.

Jennifer Smith asked will that copper eventually turn green?

Mr. Parker said yes, probably in 40-50 years. It will turn dark first.

Matt Klaren said it takes quite a bit of time.

Mr. Parker said it will take decades.

Jennifer Smith said probably the acid in the rain, I am assuming is what would change it.

Chair asked is there anyone else here that has any questions for the applicants?

Jennifer Smith said no, it's gorgeous.

Chair said I will entertain a motion on this completed project.

Motion: **Matt Klaren made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2024-00112, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state that to retain and preserve the shape and materials of roofs and their decorative and functional features that are important defined in the historic character of a district building, including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.**

Second: **Jennifer Smith**

Action: **The motion passed with the following votes:**

AYES: **Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria**
NAYS: **None**

Motion: **Allen Watson made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness regarding the proposals as shown in COA application PLHR-2024-00112.**

Second: **Jennifer Smith**

Action: **The motion to approve the Certificate of Appropriateness passed with the following votes:**

AYES: **Archie Morgan, Jennifer Smith, Anna Dowdy, Gladys Kerr, Matt Klaren, Allen Watson and Jennifer Loria**
NAYS: **None**

Mr. Parker said I will have to say, when my father replaced the roof in 1990, the City didn't say anything to him, so I didn't have any idea that it would cause a big ruckus.

Item 6. **COA PLHR- 2024-00120- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Veronica Carillo requesting approval for a previously installed door that replaced a window on the front façade of the home at 508 S. Crawford St. (Parcel ID: 09-235-206A)**

Keri Mendler and Veronica Carillo approached the dais and were sworn in by the Chair.

Keri Mendler approached the podium and introduced herself, she said, the Historic District Commission is requested to consider a Certificate of Appropriateness request from Veronica Carillo requesting approval for previously replacing a window with a new door on the front facade of the home at 508 South Crawford Street.

Proposed Findings:

1. The subject property located at 508 South Crawford Street is owned by Eva Guzman-Carrillo and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 6, 2023, the applicant applied for a COA requesting approval for previously replacing a window with a door on the front façade of the home (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

Keri Mendler said Staff has provided the appropriate standards and conclusions in your Staff Report and I will be happy to answer any of your questions and of course, the applicant is here as well.

Jennifer Smith asked did the window match all the other windows in the house?

Keri Mendler said that's a really good questions, I do not recall, so I will defer to the applicant.

Jennifer Loria asked what is this new door made of?

Keri Mendler said wood.

Chair asked is there any other questions for Keri before we get to the applicant? There was none.

Veronica Carillo approached the podium and introduced herself. She said, I live at 707 South Hayne Street. I love the history of houses and I really do love them. I try to keep them how they looked before as much as I can. I just love the way the look, I don't want to change anything and I'm not going to make any duplexes on this beautiful house. These are supposed to be for family homes. We started fixing this house and we were working on the inside with painting, but the window was cracked. It was not the big windows that the old houses have, it was a small window. But, when we went in there and we saw that the window was actually a door frame, that was when my husband decided that since there was already a door there before, we could put a door back. So, I went to Downtown Monroe and got the history of the house and it showed there was a door there, so I feel that I wasn't doing anything wrong. I was just putting a door where a door used to be before.

Chair asked you don't live in this house?

Ms. Carillo said no, we are still working on it.

Chair asked you live on Hayne Street?

Ms. Carillo said yes.

Chair said so, the house is empty.

Ms. Carillo said yes, my daughter is here and we've bought the house for her.

Jennifer Smith said I have one question, she asked, I remember when you started working on the house and you had taken out the front doors of it and put two brand new ones in and then you had to take those out and put the old door, which is very beautiful and nice looking back. My only

concern with it being right there in the front where you can see it with the other door that's original to it, they aren't really going to match.

Ms. Carillo said since the first door is white, I was thinking about maybe painting this door white and making it a little more like the one of the front. We really like old stuff, so we are trying to see if we can find a door that would match the one that we have on the front. But, we need a little bit of time to see if we can find something that looks close to it, because we really want to have a beautiful door in there.

Chair said I like this door that you have, it would be a shame to paint this door, I think.

Jennifer Smith said it doesn't match.

Jennifer Loria said its beautiful, and I agree that it probably was a door. I actually live in a house that is very similar to that where there are two front doors on the front porch. There's the side door and the front, so it makes since that this was probably a door. But, I drove by it yesterday and it does kind of stands out.

Jennifer Smith said it looks new.

Chair asked is there a possibility of keeping this door as is and getting a matching door to go on the front?

Ms. Carillo said they don't want me to replace the one on the front, the one that we put up on the front, its original. But, the one that we tried to swap it for is a beautiful door...

Jennifer Loria said maybe there is possibly a new door to go in this spot, if you find one that matches better.

Jennifer Smith said a door that is antique that would match the front one, is what I thought you said. Is that correct?

Ms. Carillo said yes.

Jennifer Smith said I don't have a problem with a door being there, I really don't, but I just think that the door is so new looking and that house is gorgeous.

Matt Klaren said you've done a lot of work.

Ms. Carillo said we've really been working on it.

Jennifer Smith said it's so Victorian.

Matt Klaren said I agree, I think the positioning of the door fits the front and I also have two entrances on my front porch too. So, I do think that the location of the door and I do remember the window that was there when you first changed it out, it was smaller, so I do agree with that. I

think it's an excellent point about the door. I'm not sure if you can switch that out or look for something else.

Jennifer Smith said there is an architectural place in Charlotte that carries all kinds of doors. It's on South Tryon.

Ms. Carillo said that's where I went to get the windows for my Hayne Street house.

Chair asked basically you are saying that you don't like this new door and it doesn't fit the house and you would rather find one that matches the original front door.

Ms. Carillo said it will be hard.

Jennifer Smith said we will wait.

Jennifer Loria said I think you will be happier.

Jennifer Smith said I just hate to see the whole facade of that changed, because of one thing. It's just so beautiful and original. All of it. It has all of that gingerbread and it's just stunning.

Matt Klaren said I would hate to recommend painting it because it has such a nice finish on it now, but you are right that it would put it in the category where I think it would match the front door.

Ms. Carillo said the only thing with this is that color.

Jennifer Smith said it's kind of Victorian looking.

Jennifer Loria said it would be a great backdoor.

Ms. Carillo said actually, the one in the back is beautiful too and we don't want to mess with it.

Jennifer Smith asked why don't you move it up front? Is it original?

Ms. Carillo said it doesn't look pretty and it's more of a simple door and I don't want to put something so simple in a house that is so, like, look at me!

Jennifer Smith said I think if you could find one similar to the one up front, which is original. We like to see things kept original, we really do.

Ms. Carillo said ok, I am going to start looking for a white door that looks original.

Jennifer Smith said I'm going to look for you.

Ms. Carillo said we really love the house and want to make it look beautiful. We've been doing so many changes.

Jennifer Smith said its stunning, it really is.

Ms. Carillo asked after I find the door, I will take pictures and come back to you guys?

Jennifer Smith said perfect.

Keri Mendler said I was going to suggest tabling it for a month or two.

Chair said it will give you time to find a door.

Jennifer Smith said so you aren't pressed.

Keri Mendler asked would two months be enough time for you to find something? I think you would want more than one month, because we have our timelines.

Jennifer Lori said tabling it for 60 days.

Keri Mendler said I don't know it's exactly 60 days, but it would be March.

Ms. Carillo asked Keri, do you have the pictures of the other door that my husband took down?

Keri Mendler said I don't know if I have pictures of that, I can look.

Ms. Carillo said maybe when you see the one that he put momentarily up, that one would match this one and it's a gorgeous door too.

Keri Mendler said maybe bring a couple options at the next one.

Ms. Carillo said I think you will like it because it's a gorgeous door. I would not put nothing there that wouldn't look good in that house. I know the house and I know the treasure of the house is when they are old and they are just beautiful houses that we need to bring back to how pretty they used to be.

Chair said we need to give you some time to do that. Would someone like to make a motion to table it?

Motion: Gladys Kerr made a motion to recommend to table the project for 60 days
Second: Jennifer Loria
Action: The motion to table for 60 days passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren,
Gladys Kerr, Allen Watson and Jennifer Loria
NAYS: None

Item 7. COA PLHR-2024-00122- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Donna Thrasher to replace detreated Masonite siding with hardie board siding at 504 South Hayne Street. (Parcel ID 09-235-038)

Megan Brightharp and Donna Thrasher approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself, she said, the Historic District Commission is requested to consider a Certificate of Appropriateness request from Donna Thrasher to replace deteriorated Masonite siding with hardie board siding at 504 South Hayne Street.

Proposed Findings:

1. The subject property located at 504 South Hayne Street is owned by Donna Thrasher and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 4, 2023, the applicant applied for a COA requesting approval to replace existing Masonite siding with hardie board siding. (Exhibits 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

Megan Brightharp said Staff has provided the appropriate standards and conclusions in your Staff Reports and I will be glad to answer any questions that you might have and the applicant is here as well to answer any questions that you might have for them.

Jennifer Smith asked Donna, are you replacing all of the siding or just certain parts?

Donna Thrasher said no...

Chair said please give us your name and address.

Donna Thrasher approached the podium and introduced herself. She said I live at 504 South Hayne Street. She said, no, I am just replacing the failed Masonite boards with hardie board.

Allen Watson asked you already have hardie board above it, correct?

Ms. Thrasher said there is a combination of hardie and Masonite siding cladding the house currently. There is no wood.

Chair asked does the hardie board you are going to replace the bad Masonite with, does it match the Masonite?

Ms. Thrasher said it's the only thing that will. It's the 12 x 1 that is textured.

Jennifer Loria asked the hardie board that's there, has it been put there as the Masonite has failed over the years?

Ms. Thrasher said I have no idea.

Matt Klaren said this is unique too, because the 12 x 1 hardie board is a little bit wider than what you usually see on a lot of the homes.

Ms. Thrasher said yes and these are lower boards that are close to the ground. So, where anything from the Time Warner or phone company or whatever over the years, comes in and drills...

Chair asked how far up do you have to go from the ground?

Ms. Thrasher said all of it is the lower one, except for one place and it's the second one. It's not the entire perimeter.

Matt Klaren said you are just replacing the sections that are deteriorated.

Ms. Thrasher said Masonite isn't made anymore, so I don't have a choice.

Jennifer Loria said my question is, she asked, let's say we approve this and as she goes and things start to fail in the future and you go to repair it, does she have to keep coming back?

Keri Mendler said if it's a change in material, yes.

Ms. Thrasher asked if the Masonite at the top fails at some point, we would be right back here?

Chair said you would be right back here.

Keri Mendler said unless you are wanting to replace all of your siding and just do a request all at one time.

Matt Klaren asked if it's approved for a certain type, could she...

Keri Mendler said COA's expire after so long. So, say she came in and got it, and its five years before more deteriorates, that COA is expired.

Ms. Thrasher said at this moment, the rest of it is in good shape.

Jennifer Smith said I love your house too and I love the color of it, you know I love color.

Ms. Thrasher said thank you, it was my sister's choice. It's basically where it's been compromised for various reasons.

Chair asked are there any other questions for Donna? Do we have any discussion on this? If not, I will entertain a motion.

Motion: Matt Klaren made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00122, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because of the standards that state, retain and preserve exterior walls with their decorative and functional features that are important in defining the historic character of district buildings, such as siding, shingles, foundations, and so forth. Therefore, the application is generally in harmony with the special character of the neighboring property and or the Historic District as a whole.

Second: Jennifer Smith

Action: The motion to adopt the Findings of Fact passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren
Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Motion: Archie Morgan made a motion based on the proceeding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to the applicant regarding the proposal as shown in COA PLHR-2024-00122, such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion to approve the Certificate of Appropriateness passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren,
Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Item 8. COA PLHR-2024-00124- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jonathan Thompson

**to build an accessory structure in the rear yard of 304 East Houston Street.
(Parcel ID 09-231-1118)**

Megan Brightharp, Jonathan Thompson and Katie Hartness approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself, she said, the Historic District Commission is requested to consider a Certificate of Appropriateness request from Jonathan Thompson to build an accessory structure in the rear yard of 304 East Houston Street.

Proposed Findings:

1. The subject property located at 304 East Houston Street is owned by Jonathan Thompson and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 11, 2023, the applicant applied for a COA requesting approval to build an accessory structure in the rear yard of the home. The applicant is proposing to build a shed that will consists of brick and mortar walls, a black tin stamped roof, wooden doors, one – over-one wooden windows, a wooden picture window, and a wooden sliding glass door. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 8-9)

Megan Brightharp said Staff has provided the appropriate standards and conclusions in your Staff Reports and I will be glad to answer any questions that you might have and the applicant is here as well to answer any questions that you might have for them.

Jennifer Smith asked do you have a picture of the front of the house? I didn't have a chance to ride by to look at it.

Megan Brightharp said I do not. (Megan pulled up a Google Street view of the house)

Chair asked are there any other questions for Megan? Hearing none, would the applicants come forward and state your names and address.

Jonathan Thompson and Katie Hartness approached the podium and introduced themselves. They both said they live at 304 East Houston Street.

Jennifer Smith asked what is this building going to be?

Mr. Thompson said primarily for storage.

Gladys Kerr said I am delighted that you are going to do brick and mortar.

Jennifer Loria said I thought you were going to make it a home office.

Mr. Thompson said we wanted to keep in standing with our current roof and we've seen some roofs right here in the area be restored. I just tried to look at a lot of the recent materials that have been approved on our street that look like the tin stamped that was used in the 1900's and that was a pretty close pairing. I had pictures of some of the other accessory structures, like my garage and the brick and mortar under the house, and my neighbor's accessory structure that is brick with his wooden house. But, not to compare his to mine, but to say this is common right in my area. But, I don't know if we didn't get those in the file.

Jennifer Loria asked are you going to be able to see this from the street?

Ms. Hartness said you really can't see it from the street. The garage that's built there, that one does not have flooring. It's basically the gravel that's put on top of dirt and so it's not as substantial when we walk in to put anything in there for storage. Anytime it rains pretty hard, everything has to be up off and we never park a vehicle in there. You would have to suck in to go in, so we put bikes in there and we use it for tinkering. The person who owned it before we bought it had a wood shop back there where he could hammer things out and do craft projects. But, this would be a nicer construct and it would be directly behind that other structure. So, you would walk in between those two and it would be there.

Chair said it's a good size.

Ms. Hartness said we have a lot of books, so it's my hope to store them there. It's a lot of storage.

Anna Dowdy asked are the windows going to be matching?

Mr. Thompson said yes, I have pictures and tried to plan them out to match.

Ms. Hartness said we were hoping that our brick wouldn't be offensive because our little garage is brick. A friend of mine is involved in long haul trucking and he called me and said that he knew of a brickyard was going out of business and that all the bricks were five cents on a dollar and he asked if we wanted any. So, we said yes. When they unloaded everything, I said to Jonathan that if it doesn't get approved, we could just sell the bricks. We bought 12,000 bricks for \$500. We got excited before we knew what we wanted to do.

Mr. Thompson said it started a whole movement. I cleared out some old play equipment that was mold and was dangerous, so I cleared it out and three days later, we got the call. I knew something needed to go back there, but that's how it started.

Chair asked is that enough brick to do the project?

Ms. Hartness said we've been told that it will take ¾ of the amount and that we should have 10% extra, but that be 25% extra. So, that feels that we have enough of a buffer.

Chair asked are there any other questions for the applicants? Hearing none, would someone like to make a motion on this COA?

Gladys Kerr said I will, Mr. Chairman.

Motion: Gladys Kerr made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00124, if constructed according to the plans reviewed at this meeting, which is a proposed shed with brick and mortar walls, a black tin stamped roof and antique style windows, is congruous with the character of the district. Therefore, the application is generally in harmony with the special character of the neighboring property and or the Historic District as a whole.

Second: Jennifer Smith

Action: The motion to adopt the Findings of Fact passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Motion: Allen Watson made a motion based on the proceeding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to the applicant regarding the proposal as shown in COA PLHR-2024-00124, such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion to approve the Certificate of Appropriateness passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Item 9. COA PLHR-2024-00125- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Cindy Alvarado to build an 18-foot by 14-foot wooden deck in the back left area of the home at 501 South College Street. (Parcel ID 09-235-199)

Megan Brightharp and Cindy Alvarado and Hugo Ochoa approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself, she said, the Historic District Commission is requested to consider a Certificate of Appropriateness request from Cindy

Alvarado to build an 18 foot by 14-foot wooden deck in the back left area of the home at 501 South College Street.

Proposed Findings:

1. The subject property located at 501 South College Street is owned by Cindy Alvarado and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On November 27, 2023, the applicant applied for a COA requesting approval to build a wooden deck at the rear of the house. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 8-9)

Megan Brightharp said staff has provided the appropriate standards and conclusions in your Staff Report and I will be glad to answer any questions that you might have and the applicant is here to answer any questions that you might have for them as well.

Chair asked is this COA not just for the deck, but for the pergola as well?

Megan Brightharp said it's the whole.

Chair said the application says it's about the deck, but the rendering shows the pergola with it.

Megan Brightharp said they are proposing the whole structure, all of it.

Chair said ok, as long as we know what we are voting on.

Hugo Ochoa approached the podium and introduced himself. He said I am from 501 South College Street in Monroe. The picture is what we've chosen, it's going to be a 6 x 14 pergola on the deck, obviously. So, the deck will be 18 x 14 and basically what you see there is what we are trying to do.

Matt Klaren said ok, so it's going to be an 18 x 14 deck, with the pergola built in it.

Jennifer Loria said that's going to be beautiful.

Chair said ok, we just wanted to clarify what you were doing.

Jennifer Loria said I have a question and I'm not sure if this has anything to do with that, but I drove by...

Chair asked do you mean for the applicant or Keri?

Jennifer Loria said I'm not sure if it's for the applicant or Keri, but I noticed a shed in the back that has a tarp on it. It's like a Lowes or Home Depot tarp on it, are you planning on covering that shed with something?

Chair asked what are your plans with that structure, sir?

Mr. Ochoa said put siding on it.

Jennifer Smith said that's not before us.

Jennifer Loria said I didn't know if that had anything to do with us.

Keri Mendler said we can certainly take a look at it, but it certainly wouldn't be a part of this.

Jennifer Loria said I didn't know if it had anything to do with it and I didn't know if it was a question I could ask.

Chair said I'm glad you raised it though.

Chair asked does anyone have any other questions for the applicant? We tend to be deck friendly, so I will entertain a motion.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00125, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state that new decks and patios will be located in inconspicuous areas and to be used with materials that are compatible with the Historic District and in this case, this is a deck that will be made entirely of wood, specifically pine, and it also will be in the rear of the house and not visible from the street. Therefore, the application is generally in harmony with the special character of the neighboring property and or the Historic District as a whole.

Second: Archie Morgan

Action: The motion to adopt the Findings of Fact passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Motion: Jennifer Loria made a motion based on the proceeding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to the applicant regarding the proposal as shown in COA PLHR-2024-00125, such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion to approve the Certificate of Appropriateness passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Item 10. COA PLHR- 2024-00128- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval for a previously demolished addition to an existing carport. The applicant is also requesting to rebuild the addition to the carport as well as adding carriage style garage doors to a separate carport at the rear of the home at 506 S. Church St. (Parcel ID: 09-234-109)

Keri Mendler, Damien and Deana Ristaino approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself, she said, the Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval for previously demolishing an addition to an existing carport. The applicants are also requesting to rebuild the addition to the carport. However, should rebuilding the carport to meet design standards not be feasible, the applicant would like to forego this request. Additionally, the applicant is requesting to add carriage style garage doors to a separate carport at the rear of the home at 506 South Church Street.

Proposed Findings:

1. The subject property located at 506 South Church Street is owned by Damien and Deana Ristaino and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 11, 2023, the applicant applied for a COA requesting approval for a previously demolished addition to an existing carport. The applicant also requested to rebuild the addition to the carport. However, should rebuilding the carport to meet design standards not be feasible, the applicant would like to forego this request. Additionally, the applicant requested to add wood carriage style garage doors to a separate carport at the rear of the home (Exhibit 4-6)

Jennifer Smith asked is that asphalt shingles on the roof?

Keri Mendler said I think so, but it just looks like there are some leaves up there.

Jennifer Smith said I meant on the new one.

Keri Mendler said they aren't doing a new carport; this is just for the doors. They just want to add the carriage style doors on to the carport.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

Keri Mendler said Staff has provided the appropriate standards and conclusions into your Staff Report and I will be happy to answer any questions that you may have, and of course the new owners are here as well.

Gladys Kerr said Keri, for a house that's as loving and magnificent as that and the age that it is, sheds were appropriate. Am I not correct? I would so like to see the one that was destroyed rebuilt.

Jennifer Loria said the shed is still there.

Chair said it's still there.

Jennifer Smith said no, it's down.

Jennifer Loria said they only took the lean too on the side that they've taken off.

Keri Mendler said that's really what it is.

Gladys Kerr said I want to see it re-built.

Jennifer Loria asked what was that for before?

Jennifer Smith said to drive a tractor in.

Board discusses.

Chair asked are there any other questions for Keri before we get to the applicant?

Keri Mendler said just to quickly clarify, obviously with demolition, it's a little bit tricky. There were some safety concerns as far as that's concerned. I don't necessarily think you could deny the

motion, but I'm going to defer a little bit to our attorney, but I think you could probably require them to re-build it to how it was.

Richard Long said you can.

Keri Mendler said if the Commission decides as a whole that you want it built back to how it was with the wood siding and the metal roofing, you certainly can. Of course, it's already been demolished, so that's not up for consideration because there were some safety issues concerning that. But, as a Commission, you can require them to re-build it. I just wanted to clarify that.

Jennifer Smith asked was there anything on the back of that added to it, it looks like there was a door.

Jennifer Loria said it was probably a walk through.

Keri Mendler said I will defer to the applicant; they probably have a better idea of kind of what was there.

Chair said I think that was just an opening where a door might have been.

Keri Mendler said there is no telling, it's pretty dilapidated looking.

Chair said ok, let's hear from the applicants. Would you all approach and introduce yourselves?

Damien and Deana Ristaino approached the podium and introduced themselves and said they live at 2921 Tallard Lane in Charlotte.

Jennifer Loria asked are you guys renovating and then moving into it?

Mrs. Ristaino said correct.

Chair said I see in the notes here that you are looking at a sizable amount of money, \$20,000-\$30,000 to do the repairs on the shed part, with the garage doors, I guess. What are your thoughts on what we are calling a lean too, I don't know if its proper, but you know what we are talking about? It's the part that's been removed, for clarification, are you wanting to replace that.

Mr. Ristaino said that was the intention, to replace that.

Jennifer Smith said oh good.

Gladys Kerr said wonderful, thank you.

Jennifer Smith said I think it needs to be added back.

Mr. Ristaino said the quote that you see there for \$40,000 is for that.

Jennifer Loria asked that quote for \$40,000 is just to replace the lean too portion? Because I see that it says customer doors are not quotable.

Mrs. Ristaino said that's just for the lean too, correct.

Chair said \$40,000 for a lean too and that's not including the carriage style garage doors?

Mrs. Ristaino said that's correct, the doors are on us.

Matt Klaren asked is the construction and renovation just pertaining to the lean too or does it go into the garage?

Mr. Ristaino said it pertains to that shed roof, which is on the back of that carport and now visible from the street. It also pertains a gable shed structure that was attached to that shed roof that's not visible in the picture.

Jennifer Smith asked it's on the back of the carport?

Chair said yes, this lean too, its behind your garage where you're wanting to put up the doors.

Jennifer Smith said there is a barn back behind there.

Mr. Ristaino said that barn will be a different meeting in a year or so.

Chair said I am just seeing dollar signs.

Jennifer Loria said that \$40,000 was to have the surface of the entire structure...

Mr. Ristaino said it is just the lean too and it does include repainting the entire structure. But, the paint, as we all know, isn't that expensive. But, what most of that quote was for was to try to repair and rebuild what existed.

Chair said I am certainly no contractor and I never pretend to be one, but \$40,000 to replace that lean too, just sounds excessive.

Mr. Ristaino said it is excessive and that's why we didn't go with it.

Jennifer Smith said maybe they need to get some more bids.

Mrs. Ristaino said that's why we said we would possibly not do it based on the costs.

Chair said it just sounds high, I'm not a builder, but I've had stuff done.

Mr. Ristaino said our research in doing this is that North Carolina gives a tax credit, but there are also standards in which they want it rebuilt. They want like kind of craftsmanship and same materials. Where are we going to find a contractor that's going to be within the budget the way it was built in 1920, when it was actually erected. I don't think its possible and if we do, it's going to be well out of the range of money. Not to mention the rest of that property, the red barn in the back, there is a beam that has failed that holds up the second floor and I'm surprised that it hasn't fallen in on someone on accident yet. If we don't address that, they will be our next meeting that we are going to be asking to take down and not build back.

Jennifer Loria said you would rather spend the \$40,000 on the barn.

Mr. Ristaino said we would rather spend \$40,000 on a structure that is there that can actually...

Chair said it's still a structure that can't be seen from the road and its hidden behind your garage.

Mr. Ristaino said that barn can actually be seen from the.

Chair said not the red barn, I was talking about the lean too.

Mr. Ristaino said the lean too can't be seen from the road at all. It really didn't serve much of a purpose and no one was really using it anyways. As far as I knew, nothing was stored in it. There was some cabinets and things, but nothing important was there.

Jennifer Smith asked the roof that is over the top, that I was asking about, is it in bad repair too?

Mr. Ristaino said it is in bad repair. That is a standing seam tin roof that has probably been there since 1920. That would be another Certificate of Appropriateness on down the line.

Jennifer Smith said I thought it was shingles, I couldn't tell.

Allen Watson asked is it failing?

Mr. Ristaino said I believe it could be. I haven't really inspected it closely. But, for as long as it's been there, it probably is.

Jennifer Loria asked is the structural integrity of the actual garage leaning?

Mrs. Ristaino said yes, its leaning.

Mr. Ristaino said its being propped up.

Mrs. Ristaino said there is a huge oak tree that's pushing into it. We will have to straighten that structure out before putting doors on it.

Mr. Ristaino said that oak tree that's pushing it over, that's going to be another request to do something about.

Chair said that's tricky in the district with trees, especially if it's a tagged tree.

Mr. Ristaino said the intention there is to find an arborist that cannot take down the tree, but to alter where that tree...

Jennifer Smith said Matt Klaren knows an arborist.

Matt Klaren said I know plenty.

Chair said there is plenty of help in the district for that type of thing. A lot of us has been through that.

Mr. Ristaino said the trunk is touching the roof and then there is a root that is pushing up on part of the foundation of that structure and that's what I want have done. I want to remove that contact so we can make the building straight again.

Jennifer Loria said oh ok.

Chair asked basically we are being asked to approve these garage doors and to reconstruct the lean too, if they can do it affordably.

Gladys Kerr said yes.

Matt Klaren asked did I hear correctly that in order to put the garage doors in, you have to correct the building?

Mr. Ristaino said yes, we do have to correct the building and the way its leaning.

Matt Klaren asked is that part of this request?

Chair asked Keri, would that be part of this?

Keri Mendler said correcting the structural integrity and if they aren't changing materials, but some of this is normal maintenance and repairs.

Jennifer Loria said it all becomes subjective of what is affordable for reconstructing this lean too, like when we say we want you to reconstruct the lean too portion, if its affordable, that's relative.

Chair said they are wanting permission to do that, if they decide to do it, basically.

Jennifer Smith said I don't think it's up to us to check out someone's wallet to see if its affordable or not.

Gladys Ker said that's their decision.

Jennifer Loria said it's a portion that you can't see from the road.

Chair said you can't see it and it sounds expensive to replace.

Jennifer Smith said its part of the house. It's part of the original history.

Chair said I get it, it's just \$40,000.

Mr. Ristaino said if I might add, we are really interested in the main structure of that property, which is the home itself. There is a main beam in that foundation that's failed and a lot of the foundation work is going to be \$26,000 to fix. That's all by itself and we've already had to do repair work on the roof. Then, that will eventually have to be replaced and it's \$15,000. That barn that needs to be saved, who knows. In the big scope of things for the overall property when we are talking about budget, if it has to be \$15,000-\$20,000 for that small structure on the back of the carport, that's kind of where we are wanting to draw the line. Let's focus on the more important things, which is the main house and the other barn that's still standing.

Mrs. Ristaino said we are wanting to get in the house.

Jennifer Smith asked what kind of timeline, if we approve that we want that added on, does it have to be completed within a certain timeframe or can we just say that it can be done whenever they deem to put it back.

Chair said it depends on how long the COA is good for, I think it's a year.

Jennifer Loria asked 365 days?

Keri Mendler said yes, the ordinance outlines provisions for COA's. So, basically COA's are good for 12 months and there are some provision's where you begin work and then stop for a period, it doesn't just expire. But, if you don't do anything with it after a year, then the COA expires.

Chair said I think we see the gist of what they are trying to accomplish and I've got no problem with it. This is a lean too that you can't see from the street and this is an old house with a variety of problems, expensive problems to fix. They may run out of money or get close and say the lean too is going to have to wait for another time. I think we see what they are trying to accomplish here with quite a large project with various elements to it. Would anyone like to make a motion on this COA?

Jennifer Smith asked how many of us are for them putting the lean too back, is what I would like to know first.

Jennifer Loria said I think we are all happy about the carriage doors and the style of the doors.

Chair agreed and said some members of the Board think that the lean too needs to be replaced. It was torn down, it was original, and so therefore, it should go back. Some of us are saying that you can't even see it and its very expensive to fix.

Jennifer Smith said we aren't talking about expense; we are talking about the character of the property.

Jennifer Loria said I think if I could see it from the street, I would say yeah.

Jennifer Smith said if you go through the alleyway, you sure can see it.

Gladys Kerr said it's not like its invisible.

Chair said I understand about the integrity and I understand what you are saying, Jennifer. But, as you know, we also try to help the homeowner to save some money here and there, if we can and it falls within our guidelines. I'm just trying to understand that they've got various problems with exterior structures before they even get to the house.

Jennifer Smith said maybe this should be tabled until later. So, they can fix what they need to do with the original part of the house that has the beam problems. Maybe just table that part of that for later on down the line.

Jennifer Loria asked would we approve the carriage doors and then...

Gladys Kerr asked what is more important to you folks? Working on your house or these shed buildings?

Mrs. Ristaino said getting in our house.

Jennifer Smith said you don't need our approval for fixing that.

Gladys Kerr said why don't we just table the shed and barn?

Jennifer Smith said that's what I just said.

Jennifer Loria asked can we approve the carriage doors and then table the lean too?

Jennifer Smith said leave something about the lean too for later.

Jennifer Loria asked how long can we table it for?

Jennifer Smith said a couple years.

Richard Long said it's not before you, only the carriage doors are before you.

Jennifer Smith said oh, ok.

Richard Long said you can require them to rebuild it, but that is not before you tonight.

Chair said wait a minute, let them hammer it out. We need to see what we are voting on.

Keri Mendler said I think COA's typically have a time limit that you can table them. So, you can't just table it indefinitely.

Jennifer Loria asked what is that time limit?

Jennifer Smith asked ok, but is that before us or not?

Richard Long said I'm sorry, I made a mistake.

Jennifer Loria asked what is our time table for being able to approve part of it, but table the other section?

Matt Klaren asked what is the rationality for tabling it at this point?

Jennifer Smith said to give them time to get their house repaired.

Anna Dowdy said I think we should vote to see how it pans out.

Richard Long said its presented to you almost in the alternative. It's the carriage doors and to rebuild the shed, if they can and do it affordably, but if they cannot do it affordably, they don't do it.

Jennifer Loria asked but that's the question, what's affordable?

Gladys Kerr said they decide, we don't.

Chair said they would be able to make that decision.

Mr. Ristaino said if I may, I have one more point on all this, as you see that structure, which was during our due diligence period. When the appraiser said that it had to come down, it was unsafe. If we had not purchased that home, it would still be sitting just like that. There may possibly be no COA, then it could be laying on the ground in a couple years from now anyways. So, it's one of those things where it had to be done, regardless of what anyone's thoughts or feelings were about it.

Jennifer Loria said we all agree that it had to come down.

Gladys Kerr said no, we don't all agree.

Chair said it couldn't be repaired is what she said.

Mrs. Ristaino said we had contractors come out and we submitted something saying the contractor said it was in ill repair. We have 4 or 5 contractors come out and they all said the same thing.

Jennifer Loria said there comes a point when certain things just can't be repaired, now whether or not you can rebuild it to look exactly how it looked before is another thing.

Mr. Ristaino said I think that's impossible.

Chair said it would carry more weight with me if this was visible from the street, which it's not.

Allen Watson said agreed.

Jennifer Smith said it's visible from the alley.

Gladys Kerr said yes, we know it's there.

Allen Watson said it's not visible anymore, because it's not here.

Jennifer Smith said no it isn't, but to put it back, you wouldn't see it. It's at the back of the house. If they rebuilt it and put all this money in it, you can't see it. But, you can.

Mr. Ristaino said our intention was to rebuild it, I'll just say that. However, what we are asking right now, is to let us make the decision to rebuild it and grant us permission to have it torn down.

Richard Long said guys, the idea here is whether or not they rebuild it. Now, it's down now and it could not be repaired, it is not something you can require them rebuild because it could not be repaired. The question is, do they rebuild it or not, that is their option. If they want to come back to you, you can carve this down and say replace the doors and then if they want to come back and say they want to rebuild it, they can. I think this thing being tied together makes your decision so you can't make it.

Chair said it does make it confusing. Ok, your main focus is the house and not this lean too thing. Would you be amicable to leaving out the language about the lean too and lets just concentrate on the doors?

Mr. Ristaino said as long as we have permission to post demo.

Mrs. Ristaino said that's why we did it, because we were told that we did not seek permission to demo it.

Allen Watson said really what you want is permission to demo and then decide what to do later.

Mrs. Ristaino said yes.

Matt Klaren said I think that is exactly right. What they are trying to do is get confirmation that they can actually demo it and then later decide. I believe the foundation of it still standing.

Mr. Ristaino said there is still some foundation still there. The footprint is there to actually rebuild later. The cost is more the issue now.

Jennifer Smith said you can get your contractor's license and build it yourself.

Mr. Ristaino said I would rather not do that.

Chair asked Richard, is that the best way to do it? Is to leave that part of it out? Leave the lean too out?

Richard Long said it sounds to me, they want permission to demo, period. Then, after that's done and you can come back and say I want to rebuild it, you can apply for it again.

Matt Klaren said that's exactly what they are asking.

Chair said if they had come before us to demo it, in its present state, its unsafe and it can't be repaired. I think we would have okayed the demo. Its unsafe.

Jennifer Smith said unsafe is subjective to what a contractor that doesn't want to deal with or doesn't understand history, like what we are trying to preserve.

Chair asked you see it; would you go in it?

Jennifer Smith said when they had open house, I went in it.

Chair said ok, so the motion needs to be to allow them to demo it, which has already been done, and approve the carriage style doors. Then, at such time, if they decide they want to build it back and they get a better price, or whatever it is, they would come to us for a COA to build the lean too back.

Jennifer Smith asked we can't add that...

Gladys Kerr said we aren't adding anything, it's just the two things. Approve their demo and the doors, then you and I are going to pray that they are going to build it back.

Jennifer Smith asked we can't add that in there to be a future rebuild.

Gladys Kerr said no, we just have to hope.

Chair said I will entertain a motion.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00128, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because of the standards that state, that if all alternatives to demolition are exhausted, that that must be looked in to. In this particular case, it appears that the homeowners reached out to several contractors, all of them suggested that repair would not be a viable option and that demolition was really the only option. Also, the photos seem to show that there is significant deterioration on the lean too portion of the shed, so demolition was the only option. As to the carriage style doors on the shed, the proposed style doors are consistent with other garages in the area and they are historic appearing in nature. Therefore, the application is generally in harmony with the special character of the neighboring property and or the Historic District as a whole.

Second: Archie Morgan

Action: The motion to adopt the Findings of Fact passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Motion: Gladys Kerr made a motion based on the proceeding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to the applicant regarding the proposal as shown in COA PLHR-2024-00128, such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion to approve the Certificate of Appropriateness passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr, Allen Watson and Jennifer Loria

NAYS: None

Item 11. Next Meeting: February 12, 2024

Item 10. Adjournment

Motion: Jennifer Smith made a motion to adjourn this meeting.

Second: Archie Morgan

Action: **The motion to adjourn passed unanimously with the following votes:**

AYES: **Archie Morgan, Jennifer Smith, Matt Klaren, Anna Dowdy,
Gladys Kerr, Allen Watson and Jennifer Loria**

NAYS: **None**

The meeting adjourned at 7:58 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board

MONROE TOURISM DEVELOPMENT AUTHORITY

REGULAR MEETING

CONFERENCE ROOM

300 W. CROWELL STREET, MONROE, NC 28112

DECEMBER 14, 2023 – 8:30 A.M.

MINUTES

Present: Vice Chairwoman Pat Kahle, Mayor Robert Burns (arr. 8:32), Lorayn DeLuca, Gina Day, Joyce Rentschler (arr. 8:32), Ron Hinson, and MaryAnn Rasberry

Absent: Arpan Bhakta

Staff Present: Communications and Tourism Director Pete Hovanec, Monroe Science Center Supervisor Lauren Fike, Communications Specialist Bradley Lucore, Accounting Manager Ashley Ivey, Communications and Tourism Assistant Alison Nichols, Senior Staff Attorney Terry Sholar, and Assistant to the City Manager Lisa Hollowell

Staff Absent: City Manager Mark Watson, Downtown Director Matt Black, Dowd Center Theatre Supervisor James Vesce, and Finance Director Lisa Strickland

Visitors: None

Vice Chairwoman Kahle called the Monroe Tourism Development Authority Regular Meeting of December 14, 2023 to order at 8:30 a.m.

Item No. 1 Approval of Minutes of Monroe Tourism Development Authority Regular Meeting of September 14, 2023 Mr. Hinson made a motion to approve the Minutes of Monroe Tourism Development Authority Regular Meeting of September 14, 2023. Ms. Rasberry seconded the motion, which passed unanimously with the following votes:

AYES: Hinson, Rasberry, Day, Kahle, and DeLuca

NAYS: None

Mayor Burns arrived, and Vice Chairwoman Kahle facilitated introductions of all the board members.

Item No. 2 Finance/Occupancy Report Ms. Ivey stated collections through October were over \$78,388, which is the second highest collection amount in history. Numbers are in line with collections from last year, so they are still strong. The operating fund balance as of June 30 is \$921,490. The unreserved cash balance in the capital project fund is \$1,023,679, which is over and above anything already committed.

Mr. Hovanec asked if that total reflects the \$112,000 from the sale of the Tinker Belle.

Ms. Ivey replied that she believes it does not.

Mr. Hovanec noted that the fund would then be about \$100,000 higher.

Ms. Ivey concluded her presentation, saying that there is nothing unexpected at this point in the year.

Item No. 3 Audit Presentation Ms. Ivey introduced Elsa Swenson with Martin Starnes & Associates via Zoom to present highlights of the 2023 audit. Board members were given hard copies of the presentation as well. Ms. Swenson noted that there was an unmodified opinion with no deficiencies and a cooperative staff. Total revenues for the year were \$941,000, which is an increase of 28% due to a large turnout at the air show and science center revenues. Expenditures were \$993,000, which is an increase of 41% due to science center operation, COLA raises, and repairs for the Tinker Belle. The total fund balance is \$921,000, which is a decrease of 20% due to increases in expenditures. The available fund balance is \$795,000, which has decreased by \$46,000 from last year.

Mr. Hovanec pointed out that these numbers are last year's and that next year's numbers will be way different with the sale of the Tinker Belle reflected. This is presented for general awareness.

Vice Chairwoman Kahle noted her appreciation to Ms. Ivey for another great audit.

Item No. 4 Tinker Belle Fund Reallocation Mr. Hovanec reminded the board that the Tinker Belle was sold in June and that staff had budgeted almost \$100,000 for her operating expenses for the year. If the board takes no action at this time, that money will be rolled into the operating budget. However, staff is asking the board to reallocate some of that money to be used for the redevelopment of the City of Monroe website, including the addition of a tourism site and the overhaul of the Dowd Center Theatre and Monroe Science Center sites. Staff has been in contact with a company called Civic Plus and is asking for \$40,000 from the money allocated to the Tinker Belle operations to be used for this project. This would be strong destination marketing through this website.

Mayor Burns asked if this website would be for the entire City or just for tourism.

Mr. Hovanec responded that it would be for both: It would be all-encompassing for the City with a large tourism/venue component.

Mayor Burns asked if there is marketing and maintenance money allocated for this.

Mr. Hovanec answered affirmatively and referred to the Civic Plus proposal which reflects a full year of hosting and maintenance. He noted that the City has a website currently that is just adequate and that this new website would elevate the City's presence and allow better interaction with the public.

Ms. Day noted that this would be extremely beneficial for visitors as she sees hotel guests struggling to navigate the City's current website. It would also be great to keep the Downtown site updated with restaurant and venue information.

Mayor Burns asked who would keep track of that.

Mr. Hovanec replied that Mr. Black from Downtown would do some of it, but the Tourism/Communications office would handle 90% of maintenance and be the gatekeeper of everything on the website to ensure brand identity and conformity. The current website is seven years old, but the

Tourism/Communications office has grown and needs a website that can keep up with the advances in the City.

Vice Chairwoman Kahle asked for a motion to approve the reallocation of \$40,000 from the Tinker Belle Maintenance and Fuel line items to the Marketing and Promotions line item. Mr. Hinson made a motion to approve, and Ms. Day seconded the motion, which passed unanimously with the following votes:

AYES: Hinson, Rasberry, Day, Kahle, Rentschler and DeLuca

NAYS: None

Mr. Hovanec noted that this would be about a six-month transition to the new website.

Item No. 5 Dowd Center Theatre Update Mr. Hovanec noted that Mr. Vesce was unable to attend the meeting. The theater has been busy with end-of-year activities including the Lee Greenwood concert, statewide NC police training, and an event with SPCC. There has been good momentum, and staff is planning the season for next year. Fall is typically the busiest season, while spring and summer are a bit slower. Staff is learning to recognize what audiences here want and trying to reach out to areas of the community that aren't coming to the theater. There are still some minor staffing issues, but the events are going really well.

Ms. Rentschler noted that Lee Greenwood was great and so are most of the events at the theater.

Ms. Rasberry said that the Union County Playmakers put on "Frosty" and had 667 people to see it.

Mr. Hovanec explained that staff is balancing its own productions with private events. There are currently three full-time staff members, and more staff is needed.

Mayor Burns asked if a breakdown of costs was available.

Mr. Hovanec directed Mr. Burns to the website, where all fees are posted.

Ms. Rasberry asked if the theater broke even on Lee Greenwood.

Mr. Hovanec responded that he is not sure, but it will be close as the concert sold out. Monroe audiences will not pay the ticket prices that Charlotte audiences will.

Vice Chairwoman Kahle noted that the theater has a great mix of local productions and big-name events.

Ms. Rentschler expressed hope that over time the Monroe population will allow the theater to raise ticket prices.

Mr. Hovanec explained that the Playmakers weren't charged. The City does not make any money from them, and the theater is tied up for several days, but it adds to the quality of life for the community.

Vice Chairwoman Kahle stated that as the process moves along, the more everyone learns. The theater is a gem in the community, and every event is an opportunity to present the City in a positive light.

Mr. Hovanec agreed, saying that people are coming downtown for theater events, which drives businesses. The theater still has a good relationship with the Playmakers and symphony.

Mayor Burns asked if there were any ideas for multipurpose events like conventions.

Mr. Hovanec answered that the theater and City do get events. For example, the Southeast Convention of Air Shows is coming to Monroe and using the theater and the science center for conference days. There is a balance to be struck between valuing community partnerships that don't pay like the one with the Playmakers and the theater needing to create revenue.

Item No. 6 Science Center Update Mr. Hovanec announced that the science center is coming up on the one-year anniversary of its soft opening.

Ms. Fike showed the Board an admission tracking spreadsheet, noting that Tuesdays, when the science center is open only to school groups, are very successful. Currently the science center is selling gift cards for Christmas and offering BOGO days for different groups as staff determines the needs of the community. In celebration of the first anniversary of the science center, January 11 will be an event for donors, and January 13 will be a free admission day for the public.

Mr. Hovanec said that staff will be bringing in new exhibits after March 1 and shifting existing exhibits around.

Ms. DeLuca asked if there was any chance of collaborating with Discovery Place.

Mr. Hovanec responded that DP's exhibits are way too expensive for the science center's budget, and Ms. Fike added that their exhibits take more space than the science center has.

Ms. Rentschler asked if staff still tracked where visitors came from.

Ms. Fike presented a visitor zip code report on the screen.

Mr. Hovanec presented the group reservations spreadsheet on the screen and noted a lot of connections with school groups, which emphasizes the importance of maintaining a dedicated day for school groups.

Vice Chairwoman Kahle complimented Ms. Fike on the science center's social media presence.

Ms. Fike noted that a lot of people who went to see "Frosty" at the theater came to the science center before or after the performance, so those theater performances drove science center admissions.

Mr. Hovanec invited the Board to put January 11 on their calendars for the science center donor celebration. The parking lot is complete, which is very exciting, and the islands will be landscaped in the spring.

Vice Chairwoman Kahle stated that Monroe Rotary would like to have a conversation about using space by the parking lot for a park.

Ms. Raspberry asked if the proposed dog park was still a possibility.

Mr. Hovanec answered that the dog park is off the table as Council decided not to move forward with it.

Item No. 7 Air Show Update Mr. Hovanec reminded the Board that the air show took place over Veterans Day weekend. Saturday was rainy, so attendance and revenue were down by about 25%, but overall numbers for that day were much better than anticipated. The air show is within acceptable loss parameters. The Hampton Inn and the Fairfield Inn were full: People came in for multiple days and spent money in the City. All planes were able to fly both days. The show faced a lot of obstacles with airport construction and the current cost of goods. Most importantly, there were no incidents. Staff is moving forward with plans for next year's air show.

Vice Chairwoman Kahle noted that air show revenue loss does not reflect the tax revenue gained from air show visitors.

Ms. DeLuca asked if there was a plan for the Morgan Windsor Alley.

Mr. Hovanec answered that staff is still trying to iron it out with seating, food trucks, and businesses nearby. In the meantime, the MW Alley is very visually appealing.

Mayor Burns asked if there will be any more sculptures.

Mr. Hovanec responded that there would not.

Vice Chairwoman Kahle said that she has seen a lot of pictures of the MW Alley on social media.

Ms. DeLuca asked if there would be a grand opening.

Mr. Hovanec answered yes but that he is not sure when that will take place. He then thanked Ms. DeLuca for her years of service on the Board, noting that her term has ended. Sheila Crunkleton has re-applied to fill the spot. Ms. Rasberry and Ms. Day are up for council approval for re-appointment.

Ms. Rasberry made a motion to adjourn. Ms. DeLuca seconded the motion, which passed unanimously with the following votes:

AYES: Hinson, Rasberry, Day, Kahle, Rentschler and DeLuca

NAYS: None

The meeting adjourned at 9:35 a.m.

ATTEST:


Pat Kahle, Vice Chairwoman


Alison H. Nichols

MTDA/12-14-23

PLANNING BOARD MEETING

January 3, 2024 @ 6:00 PM
City Hall – Council Chambers
300 W. Crowell Street, Monroe, NC

Emailed to HR on: 02/06/2024

Item 1. **Call to Order/Roll Call**

Chair, Richard Yercheck called the January 3, 2024 meeting to order at 6:00 p.m. Ashlyn Penegar called the roll and noted that there was a quorum was present.

Members Present: Richard Yercheck (Chair), Jennifer Smith (Vice Chair), Margaret Desio, Kenneth Deal, Archie Morgan and Patrick Furr

Members Absent:

Staff Present: Keri Mendler, Senior Planner, Patrick Blaszyk, Planner 1, Terry Sholar, Senior Staff Attorney, Ashlyn Penegar, Administrative Assistant II

Guests: Evan Abrnmowitz, Louis Philippi, Parker Mills, Daryl Anderson, James Kerr, David Dotson

Item 2. **Pledge of Allegiance and Moment of Silence**

Item 3. **Approval of Minutes- December 6, 2023**

Kenneth Deal said I only have one amendment to the minutes, it basically involves a reply that I made to a question that the microphone picked up, but the question wasn't picked up and Archie posed the question. Either just put in Archie Morgan asked unintelligible or if he remembers what he asked?

Archie Morgan said are you kidding me?

Ashlyn Penegar asked do you know what page this is?

Kenneth Deal said it was on page 13, the response is correct, but its just the question that Mr. Morgan asked is missing, so I don't know if he remembers what he asked or not.

Archie Morgan asked where you said I want to know where this Board was last month, that's my thoughts? I don't remember.

Kenneth Deal said I think what it was is that you had leaned over to me and asked me what I thought about the project and my response was I'm still trying to figure out where this Board was last month when Eagles Rest came up. I don't want to say what you said, but other than that, I found it to be complete.

Chair said alright, so Terry, do we just say Archie Morgan unknown or unintelligible?

Terry Sholar said yes, unintelligible.

Chair asked and said Mr. Deal, are you good with that?

Kenneth Deal said yep, other than that, it was good.

Motion: Jennifer Smith made a motion to approve the amended minutes from December 6, 2023

Second: Kenneth Deal

Action: The motion passed unanimously with the following votes:

AYES: Richard Yercheck, Jennifer Smith, Margaret Desio, Kenneth Deal, Archie Morgan and Patrick Furr

NAYS: None

Item 4. Zoning map amendment for the property located at 807 and 809 West Franklin Street and further identified as tax parcel 09-273-013 from Residential Medium Density (RMD) to Residential High Density (RHD).

Patrick Blaszyk, Planner 1, approached the podium and introduced himself. He said tonight, I am presenting a zoning map text amendment request for the property located at 807 and 809 West Franklin Street and further identified as tax parcel 09-273-013 from Residential Medium Density (RMD) to Residential High Density (RHD).

The City of Monroe has received a request from Evan Abrnmowitz to rezone the 0.348 acres from Residential Medium Density (RMD) to Residential High Density (RHD). The Residential High Density (RHD) district is intended to permit for a denser development pattern and is intended to allow for a mixture of housing types, including multifamily. The RHD zoning district is intended to be utilized in areas that feature a design and scale that encourage townhouse/attached single family, duplex/triplex/quadplex, and multifamily development and may permit compatible uses as permitted in Section 7: Permissible Uses and Standards.

This property is currently occupied by a structure that was constructed in 1925 and is presently being utilized as a duplex. This lot is also located in the City of Monroe Historic District. The applicant is requesting the rezoning in order to convert the duplex into condominiums.

The Land Use and Transportation Plan indicates this area as Traditional Development. This form of development surrounds the downtown core and is anchored by the city's most historic neighborhoods. This designation allows some small-scale commercial and service uses that support surrounding residences. The dense transportation network offers easy access to downtown. The design and scale of neighborhoods encourages active living and affords residents the ability to live, work, shop, and play within a walkable community. Buildings are generally oriented toward a comprehensive network of walkable streets. Cul-de-sacs should be limited to the extent possible, such as locations where topography, natural features, or existing development makes other street connections prohibitive. Requiring pedestrian connections and designating stubouts for future street connections is encouraged.

Planning staff believes the request is consistent with the Land Use and Transportation Plan because multi-family is a priority use and allows 10 units per acre and this rezoning would result in 5.75 per acre.

A rezoning notification sign will be posted 10 days prior to the public hearing.

An official rezoning notification letter will be sent to the adjacent property owners located within 150 feet, 10 days prior to the public hearing and Planning staff recommends approval of the rezoning request and I will be happy to answer any questions that you might have.

Chair asked do we have any questions for Patrick?

Archie Morgan said not at this time, I don't. I have a variety of questions, but let's hear from the applicant.

Chair said we would like to hear from the applicant, thank you, Patrick.

Chair asked is there anyone that would like to speak in favor of this project?

Evan Abrnmowitz approached the podium and introduced himself and said I am the property owner and I appreciate you hearing this matter. What we are trying to do is not make any changes, we are keeping the existing building. Right now is operated as rentals, but we want to make it owner occupied housing. We were told that this was the process that we had to go through to do that, again, we aren't changing or building any new buildings or splitting down or tearing down the building. We are just simply changing from for rent, to for sale. I bought the property with my wife in 2022 and I grew up in Charlotte and went to Myers Park High School and I kind of new about Monroe's potential and I was attracted it to it as a market. The first time I drove around the Historic District, I was blown away by how beautiful and charming it was. I saw the property on the market and thought that we really liked the potential of this area. We currently live in Wilmington and we really like historic buildings and historic communities. I feel like you get that with owner occupied housing, opposed to rentals. We want people that are invested in the community and as an investor, I feel like this is the best move. I also feel that it's good for the City as well, to have owner occupied housing in this spot. Again, that's why I am here and thank you for considering and I am happy to answer any questions.

Chair said ok, thank you.

Archie Morgan said we take the historic district very seriously and I am Chairman of the Historic District Commission and I am concerned that there are no elevations here. We have no idea what you are wanting to do or what it's going to look like. Our job is to preserve the Historic District and I don't know what you are planning here.

Mr. Abrnmowitz said we aren't planning anything; we aren't making any changes to the building. Our plan is to put the property up for sale as sale units.

Archie Morgan asked will the outside of the house change in anyway?

Mr. Abrnmowitz said no changes inside or outside.

Archie Morgan asked how many condos are we talking about?

Mr. Abrnmowitz said it's a duplex, so it's just two units.

Archie Morgan said ok.

Jennifer Smith asked are they going to be sold individually?

Mr. Abrnmowitz said correct.

Jennifer Smith said my question is that if this went through and what if you sold it to someone else and God forbid, the property burned to the ground or they tore it down. What would they be able to put back there? The same thing or a quadplex?

Mr. Abrnmowitz that might be a better question for Patrick.

Patrick Blaszyk said if the property were to burn down after this rezoning, the parcel would become RHD, Residential High Density, so they would be able to put multifamily, such as condominiums and multifamily products on the lot, but whatever they would put on the lot would have to go through the Historic District to make sure...

Archie Morgan said therein lies the rub, the zoning goes with the property and not the home. So, we are concerned about down the road and what happens to this property. What is the potential of what could go on this piece of property?

Patrick Blaszyk said anything that is allowed in the RHD zoning district. So, you could have condos, different types of multifamily...

Chair asked how many on that lot?

Jennifer Smith asked like a quadplex.

Patrick Blaszyk said they could have 3 units that they could have on the lot.

Chair asked they would go from 2 units to 3?

Keri Mendler approached the podium and said can I just add something as well? If it were to burn down and be rebuilt, Patrick did say 3 units max based off the density of the RHD. In addition to that, they would have to meet all of the development standards, such as buffering and landscaping and open space. So, while they could technically do three, I don't know if it's really feasible with all of the requirements that the ordinance would require, to go that route, if it were to burn down.

Jennifer Smith asked could someone come in and buy that property and then do them all as rentals?

Keri Mendler said certainly, just like its rentals now today. The City can't regulate rental versus owner occupied.

Archie Morgan asked if its 2 units today and its going to stay 2 units, why do we have to rezone it to high density?

Patrick Blaszyk said the owner is looking to do condos, which are only allowed in the RHD zoning district. Condos aren't allowed in the currently district that's it's in, which is the RMD, Residential Medium Density District.

Jennifer Smith asked that's because he wants to sell them individually, right?

Patrick Blaszyk said right.

Chair asked do we have any more questions for Evan? Hearing none, thank you. Is there anyone that would like to speak in favor of this project?

James Kerr approached the podium and said I am here speaking to you as a neighbor and a Historic District resident. As you can see for those of you that know us, the property in question is directly across the street from our house and directly in front of another property that we own on the corner. We worked really hard to get this part of the downtown area in the Historic District and we love seeing what's happening up and down every street downtown and having this property as a condo or townhome, would we be having this same discussion? Meaning that they would own the dirt under the two units?

Keri Mendler said yes, so that's the difference between the townhouses and condos. Townhomes, you would own and it would be a property line from the front to the back and each person would own a lot, plus part of the building. Whereas a condo, it's basically an internal property line, where the exterior is owned by both parties basically. Townhomes are permitted in the RMD district, condos are considered multifamily, which is why the RHD is required for the rezoning.

James Kerr said that clarifies that and asked Keri, would you be good if it were townhouses?

Keri Mendler said I don't know if that's going to be allowed, because of the density. I think that's why we are at, where we are at.

James Kerr said whether it is two condos or two townhouses, it would increase property values exponentially. That house is truly a jewel. It was delivered to that site in the 1920's from the railroad yard and put together and it has always been a duplex, it was ordered from Sear's as a duplex, it was assembled as a duplex and each side has almost 2,300 square feet on each side. Having these to purchase, we all know the advantages whenever you have someone that's more stable. You have people that are staying longer and the yards are kept up better. I think this would help strengthen the fabric of our neighborhood and God forbid something that would happen and it would burn down, but I think the Planners were pretty clear that you could never do more than three and I don't see how you could put three on there, it's really skinny.

Jennifer Smith asked where is the parking at for that property? Is it at the very rear?

James Kerr said yes, when you go past our house and take a left on Johnson and then you take another left, there is a driveway right behind the building that currently runs right into a 2 car garage. The garage appears to be original too. It's actually behind the 807 side and its already divided in the middle. Bryan McAlister has already looked at it, and it already has the demising walls in the attic and the fire walls are still there. This would just be a legal maneuver; you aren't making any changes inside or any changes outside.

Jennifer Smith said its always been very well maintained for as long as I've lived here and I've lived here 36 years and I've never seen it in any kind of disrepair.

James Kerr said Bill and Nancy Price owned it for about 50 years and then Evan and his wife have owned it.

Jennifer Smith asked is it going to have a Homeowners Association or anything like that?

James Kerr said if it's a condo, it would. If it was a townhouse...

Chair said Evan, please come back up. We are asking James questions that should be directed to you.

Mr. Abrnmowitz said I might direct them to James though.

James Kerr said I will try to answer, but we might need to defer them to the experts. What was the question again? I'm sorry.

Jennifer Smith said homeowner's association.

James Kerr said if it was a condo, it would have to have an HOA, even just for two units. You would have an undivided interest in all of the property, outside of your inside walls. So, you would probably be paying one person to mow and one person to clean out the gutters and so on.

Archie Morgan asked these are strictly going to be for sale?

James Kerr said correct.

Archie Morgan asked there is no way that they can be rentals?

Jennifer Smith said well, no. Someone could buy them and rent it. Once it's sold, you can do whatever you want with it. There isn't anything that you can include in the deed or anything else that excludes that.

James Kerr said someone just bought that whole neighborhood near McGee Corporation and now that who neighborhood is rental now on 74.

Kenneth Deal asked can I ask for a gentleman's agreement between me and you that you will never pledge to never to sell this property to a corporate rental company?

Jennifer Smith asked Mr. Deal to repeat his question.

Kenneth Deal repeated his question to Mr. Abrnmowitz.

Mr. Abrnmowitz said like an out of state...

Kenneth Deal said in state, out of state, I don't care where they are at, I would like to see two single families go into this thing and own what they are living in, because they will maintain it. Nancy Price was my neighbor before she passed away, so I've been in this house. One side is beautiful actually, but I cant require that and obviously no one could require that. But, I would like to know that a couple of families are going to benefit from what you are trying to do.

Mr. Abrnmowitz said that's the hope.

James Kerr said I think you have pretty strict scrutiny with the ladies next door, they are our neighborhood watch, Loraine and Gina. Then, the Griffins are diagonally across the street and we are the two houses directly across.

Jennifer Smith said you wouldn't let that happen, would you James?

James Kerr said no and Dana certainly wouldn't.

Chair said thank you gentlemen. Do we have anyone else that would like to speak in favor of this project? Do we have anyone that would like to speak against this project? Hearing none, do we have any further discussion on the Board? Anyone more questions for Patrick?

Patrick Furr said I would like to say that I would like to see some of this work before go forward with this. In other words, if he's done this somewhere else, I would like to put my eyes on his work and see what he intends to do. Basically, we are giving a pig in a poke and hoping he does this and hoping he does that. I cant see a lot of advantage to the City of the community if we are just going to take the thing and turn it into two homes and double our asking price on the thing. So, if there is any way possible, I would like to see some of his work where this has been done before, before we make a decision.

Chair asked and said, Evan, have you done anything like this before or is this your first outing.

Mr. Abrnmowitz said I haven't done anything like this before, but like I said, I'm not doing anything at all to the building.

Chair said right, so the building is staying the same and you just want to be able to deed it left and right.

Margaret Desio asked he says he's not going to do anything to it, so what kind of work are we looking for?

Patrick Furr said side work and see what he's going to up fit it.

Jennifer Smith saying something inaudible.

Chair said we don't have any control over that.

Archie Morgan said from what he is saying, there is nothing to see. Like Margaret said, I don't know what we would look at. He's not changing anything.

Margaret Desio said it is what it is.

Archie Morgan said I'm concerned about elevations too, but there won't be any change from what he is telling us.

Chair said ok, I will entertain a motion.

Motion: Margaret Desio made a motion to recommend adoption of the Resolution Approving Land Use and Transportation Plan Compliance

Second: Richard Yercheck

Action: The motion passed with the following votes:

AYES: Richard Yercheck, Jennifer Smith, Margaret Desio, Kenneth Deal, and Archie Morgan

NAYS: Patrick Furr

Chair asked Mr. Deal, are you an aye or a nay, I didn't hear you.

Kenneth Deal said I didn't vote.

Jennifer Smith asked you're not voting?

Kenneth Deal said I'm not voting.

Chair asked can I have anyone that would like to abstain from the project, please abstain.

Terry Sholar said to abstain, there needs to be a basis to abstain. Either you have some conflict or some interest in the property, that would be a basis for abstaining. Otherwise, it's counted as a "Yes" vote.

Kenneth Deal said that's correct, I'm aware of that.

Chair said alright, that motion is approved, or is approved. I will need another motion.

Motion: Margaret Desio made a motion to recommend adoption of the Ordinance amending Section 157.1.2.1- Official Zoning Map

Second: Jennifer Smith

Action: The motion passed unanimously with the following votes:

AYES: Richard Yercheck, Jennifer Smith, Margaret Desio, Kenneth Deal and Archie Morgan
NAYS: Patrick Furr

Kenneth Deal abstained from the motion to recommend adoption of the Ordinance amending Section 1557.1.2.1-Official Zoning Map.

Chair said congratulations.

Item 5. Zoning text amendment to Section 3.3.4 and 3.3.4 titled “Board of Adjustment and Planning Board”.

Terry Sholar approached the podium and introduced himself. He said, Planning Board is requested to consider amending Chapter 157 3.3.3 and 3.3.4 to add alternate members to the Planning Board and Board of Adjustment. Currently the Planning Board and Board of Adjustment has seven members each. Planning Board is asked to add two alternate members each to the Planning Board and Board of Adjustment. Both boards provide specific functions when hearing land usage matters and need a full board to make decisions. The Board of Adjustments conducts specific quasi-judicial hearings regarding variances and appeals. The UDO amendment is to add alternates to each board to fill in a case-by-case bases when a regular member is absent or disqualified from hearing a case. Staff recommends adoption of the ordinance amending the Chapter 157 of the Zoning Code to provide for alternate members on the Planning Board and Board of Adjustment.

Chair said I have a question.

Terry Sholar said sure.

Chair asked is it possible to break these up into two? Because right now they’re kind of ganged together. I would be in favor of what you are saying for Board of Adjustment, but with that being said, I just got this and I would like some time to ask some other folks some questions about it. If we are going to do alternates, how many alternates per Board of Adjustment and Planning?

Terry Sholar said 2 each. 2 alternates for Planning Board and 2 alternates for Board of Adjustment.

Chair asked will they be coming to every meeting or will they just be coming when we need them?

Terry Sholar said they will be coming with the idea that if something happened, they would be able to fill in and replace a regular member if they were needed during a hearing.

Chair asked will we be paying them to sit in the stands versus sitting on the dais?

Terry Sholar said yes, they will be a paid participant.

Chair said that’s a pretty good gig.

Jennifer Smith said I’ve done that before. That’s been in the past.

Terry Sholar said for many, many years, we had alternates on both boards and I'm not sure when it got removed...

Kenneth Deal said I know more history about that than I care to know, so I won't repeat the history. But, I've heard many times, that City Council would prefer for us not to send things forward to them with no recommendation. The only way to ensure that is to have a full board here at every meeting, 7 votes. So, it's either an up or down recommendation from Planning Board and we've had this problem, not so much with the Planning Board, but with the Board of Adjustment. Because, we lost alternates and when we lost alternates, we lost the ability to pull and we also lost public interest of even being on the Board. When they did away with the alternates, I was one of the first people to complain about that, it just made no sense not to always have a full Board sitting up here adjudicating where we can have alternates who receive the same packet that we do and they do their own individual research that we do and they come and they sit here and they are ready to step up, because they attend every meeting. If Coach is on vacation or our Chairman is on vacation, it doesn't matter, we would still have 7 people voting on stuff. We wouldn't have the Wildwoods that we dump onto City Council with no recommendation from the Planning Board, it kind of negates the purpose of us. So, I am fully in support of this. I do have one question though, I didn't have a chance to read GS 160 D-307, as to how it pertains to the ETJ member on these two Boards, the revision takes them out. Where the ETJ member by that state statute is appointed by Union County, I think that little portion needs to be put in there. We've never had anybody from the Junior Council show up at either of the meetings, so I don't see any problem with taking that away.

Terry Sholar said the intent here is not to take away the ETJ members, they would still remain. It may not have been part of this revision, but in the overall ordinance, it would still remain untouched.

Kenneth Deal asked can we just put that sentence back in there?

Terry Sholar said I think it is in another section of the ordinance. (Mr. Sholar flips through ordinance)

Chair asked Ken, do you want to table this until they can fix that and bring it back to us next month?

Kenneth Deal said I don't see any reason to table it. Again, it's a simple change.

Terry Sholar said the intent was to leave all the rest of the ordinance, except for this specific change, unchanged. So, the remainder of the ordinance would remain intact with the ETJ portion and those kinds of things. There are lots of other provisions in this ordinance, besides just these, and they would all remain intact.

Kenneth Deal said I just want to make sure that people that live in the ETJ don't find themselves unrepresented in matters that directly affect them, that's my point.

Terry Sholar said I am almost 100% positive that that will remain in place.

Jennifer Smith said we've always had 7, we are just actually adding alternates on, correct?

Terry Sholar said yes, 2 alternates.

Kenneth Deal said we are putting them back on, they used to be on there before.

Chair said ok, do we have any other questions for Terry? Thank you, sir.

Chair asked do we have any discussion from the Board? Would anyone like to make a motion?

Motion: **Kenneth Deal made a motion to approve the Resolution to add alternates to the Board of Adjustment and Planning Board.**

Second: **Jennifer Smith**

Action: **The motion to adjourn passed unanimously with the following votes:**

AYES: **Richard Yercheck, Jennifer Smith, Margaret Desio, Kenneth Deal, Archie Morgan and Patrick Furr**

NAYS: **None**

Item 6. **Next Meeting: February 7, 2024**

Item 7. **Adjournment**

Motion: **Richard Yercheck made a motion to adjourn.**

Second: **Jennifer Smith**

Action: **The motion to adjourn passed unanimously with the following votes:**

AYES: **Richard Yercheck, Jennifer Smith, Margaret Desio, Kenneth Deal, and Archie Morgan**

NAYS: **None**

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The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Richard Yercheck, Chair
Planning Board

Ashlyn Penegar
Secretary to the Board



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Disbursement of Fiscal Year 2023-2024 City Council Discretionary Funds by Mayor Pro Tem Gary Anderson

SUMMARY STATEMENT

Notification of request for disbursements of City Council Discretionary Funds.

REVIEW

Staff has received a request from Mayor Pro Tem Gary Anderson for disbursement of City Council Discretionary Funds to the New Covenant Community Development Center in the amount of \$1,000. Disbursements for Mayor Pro Tem Anderson to date are as follows:

Date	Recipient	Public Purpose	Fiscal Impact	
			Amount	Balance
07/01/2023	Discretionary Allocation Fiscal Year 2023-2024			\$3,000
07/21/2023	Monroe High School Athletic Foundation	Support of high school athletics	\$250	\$2,750
09/28/2023	Union County Playmakers	Support of cultural opportunities	\$500	\$2,250
10/05/2023	Police Athletic League	Recreational opportunities	\$500	\$1,750
02/29/2024	New Covenant Community Development Center	Educational opportunities	\$1,000	\$750

RECOMMENDATION

There is no action required from Council. This item is for informational purposes only.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Disbursement of Fiscal Year 2023-2023 City Council Discretionary Funds
by Council Member James Kerr

SUMMARY STATEMENT

Notification of request for disbursements of City Council Discretionary Funds.

REVIEW

Staff has received requests from Council Member Kerr for disbursement of City Council Discretionary Funds as follows: American Red Cross – \$1,000; Friends of the Library – \$500; Council on Aging in Union County – \$500; and, Union Symphony – \$225. Disbursements for Council Member Kerr to date are as follows:

Date	Recipient	Public Purpose	Fiscal Impact	
			Amount	Balance
07/01/2023	Discretionary Allocation Fiscal Year 2023-2024			\$3,000
09/28/2023	Union County Playmakers	Support of cultural opportunities	\$500	\$2,500
10/17/2023	Union County NAACP 51 st Annual Freedom Fund Banquet	Educational support	\$275	\$2,225

Date	Recipient	Public Purpose	Fiscal Impact	
			Amount	Balance
02/07/2024	American Red Cross	Provides emergency assistance, disaster relief and disaster preparedness education	\$1,000	\$1,225
02/07/2024	Friends of the Library	Assisting in providing cultural enhancement opportunities to citizens	\$500	\$725
02/07/2024	Council on Aging in Union County	Support of assistance and care programs for senior citizens in Union County	\$500	\$225
02/07/2024	Union Symphony	Support of arts	\$225	\$0

RECOMMENDATION

There is no action required from Council. This item is for informational purposes only.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Disbursement of Fiscal Year 2023-2024 City Council Discretionary Funds
by Council Member Franco McGee

SUMMARY STATEMENT

Notification of request for disbursements of City Council Discretionary Funds.

REVIEW

Staff has received a request from Council Member Franco McGee for disbursement of City Council Discretionary Funds to the NCLM Town & State Dinner in the amount of \$80. Disbursements for Council Member McGee to date are as follows:

Date	Recipient	Public Purpose	Fiscal Impact	
			Amount	Balance
12/01/2023	Discretionary Allocation Fiscal Year 2023-2024			\$1,500
01/05/2024	Dr. MLK, Jr. Committee (Prayer Breakfast)	Support of community development	\$35	\$1,465
01/26/2024	Transformation Services/Union County Vipers Privatized College Athletics Outreach Program	Recreational opportunities	\$500	\$965
02/16/2024	NCLM Town & State Dinner	Build relationships and learn from	\$80	\$885

Date	Recipient	Public Purpose	Fiscal Impact	
			Amount	Balance
		other City, State and Federal officials		

RECOMMENDATION

There is no action required from Council. This item is for informational purposes only.

**CITY OF MONROE
GENERAL FUND BALANCE
SUMMARY COMMENTARY
AS OF 02/13/2024**

Commentary

The unassigned General Fund balance is \$ **4,986,305**

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.

CITY OF MONROE
GENERAL FUND BALANCE
AS OF 02/13/2024

			NON SPENDABLE		RESTRICTED					ASSIGNED			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 ⁽³⁾	Formal Assignments		UNASSIGNED
As of June 30, 2023			\$ 262,112	\$ 1,878,828	\$ 9,207,280	\$ 3,327,824	\$ 38,839	\$ 834,038	\$ 1,931,873	\$ 13,820,359	\$ 3,834,828	\$ 1,620,242	\$ 5,824,638	\$ 42,580,863
FY24	Date	Description												
BO-2023-06	06/13/2023	Appropriations included in FY24 Council Adopted Budget ⁽³⁾			\$ 31,606		\$ 200,000	\$ 97,966		\$ 3,834,828				
1808-CapRol	07/01/2023	Prior year encumbrances rolled forward		\$ 1,732,876									\$ 231,658	
BA-2023-15	07/18/2023	Site imprvmnts for construction of storage hangar (Cit-Monroe Hangar 1 LLC)												
BA-2023-16	08/08/2023	Unspent appropriations			\$ 335,540	\$ 38,839	\$ 2,495					\$ -	\$ 42,766	
BO-2023-09	08/08/2023	Close capital projects										\$ (27,643)		
BA-2023-20	09/12/2023	Funding for the Union County Preservation Commission											\$ 20,000	
BA-2023-25	10/10/2023	Funding mktg contract for Good Jobs, Great Cites											\$ 58,800	
BO-2023-11	10/10/2023	Concord Avenue Area Master Plan											\$ 750,000	
BA-2023-27	12/12/2023	Mid-year Budget Adjustment		\$ (192,000)				\$ 20,000					\$ (709,001)	
BA-2023-28	12/12/2023	Funding for new Mayor/Council discretionary											\$ 3,000	
BO-2024-02	01/18/2024	City's 10% match for project AP2402 - tree obstruction removal and fencing										\$ 125,000		
BA-2024-01	02/13/2024	Market adjustment for police salaries											\$ 441,110	
			\$ -	\$ (192,000)	\$ 1,732,876	\$ 367,146	\$ 38,839	\$ 202,495	\$ 117,966	\$ -	\$ 3,834,828	\$ 97,357	\$ 838,333	
			\$ 262,112	\$ 2,070,828	\$ 7,474,404	\$ 2,960,678	\$ -	\$ 631,543	\$ 1,813,907	\$ 13,820,359	\$ -	\$ 1,522,885	\$ 4,986,305	

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 FY24 Original

Budget :	Unassigned	Restricted	
Center Theatre Donations		\$ 200,000	1,732,876
Annual Tee Box Funding	\$ 50,000		(865,601)
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	130,000			
8670 Debt for Airport	1,097,259			
7030 Repl Toro fairway mower #2331	95,464			
7030 Repl Toro Sand-Pro 5040 #1733	33,270			
	<u>\$ 3,834,828</u>	<u>\$</u>	<u>329,572</u>	<u>4,164,400</u>

(4) Will be revised to agree with ACFR

City of Monroe
General Fund Balance
Formal Assignments
Transaction History
AS OF 02/13/2024

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	-
01/18/24	BO-2024-02 Tree obstruction removal and fencing	(125,000)	-
		\$ 152,892	\$ 1,369,993
Total Assigned Fund Balance			\$ 1,522,885

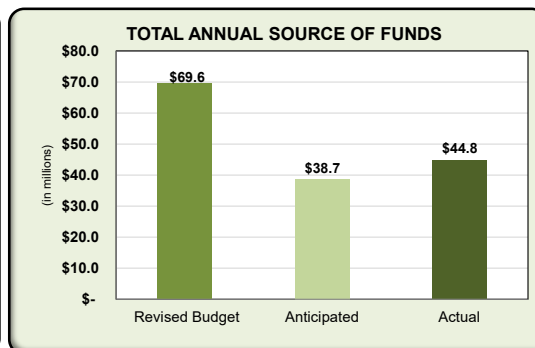
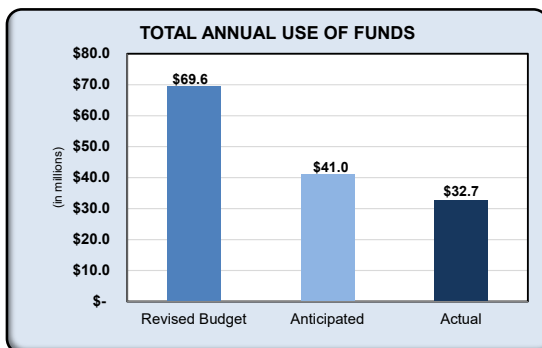
Notes:

- (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.

**CITY OF MONROE
GENERAL FUND
FINANCIAL SUMMARY REPORT
FISCAL YEAR 2023-2024
(As of January 31, 2023)**



	Actual FY23	Original Budget FY24	Revised Budget FY24	Actual to Date FY24	YTD % Anticipated	YTD % Realized
Revenues						
Ad Valorem Property Taxes	\$ 23,799,810	\$ 25,080,256	\$ 25,080,256	\$ 24,979,087	96.1%	99.60%
Vehicle Property Taxes	2,028,695	1,903,579	1,903,579	1,010,323	44.2%	53.1%
Prior Year Taxes	164,932	100,000	100,000	57,197	62.0%	57.2%
Penalties and Interest	111,787	80,000	80,000	40,469	39.2%	50.6%
Other Taxes & Licenses	153,619	119,075	119,075	114,196	57.2%	95.9%
Additional City Vehicle Tax	912,690	910,542	910,542	443,135	56.2%	48.7%
Intergovernmental	261,436	248,656	248,656	24,000	9.2%	9.7%
Grants	1,801,983	1,643,375	1,796,907	1,580,504	79.1%	88.0%
Sales Tax ⁽¹⁾	10,844,265	11,185,458	11,185,458	3,733,830	32.7%	33.4%
Electric Sales Tax ⁽¹⁾	2,890,203	2,895,000	2,895,000	799,740	28.6%	27.6%
Telecom Sales Tax ⁽¹⁾	162,856	157,000	157,000	51,987	27.2%	33.1%
Cable Sales Tax ⁽¹⁾	173,646	169,700	169,700	42,225	26.5%	24.9%
Sales Tx Piped Nat Gas ⁽¹⁾	287,922	269,000	269,000	40,767	25.8%	15.2%
Permits and Fees	905,491	1,065,406	1,065,406	660,525	59.0%	62.0%
Building Permits / Tech Fees	1,468,198	1,075,175	1,075,175	932,829	38.1%	86.8%
Sales and Services	508,476	533,857	1,858,857	1,685,097	46.0%	90.7%
Investment Earnings ⁽²⁾	1,321,291	440,185	440,185	2,483,244	67.8%	564.1%
Miscellaneous	464,465	298,889	300,369	231,625	83.6%	77.1%
Other Sources	11,260,515	2,294,000	2,340,602	672,800	49.0%	28.7%
Total	\$ 59,522,280	\$ 50,469,153	\$ 51,995,767	\$ 39,583,580	64.8%	76.1%
Reimbursements from Other Funds						
	\$ 8,096,986	\$ 8,665,535	\$ 8,665,485	\$ 5,218,014	58.3%	60.2%
Total Revenues and Reimbursements	\$ 67,619,266	\$ 59,134,688	\$ 60,661,252	\$ 44,801,595		
Expenditures						
General Government	\$ 14,405,635	\$ 17,429,780	\$ 18,253,747	\$ 8,330,257	58.3%	45.6%
Outside Agency	267,709	285,190	350,542	90,763	58.3%	25.9%
Transportation	5,235,330	5,601,787	7,678,197	1,887,108	58.3%	24.6%
Police	13,432,617	15,136,709	16,506,717	8,918,519	58.3%	54.0%
Fire	11,047,400	13,782,095	14,710,729	7,113,320	58.3%	48.4%
Building Standards	1,440,822	1,416,269	1,453,859	748,383	58.3%	51.5%
Cultural and Recreational	3,295,789	4,146,829	4,324,574	2,334,644	58.3%	54.0%
Debt Service	2,729,128	2,764,515	2,764,515	503,925	58.3%	18.2%
Total	\$ 51,854,431	\$ 60,563,174	\$ 66,042,881	\$ 29,926,918		
Contributions to Other Functions						
Airport	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 871,726	58.3%	65.6%
Downtown	394,562	188,555	188,555	109,990	58.3%	58.3%
Dowd Theatre	360,730	386,385	386,385	225,391	58.3%	58.3%
Golf Course	96,815	264,147	264,147	154,086	58.3%	58.3%
Economic Development	-	-	-	-	NA	NA
Capital Projects (GF)	7,118,841	470,834	1,220,834	1,220,834	100.0%	100.0%
Capital Projects (Airport)	-	-	143,959	143,959	100.0%	100.0%
ARPA	48,493	-	-	-	NA	NA
Self-Insurance Funds	50,000	-	-	-	NA	NA
Total	\$ 9,095,175	\$ 2,407,180	\$ 3,532,797	\$ 2,725,986		
Total Expenditures and Contributions	\$ 60,949,607	\$ 62,970,354	\$ 69,575,678	\$ 32,652,904		
Net Change in Fund Balance	\$ 6,669,660	\$ (3,835,666)	\$ (8,914,426)	\$ 12,148,691	100.0%	



Notes:

⁽¹⁾ Sales Tax revenues are distributed on a 90 day delay.

⁽²⁾ Investment Earnings are distributed quarterly to all funds.

CITY OF MONROE BUDGET NET OPERATING PROFIT/(LOSS) ENTERPRISE FUND OPERATIONS				
	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024
Monroe Country Club				
Golf Course				
Revenues	\$ 1,240,835	\$ 1,095,345	\$ 1,260,745	\$ 771,849
Expenditures	1,067,019	1,204,194	1,214,057	656,588
Net Operating Profit/(Loss)	\$ 173,816	\$ (108,849)	\$ 46,688	\$ 115,261
Ballroom				
Revenues	\$ 46,605	\$ 61,300	\$ 61,300	\$ 34,425
Expenditures	63,072	153,717	153,717	31,533
Net Operating Profit/(Loss)	\$ (16,467)	\$ (92,417)	\$ (92,417)	\$ 2,892
Total Monroe Country Club Net Operating Profit/(Loss)	\$ 157,349	\$ (201,266)	\$ (45,729)	\$ 118,153
Center Theatre				
Revenues	\$ 151,517	\$ 531,631	\$ 531,631	\$ 108,902
Expenditures	476,242	809,513	809,562	265,549
Net Operating Profit/(Loss)	\$ (324,725)	\$ (277,882)	\$ (277,931)	\$ (156,648)
Monroe Aquatics & Fitness Center				
Revenues	\$ 3,717,767	\$ 3,961,836	\$ 4,072,101	\$ 2,529,836
Expenditures	3,635,554	3,944,722	4,059,619	2,306,659
Net Operating Profit/(Loss)	\$ 82,214	\$ 17,114	\$ 12,482	\$ 223,177
Stormwater				
Revenues	\$ 2,905,351	\$ 2,933,568	\$ 2,933,568	\$ 1,663,242
Expenditures	2,215,921	2,544,818	2,725,326	1,327,056
Net Operating Profit/(Loss)	\$ 689,431	\$ 388,750	\$ 208,242	\$ 336,185
Water Resources				
Revenues	\$ 26,979,993	\$ 26,521,886	\$ 26,521,886	\$ 16,165,756
Expenditures	13,532,336	16,920,451	18,295,109	8,442,725
Net Operating Profit/(Loss)	\$ 13,447,657	\$ 9,601,435	\$ 8,226,777	\$ 7,723,031
Electric				
Revenues	\$ 64,258,210	\$ 68,026,076	\$ 68,026,076	\$ 36,196,392
Expenditures	52,010,581	58,599,619	59,060,745	28,166,841
Net Operating Profit/(Loss)	\$ 12,247,629	\$ 9,426,457	\$ 8,965,331	\$ 8,029,551
Natural Gas				
Revenues	\$ 23,756,067	\$ 28,805,489	\$ 28,805,489	\$ 9,412,404
Expenditures	16,035,647	24,583,414	24,784,149	6,226,227
Net Operating Profit/(Loss)	\$ 7,720,420	\$ 4,222,075	\$ 4,021,340	\$ 3,186,177
Airport				
Operations				
Revenues	\$ 2,957,978	\$ 3,839,138	\$ 3,839,138	\$ 1,542,299
Expenditures	2,925,943	3,575,932	3,595,538	1,627,633
Net Operating Profit/(Loss)	\$ 32,035	\$ 263,206	\$ 243,600	\$ (85,333)
U.S. Customs Service				
Revenues	1,783	2,574	2,574	640
Expenditures	24,877	119,887	119,907	51,488
Net Operating Profit/(Loss)	\$ (23,094)	\$ (117,313)	\$ (117,333)	\$ (50,847)
Total Airport Net Operating Profit/(Loss)	\$ 8,941	\$ 145,893	\$ 126,267	\$ (136,181)
Solid Waste				
Operations				
Revenues	\$ 3,121,118	\$ 3,197,314	\$ 3,197,314	\$ 1,747,092
Expenditures	3,166,610	3,403,939	3,525,961	1,797,246
Net Operating Profit/(Loss)	\$ (45,492)	\$ (206,625)	\$ (328,647)	\$ (50,154)

Notes:

Does not include capital, debt service, sale of fixed assets, one-time restricted intergovernmental or other financing sources and uses

CITY OF MONROE BUDGET GENERAL FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 36,433,149	\$ 43,102,809	\$ 43,102,809	\$ 43,102,809	NA
Revenues					
Taxes	\$ 26,105,224	\$ 27,163,835	\$ 27,163,835	\$ 26,087,076	96.04%
Other Taxes and Licenses	1,066,309	1,029,617	1,029,617	557,331	54.13%
Intergovernmental Revenues Unrestricted	14,620,328	14,924,814	14,924,814	4,692,549	31.44%
Intergovernmental Revenues Restricted	1,801,983	1,643,375	1,796,907	1,580,504	87.96%
Permits and Fees	2,373,689	2,140,581	2,140,581	1,593,354	74.44%
Sales and Services	508,476	533,857	1,858,857	1,685,097	90.65%
Investment Earnings	1,321,291	440,185	440,185	2,483,244	564.14%
Miscellaneous	464,465	298,889	300,369	231,625	77.11%
Sub Total	\$ 48,261,765	\$ 48,175,153	\$ 49,655,165	\$ 38,910,780	78.36%
Other Financing Sources					
Transfer From Other Funds	\$ 10,298,426	\$ 624,000	\$ 670,602	\$ 672,800	100.33%
Proceeds From Limited Obligation Bonds	-	-	-	-	NA
Proceeds From LT Debt / Installment Pur.	825,000	1,670,000	1,670,000	-	0.00%
Inception Capital Lease	-	-	-	-	NA
Subscription Financing	137,090	-	-	-	NA
Advance To/From Other Funds	-	-	-	-	NA
Sub Total	\$ 11,260,515	\$ 2,294,000	\$ 2,340,602	\$ 672,800	28.74%
Reimbursements from Other Funds					
Cost Allocations	\$ 8,096,986	\$ 8,665,535	\$ 8,665,485	\$ 5,218,014	60.22%
Sub Total	\$ 8,096,986	\$ 8,665,535	\$ 8,665,485	\$ 5,218,014	60.22%
Annual Sources of Funds	\$ 67,619,266	\$ 59,134,688	\$ 60,661,252	\$ 44,801,595	73.86%
Total Sources of Funds	\$ 104,052,415	\$ 102,237,497	\$ 103,764,061	\$ 87,904,403	84.72%
<i>Uses of Funds</i>					
Expenditures					
General Government	\$ 14,673,344	\$ 17,714,970	\$ 18,604,289	\$ 8,421,020	45.26%
Transportation	5,235,330	5,601,787	7,678,197	1,887,108	24.58%
Public Safety					
Building Standards	1,440,822	1,416,269	1,453,859	748,383	51.48%
Police	13,432,617	15,136,709	16,506,717	8,918,519	54.03%
Fire	11,047,400	13,782,095	14,710,729	7,113,320	48.35%
Culture & Recreation	3,295,789	4,146,829	4,324,574	2,334,644	53.99%
Debt Service	2,729,128	2,764,515	2,764,515	503,925	18.23%
Sub Total	\$ 51,854,431	\$ 60,563,174	\$ 66,042,881	\$ 29,926,918	45.31%
Other Financing Uses					
Transfers to Other Funds	\$ 9,095,175	\$ 2,407,180	\$ 3,532,797	\$ 2,725,986	77.16%
Sub Total	\$ 9,095,175	\$ 2,407,180	\$ 3,532,797	\$ 2,725,986	77.16%
Total Uses of Funds	\$ 60,949,607	\$ 62,970,354	\$ 69,575,678	\$ 32,652,904	46.93%
Ending Balance	\$ 43,102,809	\$ 39,267,143	\$ 34,188,383	\$ 55,251,499	

CITY OF MONROE BUDGET GENERAL FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Taxes					
Ad Valorem Property Taxes	\$ 23,799,810	\$ 25,080,256	\$ 25,080,256	\$ 24,979,087	99.60%
Vehicle Property Taxes	2,020,608	1,896,079	1,896,079	1,009,368	53.23%
Current Year Tax Gap Bills	8,087	7,500	7,500	955	12.73%
Prior Year Taxes	164,851	100,000	100,000	56,795	56.80%
Prior Yr Gap Bills	80	-	-	402	NA
Penalties and Interest	111,787	80,000	80,000	40,469	50.59%
Total Taxes	\$ 26,105,224	\$ 27,163,835	\$ 27,163,835	\$ 26,087,076	96.04%
Other Taxes and Licenses					
Privilege License	\$ 2,207	\$ 2,300	\$ 2,300	\$ 2,072	90.09%
Priv License Penalties	20	25	25	25	100.00%
Rental of Motor Vehicle	89,972	68,000	68,000	57,928	85.19%
Add'l City Vehicle Tax	912,690	910,542	910,542	443,135	48.67%
Heavy Duty Rental Equip	61,420	48,750	48,750	54,171	111.12%
Total Other Taxes and Licenses	\$ 1,066,309	\$ 1,029,617	\$ 1,029,617	\$ 557,331	54.13%
Unrestricted Intergovernmental					
Beer and Wine Tax	\$ 157,435	\$ 146,000	\$ 146,000	\$ -	0.00%
State Fire Fees	2,501	2,656	2,656	-	0.00%
ABC Profit Distribution	101,500	100,000	100,000	24,000	24.00%
Local Option Sales Tax	10,844,265	11,185,458	11,185,458	3,733,830	33.38%
Electricity Sales Tax	2,890,203	2,895,000	2,895,000	799,740	27.62%
Telecom Sales Tax	162,856	157,000	157,000	51,987	33.11%
Cable Sales Tax	173,646	169,700	169,700	42,225	24.88%
Nat Gas Sales Tax	287,922	269,000	269,000	40,767	15.15%
Total Unrestricted Intergovernmental	\$ 14,620,328	\$ 14,924,814	\$ 14,924,814	\$ 4,692,549	31.44%
Restricted Intergovernmental					
Reimbursements FEMA	\$ 18,181	\$ -	\$ -	\$ -	NA
FEMA Covid-19 Claim	-	-	-	-	NA
CARES Funds	-	-	-	-	NA
Federal Grants Police Dept	-	-	25,459	-	0.00%
Police Grant 2020-DJ-BX-0266	-	-	-	-	NA
Federal Grants Fire Dept	-	-	50,384	-	0.00%
State Grants Econ Dev	-	-	-	-	NA
DEA Funds - Local	-	-	-	-	NA
DEA Funds - State	16,239	-	-	13,417	NA
Powell Bill State Allocation	1,040,393	1,040,394	1,040,394	1,170,095	112.47%
State Grants Fire Dept	-	-	15,189	14,364	94.57%
NCDPS Mutual Aid Assist	-	-	-	-	NA
State Grants Parks&Rec	-	-	18,000	-	0.00%
Local Grants Planning	-	-	-	-	NA
Interlocal Agreement / Finance	8,730	-	-	12,143	NA
Interlocal Agreement Fire	40,000	-	40,000	40,000	100.00%
Interlocal Agreement SRO	359,482	350,328	350,328	189,387	54.06%
Interlocal Agreement SPCC LEO	176,841	164,404	164,404	83,107	50.55%
Interlocal Agreement ABC LEO	95,805	88,249	88,249	51,724	58.61%
One NC Econ Dev Grant	-	-	-	-	NA
Rural Econ Dev Center	-	-	-	-	NA
NCRPA New Initiative Grant	-	-	-	-	NA
Centralina Area Agency Grants	-	-	4,500	6,266	139.24%
Reimbursements FEMA	45,506	-	-	-	NA
CARES Funds	-	-	-	-	NA
OAA-Senior Center Grant	500	-	-	-	NA
USTA Grant (Tennis Assoc)	306	-	-	-	NA
Total Restricted Intergovernmental	\$ 1,801,983	\$ 1,643,375	\$ 1,796,907	\$ 1,580,504	87.96%
Permits and Fees					
Erosion-Sed Ctrl Permits	\$ 134,415	\$ 151,917	\$ 151,917	\$ 120,484	79.31%
Erosion-Sed Ctrl Cvl Citations	4,160	-	-	-	NA
Erosion-Sed Ctrl Inspectn Fees	-	-	-	-	NA
Construction Re-inspection Fee	-	2,000	2,000	300	15.00%
P&Z Permit Fees	64,000	251,683	251,683	100,935	40.10%
P&Z Action Fees	69,701	68,798	68,798	41,875	60.87%
P&Z Board of Adjustment Fees	4,500	3,300	3,300	2,150	65.15%
P&Z Historic District Fees	1,950	2,250	2,250	1,875	83.33%
P&Z Publication Fees	10	-	-	-	NA
P&Z Other	1,780	750	750	7,500	1000.00%
P&Z Civil Citations	1,150	500	500	150	30.00%
P&Z Technology Fee	12,581	20,350	20,350	10,029	49.28%
P&Z Small Cell Wireless	-	-	-	-	NA
Police Court Fees	11,043	10,700	10,700	4,972	46.47%
Police Parking	5,900	10,000	10,000	4,860	48.60%
Police Parking Tkt Late Fees	2,325	4,000	4,000	1,585	39.63%
Police Precious Metals Permit	758	558	558	-	0.00%
Police Firing Range Fees	2,700	2,000	2,000	-	0.00%

Police Pawnbroker's License	-	1,080	1,080	-	0.00%
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CITY OF MONROE BUDGET GENERAL FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Utility Misc Charge	399,246	402,640	402,640	244,674	60.77%
NSF Fees	26,490	9,780	9,780	31,080	317.79%
Building Permit Fees	-	-	-	-	NA
Bldg Interlocal Reimb Fees	-	-	-	-	NA
Bldg Homeowner Recovery Fund	1,892	1,100	1,100	(478)	-43.48%
Code Enf Civil Citations	19,577	16,500	16,500	4,875	29.55%
Bldg Publication Fees	-	-	-	-	NA
Code Enforce Abatements	45,993	30,700	30,700	36,704	119.56%
PROP Application Fee	-	-	-	-	NA
PROP Civil Citations	-	-	-	-	NA
Technology Fee	132,354	99,000	99,000	84,328	85.18%
Inspections-Building	433,279	304,862	304,862	262,924	86.24%
Inspections-Electrical	319,357	242,540	242,540	212,028	87.42%
Inspections-Mechanical	277,583	208,828	208,828	185,174	88.67%
Inspections-Plumbing	256,945	180,045	180,045	168,807	93.76%
Inspections-Other	43,639	36,300	36,300	17,496	48.20%
Plan Review	3,150	2,500	2,500	2,550	102.00%
Small Cell Wireless	-	-	-	-	NA
Fire Dept Inspection Fees	70,325	55,900	55,900	40,251	72.01%
Fire Dept Plan Review	26,888	20,000	20,000	6,225	31.13%
Total Permits and Fees	\$ 2,373,689	\$ 2,140,581	\$ 2,140,581	1,593,354	74.44%
Sales and Services					
Cemetery Plot Sales	\$ 24,230	\$ 34,000	\$ 34,000	9,375	27.57%
Grave Openings	29,700	27,650	27,650	11,560	41.81%
Recording Fees	840	900	900	330	36.67%
Cremorial Niche	-	250	250	-	0.00%
Sale of Land	-	-	-	-	NA
Sale of Fixed Assets	164,616	130,700	1,455,700	1,532,693	105.29%
Rent Misc Buildings	5	-	-	5	NA
Rent Old City Hall	12,630	7,800	7,800	6,760	86.67%
Street Signs	169	-	-	4,693	NA
Monroe History Books	-	-	-	-	NA
Resident Address Plates	326	167	167	154	92.44%
Misc Sales Other	8,396	8,700	8,700	4,131	47.49%
Merchandise for Sale	500	2,300	2,300	100	4.35%
Ceramics Winchester	30	-	-	-	NA
Ceramics Senior Center	2,096	2,700	2,700	1,685	62.40%
Pottery Senior Center	435	500	500	673	134.50%
Computer Senior Center	-	500	500	-	0.00%
Youth Basketball	13,085	9,900	9,900	8,233	83.16%
Adult Softball	-	1,800	1,800	20	1.11%
Adult Basketball	-	1,000	1,000	-	0.00%
Youth Baseball	4,610	4,000	4,000	2,035	50.88%
Youth Softball	1,900	1,500	1,500	530	35.33%
Youth Tackle Football	-	-	-	-	NA
Youth Flag Football	3,440	1,500	1,500	590	39.33%
Adult Flag Football	-	-	-	-	NA
Pickleball	860	1,000	1,000	115	11.50%
Youth Kickball	-	-	-	-	NA
Adult Dodgeball	125	-	-	-	NA
Camps & Clinics	1,039	1,000	1,000	773	77.29%
Youth Soccer	7,633	8,000	8,000	6,054	75.68%
Track Program	2,050	3,000	3,000	-	0.00%
Bocce	-	350	350	-	0.00%
Cornhole	-	240	240	-	0.00%
Adult Trips	5,318	20,000	20,000	3,716	18.58%
Yearly Facility Maint Fee	4,020	30,000	30,000	(17)	-0.06%
Instructional Programs	717	1,200	1,200	1,397	116.42%
Special Event Fees	7,798	4,000	4,000	150	3.75%
After School	158,962	160,000	160,000	65,993	41.25%
Swimming Lessons	-	-	-	-	NA
Winchester Pool Fees	662	1,900	1,900	1,219	64.16%
Daily Fees	2,896	3,000	3,000	1,888	62.93%
Rental Discounts	-	-	-	-	NA
Rent Dickerson Ctr	1,833	1,400	1,400	245	17.50%
Rent Active Adult Center	-	13,500	13,500	1,925	14.26%
Rent Sutton Park	7,975	4,500	4,500	2,162	48.04%
Rent Shute Center	4,224	4,500	4,500	1,370	30.44%
Rent Winchester Center	2,750	1,300	1,300	550	42.31%

CITY OF MONROE BUDGET GENERAL FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Rent Parks	7,048	6,000	6,000	1,073	17.88%
Rent Parks Williams Athl Cmplx	9,005	11,000	11,000	6,774	61.58%
Rent Youth Soccer Complex	-	-	-	-	NA
Rent Old Armory	12,301	11,900	11,900	5,070	42.60%
Rent Baseball Fields	1,515	2,000	2,000	960	48.00%
Carowinds Tickets	1,900	7,000	7,000	-	0.00%
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 508,476	\$ 533,857	\$ 1,858,857	1,685,097	90.65%
Investment Earnings					
Investment Earnings	\$ 1,319,464	\$ 440,185	\$ 440,185	2,476,984	562.71%
Interest Earned Trustee	1,827	-	-	6,260	NA
Total Investment Earnings	\$ 1,321,291	\$ 440,185	\$ 440,185	2,483,244	564.14%
Miscellaneous					
Federal Bureau of Invest.	\$ -	\$ -	\$ -	-	NA
Reimb US Mashal Srv	7,721	-	-	3,275	NA
Reimb DEA/OT Justice Dept	2,520	-	-	4,316	NA
Third Party	-	-	-	-	NA
Miscellaneous Reimbursements	2,153	12,300	12,300	889	7.22%
Hazmat Materials-Fire	-	-	-	60	NA
Occupancy Tax Collections	17,307	19,830	19,830	12,562	63.35%
Police Private	-	-	-	-	NA
Police Explorers	-	-	-	50	NA
Fire Donations/Sponsorships	7,600	-	50	1,230	2460.00%
Fire Youth Group	-	-	-	-	NA
Fire Fighter Camp	4,500	-	1,430	250	17.48%
Police Athletic League (PALs)	-	7,000	7,000	-	0.00%
Donations Air Show	213,714	190,200	190,200	200,486	105.41%
PILT Monroe Housing Auth	15,272	18,500	18,500	-	0.00%
Miscellaneous Other	147,056	5,000	5,000	(1,858)	-37.17%
Cash Discounts	-	-	-	-	NA
Purchasing Rebate	21,704	20,000	20,000	-	0.00%
Misc St. James Assoc	6,326	6,325	6,325	-	0.00%
Highway 74 Upkeep	-	11,734	11,734	10,315	87.91%
Miscellaneous Reimbursements	-	-	-	-	NA
P&R Donations/Sponsorships	18,593	8,000	8,000	-	0.00%
Dedications / Bench and Trees	-	-	-	-	NA
Miscellaneous Other	-	-	-	51	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ 464,465	\$ 298,889	\$ 300,369	231,625	77.11%
Other Financing Sources					
Transfers from other funds					
TF From Parks & Rec	\$ -	\$ -	\$ 110,265	110,265	100.00%
TF From Downtown Monroe	216,708	-	-	-	NA
TF fr MUCED	-	-	-	-	NA
TF From ARPA	4,335,371	-	-	-	NA
TF From Gov Capital Project	5,151,259	-	-	-	NA
TF From Electric Fund	419,309	450,000	450,000	440,274	97.84%
TF From Natural Gas	175,207	174,000	174,000	185,925	106.85%
TF From Airport	571	-	-	-	NA
TF From Airport Capital Proj	-	-	46,602	46,602	100.00%
TF from Prop & Liab	-	-	-	-	NA
TF From General Fund	3,761,281	4,152,459	4,206,511	2,476,320	58.87%
Sub Total Transfers from Other Funds	\$ 14,059,707	\$ 4,776,459	\$ 4,987,378	\$ 3,259,385	363.56%
Proceeds Limited Obligation Bd	\$ -	\$ -	\$ -	-	NA
Proceeds Installment Purchase	825,000	1,670,000	1,670,000	-	0.00%
Appropriation Of Fund Bal	-	3,835,666	8,702,968	-	0.00%
Appropriation Of Fund Bal	-	-	211,458	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Oth Fin Inception of Lease	-	-	-	-	NA
Subscription Financing	137,090	-	-	-	NA
Advance From Electric Fund	-	-	-	-	NA
Total Other Financing Sources	\$ 15,021,796	\$ 10,282,125	\$ 15,571,804	3,259,385	20.93%
Total General Fund Revenues	\$ 63,283,561	\$ 58,457,278	\$ 65,226,969	\$ 42,170,165	64.65%

Notes:

- (1) Investment Earnings - Funds are distributed quarterly among all funds.
- (2) Monthly local option sales tax is distributed on a 90 day delay.
- (3) Utility sales tax is distributed quarterly.

one-page totals 59,522,280.39 50,469,153.00 51,995,767.00 39,583,580.33 line31

CITY OF MONROE BUDGET GENERAL FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
General Government					
Legislative					
Legislative - City Council	\$ 269,109	\$ 453,905	\$ 398,283	\$ 174,499	43.81%
Special Appropriations (Outside Agencies-1015)	267,709	285,190	350,542	90,763	25.89%
Planning Board (1022)	2,849	11,920	12,920	1,637	12.67%
Board of Adjustments (1023)	2,607	7,975	8,175	1,724	21.08%
Airport Commission (1025)	1,830	4,306	4,306	861	20.00%
Historic District Commission (1027)	2,501	8,960	8,960	1,780	19.87%
Downtown Monroe Board (1028)	263	3,768	3,768	576	15.30%
Sub Total Legislative	\$ 546,868	\$ 776,024	\$ 786,954	\$ 271,840	34.54%
Administration					
City Manager	\$ 1,041,572	\$ 1,696,101	\$ 1,768,666	\$ 874,326	49.43%
City Attorney	602,406	985,964	1,036,785	462,757	44.63%
Economic Development	1,549,166	1,708,382	2,073,382	391,270	18.87%
Public Information	378,145	508,824	568,116	393,465	69.26%
Sub Total Administration	\$ 3,571,289	\$ 4,899,271	\$ 5,446,949	\$ 2,121,819	38.95%
Facilities Maintenance					
Facilities Maintenance	\$ 1,760,516	\$ 1,750,932	\$ 1,786,689	\$ 913,344	51.12%
Sub Total Facilities Maintenance	\$ 1,760,516	\$ 1,750,932	\$ 1,786,689	\$ 913,344	51.12%
Finance					
Accounting	\$ 623,517	669,778	669,778	351,468	52.48%
Finance Administration	575,871	615,947	635,010	335,637	52.86%
Billing	805,546	899,601	899,774	481,449	53.51%
Payment Center	581,882	611,970	611,973	341,867	55.86%
Customer Service	575,699	661,305	661,323	332,732	50.31%
Purchasing	261,566	285,195	287,187	167,889	58.46%
Fleet (Garage)	314,878	394,410	400,811	184,057	45.92%
Warehouse	302,449	357,530	357,539	126,084	35.26%
Sub Total Finance	\$ 4,041,408	\$ 4,495,736	\$ 4,523,394	\$ 2,321,183	51.32%
Human Resources					
Human Resources	\$ 751,577	\$ 954,831	\$ 954,886	\$ 464,333	48.63%
Safety & Health	199,328	202,906	203,033	49,202	24.23%
Sub Total Human Resources	\$ 950,906	\$ 1,157,737	\$ 1,157,918	\$ 513,535	44.35%
Engineering					
Engineering	\$ 1,167,040	\$ 1,256,218	\$ 1,261,218	\$ 726,510	57.60%
Sub Total Engineering	\$ 1,167,040	\$ 1,256,218	\$ 1,261,218	\$ 726,510	57.60%
Planning and Development					
Planning	\$ 973,816	\$ 1,216,695	\$ 1,224,058	\$ 604,233	49.36%
Community Redevelopment	175,931	285,285	408,545	171,228	41.91%
Community Maintenance	123,971	134,519	134,519	54,591	40.58%
Sub Total Planning and Development	\$ 1,273,718	\$ 1,636,499	\$ 1,767,122	\$ 830,052	46.97%
Information Technology					
Information Technology	\$ 1,233,444	\$ 1,483,860	\$ 1,625,101	\$ 616,473	37.93%
GIS	128,154	258,693	248,945	106,264	42.69%
Sub Total Information Technology	\$ 1,361,598	\$ 1,742,553	\$ 1,874,046	\$ 722,737	38.57%
Total General Government	\$ 14,673,344	\$ 17,714,970	\$ 18,604,289	\$ 8,421,020	45.26%
Transportation					
Engineering					
Street Dept	\$ 4,895,226	\$ 4,699,787	\$ 5,504,104	\$ 1,398,104	25.40%
Powell Bill	340,105	902,000	2,174,093	489,004	22.49%
Sub Total Engineering	\$ 5,235,330	\$ 5,601,787	\$ 7,678,197	\$ 1,887,108	24.58%
Total Transportation	\$ 5,235,330	\$ 5,601,787	\$ 7,678,197	\$ 1,887,108	24.58%
Public Safety					
Building Standards					
Code Enforcement	\$ 526,179	\$ 499,829	\$ 510,232	\$ 246,103	48.23%
Building Standards	914,643	916,440	943,627	502,280	53.23%
Sub Total Building Standards	\$ 1,440,822	\$ 1,416,269	\$ 1,453,859	\$ 748,383	51.48%
Police	\$ 13,432,617	\$ 15,136,709	\$ 16,506,717	\$ 8,918,519	54.03%
Fire	\$ 11,047,400	\$ 13,782,095	\$ 14,710,729	\$ 7,113,320	48.35%
Total Public Safety	\$ 25,920,840	\$ 30,335,073	\$ 32,671,305	\$ 16,780,221	51.36%

CITY OF MONROE BUDGET GENERAL FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Final Budget 2024	YTD Actual 2024	% Realized
Cultural and Recreational					
Administration	\$ 242,632	\$ 256,311	\$ 255,718	\$ 124,398	48.65%
Recreation	1,621,742	1,935,204	1,940,189	1,019,603	52.55%
Parks Maintenance	1,431,415	1,955,314	2,128,668	1,190,642	55.93%
Total Cultural and Recreational	\$ 3,295,789	\$ 4,146,829	\$ 4,324,574	\$ 2,334,644	53.99%
Sub Total Expenditures	\$ 49,125,303	\$ 57,798,659	\$ 63,278,366	\$ 29,422,993	46.50%
Reimbursements from Other Funds					
Administration	\$ (3,698,433)	\$ (4,176,173)	\$ (4,176,173)	\$ (2,436,101)	58.33%
Utility Billing	(948,379)	(1,040,135)	(1,040,135)	(606,745)	58.33%
Customer Service/Collections	(1,152,961)	(1,225,329)	(1,225,329)	(714,775)	58.33%
Engineering	(362,368)	(362,811)	(362,811)	(211,640)	58.33%
Street	(774,868)	(524,042)	(524,042)	(374,770)	71.52%
Administrative Services (Purchasing)	(122,403)	(90,054)	(90,054)	(52,532)	58.33%
Fleet (Garage)	(11,074)	(216,558)	(216,508)	(220,366)	101.78%
Warehouse	(471,882)	(543,923)	(543,923)	(317,288)	58.33%
Parks Maintenance	(15,521)	(22,047)	(22,047)	(12,861)	58.33%
Facilities Maintenance	(188,730)	(210,148)	(210,148)	(122,586)	58.33%
Manual Adjs Allocations	(350,367)	(254,315)	(254,315)	(148,350)	58.33%
Total Reimbursements from Other Funds	\$ (8,096,986)	\$ (8,665,535)	\$ (8,665,485)	\$ (5,218,014)	60.22%
Transfers Out to Other Funds ⁽¹⁾					
General Fund	\$ -	\$ -	\$ 110,265	\$ 110,265	100.00%
Dowd Theatre	360,730	386,385	386,385	225,391	58.33%
Parks & Recreation	3,761,281	4,152,459	4,206,511	2,476,320	58.87%
Golf Course	96,815	264,147	264,147	154,086	58.33%
Downtown Monroe	394,562	188,555	188,555	109,990	58.33%
Monroe-Union Co Econ Dev	-	-	-	-	NA
ARPA	48,493	-	-	-	NA
Govn Capital Reserve	-	-	-	-	NA
Capital Projects General Gov	7,118,841	470,834	1,220,834	1,220,834	100.00%
Capital Projects P&R	-	-	-	-	NA
Airport	1,025,734	1,097,259	1,328,917	871,726	65.60%
Airport - Capital Projects	-	-	143,959	143,959	100.00%
SIF - Property Casualty	50,000	-	-	-	NA
Transfers Out to Other Funds	\$ 12,856,456	\$ 6,559,639	\$ 7,849,573	\$ 5,312,571	67.68%
Debt Service					
General Fund	2,239,781.29	\$ 2,289,618	\$ 2,289,618	\$ 386,141	16.86%
Parks & Recreation Fund	489,347	474,897	474,897	117,785	24.80%
Total Debt Service	\$ 2,729,128	\$ 2,764,515	\$ 2,764,515	\$ 503,925	18.23%
Unreserved					
General Fund	\$ -	\$ -	\$ -	\$ -	NA
Parks & Recreation Fund	-	-	-	-	NA
Golf Course Fund	-	-	-	-	NA
Total Unreserved	\$ -	\$ -	\$ -	\$ -	NA
Total General Fund Expenditures	\$ 56,613,902	\$ 58,457,278	\$ 65,226,969	\$ 30,021,474	46.03%

NOTES:

⁽¹⁾General Fund Debt Service :

- 15 Fire Station # 4
- 17 Three Fire Trucks
- 17 ATI Specialty Materials
- 18 Fire Trucks
- 18 LOBs (demolition/paving)
- 19 Fire Truck
- 20 ERP System (Munis)
- 20 Fire BlazeUnit
- 21 LOBs New Police Department Building
- 23 Equipment - Truist Bank

	2024 Payment	Prin. Bal. @ 6/30/2023	Payoff Yr
\$	451,550	\$ 660,000	2025
	200,364	760,000	2027
	87,649	619,444	2031
	189,409	867,000	2028
	48,327	464,400	2039
	72,987	401,000	2029
	130,871	848,148	2030
	95,265	616,000	2030
	894,833	9,130,341	2041
	101,083	825,000	2033
\$	2,272,338	\$ 15,191,333	
\$	162,641	\$ 159,448	2024
	312,117	3,184,659	2041
\$	474,758	\$ 3,344,107	

Parks & Recreation Fund Debt Service :

- 09 Facilities Construction-32 (Winchester Ctr/J Ray Shute Gym)
- 21 LOBs (Senior Center) Estimate

CITY OF MONROE BUDGET POLICE ASSET FORFEITURE FUND					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 366,366	\$ (2,650)	\$ (2,650)	\$ (2,650)	NA
Restricted Revenues					
DEA Funds - Justice Dept	\$ (153,733)	\$ -	\$ -	\$ 51,940	NA
DEA Funds - Treasury Dept	-	-	-	-	NA
Investment Earnings	(11,492)	-	-	8,517	NA
Sub Total	\$ (165,225)	\$ -	\$ -	\$ 60,457	NA
Other Financing Sources					
Appropriation Of Fund Bal	\$ -	\$ 210,000	\$ 405,549	\$ -	0.00%
Sub Total	\$ -	\$ 210,000	\$ 405,549	\$ -	0.00%
Annual Sources of Funds	\$ (165,225)	\$ 210,000	\$ 405,549	\$ 60,457	14.91%
Total Sources of Funds	\$ 201,141	\$ 207,350	\$ 402,899	\$ 57,807	14.35%
<i>Uses of Funds</i>					
Expenditures					
US Justice Drugs	\$ 182,540	\$ 103,000	\$ 317,170	\$ 58,448	18.43%
US Treasury Drugs	21,250	107,000	88,379	5,333	6.03%
Sub Total	\$ 203,790	\$ 210,000	\$ 405,549	\$ 63,781	15.73%
Total Uses of Funds	\$ 203,790	\$ 210,000	\$ 405,549	\$ 63,781	15.73%
		-	-	-	
Ending Balance	\$ (2,650)	\$ (2,650)	\$ (2,650)	\$ (5,974)	

Notes:
Police Asset Forfeiture funds were reported previously in the General Fund.

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 9,177	\$ (42,590)	\$ (42,590)	\$ (42,590)	NA
Revenues					
Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	2,825,354	3,707,370	3,707,370	1,542,927	41.62%
Investment Earnings	80	-	-	13	NA
Miscellaneous ⁽¹⁾	134,327	134,342	134,342	-	0.00%
Sub Total	\$ 2,959,761	\$ 3,841,712	\$ 3,841,712	\$ 1,542,939	40.16%
Other Financing Sources					
Transfer From Other Funds	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 871,726	65.60%
Proceeds From Revenue Bonds	-	-	-	-	NA
Proceeds From LT Debt / Installment Pur.	-	-	-	-	NA
Inception of Lease	-	-	-	-	NA
Sub Total	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 871,726	65.60%
Annual Sources of Funds	\$ 3,985,496	\$ 4,938,971	\$ 5,170,629	\$ 2,414,665	46.70%
Total Sources of Funds	\$ 3,994,673	\$ 4,896,381	\$ 5,128,039	\$ 2,372,075	46.26%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 774,063	\$ 911,411	\$ 911,411	\$ 488,411	53.59%
Capital	5,616	141,075	372,733	-	0.00%
Operating	1,853,826	2,084,708	2,104,314	931,753	44.28%
Customs	24,877	119,887	119,907	51,488	42.94%
Airport Debt Service	1,080,827	1,102,077	1,102,077	27,865	2.53%
Sub Total	\$ 3,739,210	\$ 4,359,158	\$ 4,610,442	\$ 1,499,516	32.52%
Reimbursements to other funds					
Cost Allocations	\$ 298,053	\$ 355,660	\$ 355,660	\$ 207,468	58.33%
Sub Total	\$ 298,053	\$ 355,660	\$ 355,660	\$ 207,468	58.33%
Other Financing Uses					
Other Financing Uses - Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 4,037,263	\$ 4,714,818	\$ 4,966,102	\$ 1,706,985	34.37%
Ending Balance	\$ (42,590)	\$ 181,563	\$ 161,937	\$ 665,090	NA

Notes:

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Revenues					
CARES Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Restricted Revenues	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Merchandise for Sale	\$ 513	\$ 440	\$ 440	\$ 862	195.99%
Sale of Land	-	-	-	-	NA
Sale of Fixed Assets	-	-	-	-	NA
Rent Terminal Office Spac	-	673	673	-	0.00%
Land Lease	9,641	16,970	16,970	10,361	61.05%
Flowage Fee	-	-	-	-	NA
Tie-down Lease	70,369	73,032	73,032	44,141	60.44%
Hangar Lease	266,501	368,754	368,754	227,934	61.81%
Office Lease	18,567	6,312	6,312	19,434	307.89%
T-hangar Lease	90,008	93,581	93,581	56,129	59.98%
Towing	2,200	4,800	4,800	1,400	29.17%
Pumping Fee	140,450	173,126	173,126	95,435	55.12%
Catering	-	451	451	-	0.00%
Overnight Tie-down/Hangar	32,324	14,180	14,180	20,428	144.06%
Charges for Service-Misc	17,222	6,349	6,349	9,280	146.16%
Maintenance Hangar Lease	14,925	43,890	43,890	10,448	23.80%
Operation Fees	9,166	16,056	16,056	15,825	98.56%
Fuel Storage Fee	-	-	-	-	NA
Aircraft Ramp Fee	26,900	17,660	17,660	16,300	92.30%
Customs User Fees	9,450	6,825	6,825	2,625	38.46%
Customs Regulated Garbage	400	4,080	4,080	400	9.80%
Call Out Fee	1,900	2,364	2,364	900	38.07%
Aircraft Washes	10	-	-	100	NA
Ground Handling Fee	431	-	-	-	NA
Delinquent Penalty	2,966	500	500	(181)	-36.18%
Account Reinstatement Fee	-	-	-	-	NA
Rental Commission	3,661	-	-	1,778	NA
Publications	1,508	1,081	1,081	569	52.67%
Pilot Supplies	275	1,493	1,493	71	4.75%
Oil Sales	3,137	2,747	2,747	2,091	76.11%
Aviation Fuel Sales	2,102,831	2,852,006	2,852,006	1,006,598	35.29%
Military Fuel Sales	-	-	-	-	NA
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 2,825,354	\$ 3,707,370	\$ 3,707,370	\$ 1,542,927	41.62%
Investment Earnings					
Investment Earnings	\$ -	\$ -	\$ -	\$ -	NA
Interest Earned Trustee	80	-	-	13	NA
Total Investment Earnings	\$ 80	\$ -	\$ -	\$ 13	NA
Miscellaneous					
Miscellaneous Reimbursements	\$ (5)	\$ -	\$ -	\$ -	NA
Miscellaneous Other	-	-	-	-	NA
Cash Discounts	-	-	-	-	NA
Lease Revenue	128,209	128,210	128,210	-	0.00%
Lease Interest Income	6,123	6,132	6,132	-	0.00%
Total Miscellaneous	\$ 134,327	\$ 134,342	\$ 134,342	\$ -	0.00%
Other Financing Sources					
Transfers from other funds (to subsidize operations)					
TF From General Fund	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 871,726	65.60%
TF From Airport Capital Proj	-	-	-	-	NA
Sub Total Interfund Transfers	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 871,726	65.60%
Proceeds Revenue Bonds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Appropriation Of Fund Bal	-	-	19,626	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Total Other Financing Sources	\$ 1,025,734	\$ 1,097,259	\$ 1,348,543	\$ 871,726	64.64%
Total Airport Fund Revenues	\$ 3,985,496	\$ 4,938,971	\$ 5,190,255	\$ 2,414,665	46.52%

Notes:

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Airport Operations					
Personnel					
Salary	\$ 488,754	\$ 602,385	\$ 602,385	\$ 328,993	54.62%
Overtime	10,391	18,571	18,571	11,123	59.90%
Car Allowance	-	-	-	-	NA
Social Security Taxes	36,569	43,366	43,366	25,165	58.03%
Life Insurance	867	984	984	621	63.08%
Employer Share Insurance	158,639	150,253	150,253	66,874	44.51%
Retirement	57,531	67,813	67,813	40,725	60.06%
401(k)	15,688	21,565	21,565	12,142	56.30%
Cell Phone Allowance	1,050	1,900	1,900	100	5.26%
Workers Compensation	4,574	4,574	4,574	2,668	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
CARES Grant Personnel	-	-	-	-	NA
Total Personnel	\$ 774,063	\$ 911,411	\$ 911,411	\$ 488,411	53.59%
Capital					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Equipment	5,616	47,000	47,000	-	0.00%
Capital Outlay Buildings	-	55,000	55,000	-	0.00%
Capitalized Infrastructure	-	39,075	270,733	-	0.00%
Total Capital	\$ 5,616	\$ 141,075	\$ 372,733	\$ -	0.00%
Operating					
Bank Service Charges	\$ 45,796	\$ 68,000	\$ 68,000	\$ 17,124	25.18%
Financial Management	1,126	1,441	1,441	1,441	100.00%
Engineering Services	-	1,500	1,500	-	0.00%
Technical Contracted Services	39,163	20,121	20,135	10,885	54.06%
FEMA Covid Exp.	-	-	-	-	NA
Repairs & Maint Equipment	40,188	51,800	58,953	17,746	30.10%
Repairs & Maint Buildings	15,679	18,390	26,044	13,914	53.42%
Repairs & Maint Grounds	104,911	168,082	168,082	75,181	44.73%
Software License & Support	9,242	10,966	15,411	9,626	62.46%
Repairs & Maint Copiers	896	1,000	1,000	600	59.97%
Repairs & Maint ERP System AMA	7,916	7,933	7,933	-	0.00%
Equipment Rentals	-	-	-	-	NA
Vehicle Fuel	9,582	10,192	10,192	4,625	45.38%
Vehicle Maintenance	10,433	16,000	16,000	15,794	98.71%
Unemployment Insurance	293	410	410	780	190.24%
Wellness & Clinic Cost	4,283	7,212	7,212	4,207	58.33%
Property Damages	76,354	84,092	84,092	49,054	58.33%
Telecommunications	3,420	8,256	8,256	4,949	59.94%
Marketing & Promotions	4,598	13,700	13,700	-	0.00%
Uniforms and Shoes	5,581	22,000	22,000	2,771	12.60%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	6,015	5,965	5,965	-	0.00%
Customer Fuel Rebates	-	2,000	2,000	-	0.00%
Titan Customer Fuel Rewards	295	-	-	138	NA
General Supplies	9,109	14,000	14,000	4,164	29.74%
Postage	5	100	100	-	0.00%
Small Equipment	26,031	1,450	1,790	-	0.00%
PC's Peripherals	1,455	4,950	4,950	4,612	93.18%
Utilities	114,405	130,314	130,314	60,741	46.61%
Items for Resale Merchandise	3,601	7,500	7,500	791	10.54%
Items for Resale Av Gas	1,303,261	1,400,277	1,400,277	625,648	44.68%
Items for Resale Oil	4,121	2,500	2,500	1,130	45.19%
Items for Resale Catering	-	1,000	1,000	-	0.00%
Organizational Dues	1,109	1,033	1,033	-	0.00%
Subscriptions & Publications	126	1,165	1,165	275	23.61%
Bad Debt Expense	1,229	9	9	-	0.00%
Other Operating Expense	3,607	1,350	1,350	4,558	337.62%
Special Events	-	-	-	1,000	NA
Over/Short Fuel Inventory	-	-	-	-	NA
Total Operating	\$ 1,853,826	\$ 2,084,708	\$ 2,104,314	\$ 931,753	44.28%

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Reimbursements to other funds					
Allocations Administration	\$ 213,454	\$ 228,288	\$ 228,288	\$ 133,168	58.33%
Allocations Utility Billing	18,133	19,929	19,929	11,625	58.33%
Allocations Cust Srv/Pmt Ctr	14,566	16,251	16,251	9,480	58.33%
Allocations Engineering	-	-	-	-	NA
Allocations Purchasing	4,751	5,870	5,870	3,424	58.33%
Allocations Fleet	11,589	11,483	11,483	6,698	58.33%
Allocations Parks Maint	-	10,882	10,882	6,348	58.33%
Allocations Facilities Maint	25,702	28,654	28,654	16,715	58.33%
Allocations Manual Adjs	9,858	34,303	34,303	20,010	58.33%
Sub Total Reimbursements to other funds	\$ 298,053	\$ 355,660	\$ 355,660	\$ 207,468	58.33%
Unreserved / Balance	\$ -	\$ 224,153	\$ 224,153	\$ -	0.00%
Total Operations	\$ 2,931,559	\$ 3,717,007	\$ 3,968,271	\$ 1,627,633	41.02%
Capital					
Capitalized Equipment	\$ -	\$ 53,103	\$ 53,103	\$ 40,549	76.36%
Sub Total Capital	\$ -	\$ 53,103	\$ 53,103	\$ 40,549	76.36%
Customs Service	\$ 11,481	\$ 2,730	\$ 2,730	\$ 3,192	116.91%
Technical Contracted Services	-	18,913	18,913	2,030	10.73%
Cleaning Srv Waste Disposal	-	4,800	4,800	-	0.00%
Repairs & Maint Equipment	-	4,870	4,870	1,338	27.46%
Repairs & Maint Buildings	1,651	3,674	3,694	-	0.00%
Software License & Support	-	-	-	-	NA
Property Damages	1,979	170	170	99	58.35%
Telecommunications	2,929	21,347	21,347	-	0.00%
Training and Travel Exp	-	2,000	2,000	-	0.00%
General Supplies	-	-	-	-	NA
Small Equipment	-	1,000	1,000	-	0.00%
PC's Peripherals	-	-	-	-	NA
Utilities	6,838	7,280	7,280	4,280	58.80%
Other Operating Expense	-	-	-	-	NA
Total Customs Service	\$ 24,877	\$ 119,887	\$ 119,907	\$ 51,488	42.94%
Airport Debt Service⁽¹⁾⁽²⁾					
Installment Principal	\$ 6,925	\$ 48,928	\$ 48,928	\$ -	0.00%
Installment Interest	20,718	19,435	19,435	436	2.25%
Bonds Principal	913,300	904,580	904,580	-	0.00%
Bonds Interest	131,203	120,791	120,791	20,944	17.34%
Bonds Admin Fees	3,245	3,245	3,245	3,245	100.00%
Debt Issuance Cost	-	-	-	-	NA
Bonds Pmt Escrow Agent	-	-	-	-	NA
Bonds Yrly Monitoring Fee	3,469	3,783	3,783	2,089	55.21%
Capital Leases Principal	1,813	1,266	1,266	1,101	86.94%
Capital Leases Interest	155	49	49	50	101.47%
Total Debt Service	\$ 1,080,827	\$ 1,102,077	\$ 1,102,077	\$ 27,865	2.53%
Transfers to Other Funds					
TF To General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
Total Transfers out to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Airport Fund Expenditures	\$ 4,037,263	\$ 4,938,971	\$ 5,190,255	\$ 1,706,985	32.89%

NOTES:

⁽¹⁾ Airport Debt Service :

2016 Airport Hangar Construction (interfund loan)
2017 Revenue Bonds
2020 New ERP System (share)
2020 A Combined Enterprise System Rev Bonds - Refunding

	2023	Balance	Payoff Yr
	\$ 60,265	\$ 647,524	2036
	141,244	1,805,640	2043
	8,098	52,479	2030
	887,652	4,310,000	2028
	<u>\$ 1,097,259</u>	<u>\$ 6,815,643</u>	

⁽²⁾ Governmental accounting standards (GASB 87) require the City to to recognize leases as a part of its debt service.

Charlotte Monroe Airport
10 Year History of Taxable Assets

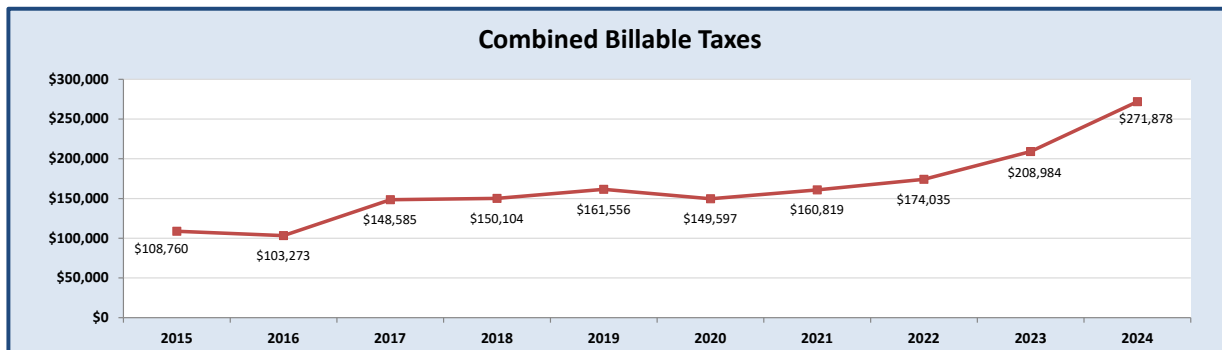
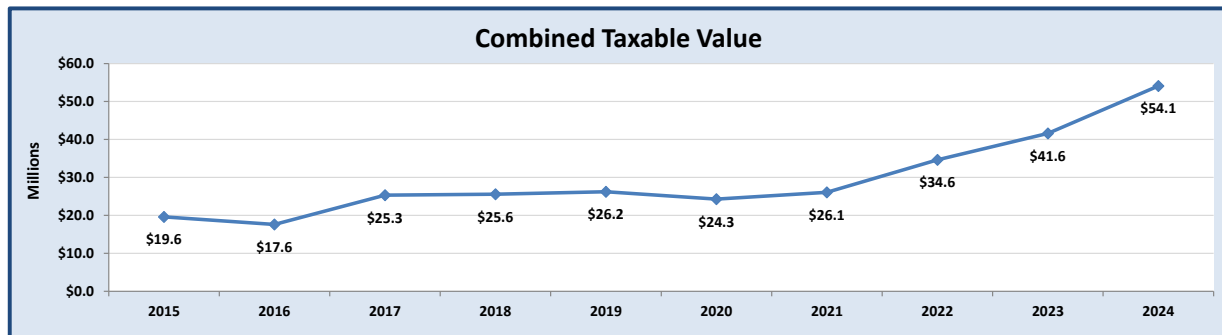
Value as of January 1	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
for tax collection Fiscal Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Airplanes #	102	82	83	115	107	99	110	112	116	100
(As of November Value	\$ 18,909,731	\$ 17,007,969	\$ 24,736,391	\$ 24,995,479	\$ 25,607,498	\$ 23,666,954	\$ 25,487,933	\$ 34,126,927	\$ 41,081,942	\$ 53,598,170
Tax Rate ⁽¹⁾	0.555	0.586	0.586	0.586	0.6163	0.6163	0.6163	0.5025	0.5025	0.5025
Taxes	\$ 104,949	\$ 99,718	\$ 145,029	\$ 146,548	\$ 157,819	\$ 145,859	\$ 157,082	\$ 171,488	\$ 206,437	\$ 269,331
Average Value/Planes	\$ 185,390	\$ 207,414	\$ 298,029	\$ 217,352	\$ 239,322	\$ 239,060	\$ 231,708	\$ 304,705	\$ 354,155	\$ 535,982
Hangers #	3	3	3	3	3	3	3	3	3	3
Sq.Ft.	19,674	19,044	19,044	19,044	19,044	19,044	19,044	19,044	19,044	19,044
Value	\$ 686,700	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 506,900	\$ 506,900
Tax Rate ⁽¹⁾	0.555	0.586	0.586	0.586	0.6163	0.6163	0.6163	0.5025	0.5025	0.5025
Taxes	\$ 3,811	\$ 3,555	\$ 3,555	\$ 3,555	\$ 3,737	\$ 3,737	\$ 3,737	\$ 2,547	\$ 2,547	\$ 2,547
Avg Value SF	\$ 34.90	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 26.62	\$ 26.62	\$ 26.62
Combined Taxable Value	\$ 19,596,431	\$ 17,614,369	\$ 25,342,791	\$ 25,601,879	\$ 26,213,898	\$ 24,273,354	\$ 26,094,333	\$ 34,633,827	\$ 41,588,842	\$ 54,105,070
Combined Billable Taxes	\$ 108,760	\$ 103,273	\$ 148,585	\$ 150,104	\$ 161,556	\$ 149,597	\$ 160,819	\$ 174,035	\$ 208,984	\$ 271,878

Notes:

⁽¹⁾ A revenue neutral tax rate (0.5025) was adopted in FY22.

⁽²⁾ FY22 & FY23 fuel rates increased with the market avg rate; expecting FY24 fuel revenues and expenditures to level out

	FY23 Actual	FY24 Budget	Change
Operating Revenues ⁽²⁾	\$ 2,959,761	\$ 3,841,712	\$ 881,951
Operating Expenditures ⁽²⁾	2,950,820	3,715,445	764,625
Net Operating Revenue / (Deficit)	\$ 8,941	\$ 126,267	\$ 117,326
Combined Billable Taxes	208,984	271,878	62,894
Net Revenue / (Deficit)	\$ 217,925	\$ 398,145	\$ 180,220
Annual Debt Service	\$ 1,080,827	\$ 1,102,077	\$ 21,250



CITY OF MONROE BUDGET MONROE AQUATIC & FITNESS CENTER BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 2,100,528	\$ 1,996,967	\$ 1,996,967	\$ 1,996,967	NA
Revenues					
Sales and Services	\$ 3,668,647	\$ 3,917,290	\$ 4,027,555	\$ 2,487,040	61.75%
Investment Earnings ⁽¹⁾	49,120	48,336	48,336	42,795	88.54%
Miscellaneous	-	-	-	-	NA
Inception of Lease	-	-	-	-	NA
Installment Purchase Cont	-	-	-	-	NA
Total Revenues	\$ 3,717,767	\$ 3,965,626	\$ 4,075,891	\$ 2,529,836	62.07%
Annual Sources of Funds	\$ 3,717,767	\$ 3,965,626	\$ 4,075,891	\$ 2,529,836	62.07%
Total Sources of Funds	\$ 5,818,295	\$ 5,962,593	\$ 6,072,858	\$ 4,526,803	74.54%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 2,181,892	\$ 2,185,188	\$ 2,295,453	\$ 1,430,005	62.30%
Capital	143,803	298,829	347,054	307,714	88.66%
Operating	1,026,291	1,390,335	1,394,967	661,288	47.41%
Debt Service	41,972	14,243	14,243	4,197	29.47%
Sub Total	\$ 3,393,957	\$ 3,888,595	\$ 4,051,717	\$ 2,403,203	59.31%
Reimbursements to other funds					
Cost Allocations	\$ 427,371	\$ 369,199	\$ 369,199	\$ 215,366	58.33%
Sub Total	\$ 427,371	\$ 369,199	\$ 369,199	\$ 215,366	58.33%
Transfer out to other funds					
Transfer out to other funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 3,821,328	\$ 4,257,794	\$ 4,420,916	\$ 2,618,569	59.23%
Ending Balance	\$ 1,996,967	\$ 1,704,799	\$ 1,651,943	\$ 1,908,234	

Notes:

⁽¹⁾ Investment Earnings allocated among all funds on a quarterly basis.

CITY OF MONROE BUDGET MONROE AQUATIC & FITNESS CENTER REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Sales and Services					
Merchandise for Sale	\$ 3,051	\$ 800	\$ 800	\$ 2,656	331.97%
Vending Machines	4,636	6,000	6,000	3,288	54.80%
Commission MAFC Pro Shop	2,188	-	-	108	NA
Commission MAFC Trainers	-	-	-	3,330	NA
Adult Trips	-	11,000	11,000	1,140	10.36%
Swimming Lessons	44,907	45,000	45,000	18,772	41.71%
Day Camp	103,763	90,000	90,000	63,156	70.17%
Nursery Fees	-	-	-	-	NA
Guest Fees	59,936	80,000	80,000	45,529	56.91%
Joining Fees	81,856	40,000	40,000	50,928	127.32%
Monthly Dues	3,194,685	3,525,000	3,635,265	2,176,095	59.86%
Special Programs	9,852	7,800	7,800	14,562	186.70%
Juice/Health Bar	117,106	75,000	75,000	65,812	87.75%
Membership Chgs Fee	5,145	4,000	4,000	2,905	72.63%
Membership Freeze Fee	7,411	6,500	6,500	6,280	96.62%
Sale of Fixed Assets	-	3,790	3,790	-	0.00%
Rent Aquatic Ctr-Facility	31,910	20,000	20,000	20,895	104.47%
Rent Aquatic Center-Pool	2,200	2,400	2,400	11,585	482.69%
Total Sales and Services	\$ 3,668,647	\$ 3,917,290	\$ 4,027,555	\$ 2,487,040	61.75%
Investment Earnings					
Investment Earnings	\$ 49,120	\$ 48,336	\$ 48,336	\$ 42,795	88.54%
Total Investment Earnings	\$ 49,120	\$ 48,336	\$ 48,336	\$ 42,795	88.54%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ -	NA
Miscellaneous Other	-	-	-	-	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ -	\$ -	\$ -	\$ -	NA
Other Financing Sources					
TF From Aquatics Ctr Cap Proj	\$ -	\$ -	\$ -	\$ -	NA
TF From Natural Gas	-	-	-	-	NA
Proceeds Installment Purchase	-	-	-	-	NA
Appropriation Of Fund Bal	-	292,317	345,174	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Subscription Financing	72,475	-	-	-	NA
Total Other Financing Sources	\$ 72,475	\$ 292,317	\$ 345,174	\$ -	0.00%
Total MAFC Fund Revenues	\$ 3,790,242	\$ 4,257,943	\$ 4,421,065	\$ 2,529,836	57.22%

CITY OF MONROE BUDGET MONROE AQUATIC & FITNESS CENTER EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
MAFC Operations					
Personnel					
Salary	\$ 1,656,398	\$ 1,784,060	\$ 1,863,915	\$ 1,149,391	61.67%
Overtime	6,935	13,656	13,656	5,579	40.85%
Social Security Taxes	129,224	52,371	58,409	90,380	154.74%
Life Insurance	1,460	1,243	1,410	796	56.45%
Employer Share Insurance	205,173	178,615	189,605	80,411	42.41%
Retirement	97,016	80,142	89,661	58,299	65.02%
401(k)	33,699	28,164	30,560	18,338	60.01%
Cell Phone Allowance	2,450	6,900	8,200	1,850	22.56%
Workers Compensation	10,037	10,037	10,037	5,855	58.33%
Temporary Labor	39,500	30,000	30,000	19,106	63.69%
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 2,181,892	\$ 2,185,188	\$ 2,295,453	\$ 1,430,005	62.30%
Capital					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Equipment	71,678	152,675	191,425	171,816	89.76%
Capital Outlay Buildings	-	146,154	155,629	135,898	87.32%
Subs Initial Impl Stage Outlay	72,125	-	-	-	NA
Sub Total Capital	\$ 143,803	\$ 298,829	\$ 347,054	\$ 307,714	88.66%
Operating					
Bank Service Charges	\$ 37,778	\$ 48,000	\$ 48,001	\$ 19,787	41.22%
Financial Management	915	1,490	1,490	1,490	100.00%
Technical Contracted Services	6,832	60,830	60,862	3,647	5.99%
FEMA Covid Exp.	-	-	-	-	NA
Cleaning Srv Building	53,200	94,196	94,196	53,289	56.57%
Cleaning Srv Linen	-	3,500	3,500	(507)	-14.48%
Repairs & Maint Equipment	30,236	32,800	32,869	15,417	46.90%
Repairs & Maint Buildings	110,212	103,908	107,837	31,562	29.27%
Repairs & Maint Grounds	3,865	3,500	3,500	-	0.00%
Software License & Support	3,943	39,627	39,663	13,140	33.13%
Repairs & Maint Copiers	5,198	3,500	3,500	2,568	73.38%
Repairs & Maint ERP System AMA	6,803	6,817	6,817	-	0.00%
Repairs & Maint Pools	31,269	26,000	26,020	8,080	31.05%
Repairs & Maint Generators	-	500	500	325	65.00%
Vehicle Fuel	1,625	1,773	1,773	686	38.71%
Vehicle Maintenance	14	4,000	4,000	144	3.59%
Unemployment Insurance	750	1,050	1,050	1,800	171.41%
Wellness & Clinic Cost	7,954	8,523	8,523	4,972	58.33%
Property Damages	34,609	53,406	53,406	31,154	58.33%
Telecommunications	10,518	8,520	8,520	7,481	87.80%
Marketing & Promotions	38,329	98,000	98,006	27,122	27.67%
Printing	11,845	12,000	12,000	3,492	29.10%
Uniforms and Shoes	6,991	8,575	8,575	8,842	103.12%
Training and Travel Exp	1,616	6,808	6,808	4,479	65.78%
Trip Costs - Adults	-	11,000	11,000	1,065	9.68%
General Supplies	15,013	10,000	10,000	10,405	104.05%
Postage	3,274	8,750	8,750	97	1.11%
Housekeeping	52,145	60,250	60,627	27,299	45.03%
Small Equipment	27,673	104,622	104,739	93,119	88.91%
PC's Peripherals	5,031	17,700	17,700	15,504	87.59%
Pool Chemicals	45,044	51,750	51,750	21,885	42.29%
Software	666	3,500	3,500	-	0.00%
Utilities	339,859	372,920	372,920	187,815	50.36%
Items for Resale Merchandise	(1,203)	11,300	11,300	8,737	77.32%
Organizational Dues	291	620	620	-	0.00%
Subscriptions & Publications	-	5,000	5,000	-	0.00%
Other Operating Expense	21,941	22,750	22,763	7,858	34.52%
Special Events	12,102	10,850	10,851	5,320	49.03%

CITY OF MONROE BUDGET MONROE AQUATIC & FITNESS CENTER EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Oth Day Camp	29,877	30,000	30,029	6,620	22.04%
Oth Juice/Health Bar	70,077	42,000	42,000	36,596	87.13%
Sub Total Operating	\$ 1,026,291	\$ 1,390,335	\$ 1,394,967	\$ 661,288	47.41%
Transfers Out to Other Funds					
TF To Gov Capital Project	\$ -	\$ -	\$ -	\$ -	NA
Total Transfers Out to Other Funds	-	-	-	-	0.00%
Reimbursements to other funds					
Allocations Administration	\$ 368,494	\$ 332,301	\$ 332,301	\$ 193,842	58.33%
Allocations Cust Srv/Pmt Ctr	16,129	16,058	16,058	9,367	58.33%
Allocations Purchasing	8,126	3,941	3,941	2,299	58.33%
Allocations Fleet	6,427	2,679	2,679	1,563	58.33%
Allocations Parks Maint	2,029	2,285	2,285	1,333	58.33%
Allocations Facilities Maint	10,705	11,935	11,935	6,962	58.33%
Allocations Manual Adjs	15,461	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 427,371	\$ 369,199	\$ 369,199	\$ 215,366	58.33%
Unreserved	\$ -	\$ 149	\$ 149	\$ -	0.00%
Total MAFC Operations	\$ 3,779,356	\$ 4,243,700	\$ 4,406,822	\$ 2,614,372	59.33%
MAFC Debt Service⁽²⁾					
Installment Principal	\$ 8,623	\$ 8,782	\$ 8,782	\$ -	0.00%
Installment Interest	1,352	1,286	1,286	651	50.59%
Capital Leases Principal	5,756	4,020	4,020	3,495	86.95%
Capital Leases Interest	600	155	155	51	32.86%
Subscriptions Financing Princ	24,308	-	-	-	NA
Subscription Interest	1,333	-	-	-	NA
Total MAFC Debt Service	\$ 41,972	\$ 14,243	\$ 14,243	\$ 4,197	29.47%
Total MAFC Fund Expenditures	\$ 3,821,328	\$ 4,257,943	\$ 4,421,065	\$ 2,618,569	59.23%

NOTES:

⁽¹⁾ MAFC Debt Service :
2020 New ERP System (share)

2024	Balance	Payoff Yr
10,083	65,348	2030
\$ 10,083	\$ 65,348	

⁽²⁾ Governmental accounting standards (GASB 87) require the City to recognize leases as a part of its debt service.

CITY OF MONROE BUDGET WATER RESOURCES BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 20,072,146	\$ 22,040,510	\$ 22,040,510	\$ 22,040,510	NA
Revenues					
Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	25,912,695	25,417,638	25,417,638	15,241,232	59.96%
Investment Earnings ⁽¹⁾	1,065,250	1,028,627	1,028,627	924,524	89.88%
Miscellaneous	2,048	75,621	75,621	-	0.00%
Sub Total	\$ 26,979,993	\$ 26,521,886	\$ 26,521,886	\$ 16,165,756	60.95%
Other Financing Sources					
Transfers from Other Funds	\$ 13,908	\$ -	\$ 209,629	\$ 209,629	100.00%
Inception of Lease	-	-	-	-	NA
Proceeds From LT Debt/ Revenue Bonds	-	-	-	-	NA
Installment Purchase Cont	-	-	-	-	NA
Sub Total	\$ 13,908	\$ -	\$ 209,629	\$ 209,629	100.00%
Annual Sources of Funds	\$ 26,993,901	\$ 26,521,886	\$ 26,731,515	\$ 16,375,385	61.26%
Total Sources of Funds	\$ 47,066,047	\$ 48,562,396	\$ 48,772,025	\$ 38,415,894	78.77%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 5,489,125	\$ 7,333,290	\$ 7,333,290	\$ 3,328,691	45.39%
Capital & Construction	2,657,324	5,898,005	7,950,485	2,643,676	33.25%
Operating	5,889,462	7,138,322	8,512,980	3,685,545	43.29%
Debt Service	2,364,547	2,081,914	2,081,914	382,430	18.37%
Sub Total	\$ 16,400,458	\$ 22,451,531	\$ 25,878,669	\$ 10,040,342	38.80%
Reimbursements to other funds					
Cost Allocations	\$ 2,153,750	\$ 2,448,839	\$ 2,448,839	\$ 1,428,489	58.33%
Sub Total	\$ 2,153,750	\$ 2,448,839	\$ 2,448,839	\$ 1,428,489	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ 6,471,329	\$ 3,561,562	\$ 3,650,772	\$ 6,332,184	173.45%
Sub Total	\$ 6,471,329	\$ 3,561,562	\$ 3,650,772	\$ 6,332,184	173.45%
Unreserved	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 25,025,537	\$ 28,461,932	\$ 31,978,280	\$ 17,801,015	55.67%
Ending Balance	\$ 22,040,510	\$ 20,100,464	\$ 16,793,745	\$ 20,614,879	

Notes:

⁽¹⁾ Investment Earnings are distributed quarterly among all funds.

CITY OF MONROE BUDGET WATER RESOURCES REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Reimbursements FEMA	\$ -	\$ -	\$ -	\$ -	NA
FEMA Covid-19 Claim	-	-	-	-	NA
Total Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Sale of Land	\$ -	\$ -	\$ -	\$ -	NA
Sale of Fixed Assets	3,775	10,000	10,000	43,900	439.00%
Rent Antenna Space	-	-	-	-	NA
Rent Land	-	-	-	-	NA
Sales of Water	9,672,382	9,914,911	9,914,911	5,265,202	53.10%
Wastewater Treatment	10,628,896	11,493,514	11,493,514	6,086,323	52.95%
Cty Wastewater Treatment	476,727	507,941	507,941	310,300	61.09%
Water and Sewer Taps	133,604	102,804	102,804	116,445	113.27%
Grease Trap Inspection	26,279	23,553	23,553	27,502	116.77%
High Strength Wastewater	261,112	144,294	144,294	130,693	90.57%
Wastewater Civil Penalti	700	1,333	1,333	-	0.00%
Service Charges	264,877	119,790	119,790	248,855	207.74%
Lake Permits	29,612	33,568	33,568	9,080	27.05%
Septic Hauler Permits	285	-	-	(20)	NA
Industrial Use Permits	22,751	19,568	19,568	22,910	117.08%
Unauthorized Taking of WA	1,500	2,733	2,733	2,900	106.11%
Water Shortage Response Fees	-	-	-	-	NA
Main Extension Permits	6,489	4,760	4,760	2,858	60.03%
Other Operating Misc	114,045	(1,859)	(1,859)	20,676	-1112.19%
Water Capacity Fees	2,076,546	1,486,080	1,486,080	1,423,959	95.82%
Sewer Capacity Fees	2,193,116	1,554,648	1,554,648	1,529,650	98.39%
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 25,912,695	\$ 25,417,638	\$ 25,417,638	\$ 15,241,232	59.96%
Investment Earnings					
Investment Earnings	\$ 1,065,250	\$ 1,028,627	\$ 1,028,627	\$ 924,524	89.88%
Interest Earned Trustee	-	-	-	-	NA
Total Investment Earnings	\$ 1,065,250	\$ 1,028,627	\$ 1,028,627	\$ 924,524	89.88%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ -	NA
Miscellaneous Reimbursements	1,841	75,621	75,621	-	0.00%
Miscellaneous Other	207	-	-	-	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ 2,048	\$ 75,621	\$ 75,621	\$ -	0.00%
Other Financing Sources					
Transfers from other funds					
TF From W&S Capital Projects	\$ 13,908	\$ -	\$ 209,629	\$ 209,629	100.00%
TF From Gov Capital Project	-	-	-	-	NA
Sub Total Interfund Transfers	\$ 13,908	\$ -	\$ 209,629	\$ 209,629	100.00%
Proceeds Revenue Bonds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Appropriation Of Fund Bal	-	2,000,000	5,306,719	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Total Other Financing Sources	\$ 13,908	\$ 2,000,000	\$ 5,516,348	\$ 209,629	3.80%
Total Water & Sewer Fund Revenues	\$ 26,993,901	\$ 28,521,886	\$ 32,038,234	\$ 16,375,385	51.11%

Notes:

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
W&S Administration Division					
Personnel					
Salary	\$ 749,369	\$ 1,109,706	\$ 1,014,502	\$ 448,389	44.20%
Overtime	-	-	-	122	NA
Car Allowance	6,231	6,001	6,001	3,462	57.68%
Social Security Taxes	55,278	78,303	71,157	32,758	46.04%
Life Insurance	1,935	1,669	1,461	1,189	81.39%
Employer Share Insurance	141,765	206,079	190,273	75,983	39.93%
Retirement	92,518	134,523	123,183	56,804	46.11%
401(k)	37,626	55,486	51,038	21,095	41.33%
Cell Phone Allowance	2,650	2,600	2,000	1,425	71.25%
Workers Compensation	12,347	12,347	12,347	7,202	58.33%
Temporary Labor	-	-	-	-	NA
Sub Total Personnel	\$ 1,099,720	\$ 1,606,714	\$ 1,471,962	\$ 648,430	44.05%
Capital & Construction					
Capitalized Motor Vehicles	\$ 39,104	\$ 110,710	\$ 110,710	\$ -	0.00%
Capitalized Equipment	-	-	-	-	NA
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ 39,104	\$ 110,710	\$ 110,710	\$ -	0.00%
Operating					
Bank Service Charges	\$ -	\$ -	\$ -	\$ -	NA
Financial Management	10,831	11,524	11,524	11,524	100.00%
Engineering Services	6,525	35,000	58,799	8,925	15.18%
Technical Contracted Services	38,713	66,551	65,761	19,818	30.14%
FEMA Covid Exp.	-	-	-	-	NA
Repairs & Maint Equipment	4,063	8,600	8,603	2,608	30.32%
Repairs & Maint Buildings	25,331	57,286	59,286	48,198	81.30%
Software License & Support	11,889	13,749	17,696	13,295	75.13%
Repairs & Maint Copiers	2,474	3,000	3,000	1,149	38.31%
Repairs & Maint ERP System AMA	36,944	37,023	37,023	-	0.00%
Repairs & Maint SCADA	9,389	10,169	10,169	-	0.00%
Repairs/Maint City Beautificat	-	5,000	5,000	-	0.00%
Vehicle Fuel	6,841	5,469	5,469	1,790	32.73%
Vehicle Maintenance	1,300	1,500	1,500	776	51.74%
Unemployment Insurance	723	1,013	1,013	1,736	171.41%
Wellness & Clinic Cost	6,730	7,212	7,212	4,207	58.33%
Property Damages	109,602	9,072	9,072	5,292	58.33%
Telecommunications	5,065	12,632	10,345	3,050	29.48%
Marketing & Promotions	2,807	6,700	7,431	1,111	14.95%
Uniforms and Shoes	1,738	2,050	4,150	1,506	36.29%
Training and Travel Adv	-	-	-	845	NA
Training and Travel Exp	19,236	23,746	26,952	9,124	33.85%
Water Shortage Response	-	-	-	-	NA
General Supplies	12,598	14,103	12,403	6,837	55.12%
Small Equipment	601	16,315	16,565	308	1.86%
PC's Peripherals	10,107	12,420	14,220	20,535	144.41%
Software	-	-	-	-	NA
Utilities	32,712	37,117	37,117	21,683	58.42%
Organizational Dues	1,560	2,850	3,050	1,882	61.70%
Subscriptions & Publications	307	228	228	363	159.30%
Bad Debt Expense	45,694	47,118	47,118	(1,094)	-2.32%
Other Operating Expense	3,219	3,100	3,101	1,257	40.54%
Sub Total Operating	\$ 406,999	\$ 450,547	\$ 483,807	\$ 186,727	38.60%
Reimbursements to other funds					
Allocations Administration	\$ 139,274	\$ 162,920	\$ 162,920	\$ 95,037	58.33%
Allocations Utility Billing	589,424	642,185	642,185	374,608	58.33%
Allocations Cust Srv/Pmt Ctr	288,984	324,889	324,889	189,519	58.33%
Allocations Purchasing	7,230	7,524	7,524	4,389	58.33%
Allocations Fleet	830	865	865	505	58.33%
Allocations Facilities Maint	63,401	70,624	70,624	41,197	58.33%
Allocations Water Res Admin	(180,139)	-	(215,000)	(125,417)	58.33%
Allocations Manual Adjs	75,603	93,718	93,718	54,669	58.33%
Sub Total Reimbursements to other funds	\$ 984,607	\$ 1,302,725	\$ 1,087,725	\$ 634,506	58.33%
Unreserved / Balance	\$ -	\$ 59,954	\$ 59,954	\$ -	0.00%
Total W&S Administration Division	\$ 2,530,430	\$ 3,530,650	\$ 3,214,158	\$ 1,469,663	45.72%

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
W&S Maintenance Division					
Personnel					
Salary	\$ 831,901	\$ 1,318,352	\$ 1,318,352	\$ 581,342	44.10%
Overtime	51,742	46,384	46,384	46,726	100.74%
Standby	20,453	17,494	17,494	12,006	68.63%
Social Security Taxes	65,172	90,467	90,467	46,412	51.30%
Life Insurance	1,809	1,858	1,858	1,259	67.77%
Employer Share Insurance	280,334	350,857	350,857	136,852	39.01%
Retirement	111,832	157,988	157,988	82,156	52.00%
401(k)	41,377	60,641	60,641	30,265	49.91%
Cell Phone Allowance	820	1,820	1,820	490	26.92%
Workers Compensation	20,738	20,738	20,738	12,097	58.33%
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 1,426,178	\$ 2,066,599	\$ 2,066,599	\$ 949,605	45.95%
Capital & Construction					
Imprvmt Contrct Material&Labor	\$ 477,174	\$ 925,000	\$ 2,188,595	\$ 865,404	39.54%
Capitalized Motor Vehicles	-	205,085	324,530	286,801	88.37%
Capitalized Equipment	7,720	910,754	910,754	757,757	83.20%
Capital Outlay Buildings	-	-	-	-	NA
Sub Total Capital & Construction	\$ 484,894	\$ 2,040,839	\$ 3,423,879	\$ 1,909,962	55.78%
Operating					
Engineering Services	\$ -	\$ -	\$ -	\$ -	NA
Technical Contracted Services	20,479	61,293	365,775	20,960	5.73%
Repairs & Maint Equipment	14,731	17,323	17,323	7,128	41.14%
Repairs & Maint Buildings	1,145	-	1,200	998	83.13%
Software License & Support	5,923	10,729	18,736	13,378	71%
Repairs & Maint Copiers	148	200	200	117	58.63%
Repairs & Maint Pump Stations	119,259	150,000	157,964	65,275	41.32%
Repairs & Maint Utility Lines	1,663	15,000	15,000	4,918	32.79%
Repairs STs-Dir Cost UT Cuts	125,451	120,000	120,000	41,040	34.20%
Vehicle Fuel	53,819	55,228	55,228	25,249	45.72%
Vehicle Maintenance	45,696	48,000	48,025	39,753	82.78%
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	11,013	13,112	13,112	7,649	58.33%
Property Damages	25,777	54,947	56,247	33,066	58.79%
Telecommunications	8,476	12,102	12,102	9,696	80.12%
Uniforms and Shoes	12,709	25,290	24,079	11,862	49.26%
Training and Travel Adv	-	-	-	845	NA
Training and Travel Exp	18,243	54,397	51,197	11,062	21.61%
Permits	1,310	1,400	1,760	1,760	100.00%
Compliance Fines	-	5,000	5,000	878	17.56%
General Supplies	15,864	20,150	19,850	13,984	70.45%
Materials	352,912	245,000	329,117	253,662	77.07%
I & I Materials	22,236	35,000	35,000	19,751	56.43%
Tap Crew Materials	145	61,564	61,564	45,119	73.29%
Safety	1,450	31,256	31,256	18,303	58.56%
Small Equipment	35,837	162,964	162,714	93,374	57.39%
PC's Peripherals	7,004	9,675	9,339	9,337	99.98%
Meter Exchanges	142,928	181,320	184,186	155,567	84.46%
Streets-Dir Cost New Taps	-	40,800	40,800	14,179	34.75%
Organizational Dues	3,922	8,090	7,890	2,493	31.60%
Other Operating Expense	3,550	1,000	1,600	1,001	62.55%
Sub Total Operating	\$ 1,051,688	\$ 1,440,840	\$ 1,846,264	\$ 922,402	49.96%
Reimbursements to Other Funds					
Allocations Administration	\$ 250,685	\$ 293,254	\$ 293,254	\$ 171,065	58.33%
Allocations Street	28,725	57,879	57,879	33,763	58.33%
Allocations Purchasing	13,303	13,545	13,545	7,901	58.33%
Allocations Fleet	36,504	38,051	38,051	22,196	58.33%
Allocations Warehouse	44,723	34,443	34,443	20,092	58.33%
Allocations Parks Maint	3,669	2,325	2,325	1,356	58.33%
Force Account Labor	-	-	-	-	NA
Allocations Water Res Admin	58,892	-	65,000	37,917	58.33%
Allocations Manual Adjs	-	-	-	-	NA
Allocations Credits	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 436,501	\$ 439,497	\$ 504,497	\$ 294,290	58.33%
Total W&S Maintenance Division	\$ 3,399,260	\$ 5,987,775	\$ 7,841,239	\$ 4,076,259	51.98%

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
W&S Construction Division					
Personnel					
Salary	\$ 446,281	\$ 603,763	\$ 700,648	\$ 294,020	41.96%
Overtime	5,639	18,913	18,913	6,055	32.01%
Standby	950	6,242	6,242	430	6.89%
Social Security Taxes	33,064	41,658	41,658	22,244	53.40%
Life Insurance	984	739	739	689	93.19%
Employer Share Insurance	126,890	150,223	150,223	55,929	37.23%
Retirement	51,578	68,360	68,360	36,958	54.06%
401(k)	17,106	26,483	26,483	10,994	41.51%
Cell Phone Allowance	1,800	3,900	3,900	1,050	26.92%
Workers Compensation	7,851	7,851	7,851	4,580	58.33%
Temporary Labor	-	96,885	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 692,143	\$ 1,025,017	\$ 1,025,017	\$ 432,949	42.24%
Capital & Construction					
Land Right of Way	\$ 806	\$ 10,000	\$ 10,000	\$ 818	8.18%
Imprvmt Conctrct Material&Labor	681,514	725,000	955,645	310,635	32.51%
Streets-Direct Cost Infrastruc	180,021	150,000	150,000	105,841	70.56%
Capitalized Motor Vehicles	198,314	61,200	126,115	47,919	38.00%
Capitalized Equipment	147,913	89,957	114,451	114,982	100.46%
Capital Outlay Buildings	-	-	-	-	NA
Capitalized Infrastructure	-	550,000	550,000	-	0.00%
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ 1,208,568	\$ 1,586,157	\$ 1,906,211	\$ 580,195	30.44%
Operating					
Engineering Services	\$ 25,377	\$ 82,000	\$ 82,583	\$ 11,053	13.38%
Technical Contracted Services	3,062	6,075	6,075	36	0.59%
Repairs & Maint Equipment	5,845	10,000	10,050	3,882	38.63%
Repairs & Maint Buildings	-	-	500	376	75.20%
Software License & Support	2,754	2,214	10,881	8,857	81.40%
Repairs & Maint Copiers	22	50	50	14	27.92%
Equipment Rentals	140	2,500	2,520	-	0.00%
Vehicle Fuel	19,319	20,993	20,993	9,076	43.24%
Vehicle Maintenance	10,070	46,700	46,700	16,043	34.35%
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	5,507	5,900	5,900	3,442	58.33%
Property Damages	18,256	50,034	50,034	29,187	58.33%
Telecommunications	618	1,080	1,080	564	52.24%
Uniforms and Shoes	8,663	13,461	13,461	7,015	52.12%
Training and Travel Adv	-	-	-	207	NA
Training and Travel Exp	14,273	32,228	32,229	20,060	62.24%
Permits	-	-	-	-	NA
General Supplies	5,494	6,050	6,026	2,975	49.37%
Materials	75,984	87,872	89,872	52,133	58.01%
Tap Crew Materials	47,584	-	15,400	8,897	57.77%
Safety	3,446	3,000	3,000	1,172	39.07%
Small Equipment	34,851	48,815	52,302	17,842	34.11%
PC's Peripherals	4,009	1,275	1,299	1,297	99.87%
Software	-	-	-	-	NA
Streets-Dir Cost New Taps	53,537	-	-	20,682	NA
Organizational Dues	500	1,070	1,070	400	37.38%
Subscriptions & Publications	-	-	-	-	NA
Other Operating Expense	1,338	1,000	1,000	573	57.26%
Over/Short Water Inventory	-	-	-	-	NA
Sub Total Operating	\$ 340,647	\$ 422,317	\$ 453,025	\$ 215,783	47.63%
Reimbursements to other funds					
Allocations Administration	\$ 139,274	\$ 162,920	\$ 162,920	\$ 95,037	58.33%
Allocations Engineering	-	-	-	-	NA
Allocations Purchasing	7,125	7,525	7,525	4,390	58.33%
Allocations Fleet	24,059	25,078	25,078	14,629	58.33%
Force Account Labor	(2,395)	-	-	-	NA
Allocations Water Res Admin	31,178	-	35,000	20,417	58.33%
Allocations Manual Adjs	-	-	-	-	NA
Allocations Charges	-	-	-	-	NA
Allocations Credits	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 199,241	\$ 195,523	\$ 230,523	\$ 134,472	58.33%
Total W&S Construction Division	\$ 2,440,599	\$ 3,229,014	\$ 3,614,777	\$ 1,363,398	37.72%

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Water Treatment Plant					
Personnel					
Salary	\$ 679,118	\$ 805,877	\$ 853,479	\$ 398,672	46.71%
Overtime	15,671	8,907	8,907	11,555	129.73%
Standby	-	-	-	2,375	NA
Social Security Taxes	53,151	57,077	60,650	32,132	52.98%
Life Insurance	1,453	1,469	1,573	853	54.23%
Employer Share Insurance	175,806	216,174	224,077	92,677	41.36%
Retirement	85,632	96,377	102,047	53,123	52.06%
401(k)	32,006	38,137	40,361	19,747	48.93%
Cell Phone Allowance	1,640	3,640	3,940	980	24.87%
Workers Compensation	13,314	13,314	13,314	7,767	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 1,057,791	\$ 1,240,972	\$ 1,308,348	\$ 619,882	47.38%
Capital & Construction					
Capitalized Motor Vehicles	\$ -	\$ 46,180	\$ 46,180	\$ -	0.00%
Capitalized Equipment	15,848	92,476	182,205	77,473	42.52%
Capital Outlay Buildings	684,369	-	247,691	23,920	9.66%
Capitalized Infrastructure	-	1,600,000	1,600,000	-	0.00%
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ 700,216	\$ 1,738,656	\$ 2,076,076	\$ 101,392	4.88%
Operating					
Engineering Services	\$ 50,267	\$ 15,000	\$ 182,470	\$ 115,523	63.31%
Technical Contracted Services	2,791	402,793	402,793	-	0.00%
Lake Wardens	46,667	12,000	36,000	31,013	86.15%
Cleaning Srv Waste Disposal	10,530	64,895	65,140	16,565	25.43%
Repairs & Maint Equipment	218,421	213,000	223,573	62,888	28.13%
Repairs & Maint Buildings	11,947	4,110	4,119	2,778	67.44%
Software License & Support	3,174	5,451	5,451	466	8.55%
Repairs & Maint Copiers	142	150	150	132	87.85%
Repairs & Maint Generators	10,883	20,000	20,003	8,872	44.36%
Repairs & Maint Tanks	109,281	112,371	112,371	-	0.00%
Repairs & Maint Dams	48,759	73,000	45,031	5,417	12.03%
Repairs & Maint SCADA	-	5,000	5,000	-	0.00%
Vehicle Fuel	3,766	2,660	2,660	1,529	57.49%
Vehicle Maintenance	2,128	4,800	4,800	5,015	104.47%
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	7,342	7,867	7,867	4,589	58.33%
Property Damages	32,446	51,408	51,408	29,988	58.33%
Telecommunications	5,706	13,094	13,094	8,947	68.33%
Marketing & Promotions	2,358	11,000	11,088	10,417	93.95%
Uniforms and Shoes	9,545	12,222	12,222	7,556	61.82%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	8,278	13,516	13,516	4,551	33.67%
Permits	5,785	5,785	5,785	6,770	117.03%
Compliance Monitoring	29,380	32,300	38,662	22,085	57.12%
Process & System Testing	42,328	46,300	46,390	27,390	59.04%
Lead/Copper Compliance	-	2,250	2,250	-	0.00%
General Supplies	12,724	11,759	11,759	9,045	76.92%
Materials	3,780	4,050	4,050	113	2.78%
Safety	1,909	1,000	1,000	-	0.00%
Small Equipment	3,816	35,480	39,621	22,761	57.45%
PC's Peripherals	3,759	4,350	4,350	2,595	59.65%
Treatment Chemicals	1,705,141	1,376,000	1,924,934	859,156	44.63%
Laboratory Supplies	22,061	31,033	31,033	27,896	89.89%
Utilities	333,070	320,787	320,787	210,456	65.61%
Organizational Dues	10,900	11,460	11,460	8,360	72.95%
Subscriptions & Publications	266	500	500	-	0.00%
Other Operating Expense	643	1,000	1,000	1,003	100.32%
Union County	98,118	120,000	120,000	76,218	63.52%
Sub Total Operating	\$ 2,858,109	\$ 3,048,391	\$ 3,782,336	\$ 1,590,094	42.04%
Reimbursements to other funds					
Allocations Administration	\$ 167,124	\$ 195,504	\$ 195,504	\$ 114,044	58.33%
Allocations Purchasing	8,550	9,030	9,030	5,268	58.33%
Allocations Fleet	7,467	7,783	7,783	4,540	58.33%
Allocations Water Res Admin	38,106	-	45,000	26,250	58.33%
Allocations Manual Adjs	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 221,247	\$ 212,317	\$ 257,317	\$ 150,102	58.33%
Total Water Treatment Plant	\$ 4,837,364	\$ 6,240,336	\$ 7,424,077	\$ 2,461,470	33.16%

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Waste Treatment Plant					
Personnel					
Salary	\$ 791,287	\$ 930,592	\$ 978,194	\$ 449,781	45.98%
Overtime	1,870	13,628	13,628	3,980	29.20%
Standby	-	-	-	1,873	NA
Social Security Taxes	59,107	67,798	71,371	33,862	47.44%
Life Insurance	1,640	1,664	1,768	985	55.71%
Employer Share Insurance	205,444	205,176	213,079	96,528	45.30%
Retirement	97,898	111,293	116,963	58,589	50.09%
401(k)	38,322	45,623	47,847	21,865	45.70%
Cell Phone Allowance	1,460	1,950	2,250	875	38.89%
Workers Compensation	16,264	16,264	16,264	9,487	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 1,213,293	\$ 1,393,988	\$ 1,461,364	\$ 677,825	46.38%
Capital & Construction					
Capitalized Motor Vehicles	\$ -	\$ -	\$ 3	\$ -	0.00%
Capitalized Equipment	211,345	56,643	68,605	52,127	75.98%
Capital Outlay Buildings	13,197	65,000	65,000	-	0.00%
Capitalized Infrastructure	-	300,000	300,000	-	0.00%
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ 224,542	\$ 421,643	\$ 433,608	\$ 52,127	12.02%
Operating					
Engineering Services	\$ 1,794	\$ 10,000	\$ 18,173	\$ -	0.00%
Technical Contracted Services	2,791	2,793	4,740	2,137	45.09%
FEMA Covid Exp.	-	-	-	-	NA
Cleaning Srv Waste Disposal	63,445	136,681	160,197	31,010	19.36%
Repairs & Maint Equipment	78,089	167,789	175,027	23,730	13.56%
Repairs & Maint Buildings	6,181	10,411	10,411	4,886	46.93%
Software License & Support	4,511	5,817	5,817	-	0.00%
Repairs & Maint Copiers	535	500	500	257	51.50%
Repairs & Maint Generators	29,029	50,000	50,000	27,499	55.00%
Repairs & Maint SCADA	-	5,000	5,000	-	0.00%
Vehicle Fuel	9,332	10,359	10,359	4,731	45.67%
Vehicle Maintenance	11,594	8,549	8,549	6,806	79.61%
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	9,178	9,834	9,834	5,737	58.33%
Property Damages	46,217	70,895	70,895	41,355	58.33%
Telecommunications	3,064	2,880	2,880	1,859	64.54%
Uniforms and Shoes	8,436	12,920	12,920	4,923	38.10%
Training and Travel Adv	-	-	-	26	NA
Training and Travel Exp	6,715	9,694	9,694	6,275	64.73%
Permits	4,950	6,160	6,160	1,760	28.57%
Compliance Fines	1,310	5,000	5,000	-	0.00%
Compliance Monitoring	23,705	42,000	56,668	16,759	29.57%
General Supplies	10,279	10,695	10,695	2,911	27.21%
Materials	39	40,000	62,040	33,900	54.64%
Safety	3,949	6,475	6,475	3,233	49.93%
Small Equipment	9,624	21,291	32,991	11,838	35.88%
PC's Peripherals	4,475	2,550	2,550	2,595	101.75%
Treatment Chemicals	196,702	323,950	379,928	141,787	37.32%
Pre-Treatment Chemicals	161,482	264,000	289,364	77,534	26.79%
Laboratory Supplies	39,551	49,974	50,671	19,963	39.40%
Software	-	-	-	-	NA
Utilities	475,160	468,708	468,708	277,054	59.11%
Organizational Dues	19,129	19,030	19,675	19,675	100.00%
Subscriptions & Publications	-	-	-	-	NA
Other Operating Expense	751	2,272	1,627	301	18.50%
Sub Total Operating	\$ 1,232,017	\$ 1,776,227	\$ 1,947,548	\$ 770,539	39.56%
Reimbursements to other funds					
Allocations Administration	\$ 232,121	\$ 271,532	\$ 271,532	\$ 158,394	58.33%
Allocations Purchasing	11,570	12,542	12,542	7,316	58.33%
Allocations Fleet	14,105	14,703	14,703	8,577	58.33%
Force Account Labor	2,395	-	-	-	NA
Allocations Water Res Admin	51,963	-	70,000	40,833	58.33%
Allocations Manual Adjs	-	-	-	-	NA
Allocations Charges	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 312,154	\$ 298,777	\$ 368,777	\$ 215,120	58.33%
Total Waste Treatment Plant	\$ 2,982,006	\$ 3,890,635	\$ 4,211,297	\$ 1,715,611	40.74%

CITY OF MONROE BUDGET WATER RESOURCES EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
W&S Debt Service					
Installment Purchase Agreements & State Revolving Loans					
Installment Principal	\$ 26,134	\$ 26,618	\$ 26,618	\$ -	0.00%
Installment Interest	4,421	3,900	3,900	1,649	42.27%
Revenue Bonds					
Bonds Principal	1,248,833	996,788	996,788	-	0.00%
Bonds Interest	643,438	614,512	614,512	117,386	19.10%
Bonds Admin Fees	6,433	6,433	6,433	6,433	99.99%
Debt Issuance Cost	-	-	-	-	NA
Bonds Pmt Escrow Agent	-	-	-	-	NA
Bonds Yrly Monitoring Fee	6,436	6,518	6,518	6,793	104.21%
Union Co Water Agreement	423,696	423,699	423,699	247,156	58.33%
Capital Leases⁽¹⁾					
Capital Leases Principal	4,750	3,318	3,318	2,884	86.92%
Capital Leases Interest	407	128	128	130	101.80%
Total W&S Debt Service	\$ 2,364,547	\$ 2,081,914	\$ 2,081,914	\$ 382,430	18.37%
Transfers to Other Funds					
TF To Gov Capital Project	\$ 26,667	\$ 20,834	\$ 20,834	\$ 20,834	100.00%
TF To W&S Capital Reserve	4,269,662	3,040,728	3,040,728	5,722,140	188.18%
TF To W&S Capital Projects	2,075,000	500,000	589,210	589,210	100.00%
TF To Electric Capital Proj	100,000	-	-	-	NA
Total Transfers out to Other Funds	6,471,329	3,561,562	3,650,772	6,332,184	173.45%
Total W&S	\$ 25,025,537	\$ 28,521,886	\$ 32,038,234	\$ 17,801,015.34	55.56%

NOTES:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to recognize leases as a part of its debt service.

Bad Debt Expense - Collection of customer charges written off in prior year. Current fiscal year write offs will post in May to offset credit balance.

State Revolving Loans:

Revenue Bonds:

	2024	Balance	Payoff Yr
16 Refunding Rev	326,664	2,566,489	2033
17 Revenue Bonds	720,000	9,204,360	2043
20 B Refunding Bonds	574,032	5,288,000	2034

Other Debt

19 Union County Agreement	232,059	3,341,379	2042
07 Union County Agreement	191,640	558,950	2026
2020 New ERP System (share)	30,562	198,063	2030
	<u>\$ 2,074,957</u>	<u>\$ 21,157,241</u>	

CITY OF MONROE BUDGET ELECTRIC FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 50,420,385	\$ 54,321,059	\$ 54,321,059	\$ 54,321,059	NA
Revenues					
Restricted Intergovernmentas	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	62,479,707	66,244,029	66,244,029	35,206,260	53.15%
Investment Earnings ⁽¹⁾	1,715,659	1,689,577	1,689,577	1,582,162	93.64%
Miscellaneous	62,844	92,470	92,470	36,520	39.49%
Sub Total	\$ 64,258,210	\$ 68,026,076	\$ 68,026,076	\$ 36,824,942	54.13%
Other Financing Sources					
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds From LT Debt	-	-	-	-	NA
Inception of Lease	11,881	-	-	-	NA
Repayment of Advances	39,073	35,982	35,982	-	0.00%
Sub Total	\$ 50,954	\$ 35,982	\$ 35,982	\$ -	0.00%
Annual Sources of Funds	\$ 64,309,164	\$ 68,062,058	\$ 68,062,058	\$ 36,824,942	54.10%
Total Sources of Funds	\$ 114,729,549	\$ 122,383,117	\$ 122,383,117	\$ 91,146,001	74.48%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 5,025,056	\$ 6,575,789	\$ 6,575,789	\$ 3,313,501	50.39%
Capital & Construction	2,873,592	2,950,000	4,824,152	2,020,035	41.87%
Operating	45,431,646	50,267,779	50,728,905	23,828,976	46.97%
Debt Service	1,403,342	1,391,922	1,392,199	95,192	6.84%
Sub Total	\$ 54,733,636	\$ 61,185,490	\$ 63,521,045	\$ 29,257,705	46.06%
Reimbursements to other funds					
Cost Allocations	\$ 1,553,880	\$ 1,756,051	\$ 1,756,051	\$ 1,024,363	58.33%
Sub Total	\$ 1,553,880	\$ 1,756,051	\$ 1,756,051	\$ 1,024,363	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ 4,120,975	\$ 2,845,833	\$ 2,845,833	\$ 2,836,107	99.66%
Advances to/from Other Funds	-	-	-	-	NA
Sub Total	\$ 4,120,975	\$ 2,845,833	\$ 2,845,833	\$ 2,836,107	99.66%
Total Uses of Funds	\$ 60,408,490	\$ 65,787,374	\$ 68,122,929	\$ 33,118,174	48.62%
Ending Balance	\$ 54,321,059	\$ 56,595,743	\$ 54,260,188	\$ 58,027,827	

Notes:

⁽¹⁾ Investment Earnings - Distributed quarterly among funds

CITY OF MONROE BUDGET ELECTRIC FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Reimbursements FEMA	\$ -	\$ -	\$ -	\$ -	NA
FEMA Covid-19 Claim	-	-	-	-	NA
Electricities Grant	-	-	-	-	NA
Total Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Sale of Land	\$ -	\$ -	\$ -	\$ 628,550	NA
Sale of Fixed Assets	-	-	-	-	NA
Sales of Power	59,264,321	63,306,284	63,306,284	32,607,391	51.51%
Tax On Sales Of Power	2,355,286	2,614,647	2,614,647	1,493,761	57.13%
REPS Charges	277,397	275,981	275,981	165,933	60.12%
Service Charges	17,180	-	-	8,273	NA
Facilities Charges	-	-	-	-	NA
Rebates	3,450	2,117	2,117	1,500	70.85%
Pole Attachments	187,614	-	-	-	NA
Telecomm-Fiber Optic Att	6,078	5,000	5,000	3,458	69.16%
Dark Fiber Use	44,477	40,000	40,000	38,946	97.37%
Interconnection Agreement	1,700	-	-	2,650	NA
Misc Sales Other	322,204	-	-	255,797	NA
Total Sales and Services	\$ 62,479,707	\$ 66,244,029	\$ 66,244,029	\$ 35,206,260	53.15%
Investment Earnings					
Investment Earnings	\$ 1,715,659	\$ 1,689,577	\$ 1,689,577	\$ 1,582,162	93.64%
Total Investment Earnings	\$ 1,715,659	\$ 1,689,577	\$ 1,689,577	\$ 1,582,162	93.64%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ -	NA
Miscellaneous Reimbursements	59,844	92,470	92,470	36,244	\$ 0
Power Agency Funding	-	-	-	5,000	NA
Power AgencyTier #2	-	-	-	-	NA
Miscellaneous Other	3,000	-	-	(4,724)	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ 62,844	\$ 92,470	\$ 92,470	\$ 36,520	39.49%
Other Financing Sources					
Transfers from other funds					
TF From General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF From Gov Capital Project	-	-	-	-	NA
TF From Water & Sewer	-	-	-	-	NA
TF From Electric Capital Proj	-	-	-	-	NA
TF From N Gas Capital Proj	-	-	-	-	NA
TF From Airport	-	-	-	-	NA
Sub Total Interfund Transfers	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Revenue Bonds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Sub Total Proceeds from Financing	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	\$ -	\$ -	\$ 2,335,555	\$ -	0.00%
Oth Fin Inception of Lease	11,881	-	-	-	NA
Gen Fund Repayment of Advance	19,527	17,592	17,592	-	-
Airport Repayment of Advance	19,546	18,390	18,390	-	0.00%
Total Other Financing Sources	\$ 50,954	\$ 35,982	\$ 2,371,537	\$ -	0.00%
Total Electric Fund Revenues	\$ 64,309,164	\$ 68,062,058	\$ 70,397,613	\$ 36,824,942	52.31%

CITY OF MONROE BUDGET ELECTRIC FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Electric Administration Division					
Personnel					
Salary	\$ 1,282,810	\$ 1,643,064	\$ 1,643,064	\$ 894,892	54.46%
Overtime	16,570	23,239	23,239	6,939	29.86%
Car Allowance	6,231	6,000	6,000	3,462	57.69%
Social Security Taxes	96,436	119,350	119,350	66,986	56.13%
Life Insurance	3,037	2,767	2,767	2,030	73.35%
Employer Share Insurance	282,234	265,875	265,875	132,093	49.68%
Retirement	158,065	185,875	185,875	115,749	62.27%
401(k)	58,155	73,661	73,661	42,656	57.91%
Cell Phone Allowance	3,115	6,790	6,790	1,935	28.50%
Workers Compensation	19,774	19,774	19,774	11,535	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 1,926,427	\$ 2,346,395	\$ 2,346,395	\$ 1,278,275	54.48%
Capital & Construction					
Land	\$ -	\$ -	\$ -	\$ -	NA
Capital Lease	11,881	-	-	-	NA
Sub Total Capital & Construction	\$ 11,881	\$ -	\$ -	\$ -	NA
Operating					
Legal Services	\$ 23,548	\$ 25,000	\$ 23,384	\$ 13,210	56.49%
Financial Management	31,520	30,598	30,598	30,598	100.00%
Engineering Services	78,762	170,000	249,472	20,410	8.18%
Technical Contracted Services	133,409	132,971	180,292	75,252	41.74%
FEMA Covid Exp.	-	-	-	-	NA
Repairs & Maint Equipment	157	4,280	4,280	191	4.47%
Repairs & Maint Buildings	17,668	36,040	41,331	5,074	12.28%
Software License & Support	55,002	102,856	113,387	99,075	87.38%
Repairs & Maint Copiers	4,612	5,000	5,000	4,905	98.11%
Repairs & Maint ERP System AMA	28,480	28,541	28,541	-	0.00%
Copier Rental	1,338	-	-	621	NA
Vehicle Fuel	570	832	832	475	57.13%
Vehicle Maintenance	1,064	1,141	1,141	1,004	87.95%
Default Fleet Management	-	-	-	-	NA
Unemployment Insurance	2,403	3,365	3,365	5,768	171.41%
Wellness & Clinic Cost	9,178	13,112	13,112	7,649	58.33%
Property Damages	12,069	9,171	9,171	5,350	58.33%
Telecommunications	11,468	6,222	6,222	5,676	91.23%
Marketing & Promotions	11,615	15,399	15,399	12,699	82.46%
Helping Hands	5,572	16,000	16,000	1,794	11.21%
Uniforms and Shoes	6,330	2,935	6,935	2,020	29.13%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	36,561	64,570	59,870	8,141	13.60%
General Supplies	15,329	7,500	7,500	5,807	77.43%
Small Equipment	5,411	2,400	5,900	448	7.60%
PC's Peripherals	18,143	21,805	21,805	17,336	79.50%
Software	-	1,000	1,000	-	0.00%
Utilities	71,052	69,023	69,023	41,741	60.47%
Organizational Dues	-	3,610	3,610	1,500	41.55%
Subscriptions & Publications	1,030	164	164	-	0.00%
Other Operating Expense	11,157	3,150	7,150	6,470	90.50%
Sub Total Operating	\$ 593,449	\$ 776,685	\$ 924,484	\$ 373,215	40.37%
Reimbursements to other funds					
Allocations Administration	\$ 1,081,966	\$ 1,268,842	\$ 1,268,842	\$ 740,158	58.33%
Allocations Utility Billing	58,971	65,812	65,812	38,390	58.33%
Allocations Cust Srv/Pmt Ctr	480,149	495,373	495,373	288,968	58.33%
Allocations Street	2,360	4,415	4,415	2,575	58.33%
Allocations Purchasing	45,734	15,084	15,084	8,799	58.33%
Allocations Fleet	44,233	49,524	49,524	28,889	58.33%
Allocations Facilities Maint	82,436	91,907	91,907	53,612	58.33%
Allocation Electric Admin	(790,000)	(790,000)	(790,000)	(460,833)	58.33%
Allocations Manual Adjs	148,270	70,412	70,412	41,074	58.33%
Sub Total Reimbursements to other funds	\$ 1,154,119	\$ 1,271,369	\$ 1,271,369	\$ 741,632	58.33%
Total Electric Administration Division	\$ 3,685,876	\$ 4,394,449	\$ 4,542,248	\$ 2,393,122	52.69%

CITY OF MONROE BUDGET ELECTRIC FUND EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Maintenance/Construction Division					
Personnel					
Salary	\$ 2,052,465	\$ 2,924,158	\$ 2,924,158	\$ 1,401,505	47.93%
Overtime	86,267	53,533	53,533	39,801	74.35%
Standby	33,668	70,366	70,366	20,747	29.48%
Social Security Taxes	160,164	211,179	211,179	107,885	51.09%
Life Insurance	4,330	4,365	4,365	3,010	68.95%
Employer Share Insurance	374,256	455,202	455,202	190,610	41.87%
Retirement	266,644	351,615	351,615	189,133	53.79%
401(k)	100,508	138,650	138,650	70,677	50.98%
Cell Phone Allowance	-	-	-	-	NA
Workers Compensation	20,326	20,326	20,326	11,857	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 3,098,629	\$ 4,229,394	\$ 4,229,394	\$ 2,035,226	48.12%
Capital & Construction					
Land	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Motor Vehicles	297,494	710,000	2,334,168	608,239	26.06%
Capitalized Equipment	204,803	345,000	461,283	250,779	54.37%
Sub Total Capital & Construction	\$ 502,297	\$ 1,055,000	\$ 2,795,451	\$ 859,018	30.73%
Operating					
Bank Service Charges	\$ -	\$ -	\$ -	\$ -	NA
Technical Meter Repairs	20,066	30,000	30,000	75	0.25%
Technical Contracted Services	107,206	420,000	461,426	137,414	29.78%
Tree Trimming	320,058	393,520	394,334	201,701	51.15%
FEMA Covid Exp.	-	-	-	-	NA
Repairs & Maint Equipment	3,159	10,000	10,000	4,285	42.85%
Software License & Support	46,689	59,020	64,020	61,279	95.72%
Repairs & Maint Copiers	6	10	10	5	46.00%
Repairs & Maint Transformers	1,194	15,400	15,400	45	0.29%
Repairs & Maint Poles	44,374	77,000	77,006	52,184	67.77%
Repairs & Maint SCADA	15,860	40,744	46,382	13,585	29.29%
Repairs & Maint Substations	133,892	178,250	348,593	236,220	67.76%
Repairs & Maint Distrib Lines	93,113	95,000	95,000	92,725	97.61%
Repairs/Maint City Beautificat	-	5,000	5,000	-	0.00%
Vehicle Fuel	63,191	56,053	56,053	27,332	48.76%
Vehicle Maintenance	83,842	85,000	87,819	45,796	52.15%
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	12,237	15,734	15,734	9,178	58.33%
Property Damages	99,034	140,726	140,726	82,090	58.33%
Telecommunications	11,809	16,596	23,096	12,923	55.95%
Uniforms and Shoes	38,720	47,100	57,100	45,241	79.23%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	54,576	80,700	80,700	29,734	36.85%
Energy Incentive Programs	3,150	10,000	10,000	1,800	18.00%
EDR1 Econ Dev Rate Rider	57,380	601,578	549,252	153,074	27.87%
General Supplies	15,109	12,000	12,000	2,909	24.24%
Materials	-	-	-	-	NA
Small Equipment	101,511	80,500	181,559	94,071	51.81%
PC's/Peripherals	6,838	2,475	4,475	3,727	83.28%
Software	-	-	-	-	NA
Organizational Dues	61,210	45,000	45,000	-	0.00%
Subscriptions & Publications	-	-	-	-	NA
Bad Debt Expense	89,858	169,851	169,851	(3,034)	-1.79%
Other Operating Expense	112,513	60,000	80,051	56,353	70.40%
Over/Short Electric Inventory	-	-	-	-	NA
Electric Purchases	40,844,438	44,012,193	44,012,193	20,714,056	47.06%
Sales Tax Power Purchase	2,397,162	2,731,644	2,731,644	1,380,995	50.56%
Sub Total Operating	\$ 44,838,197	\$ 49,491,094	\$ 49,804,422	\$ 23,455,761	47.10%
Reimbursements to other funds					
Allocations Administration	\$ -	\$ -	\$ -	\$ -	NA
Allocations Warehouse	390,085	478,544	478,544	279,151	58.33%
Allocations Parks Maint	9,676	6,138	6,138	3,581	58.33%
Force Account Labor	-	-	-	-	NA
Allocations Manual Adj's	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 399,761	\$ 484,682	\$ 484,682	\$ 282,731	58.33%
Unreserved / Balance	\$ -	\$ 2,274,684	\$ 2,274,684	\$ -	0.00%
Total Maintenance/Construction Division	\$ 48,838,884	\$ 57,534,854	\$ 59,588,633	\$ 26,632,736	44.69%

CITY OF MONROE BUDGET ELECTRIC FUND EXPENDITURES					
Function/Activity	YTD Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Electrical System Improvements Division					
Capital & Construction					
Imprvmt Construction	\$ 1,912,989	\$ 1,275,000	\$ 1,275,000	\$ 891,563	69.93%
Imprvmt Engineering	23,563	50,000	67,137	10,688	15.92%
Imprvmt Contrct/Frc Acct Labor	422,862	570,000	686,564	258,766	37.69%
Sub Total Capital & Construction	\$ 2,359,413	\$ 1,895,000	\$ 2,028,701	\$ 1,161,017	57.23%
Total Electrical System Improvements Division	\$ 2,359,413	\$ 1,895,000	\$ 2,028,701	\$ 1,161,017	57.23%
Electric Debt Service					
Installment Purchase Agreements					
Installment Principal	\$ 23,120	\$ 23,548	\$ 23,548	\$ -	0.00%
Installment Interest	3,911	3,451	3,451	1,458	42.26%
Revenue Bonds					
Bonds Principal	857,581	875,373	875,373	-	0.00%
Bonds Interest	508,436	482,460	482,460	83,729	17.35%
Bonds Admin Fees	2,847	2,847	2,847	2,847	99.99%
Debt Issuance Cost	-	-	-	-	NA
Bonds Pmt Escrow Agent	-	-	-	-	NA
Bonds Yrly Monitoring Fee	2,224	2,313	2,313	3,958	171.10%
Capital Leases⁽¹⁾					
Capital Leases Principal	4,996	1,858	2,135	3,127	146.48%
Capital Leases Interest	228	72	72	73	101.36%
Total Electric Debt Service	\$ 1,403,342	\$ 1,391,922	\$ 1,392,199	\$ 95,192	6.84%
Transfers to Other Funds					
TF To General Fund	\$ 419,309	\$ 450,000	\$ 450,000	\$ 440,274	97.84%
TF To Gov Capital Project	26,666	20,833	20,833	20,833	100.00%
TF To Electric Capital Proj	3,675,000	2,375,000	2,375,000	2,375,000	100.00%
TF To Airport Capital Proj	-	-	-	-	NA
Total Transfers out to Other Funds	\$ 4,120,975	\$ 2,845,833	\$ 2,845,833	\$ 2,836,107	99.66%
Advances to Other Funds					
Adv to General Fund	\$ -	\$ -	\$ -	\$ -	NA
Total Advances to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Electric	\$ 60,408,490	\$ 68,062,058	\$ 70,397,613	\$ 33,118,174	47.04%

NOTES:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to to recognize leases as a part of its debt service.

Bad Debt Expense - Collection of customer charges written off in prior year. Current fiscal year write offs will post in May to offset credit balance.

Revenue Bonds:	2024	Balance	Payoff Yr
16 Refunding Rev	\$ 1,372,343	\$ 10,782,034	2033
Other Debt			
2020 New ERP System (share)	27,037	175,222	2030
	<u>\$ 1,399,380</u>	<u>\$ 10,957,256</u>	

CITY OF MONROE BUDGET NATURAL GAS FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 30,538,698	\$ 30,672,403	\$ 30,672,403	\$ 30,672,403	NA
Revenues					
Intergovernmental Restricted	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	22,636,553	27,876,421	27,876,421	8,515,018	30.55%
Investment Earnings ⁽¹⁾	852,574	847,233	847,233	789,879	93.23%
Miscellaneous	266,940	81,835	81,835	112,001	136.86%
Sub Total	\$ 23,756,067	\$ 28,805,489	\$ 28,805,489	\$ 9,416,898	32.69%
Other Financing Sources					
Proceeds From LT Debt	\$ -	\$ -	\$ -	\$ -	NA
Inception of Lease	-	-	-	-	NA
Transfers from other funds	524,977	-	-	-	NA
Advance from other funds	-	-	-	-	NA
Sub Total	\$ 524,977	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 24,281,044	\$ 28,805,489	\$ 28,805,489	\$ 9,416,898	32.69%
Total Sources of Funds	\$ 54,819,742	\$ 59,477,892	\$ 59,477,892	\$ 40,089,302	67.40%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 2,016,637	\$ 2,906,570	\$ 2,906,990	\$ 1,289,445	44.36%
Capital & Construction	701,446	1,020,000	1,978,153	740,792	37.45%
Operating	12,121,595	19,703,189	19,903,504	3,785,483	19.02%
Debt Service	2,750,038	2,740,329	2,740,329	227,552	8.30%
Sub Total	\$ 17,589,716	\$ 26,370,088	\$ 27,528,976	\$ 6,043,272	21.95%
Reimbursements to other funds					
Cost Allocations	\$ 1,897,415	\$ 1,973,655	\$ 1,973,655	\$ 1,151,299	58.33%
Sub Total	\$ 1,897,415	\$ 1,973,655	\$ 1,973,655	\$ 1,151,299	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ 4,660,207	\$ 4,134,000	\$ 4,134,000	\$ 4,145,925	100.29%
Sub Total	\$ 4,660,207	\$ 4,134,000	\$ 4,134,000	\$ 4,145,925	100.29%
Total Uses of Funds	\$ 24,147,339	\$ 32,477,743	\$ 33,636,631	\$ 11,340,496	33.71%
Ending Balance	\$ 30,672,403	\$ 27,000,149	\$ 25,841,262	\$ 28,748,806	

Notes:

⁽¹⁾ Investment Earnings - Allocation to all funds posted quarterly.

CITY OF MONROE BUDGET NATURAL GAS FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Reimbursements FEMA	\$ -	\$ -	\$ -	\$ -	NA
FEMA Covid-19 Claim	-	-	-	-	NA
Total Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ 4,494	NA
Sales Of Natural Gas	21,631,803	26,569,085	26,569,085	8,117,887	30.55%
Tax on Sales of N Gas	1,002,000	1,307,336	1,307,336	389,907	29.82%
Service Charges	2,750	-	-	2,730	NA
PSNC Capacity Charge	-	-	-	-	NA
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 22,636,553	\$ 27,876,421	\$ 27,876,421	\$ 8,515,018	30.55%
Investment Earnings					
Investment Earnings	\$ 852,574	\$ 847,233	\$ 847,233	\$ 789,879	93.2%
Interest Earned Trustee	-	-	-	-	NA
Interest Earned Wells Far	-	-	-	-	NA
Total Investment Earnings	\$ 852,574	\$ 847,233	\$ 847,233	\$ 789,879	93.23%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ -	NA
Miscellaneous Reimbursements	243,306	44,323	44,323	93,416	210.76%
Pipeline O&M Reimbursmnt	23,634	33,971	33,971	18,285	53.83%
Miscellaneous Other	-	454	454	300	66.08%
Cash Discounts	-	3,087	3,087	-	0.00%
Total Miscellaneous	\$ 266,940	\$ 81,835	\$ 81,835	\$ 112,001	136.86%
Other Financing Sources					
Transfers from other funds					
TF From General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF From Gov Capital Project	-	-	-	-	NA
TF From Aquatics Ctr	-	-	-	-	NA
TF From Electric Capital Proj	-	-	-	-	NA
TF From N Gas Capital Proj	524,977	-	-	-	NA
Sub Total Interfund Transfers	524,977	-	-	-	NA
Proceeds from Financing					
Proceeds Revenue Bonds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Limited Obligation Bd	-	-	-	-	NA
Proceeds Installment Purchase	-	-	-	-	NA
Sub Total Proceeds from Financing	-	-	-	-	NA
Appropriation Of Fund Bal	-	3,685,000	4,843,888	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Advance From Electric Fund	-	-	-	-	NA
Total Other Financing Sources	\$ 524,977	\$ 3,685,000	\$ 4,843,888	\$ -	0.00%
Total Natural Gas Fund Revenues	\$ 24,281,044	\$ 32,490,489	\$ 33,649,377	\$ 9,416,898	27.99%

NOTES:

CITY OF MONROE BUDGET NATURAL GAS FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Maintenance/Construction Division					
Personnel					
Salary	\$ 1,243,946	\$ 1,930,360	\$ 1,930,360	\$ 854,219	44.25%
Overtime	27,137	42,983	42,983	23,448	54.55%
Standby	21,240	27,673	27,673	13,258	47.91%
Social Security Taxes	94,572	136,552	136,552	65,339	47.85%
Life Insurance	2,626	2,814	2,814	1,909	67.84%
Employer Share Insurance	391,138	417,866	417,866	167,721	40.14%
Retirement	158,510	230,568	230,568	114,711	49.75%
401(k)	60,256	90,235	90,235	38,296	42.44%
Cell Phone Allowance	35	420	840	525	62.50%
Workers Compensation	17,177	17,177	17,177	10,020	58.33%
Temporary Labor	-	9,922	9,922	-	0.00%
Sub Total Personnel	\$ 2,016,637	\$ 2,906,570	\$ 2,906,990	\$ 1,289,445	44.36%
Capital & Construction					
Capitalized Motor Vehicles	95,940	250,000	1,207,947	193,303	16.00%
Capitalized Equipment	13,294	75,000	75,000	17,898	23.86%
Capitalized Software	-	65,000	65,000	25,544	39.30%
Sub Total Capital & Construction	\$ 109,234	\$ 390,000	\$ 1,347,947	\$ 236,745	17.56%
Operating					
Legal Services	\$ -	\$ 15,000	\$ 50,000	\$ 6,285	12.57%
Financial Management	9,153	10,256	10,256	10,256	100.00%
Engineering Services	-	30,000	13,301	-	0.00%
Midland	237,386	265,867	265,867	265,866	100.00%
Mooresville	56,650	56,650	58,350	58,350	100.00%
Technical Meter Repairs	61,148	45,000	69,940	38,144	54.54%
Technical Contracted Services	44,606	95,000	205,633	99,301	48.29%
Repairs & Maint Equipment	7,267	13,500	14,128	5,181	36.67%
Software License & Support	3,601	7,850	7,850	1,311	16.70%
Repairs & Maint Copiers	0	50	50	1	1.90%
Repairs & Maint ERP System AMA	17,168	17,204	17,204	-	0.00%
Repairs & Maint SCADA	20,745	33,360	49,118	27,799	56.60%
Repairs & Maint Utility Lines	2,679	32,000	20,824	5,098	24.48%
Repairs & Maint LNG Facility	46,345	106,000	174,457	62,804	36.00%
Repairs & Maint Trans Pipeline	67,590	85,000	85,000	46,740	54.99%
Repairs/Maint City Beautificat	-	5,000	5,000	-	0.00%
Equipment Rentals	-	3,000	3,000	-	0.00%
Vehicle Fuel	60,107	48,971	48,971	24,215	49.45%
Vehicle Maintenance	24,448	47,500	47,500	44,018	92.67%
Wellness & Clinic Cost	12,849	17,701	17,701	10,326	58.33%
Property Damages	29,741	48,906	48,906	28,529	58.33%
Telecommunications	17,125	21,680	21,680	11,989	55.30%
Marketing & Promotions	5,694	7,500	7,500	767	10.23%
Public Information	15,036	26,000	28,561	17,411	60.96%
Special Assistance Progra	16,000	16,000	16,000	16,000	100.00%
Uniforms and Shoes	24,736	37,955	37,955	20,725	54.60%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	106,959	102,470	95,542	29,080	30.44%
Energy Incentive Programs	400	40,000	30,000	200	0.67%
General Supplies	1,303	4,250	4,250	1,984	46.67%
Materials	47	-	-	-	NA
Small Equipment	77,141	77,750	87,075	63,035	72.39%
PC's Peripherals	12,361	22,655	22,655	19,623	86.62%
Software	-	-	-	-	NA
Utilities	18,090	21,037	21,037	10,802	51.35%
Organizational Dues	26,127	27,000	38,578	38,124	98.82%
Subscriptions & Publications	645	2,000	2,000	-	0.00%
Bad Debt Expense	24,123	42,667	42,667	(952)	-2.23%
Other Operating Expense	30,823	31,350	34,850	17,834	51.17%
Over/Short N Gas Inventory	-	-	-	-	NA
Natural Gas Purchases	9,908,613	16,653,006	16,653,006	2,447,417	14.70%
LNG Purchases	85,703	278,718	239,757	65,320	27.24%
Sales Tax Natural Gas	1,049,188	1,307,336	1,307,336	291,902	22.33%
Sub Total Operating	\$ 12,121,595	\$ 19,703,189	\$ 19,903,504	\$ 3,785,483	19.02%
Reimbursements to other funds					
Allocations Administration	\$ 496,330	\$ 525,674	\$ 525,674	\$ 306,643	58.33%
Allocations Utility Billing	208,680	227,951	227,951	132,971	58.33%

CITY OF MONROE BUDGET NATURAL GAS FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Allocations Cust Srv/Pmt Ctr	300,189	311,528	311,528	181,725	58.33%
Allocations Street	2,360	4,415	4,415	2,575	58.33%
Allocations Purchasing	7,659	8,884	8,884	5,182	58.33%
Allocations Fleet	22,043	31,541	31,541	18,399	58.33%
Allocations Warehouse	37,074	30,936	30,936	18,046	58.33%
Allocation Electric Admin	790,000	790,000	790,000	460,833	58.33%
Allocations Manual Adjs	33,080	42,726	42,726	24,924	58.33%
Allocations Credits	-	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 1,897,415	\$ 1,973,655	\$ 1,973,655	\$ 1,151,299	58.33%
Unreserved / Balance	\$ -	\$ 12,746	\$ 12,746	\$ -	0.00%
Total Maintenance/Construction Division	\$ 16,144,881	\$ 24,986,160	\$ 26,144,842	\$ 6,462,972	24.72%
N Gas System Improvements Division					
Capital & Construction					
Land	\$ -	\$ -	\$ -	\$ -	NA
Imprvmt Construction	401,008	400,000	400,000	369,954	92.49%
Imprvmt Contract/Frc Acct Labor	174,795	200,000	200,205	134,093	66.98%
Repairs STs-Dir Cost UT Cuts	16,409	30,000	30,000	-	0.00%
Total NG System Improvements Division	\$ 592,212	\$ 630,000	\$ 630,205	\$ 504,047	79.98%
N Gas Debt Service					
Installment Purchase Agreements					
Installment Principal	\$ 1,230,544	\$ 1,270,832	\$ 1,270,832	\$ -	0.00%
Installment Interest	1,284,132	1,235,579	1,235,579	212,263	17.18%
Revenue Bonds					
Bonds Principal	143,286	146,259	146,259	-	0.00%
Bonds Interest	84,950	80,609	80,609	13,989	17.35%
Bonds Admin Fees	6,476	6,476	6,476	476	7.34%
Debt Issuance Cost	-	-	-	-	NA
Bonds Pmt Escrow Agent	-	-	-	-	NA
Bonds Yrly Monitoring Fee	372	387	387	661	170.86%
Capital Leases⁽¹⁾					
Capital Leases Principal	257	180	180	156	86.61%
Capital Leases Interest	22	7	7	7	100.57%
Total N Gas Debt Service	\$ 2,750,038	\$ 2,740,329	\$ 2,740,329	\$ 227,552	8.30%
Transfers to Other Funds					
TF To General Fund	\$ 175,207	\$ 174,000	\$ 174,000	\$ 185,925	106.85%
TF to Gov Capital Project	-	-	-	-	NA
TF To Electric Capital Proj	350,000	-	-	-	NA
TF To N Gas Capital Proj	4,135,000	3,960,000	3,960,000	3,960,000	100.00%
Total Transfers out to Other Funds	\$ 4,660,207	\$ 4,134,000	\$ 4,134,000	\$ 4,145,925	100.29%
Total N Gas	\$ 24,147,339	\$ 32,490,489	\$ 33,649,377	\$ 11,340,496	33.70%

NOTES:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to to recognize leases as a part of its debt service.

Bad Debt Expense - Collection of customer charges written off in prior year. Current fiscal year write offs will post in May to offset credit balance.

Revenue Bonds:

16 Refunding (2008 Combined Enterprise Bonds)

Other:

16 Limited Obligation Bonds (LOBs) (Refunding)

18 New Limited Obligation Bonds (LOBS)

2020 New ERP System (share)

	2024	Balance	Payoff Yr
16 Refunding (2008 Combined Enterprise Bonds)	\$ 229,293	\$ 1,801,478	2033
16 Limited Obligation Bonds (LOBs) (Refunding)	2,002,550	23,055,000	2039
18 New Limited Obligation Bonds (LOBS)	506,513	7,220,000	2043
2020 New ERP System (share)	18,177	117,804	2030
	<u>\$ 2,756,533</u>	<u>\$ 32,194,282</u>	

CITY OF MONROE BUDGET STORMWATER UTILITY FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 2,182,837	\$ 2,468,403	\$ 2,468,403	\$ 2,468,403	NA
Revenues					
Intergovernmental Restricted	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	2,843,722	2,876,543	2,876,543	1,602,322	55.70%
Investment Earnings ⁽¹⁾	61,276	57,025	57,025	60,869	106.74%
Miscellaneous	354	-	-	51	NA
Sub Total	\$ 2,905,351	\$ 2,933,568	\$ 2,933,568	\$ 1,663,242	56.70%
Other Financing Sources					
Proceeds From LT Debt	\$ -	\$ -	\$ -	\$ -	NA
Oth Fin Inception of Lease	-	-	-	-	NA
Transfers from other funds	-	-	-	-	NA
Advances from other funds	-	-	-	-	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 2,905,351	\$ 2,933,568	\$ 2,933,568	\$ 1,663,242	56.70%
Total Sources of Funds	\$ 5,088,188	\$ 5,401,971	\$ 5,401,971	\$ 4,131,645	76.48%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 933,857	\$ 1,258,085	\$ 1,258,085	\$ 600,514	47.73%
Capital & Construction	82,774	695,000	695,000	-	0.00%
Operating	528,968	540,746	721,254	291,384	40.40%
Debt Service	121,090	10,334	10,334	559	5.41%
Sub Total	\$ 1,666,690	\$ 2,504,165	\$ 2,684,673	\$ 892,456	33.24%
Reimbursements to other funds					
Cost Allocations	\$ 753,095	\$ 745,987	\$ 745,987	\$ 435,159	58.33%
Sub Total	\$ 753,095	\$ 745,987	\$ 745,987	\$ 435,159	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ 200,000	\$ 290,000	\$ 290,000	\$ 290,000	100.00%
Sub Total	\$ 200,000	\$ 290,000	\$ 290,000	\$ 290,000	100.00%
Total Uses of Funds	\$ 2,619,785	\$ 3,540,152	\$ 3,720,660	\$ 1,617,615	43.48%
Ending Balance	\$ 2,468,403	\$ 1,861,819	\$ 1,681,311	\$ 2,514,030	

Notes:

⁽¹⁾ Investment Earnings distributed quarterly among funds

CITY OF MONROE BUDGET STORMWATER UTILITY FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Reimbursements FEMA	\$ -	\$ -	\$ -	\$ -	NA
FEMA Covid-19 Claim	-	-	-	-	NA
Total Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Storm Wtr Permits	\$ 58,250	\$ 68,600	\$ 68,600	\$ 61,600	89.80%
Storm Wtr BMP Annual Inspectn	14,550	14,850	14,850	7,850	52.86%
Storm Wtr Civil Citation	-	-	-	100	NA
Sale of Fixed Assets	-	-	-	-	NA
Stormwater Receipts	2,770,922	2,793,093	2,793,093	1,532,772	54.88%
Total Sales and Services	\$ 2,843,722	\$ 2,876,543	\$ 2,876,543	\$ 1,602,322	55.70%
Investment Earnings					
Investment Earnings	\$ 61,276	\$ 57,025	\$ 57,025	\$ 60,869	106.74%
Total Investment Earnings	\$ 61,276	\$ 57,025	\$ 57,025	\$ 60,869	106.74%
Miscellaneous					
Miscellaneous Reimbursements	\$ 354	\$ -	\$ -	\$ 51	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ 354	\$ -	\$ -	\$ 51	NA
Other Financing Sources					
Transfers from other Funds	\$ -	\$ -	\$ -	\$ -	NA
TF From General Fund	-	-	-	-	NA
TF From Gov Capital Project	-	-	-	-	NA
TF From Stormwtr Capital Proj	-	-	-	-	NA
Sub Total Interfund Transfers	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	-	650,000	830,508	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Advance From Electric Fund	-	-	-	-	NA
Total Other Financing Sources	\$ -	\$ 650,000	\$ 830,508	\$ -	0.00%
Total Stormwater Utility Fund Revenues	\$ 2,905,351	\$ 3,583,568	\$ 3,764,076	\$ 1,663,242	44.19%

CITY OF MONROE BUDGET STORMWATER UTILITY FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Maintenance Division					
Personnel					
Salary	\$ 603,978	\$ 849,419	\$ 849,419	\$ 398,568	46.92%
Overtime	2,091	4,373	4,373	1,083	24.77%
Standby	4,128	5,196	5,196	2,260	43.49%
Social Security Taxes	44,608	60,356	60,356	29,202	48.38%
Life Insurance	1,367	1,500	1,500	960	64.00%
Employer Share Insurance	159,179	174,842	174,842	89,586	51.24%
Retirement	74,571	101,244	101,244	51,961	51.32%
401(k)	21,097	37,232	37,232	13,682	36.75%
Cell Phone Allowance	1,125	2,210	2,210	545	24.66%
Workers Compensation	21,713	21,713	21,713	12,666	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 933,857	\$ 1,258,085	\$ 1,258,085	\$ 600,514	47.73%
Capital & Construction					
Imprvmt Construction	\$ 8,804	\$ -	\$ -	\$ -	NA
Imprvmt Conctrct Material&Labor	-	-	-	-	NA
Imprvmt Contingencies	-	-	-	-	NA
Capitalized Motor Vehicles	-	695,000	695,000	-	0.00%
Capitalized Equipment	73,971	-	-	-	NA
Capital Outlay Buildings	-	-	-	-	NA
Sub Total Capital & Construction	\$ 82,774	\$ 695,000	\$ 695,000	\$ -	0.00%
Operating					
Bank Service Charges	\$ -	\$ -	\$ -	\$ -	NA
Management Services	-	-	-	-	NA
Financial Management	1,410	1,394	1,394	1,394	100.00%
Engineering Services	119,498	125,000	276,891	97,336	35.15%
Technical Contracted Services	8,902	47,318	69,931	210	0.30%
FEMA Covid Exp.	-	-	-	-	NA
Cleaning Srv Waste Disposal	15,473	40,000	40,100	9,682	24.14%
Repairs & Maint Equipment	2,438	6,000	6,000	4,128	68.81%
Software License & Support	5,289	3,925	3,925	3,244	82.66%
Repairs & Maint ERP System AMA	8,584	8,603	8,603	-	0.00%
Repairs/Maint City Beautificat	-	5,000	5,000	-	0.00%
Vehicle Fuel	42,284	40,219	40,219	17,496	43.50%
Vehicle Maintenance	34,315	34,020	34,020	39,057	114.81%
Default Fleet Management	161	-	-	-	NA
Unemployment Insurance	104	146	146	250	171.40%
Wellness & Clinic Cost	9,178	9,506	9,506	5,545	58.33%
Property Damages	15,989	15,910	15,910	9,281	58.33%
Telecommunications	6,443	9,180	9,180	2,284	24.88%
Marketing & Promotions	-	-	-	-	NA
Uniforms and Shoes	5,074	6,529	6,529	3,627	55.54%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	6,601	12,000	12,000	8,022	66.85%
General Supplies	8,922	11,000	11,000	1,539	13.99%
Materials	208,014	140,000	145,905	76,426	52.38%
Small Equipment	2,271	5,950	5,950	493	8.28%
PC's Peripherals	4,117	-	-	-	NA
Software	-	-	-	-	NA
Organizational Dues	6,425	6,675	6,675	6,238	93.45%
Subscriptions & Publications	-	-	-	-	NA
Bad Debt Expense	2,845	4,208	4,208	(73)	-1.73%
Other Operating Expense	14,630	8,163	8,163	5,204	63.76%
Sub Total Operating	\$ 528,968	\$ 540,746	\$ 721,254	\$ 291,384	40.40%
Reimbursements to other funds					
Allocations Administration	\$ 145,795	\$ 183,334	\$ 183,334	\$ 106,945	58.33%
Allocations Utility Billing	39,545	45,142	45,142	26,333	58.33%
Allocations Cust Srv/Pmt Ctr	14,735	19,285	19,285	11,250	58.33%
Allocations Engineering	312,592	311,873	311,873	181,926	58.33%
Allocations Street	185,510	132,333	132,333	77,194	58.33%
Allocations Purchasing	6,034	2,950	2,950	1,721	58.33%
Allocations Fleet	21,288	33,721	33,721	19,671	58.33%
Allocations Parks Maint	127	78	78	46	58.33%
Allocations Facilities Maint	5,583	6,050	6,050	3,529	58.33%
Allocations Manual Adjs	21,886	11,221	11,221	6,546	58.33%
Sub Total Reimbursements to other funds	\$ 753,095	\$ 745,987	\$ 745,987	\$ 435,159	58.33%
Total Maintenance Division	\$ 2,298,695	\$ 3,239,818	\$ 3,420,326	\$ 1,327,056	38.80%

CITY OF MONROE BUDGET STORMWATER UTILITY FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Stormwater Debt Service					
Installment Purchase Agreements					
Installment Principal	\$ 116,849	\$ 9,013	\$ 9,013	\$ -	0.00%
Installment Interest	4,241	1,321	1,321	559	42.29%
Capital Leases⁽¹⁾					
Capital Leases Principal	-	-	-	-	NA
Capital Leases Interest	-	-	-	-	NA
Total Stormwater Debt Service	\$ 121,090	\$ 10,334	\$ 10,334	\$ 559	5.41%
Transfers to other funds					
TF To Gov Capital Project	\$ -	\$ -	\$ -	\$ -	NA
TF To Stormwtr Capital Proj	200,000	290,000	290,000	290,000	100.00%
Total Transfers Out to Other Funds	\$ 200,000	\$ 290,000	\$ 290,000	\$ 290,000	100.00%
Unreserved / Balance	\$ -	\$ 43,416	\$ 43,416	\$ -	0.00%
Total Stormwater Utility Fund Expenditures	\$ 2,619,785	\$ 3,583,568	\$ 3,764,076	\$ 1,617,615	42.98%

Notes:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to recognize leases as a part of its debt service.

Bad Debt Expense - Collection of customer charges written off in prior year. Current fiscal year write offs will post in May to offset credit balance.

Other:

2020 New ERP System (share)

2024	Balance	Payoff Yr
10,348	67,063	2030
\$ 10,348	\$ 67,063	

CITY OF MONROE BUDGET SOLID WASTE FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 725,666	\$ 672,189	\$ 672,189	\$ 672,189	NA
Revenues					
Intergovernmental Restricted	\$ 28,094	\$ 26,619	\$ 26,619	\$ 14,171	53.24%
Sales and Services	3,081,600	3,158,204	3,158,204	1,724,050	54.59%
Investment Earnings ⁽¹⁾	11,424	12,491	12,491	8,870	71.01%
Miscellaneous	-	-	-	-	NA
Sub Total	\$ 3,121,118	\$ 3,197,314	\$ 3,197,314	\$ 1,747,092	54.64%
Other Financing Sources					
Installment Purchase Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
TF From General Fund	-	-	-	-	
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 3,121,118	\$ 3,197,314	\$ 3,197,314	\$ 1,747,092	54.64%
Total Sources of Funds	\$ 3,846,784	\$ 3,869,503	\$ 3,869,503	\$ 2,419,281	62.52%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 201,840	\$ 219,737	\$ 219,737	\$ 121,854	55.45%
Capital/Construction	-	-	-	-	NA
Operating	2,768,067	2,977,418	3,099,440	1,554,767	50.16%
Debt Service	7,985	7,976	7,976	587	7.36%
Sub Total	\$ 2,977,892	\$ 3,205,131	\$ 3,327,153	\$ 1,677,209	50.41%
Reimbursements to other funds					
Cost Allocations	\$ 196,702	\$ 206,784	\$ 206,784	\$ 120,624	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ 196,702	\$ 206,784	\$ 206,784	\$ 120,624	58.33%
Total Uses of Funds	\$ 3,174,594	\$ 3,411,915	\$ 3,533,937	\$ 1,797,833	50.87%
Ending Balance	\$ 672,189	\$ 457,588	\$ 335,566	\$ 621,448	

Notes:

⁽¹⁾ Investment Earnings are distributed among funds on a quarterly basis

CITY OF MONROE BUDGET SOLID WASTE FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Intergovernmental Revenues Restricted					
DOR Disposal Tax Distrib	\$ 28,094	\$ 26,619	\$ 26,619	\$ 14,171	53.24%
Total Intergovernmental Revenues Restricted	\$ 28,094	\$ 26,619	\$ 26,619	\$ 14,171	53.24%
Sales and Services					
Solid Waste Violations	\$ 3,750	\$ 6,008	\$ 6,008	\$ (875)	-14.56%
Refuse Collection Fees	3,077,850	3,152,196	3,152,196	1,724,925	54.72%
Sale of Fixed Assets	-	-	-	-	NA
Recycling Materials	-	-	-	-	NA
Total Sales and Services	\$ 3,081,600	\$ 3,158,204	\$ 3,158,204	\$ 1,724,050	54.59%
Investment Earnings					
Investment Earnings	\$ 11,424	\$ 12,491	\$ 12,491	\$ 8,870	71.01%
Total Investment Earnings	\$ 11,424	\$ 12,491	\$ 12,491	\$ 8,870	71.01%
Miscellaneous					
Cash Discounts	\$ -	\$ -	\$ -	\$ -	NA
Total Miscellaneous	\$ -	\$ -	\$ -	\$ -	NA
Other Financing Sources					
Proceeds Installment Purchase	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	-	214,601	336,623	-	0.00%
TF From General Fund	-	-	-	-	NA
Total Other Financing Sources	\$ -	\$ 214,601	\$ 336,623	\$ -	0.00%
Total Solid Waste Fund Revenues	\$ 3,121,118	\$ 3,411,915	\$ 3,533,937	\$ 1,747,092	49.44%

CITY OF MONROE BUDGET SOLID WASTE UTILITY FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Operating					
Personnel					
Salary	\$ 132,352	\$ 147,978	\$ 147,978	\$ 81,521	55.09%
Overtime	-	-	-	-	NA
Social Security Taxes	9,665	10,704	10,704	5,886	54.98%
Life Insurance	289	303	303	181	59.63%
Employer Share Insurance	36,139	34,044	34,044	19,113	56.14%
Retirement	16,121	17,640	17,640	10,443	59.20%
401(k)	5,374	6,468	6,468	3,652	56.47%
Cell Phone Allowance	600	1,300	1,300	300	23.08%
Workers Compensation	1,300	1,300	1,300	758	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 201,840	\$ 219,737	\$ 219,737	\$ 121,854	55.45%
Capital & Construction					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ -	\$ -	\$ -	\$ -	NA
Operating					
Collection Fees	\$ -	\$ 250	\$ 250	\$ -	0.00%
Bank Service Charges	-	-	-	-	NA
Financial Management	1,511	1,461	1,461	1,461	100.00%
Technical Contracted Services	687	689	689	-	0.00%
Refuse Collection	2,577,464	2,725,127	2,847,127	1,416,543	49.75%
Roadside Trash Pickup	26,400	26,400	26,422	13,200	49.96%
Software License & Support	-	8,600	8,600	-	0.00%
Repairs & Maint ERP System AMA	5,196	5,207	5,207	-	0.00%
Repairs/Maint City Beautificat	-	5,000	5,000	-	0.00%
Vehicle Fuel	1,162	1,418	1,418	387	27.28%
Vehicle Maintenance	80	500	500	487	97.31%
Default Fleet Management	-	-	-	-	NA
Unemployment Insurance	441	618	618	1,059	171.41%
Wellness & Clinic Cost	1,224	1,639	1,639	956	58.33%
Property Damages	189	253	253	148	58.32%
Telecommunications	477	684	684	112	16.35%
Uniforms and Shoes	348	200	200	244	121.99%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	1,916	3,500	3,500	15	0.43%
General Supplies	192	-	-	11	NA
Small Equipment	124,899	161,050	161,050	116,887	72.58%
PC's Peripherals	-	-	-	-	NA
Bad Debt Expense	8,800	12,322	12,322	(281)	-2.28%
Other Operating Expense	289	2,500	2,500	695	27.82%
Solid Waste Education	16,791	20,000	20,000	2,665	13.32%
Sub Total Operating	\$ 2,768,067	\$ 2,977,418	\$ 3,099,440	\$ 1,554,588	50.16%
Reimbursements to other funds					
Allocations Administration	\$ 65,042	\$ 70,265	\$ 70,265	\$ 40,988	58.33%
Allocations Utility Billing	33,626	39,116	39,116	22,818	58.33%
Allocations Cust Srv/Pmt Ctr	38,209	41,945	41,945	24,468	58.33%
Allocations Engineering	49,776	50,938	50,938	29,714	58.33%
Allocations Planning	-	-	-	-	NA
Allocations Purchasing	899	464	464	271	58.34%
Allocations Fleet	1,688	1,130	1,130	659	58.34%
Allocations Parks Maint	20	13	13	8	58.15%
Allocations Facilities Maint	903	978	978	571	58.33%
Allocations Manual Adjs	6,539	1,935	1,935	1,129	58.34%
Sub Total Reimbursements to other funds	\$ 196,702	\$ 206,784	\$ 206,784	\$ 120,624	58.33%
Total Administration Division	\$ 3,166,610	\$ 3,403,939	\$ 3,525,961	\$ 1,797,067	50.97%

CITY OF MONROE BUDGET SOLID WASTE UTILITY FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Community Maintenance					
Personnel					
Salary	\$ -	\$ -	\$ -	\$ -	NA
Overtime	-	-	-	-	NA
Social Security Taxes	-	-	-	-	NA
Life Insurance	-	-	-	-	NA
Employer Share Insurance	-	-	-	-	NA
Retirement	-	-	-	-	NA
401(k)	-	-	-	-	NA
Workers Compensation	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ -	\$ -	\$ -	\$ -	NA
Capital & Construction					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Sub Total Capital & Construction	\$ -	\$ -	\$ -	\$ -	NA
Operating					
Software License & Support	\$ -	\$ -	\$ -	\$ -	NA
Vehicle Fuel	-	-	-	-	NA
Vehicle Maintenance	-	-	-	-	NA
Default Fleet Management	-	-	-	-	NA
Wellness & Clinic Cost	-	-	-	-	NA
Property Damages	-	-	-	-	NA
Telecommunications	-	-	-	-	NA
Uniforms and Shoes	-	-	-	-	NA
General Supplies	-	-	-	179	NA
Small Equipment	-	-	-	-	NA
PC's Peripherals	-	-	-	-	NA
Software	-	-	-	-	NA
Other Operating Expense	-	-	-	-	NA
Sub Total Operating	\$ -	\$ -	\$ -	\$ 179	NA
Total Maintenance Division	\$ -	\$ -	\$ -	\$ 179	NA
Solid Waste Debt Service					
Installment Purchase Agreements					
Installment Principal	\$ 6,830	\$ 6,956	\$ 6,956	\$ -	0.00%
Installment Interest	1,155	1,020	1,020	587	57.58%
Capital Leases⁽¹⁾					
Capital Leases Principal	-	-	-	-	NA
Capital Leases Interest	-	-	-	-	NA
Total Solid Waste Debt Service	\$ 7,985	\$ 7,976	\$ 7,976	\$ 587	7.36%
Transfers to other funds					
TF To General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
Total Transfers Out to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Unreserved / Balance	-	-	-	-	NA
Total Solid Waste Fund Expenditures	\$ 3,174,594	\$ 3,411,915	\$ 3,533,937	\$ 1,797,833	50.87%

NOTES:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to recognize leases as a part of its debt service.

Bad Debt Expense - Collection of customer charges written off in prior year. Current fiscal year write offs will post in May to offset credit balance.

Other:

2020 New ERP System (share)

2024	Balance	Payoff Yr
\$ 7,987	\$ 51,762	2030
\$ 7,987	\$ 51,762	

CITY OF MONROE BUDGET DOWNTOWN MONROE BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 547,593	\$ 365,833	\$ 365,833	\$ 365,833	NA
Revenues					
Taxes	\$ 69,130	\$ 68,222	\$ 68,222	\$ 56,990	83.54%
Miscellaneous ⁽¹⁾	-	-	950	950	NA
Sub Total	\$ 69,130	\$ 68,222	\$ 69,172	\$ 57,940	83.76%
Other Financing Sources					
Transfers from other funds	\$ 394,562	\$ 188,555	\$ 188,555	\$ 109,990	58.33%
Proceeds from Financing	-	-	-	-	NA
Inception of Lease	-	-	-	-	NA
Sub Total	\$ 394,562	\$ 188,555	\$ 188,555	\$ 109,990	58.33%
Annual Sources of Funds	\$ 463,692	\$ 256,777	\$ 257,727	\$ 167,930	65.16%
Total Sources of Funds	\$ 1,011,285	\$ 622,610	\$ 623,560	\$ 533,764	85.60%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 149,679	\$ 156,694	\$ 156,694	\$ 87,179	55.64%
Capital	-	-	-	-	NA
Operating ⁽²⁾	276,460	97,596	162,749	78,705	48.36%
Debt Service	2,605	2,487	2,487	330	13.25%
Sub Total	\$ 428,744	\$ 256,777	\$ 321,930	\$ 166,214	51.63%
Other Financing Uses					
Transfers to Other Funds	\$ 216,708	-	-	-	NA
Sub Total	\$ 216,708	-	-	-	NA
Total Uses of Funds	\$ 645,452	\$ 256,777	\$ 321,930	\$ 166,214	51.63%
Ending Balance	\$ 365,833	\$ 365,833	\$ 301,631	\$ 367,549	

Notes:

⁽¹⁾ Includes Downtown Pioneers loan payments.

⁽²⁾ Operating expenditures include Downtown Incentive for the Buggy Factory, \$400K.

CITY OF MONROE BUDGET DOWNTOWN MONROE FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Taxes					
MSD Taxes	\$ 64,686	\$ 65,075	\$ 65,075	\$ 55,971	86.01%
Vehicle Property Taxes	3,032	2,877	2,877	1,004	34.90%
Prior Year Taxes	1,070	120	120	2	1.77%
Penalties and Interest	342	150	150	13	8.68%
Total Taxes	\$ 69,130	\$ 68,222	\$ 68,222	\$ 56,990	83.54%
Miscellaneous					
Misc Sales Other	\$ -	\$ -	\$ -	\$ -	NA
DM Donations-Sponsorships	-	-	-	950	NA
Cash Discounts	-	-	-	-	NA
Misc Downtown Pioneers	-	-	-	-	NA
Miscellaneous Reimbursements	-	-	950	-	0.00%
Total Miscellaneous	\$ -	\$ -	\$ 950	\$ 950	100.00%
Other Financing Sources					
Proceeds Installment Purchase	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	-	-	64,203	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
TF From General Fund	394,562	188,555	188,555	109,990	58.33%
Total Other Financing Sources	\$ 394,562	\$ 188,555	\$ 252,758	\$ 109,990	43.52%
Total Downtown Monroe Revenues	\$ 463,692	\$ 256,777	\$ 321,930	\$ 167,930	52.16%

Notes:

CITY OF MONROE BUDGET DOWNTOWN MONROE EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Personnel					
Salary	\$ 103,091	\$ 107,638	\$ 107,638	\$ 59,781	55.54%
Overtime	-	-	-	-	NA
Car Allowance	6,231	6,000	6,000	3,462	57.69%
Social Security Taxes	8,282	8,614	8,614	4,798	55.70%
Life Insurance	222	224	224	133	59.44%
Employer Share Insurance	10,683	10,990	10,990	6,316	57.47%
Retirement	12,613	12,831	12,831	7,700	60.01%
401(k)	5,292	5,382	5,382	3,086	57.34%
Cell Phone Allowance	1,500	3,250	3,250	875	26.92%
Workers Compensation	1,765	1,765	1,765	1,030	58.33%
Sub Total Personnel	\$ 149,679	\$ 156,694	\$ 156,694	\$ 87,179	55.64%
Capital & Construction					
Land	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Motor Vehicles	-	-	-	-	NA
Capital Outlay Buildings	-	-	-	-	NA
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ -	\$ -	\$ -	\$ -	NA
Operating					
Collection Fees	\$ 92	\$ -	\$ -	\$ 30	NA
Technical Contracted Services	157,535	16,800	17,061	12,181	71.40%
Software License & Support	1,069	1,000	1,000	-	0.00%
Repairs & Maint Copiers	77	150	150	56	37.41%
Repairs & Maint ERP System AMA	1,488	1,491	1,491	-	0.00%
Copier Rental	-	-	-	-	NA
Vehicle Fuel	-	-	-	-	NA
Unemployment Insurance	67	94	94	161	171.40%
Wellness & Clinic Cost	612	656	656	383	58.34%
Property Damages	5,475	-	-	-	NA
Telecommunications	868	-	-	266	NA
Public Information	28,713	27,390	27,390	17,910	65.39%
Facade Grants	14,315	20,000	45,665	19,888	43.55%
Downtown Incentive Prog	11,745	-	38,277	9,909	25.89%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	4,377	4,700	4,700	706	15.01%
General Supplies	249	2,500	2,500	1,968	78.74%
Promotional Materials	13,449	13,500	14,450	11,206	77.55%
Small Equipment	29,815	500	500	101	20.28%
PC's Peripherals	1,074	-	-	-	NA
Software	-	-	-	-	NA
Utilities	4,529	4,085	4,085	2,918	71.44%
Organizational Dues	560	950	950	375	39.47%
Subscriptions & Publications	51	380	380	250	65.79%
Bad Debt Expense	-	-	-	-	NA
Other Operating Expense	299	3,400	3,400	398	11.71%
Sub Total Operating	\$ 276,460	\$ 97,596	\$ 162,749	\$ 78,705	48.36%
Downtown Debt Service⁽¹⁾⁽²⁾					
Installment Principal	\$ 1,922	\$ 1,958	\$ 1,958	\$ -	0.00%
Installment Interest	325	290	290	121	41.73%
Capital Leases Principal	329	230	230	200	86.77%
Capital Leases Interest	28	9	9	9	100.33%
Total Debt Service	\$ 2,605	\$ 2,487	\$ 2,487	\$ 330	13.25%
Transfers to Other Funds					
TF To General Fund	\$ 216,708	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
Total Transfers out to Other Funds	\$ 216,708	\$ -	\$ -	\$ -	NA
Total Downtown Monroe Expenditures	\$ 645,452	\$ 256,777	\$ 321,930	\$ 166,214	51.63%

Notes:

⁽¹⁾2020 New ERP System (share)

⁽²⁾ Governmental accounting standards (GASB 87) require the City to to recognize leases as a part of its debt service.

Downtown Incentive for the Buggy Factory, \$400K.

	2024	Balance	Payoff Year
2020 New ERP System (share)	\$ 2,248	\$ 14,569	2030
	\$ 2,248	\$ 14,569	

CITY OF MONROE FINANCIAL PLAN SIF HEALTH & DENTAL FINANCIAL PLAN SUMMARY					
Sources and Uses of Funds	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 1,658,181	\$ 1,412,565	\$ 1,412,565	\$ 1,412,565	NA
Revenues					
Contributions	\$ 10,102,693	\$ 9,599,009	\$ 9,599,009	\$ 4,753,897	49.52%
Investment Earnings ⁽¹⁾	37,986	57,025	57,025	34,532	60.56%
Miscellaneous	2,415,294	2,684,190	2,684,190	(120,012)	-4.47%
Sub Total	\$ 12,555,973	\$ 12,340,224	\$ 12,340,224	\$ 4,668,417	37.83%
Other Financing Sources					
Transfer From Other Funds					
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 12,555,973	\$ 12,340,224	\$ 12,340,224	\$ 4,668,417	37.83%
Total Sources of Funds	\$ 14,214,154	\$ 13,752,789	\$ 13,752,789	\$ 6,080,982	44.22%
<i>Uses of Funds</i>					
Expenditures					
Operating	\$ 12,650,601	\$ 12,133,782	\$ 12,135,451	\$ 6,832,868	56.31%
Sub Total	\$ 12,650,601	\$ 12,133,782	\$ 12,135,451	\$ 6,832,868	56.31%
Reimbursements to other funds					
Cost Allocations	\$ 150,988	\$ 206,442	\$ 206,442	\$ 120,425	58.33%
Sub Total	\$ 150,988	\$ 206,442	\$ 206,442	\$ 120,425	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 12,801,589	\$ 12,340,224	\$ 12,341,893	\$ 6,953,292	56.34%
Ending Balance	\$ 1,412,565	\$ 1,412,565	\$ 1,410,896	\$ (872,310)	-61.83%

Notes:

⁽¹⁾ Investment Earnings are allocated among funds on a quarterly basis.

CITY OF MONROE FINANCIAL PLAN SIF HEALTH & DENTAL REVENUES					
Revenue Sources	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Contributions					
Health Contrib-Employer	\$ 7,493,803	7,300,472	\$ 7,300,472	\$ 3,287,827	45.04%
Health Contrib-Employee	927,070	1,087,358	1,087,358	472,200	43.43%
Retire Health-Emprr/Retire	820,950	189,335	189,335	495,900	261.92%
Cobra Payments	25	20,000	20,000	-	0.00%
Dental Contrib-City/Retir	40,909	23,975	23,975	23,446	97.79%
Dental Contrib-Employer	133,924	237,633	237,633	67,913	28.58%
Dental Contrib-Employee	366,011	420,236	420,236	192,124	45.72%
H&D Wellness Contrib-Depts	317,550	320,000	320,000	211,865	66.21%
H&D Wellness Contrib-MUCEDC	2,450	-	-	2,622	NA
Total Contributions	\$ 10,102,693	\$ 9,599,009	\$ 9,599,009	\$ 4,753,897	49.52%
Investment Earnings					
Interest Earned on SIF	\$ 37,986	\$ 57,025	\$ 57,025	\$ 34,532	60.56%
Total Investment Earnings	\$ 37,986	\$ 57,025	\$ 57,025	\$ 34,532	60.56%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ -	NA
Stop-Loss Reimbursements	1,665,188	2,484,190	2,484,190	(294,258)	-11.85%
Caremark Rebate	746,443	200,000	200,000	174,246	87.12%
Miscellaneous Reimbursements	-	-	-	-	NA
Miscellaneous Other	3,662	-	-	-	NA
Total Miscellaneous	\$ 2,415,294	\$ 2,684,190	\$ 2,684,190	\$ (120,012)	-4.47%
Other Financing Sources					
Appropriation Of Fund Bal	\$ -	\$ -	\$ 1,669	\$ -	0.00%
Total Other Financing Sources	\$ -	\$ -	\$ 1,669	\$ -	0.00%
Total Health & Dental Revenues	\$ 12,555,973	\$ 12,340,224	\$ 12,341,893	\$ 4,668,417	37.83%

CITY OF MONROE FINANCIAL PLAN SIF HEALTH & DENTAL EXPENDITURES					
Function/Activity	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Operating					
Social Security Taxes	\$ 5,160	\$ -	\$ -	\$ 5,673	NA
Life Insurance	291	-	-	321	NA
Employer Share Insurance	13,025	-	-	14,470	NA
Healthcare Clinic	125,318	134,072	134,182	65,524	48.83%
Healthcare Clinic X-Rays	1,980	25,000	25,000	330	1.32%
Technical Contracted Services	-	-	-	-	NA
Repairs & Maint ERP System AMA	1,137	1,139	1,139	-	0.00%
Stop Loss Premium	1,878,314	2,052,467	2,123,438	1,100,940	51.85%
Retirees' Medicare Supple	269,227	324,012	324,012	209,616	64.69%
Disability Claims	-	5,000	5,000	-	0.00%
Health Claims	5,278,407	5,782,239	5,662,731	2,779,200	49.08%
Dental Claims	343,979	307,710	307,710	226,012	73.45%
Flex Admin Fees	6,887	10,509	7,609	6,422	84.39%
Retiree Health Claims	1,408,017	500,000	500,000	416,125	83.22%
Retirees'Life Insurance	737	840	840	539	64.12%
Retiree Dental Claims	46,567	25,000	25,000	30,824	123.29%
Retire Health City Portio	544,657	471,834	471,834	343,592	72.82%
Retire Dental City Portio	27,702	26,283	26,283	17,410	66.24%
Retiree Vision Claims	106	276	276	-	0.00%
Prescription Claims	2,249,959	1,972,411	1,972,411	1,255,305	63.64%
Wellness Program	22,724	33,500	33,557	5,407	16.11%
Wellness-Risk Assessment	50,970	90,000	90,040	46,725	51.89%
Vision Claims	1,126	2,000	2,000	1,224	61.18%
Claim Processing Fees	31,524	55,000	55,000	20,575	37.41%
Retiree Claim Processing	1,358	3,500	3,500	889	25.39%
Wellness Health Coaching	3,055	5,150	5,169	-	0.00%
Health and Dental Admin	220,456	195,000	246,706	161,519	65.47%
Insurance Broker	17,337	17,500	18,673	10,692	57.26%
PCORI FEES	2,377	2,000	2,000	-	0.00%
Transitional Reinsurance	-	-	-	-	NA
HSA Employer Contribution	20,188	23,750	23,750	23,688	99.74%
HRA Retiree Hearing Aids	3,017	-	-	10,600	NA
Wellness Incentives-Cash	75,000	65,500	65,500	79,250	120.99%
Bad Debt Expense	-	-	-	-	NA
Other Operating Expense	-	2,090	2,090	-	0.00%
Sub Total Operating	\$ 12,650,601	\$ 12,133,782	\$ 12,135,451	\$ 6,832,868	56.31%
Reimbursements to other funds					
Allocations Administration	\$ 144,901	\$ 206,442	\$ 206,442	\$ 120,425	58.33%
Allocations Purchasing	-	-	-	-	NA
Allocations Manual Adjs	6,087	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 150,988	\$ 206,442	\$ 206,442	\$ 120,425	58.33%
Other Financing Uses					
TF To Gov Capital Project	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Unreserved / Balance	\$ -	\$ -	\$ -	\$ -	NA
Total Health & Dental Expenditures	\$ 12,801,589	\$ 12,340,224	\$ 12,341,893	\$ 6,953,292	56.34%

CITY OF MONROE FINANCIAL PLAN SIF PROPERTY & CASUALTY FINANCIAL PLAN SUMMARY					
Sources and Uses of Funds	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 1,003,177	\$ 1,085,525	\$ 1,085,525	\$ 1,085,525	NA
Revenues					
Contributions	\$ 858,252	\$ 1,158,256	\$ 1,158,256	\$ 674,539	58.24%
Investment Earnings ⁽¹⁾	16,629	11,948	11,948	14,420	120.69%
Miscellaneous	175,125	20,003	20,003	85,006	424.97%
Sub Total	\$ 1,050,006	\$ 1,190,207	\$ 1,190,207	\$ 773,965	65.03%
Annual Sources of Funds	\$ 1,050,006	\$ 1,190,207	\$ 1,190,207	\$ 773,965	65.03%
Total Sources of Funds	\$ 2,053,183	\$ 2,275,732	\$ 2,275,732	\$ 1,859,491	81.71%
<i>Uses of Funds</i>					
Expenditures					
Operating	\$ 841,635	\$ 1,070,054	\$ 1,094,661	\$ 837,408	76.50%
Sub Total	\$ 841,635	\$ 1,070,054	\$ 1,094,661	\$ 837,408	76.50%
Reimbursements to other funds					
Cost Allocations	\$ 126,022	\$ 106,921	\$ 106,921	\$ 62,371	58.33%
Sub Total	\$ 126,022	\$ 106,921	\$ 106,921	\$ 62,371	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 967,657	\$ 1,176,975	\$ 1,201,582	\$ 899,778	74.88%
Ending Balance	\$ 1,085,525	\$ 1,098,757	\$ 1,074,150	\$ 959,713	

Notes:

⁽¹⁾ Investment Earnings are allocated among funds on a quarterly basis.

CITY OF MONROE FINANCIAL PLAN SIF PROPERTY & CASUALTY REVENUES					
Revenue Sources	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Sales and Services					
P&L Contributions-Departments	\$ 858,252	\$ 1,158,256	\$ 1,158,256	\$ 674,539	58.24%
Total Sales and Services	\$ 858,252	\$ 1,158,256	\$ 1,158,256	\$ 674,539	58.24%
Investment Earnings					
Interest Earned on SIF	\$ 16,629	\$ 11,948	\$ 11,948	\$ 14,420	120.69%
Total Investment Earnings	\$ 16,629	\$ 11,948	\$ 11,948	\$ 14,420	120.69%
Miscellaneous					
Third Party	\$ 175,125	\$ 20,003	\$ 20,003	\$ 85,006	424.97%
Miscellaneous Reimbursements	-	-	-	-	NA
Total Miscellaneous	\$ 175,125	\$ 20,003	\$ 20,003	\$ 85,006	424.97%
Other Financing Sources					
Transfers In from other funds (other)					
TF From General Fund	\$ 50,000	\$ -	\$ -	\$ -	NA
Sub Total Transfers from Other Funds	\$ 50,000	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	\$ -	\$ 8,306	\$ 32,913	\$ -	0.00%
Total Other Financing Sources	\$ 50,000	\$ 8,306	\$ 32,913	\$ -	0.00%
Total Property & Casualty Revenues	\$ 1,100,006	\$ 1,198,513	\$ 1,223,120	\$ 773,965	63.28%

CITY OF MONROE FINANCIAL PLAN SIF PROPERTY & CASUALTY EXPENDITURES					
Function/Activity	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Operating					
Repairs & Maint ERP System AMA	\$ 836	\$ 838	\$ 838	\$ -	0.00%
Stop Loss Premium	-	-	-	-	NA
Property/Casualty Insuran	612,042	845,258	855,148	719,158	84.10%
Property Damages	176,758	221,458	223,675	118,250	52.87%
General Liability	52,000	2,500	15,000	-	0.00%
Bad Debt Expense	-	-	-	-	NA
Sub Total Operating	\$ 841,635	\$ 1,070,054	\$ 1,094,661	\$ 837,408	76.50%
Reimbursements to other funds					
Allocations Administration	\$ 112,425	\$ 106,921	\$ 106,921	\$ 62,371	58.33%
Allocations Purchasing	-	-	-	-	NA
Allocations Manual Adjs	13,597	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 126,022	\$ 106,921	\$ 106,921	\$ 62,371	58.33%
Other Financing Uses					
TF To General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Unreserved / Balance	\$ -	\$ 21,538	\$ 21,538	\$ -	0.00%
Total Property & Casualty Expenditures	\$ 967,657	\$ 1,198,513	\$ 1,223,120	\$ 899,778	73.56%

CITY OF MONROE FINANCIAL PLAN SIF WORKERS' COMPENSATION SUMMARY					
Sources and Uses of Funds	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 1,035,544	\$ 1,275,764	\$ 1,275,764	\$ 1,275,764	NA
Revenues					
Contributions-Employer	\$ 593,942	\$ 450,000	\$ 450,000	\$ 346,466	76.99%
Investment Earnings ⁽¹⁾	20,195	18,465	18,465	21,499	116.43%
Miscellaneous	-	-	-	1,734	NA
Sub Total	\$ 614,137	\$ 468,465	\$ 468,465	\$ 369,700	78.92%
Other Financing Sources					
Transfer From Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 614,137	\$ 468,465	\$ 468,465	\$ 369,700	78.92%
Total Sources of Funds	\$ 1,649,681	\$ 1,744,229	\$ 1,744,229	\$ 1,645,464	94.34%
<i>Uses of Funds</i>					
Expenditures					
Operating	\$ 229,145	\$ 325,969	\$ 325,969	\$ 230,469	70.70%
Sub Total	\$ 229,145	\$ 325,969	\$ 325,969	\$ 230,469	70.70%
Reimbursements to other funds					
Cost Allocations	\$ 144,772	\$ 138,673	\$ 138,673	\$ 80,893	58.33%
Sub Total	\$ 144,772	\$ 138,673	\$ 138,673	\$ 80,893	58.33%
Other Financing Uses					
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 373,917	\$ 464,642	\$ 464,642	\$ 311,362	67.01%
Ending Balance	\$ 1,275,764	\$ 1,279,587	\$ 1,279,587	\$ 1,334,102	

Notes:

⁽¹⁾ Investment Earnings are allocated among funds on a quarterly basis.

CITY OF MONROE FINANCIAL PLAN SIF WORKERS' COMPENSATION REVENUES					
Revenue Sources	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Contributions					
WC Contributions-Employer	\$ 593,942	\$ 450,000	\$ 450,000	\$ 346,466	76.99%
Total Sales and Services	\$ 593,942	\$ 450,000	\$ 450,000	\$ 346,466	76.99%
Investment Earnings					
Interest Earned on SIF	\$ 20,195	\$ 18,465	\$ 18,465	\$ 21,499	116.43%
Total Investment Earnings	\$ 20,195	\$ 18,465	\$ 18,465	\$ 21,499	116.43%
Miscellaneous					
Third Party	\$ -	\$ -	\$ -	\$ 1,734	NA
Miscellaneous Reimbursements	-	-	-	-	NA
Total Miscellaneous	\$ -	\$ -	\$ -	\$ 1,734	NA
Other Financing Sources					
Transfers from other funds					
TF From General Fund	\$ -	\$ -	\$ -	\$ -	NA
Sub Total Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	-	-	-	-	NA
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	NA
Total Workers' Comp Revenues	\$ 614,137	\$ 468,465	\$ 468,465	\$ 369,700	78.92%

CITY OF MONROE FINANCIAL PLAN SIF WORKERS' COMPENSATION EXPENDITURES					
Function/Activity	Actual 2023	Financial Plan 2024	Revised Plan 2024	YTD Actual 2024	% Realized
Operating					
Repairs & Maint ERP System AMA	\$ 547	\$ 548	\$ 548	\$ -	0.00%
Stop Loss Premium	-	-	-	-	NA
Insurance Consultant Expenses	7,850	14,000	14,000	5,250	37.50%
Workers Comp Ins Premiums	81,819	91,000	105,265	126,389	120.07%
Disability Claims	-	-	-	-	NA
Worker Compensation Claim	138,929	220,421	206,156	98,830	47.94%
Sub Total Operating	\$ 229,145	\$ 325,969	\$ 325,969	\$ 230,469	70.70%
Reimbursements to other funds					
Allocations Administration	\$ 130,503	\$ 138,673	\$ 138,673	\$ 80,893	58.33%
Allocations Purchasing	-	-	-	-	NA
Allocations Manual Adjs	14,269	-	-	-	NA
Sub Total Reimbursements to other funds	\$ 144,772	\$ 138,673	\$ 138,673	\$ 80,893	58.33%
Other Financing Uses					
TF To Gov Capital Project	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Unreserved / Balance	\$ -	\$ 3,823	\$ 3,823	\$ -	0.00%
Total Workers' Comp Expenditures	\$ 373,917	\$ 468,465	\$ 468,465	\$ 311,362	66.46%

CITY OF MONROE BUDGET OCCUPANCY TAX FUND					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 260,565	\$ 282,482	\$ 282,482	\$ 282,482	NA
Revenues					
Restricted Intergovernmental	\$ 273,206	\$ 213,723	\$ 213,723	\$ 247,891	115.99%
Investment Earnings	7,114	7,060	7,060	8,737	123.75%
Miscellaneous	-	-	-	-	NA
Sub Total	\$ 280,320	\$ 220,783	\$ 220,783	\$ 256,628	116.24%
Other Financing Sources					
Proceeds from LT Debt	\$ -	\$ -	\$ -	\$ -	NA
Transfers from Other Funds	-	-	-	-	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ 280,320	\$ 220,783	\$ 220,783	\$ 256,628	116.24%
Total Sources of Funds	\$ 540,885	\$ 503,265	\$ 503,265	\$ 539,110	107.12%
<i>Uses of Funds</i>					
Expenditures					
Operating	\$ -	\$ -	\$ -	\$ -	NA
Debt Service	258,403	256,665	256,665	31,839	12.40%
Transfers out	-	-	-	-	NA
Sub Total	\$ 258,403	\$ 256,665	\$ 256,665	\$ 31,839	12.40%
Total Uses of Funds	\$ 258,403	\$ 256,665	\$ 256,665	\$ 31,839	12.40%
Ending Balance	\$ 282,482	\$ 246,600	\$ 246,600	\$ 507,271	205.71%

CITY OF MONROE BUDGET OCCUPANCY TAX FUND					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Monroe Tourism and Develo	\$ 273,206	\$ 213,723	\$ 213,723	\$ 135,391	63.35%
Sale of Fixed Assets	-	-	-	112,500	NA
Total Restricted Revenue	\$ 273,206	\$ 213,723	\$ 213,723	\$ 247,891	115.99%
Investment Earnings					
Investment Earnings	\$ 7,114	\$ 7,060	\$ 7,060	\$ 8,737	123.75%
Interest Earned Trustee	-	-	-	-	NA
Total Investment Earnings	\$ 7,114	\$ 7,060	\$ 7,060	\$ 8,737	123.75%
Miscellaneous					
Tourism Donations-Sponsorships	\$ -	\$ -	\$ -	\$ -	NA
Cash Discounts	-	-	-	-	NA
Total Misc.	\$ -	\$ -	\$ -	\$ -	NA
Other Financing Sources					
Proceeds from Financing					
Proceeds Limited Obligation Bd	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Sub Total Proceeds from Financing	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	-	35,882	35,882	-	0.00%
Transfers from Other Funds					
TF From General Fund	-	-	-	-	NA
TF From Occup Tax Proj Fund	-	-	-	-	NA
Sub Total Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Other Financing Sources	\$ -	\$ 35,882	\$ 35,882	\$ -	0.00%
Total Occupancy Tax Project Fund Revenues	\$ 280,320	\$ 256,665	\$ 256,665	\$ 256,628	99.99%

CITY OF MONROE BUDGET OCCUPANCY TAX FUND					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Operating					
Technical Contracted Services	\$ -	\$ -	\$ -	\$ -	NA
Other Operating Expense	-	-	-	-	NA
Total Operating	\$ -	\$ -	\$ -	\$ -	NA
Debt Service					
Installment Principal	\$ 130,000	\$ 135,000	\$ 135,000	\$ -	0.00%
Installment Interest	127,347	120,785	120,785	30,783	25.49%
Bonds Principal	-	-	-	-	NA
Bonds Interest	-	-	-	-	NA
Bonds Admin Fees	1,056	880	880	1,056	120.00%
Debt Issuance Cost	-	-	-	-	NA
Capital Leases Principal	-	-	-	-	NA
Capital Leases Interest	-	-	-	-	NA
Total Debt Service	\$ 258,403	\$ 256,665	\$ 256,665	\$ 31,839	12.40%
Other Financing Uses					
TF To General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
TF To Occup Tax Proj Fund	-	-	-	-	NA
Sub Total Transfers to other Funds	-	-	-	-	NA
Total Other Financing Uses	\$ -	\$ -	\$ -	\$ -	NA
Unreserved / Balance	\$ -	\$ -	\$ -	\$ -	NA
Total Occupancy Tax Project Fund Expenditures	\$ 258,403	\$ 256,665	\$ 256,665	\$ 31,839	12.40%

Notes:

⁽¹⁾Monroe Science Center :
18 LOBs

2024	Balance	Payoff Yr
\$ 257,463	\$ 2,995,000	2039

CITY OF MONROE BUDGET MONROE COUNTRY CLUB BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 146,434	\$ 365,987	\$ 365,987	\$ 365,987	NA
Revenues					
Intergovernmental Restricted	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	1,287,440	1,156,645	1,322,045	806,274	60.99%
Miscellaneous	-	-	-	-	NA
Sub Total	\$ 1,287,440	\$ 1,156,645	\$ 1,322,045	\$ 806,274	60.99%
Other Financing Sources					
Transfer From Other Funds	\$ 96,815	\$ 264,147	\$ 264,147	\$ 154,086	58.33%
Proceeds From LT Debt / Installment Pur.	-	-	465,000	-	0.00%
Inception of Lease	-	-	-	-	NA
Sub Total	\$ 96,815	\$ 264,147	\$ 729,147	\$ 154,086	21.13%
Annual Sources of Funds	\$ 1,384,254	\$ 1,420,792	\$ 2,051,192	\$ 960,359	46.82%
Total Sources of Funds	\$ 1,530,688	\$ 1,786,779	\$ 2,417,179	\$ 1,326,347	54.87%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 651,273	\$ 776,787	\$ 776,787	\$ 372,982	48.02%
Capital	27,074	184,194	903,229	136,796	15.15%
Operating	478,817	581,124	590,987	315,138	53.32%
Debt Service	7,537	7,421	7,421	596	8.03%
Sub Total	\$ 1,164,701	\$ 1,549,526	\$ 2,278,424	\$ 825,513	36.23%
Total Uses of Funds	\$ 1,164,701	\$ 1,549,526	\$ 2,278,424	\$ 825,513	36.23%
Ending Balance	\$ 365,987	\$ 237,253	\$ 138,755	\$ 500,834	

Notes:

CITY OF MONROE BUDGET MONROE COUNTRY CLUB REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Intergovernmental					
Reimbursements FEMA	\$ -	\$ -	\$ -	\$ -	NA
Total Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Merchandise for Sale	\$ 60,660	\$ 46,300	\$ 46,300	\$ 43,775	94.55%
Snack Bar	73,374	52,675	52,675	45,591	86.55%
Concessions Tournaments	-	6,000	6,000	-	0.00%
Cart Fees	301,777	248,930	248,930	175,801	70.62%
Green Fees	536,866	513,200	513,200	371,553	72.40%
Membership Dues	260,584	220,000	220,000	131,437	59.74%
Golf Lessons	-	1,400	1,400	-	0.00%
Handicap Fees	370	900	900	30	3.33%
Range Fees	7,203	5,940	5,940	3,662	61.64%
Sale of Fixed Assets	-	-	165,400	-	0.00%
Rental Discounts	-	(16,450)	(16,450)	-	0.00%
Rentals Country Club	46,605	77,750	77,750	34,425	44.28%
Rent Driving Range Bldg	-	-	-	-	NA
Total Sales and Services	\$ 1,287,440	\$ 1,156,645	\$ 1,322,045	\$ 806,274	22.12%
Miscellaneous					
MCC Sponsorships	\$ -	\$ -	\$ -	\$ -	NA
Miscellaneous Other	-	-	-	-	NA
Cash Discounts	-	-	-	-	NA
Total Miscellaneous	\$ -	\$ -	\$ -	\$ -	NA
Other Financing Sources					
TF From General Fund	\$ 96,815	\$ 264,147	\$ 264,147	\$ 154,086	58.33%
Proceeds Installment Purchase	-	-	465,000	-	0.00%
Appropriation Of Fund Bal	-	128,734	227,232	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Total Other Financing Sources	\$ 96,815	\$ 392,881	\$ 956,379	\$ 154,086	16.11%
Total MCC Revenues	\$ 1,384,254	\$ 1,549,526	\$ 2,278,424	\$ 960,359	42.15%

CITY OF MONROE BUDGET MONROE COUNTRY CLUB EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Golf Course					
Personnel					
Salary	\$ 437,286	\$ 522,099	\$ 522,099	\$ 259,034	49.61%
Overtime	792	624	624	109	17.52%
Social Security Taxes	32,530	38,053	38,053	19,309	50.74%
Life Insurance	719	741	741	441	59.49%
Employer Share Insurance	88,116	93,470	93,470	40,918	43.78%
Retirement	45,402	48,117	48,117	27,366	56.87%
401(k)	14,700	18,609	18,609	9,420	50.62%
Cell Phone Allowance	2,120	3,510	3,510	1,045	29.77%
Workers Compensation	5,245	5,245	5,245	3,060	58.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 626,909	\$ 730,468	\$ 730,468	\$ 360,701	49.38%
Capital & Construction					
Land	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Motor Vehicles	-	-	-	-	NA
Capitalized Equipment	27,074	184,194	903,229	136,796	15.15%
Capital Lease	-	-	-	-	NA
Sub Total Capital & Construction	\$ 27,074	\$ 184,194	\$ 903,229	\$ 136,796	15.15%
Operating					
Bank Service Charges	\$ 24,378	\$ 33,000	\$ 33,000	\$ 21,935	66.47%
Financial Management	-	-	-	-	NA
Technical Contracted Services	27,884	13,802	23,945	15,701	65.57%
Repairs & Maint Equipment	30,021	24,000	24,001	17,554	73.14%
Repairs & Maint Buildings	11,053	8,300	8,300	13,456	162.11%
Repairs & Maint Grounds	14,105	35,000	40,900	17,261	42.20%
Software License & Support	8,245	7,755	7,755	191	2.46%
Repairs & Maint Copiers	59	120	120	36	29.81%
Repairs & Maint ERP System AMA	4,786	4,796	4,796	-	0.00%
Repairs & Maint Golf Course	42,499	34,200	34,450	14,147	41.07%
Repairs & Maint Golf Carts	5,491	8,400	5,900	7,745	131.27%
Copier Rental	-	-	-	-	NA
Vehicle Fuel	32,329	26,411	26,411	17,666	66.89%
Vehicle Maintenance	203	3,300	3,300	609	18.44%
Default Fleet Management	-	-	-	-	NA
Unemployment Insurance	714	1,000	1,000	1,714	171.41%
Wellness & Clinic Cost	3,671	4,589	4,589	2,677	58.33%
Property Damages	13,440	11,092	11,092	6,470	58.33%
Telecommunications	522	2,600	2,600	671	25.82%
Marketing & Promotions	-	-	(2,500)	-	0.00%
Public Information	-	5,000	-	-	NA
Store Credits	650	5,000	1,000	570	57.00%
Uniforms and Shoes	4,343	4,240	4,240	1,605	37.85%
Training and Travel Adv	-	-	-	766	NA
Training and Travel Exp	1,393	2,250	2,250	1,083	48.15%
General Supplies	3,370	2,325	2,325	314	13.50%
Small Equipment	7,415	12,164	9,164	7,093	77.40%
PC's Peripherals	-	3,075	3,075	2,718	88.39%
Chemicals & Fertilizers	72,417	76,199	76,203	40,956	53.75%
Software	-	-	-	-	NA
Utilities	39,679	45,278	45,278	22,686	50.10%
Items for Resale Merchandise	45,520	45,000	62,565	49,609	79.29%
Items for Resale Snack Bar	37,065	33,000	33,000	27,117	82.17%
Organizational Dues	1,296	1,840	1,840	245	13.32%
Subscriptions & Publications	-	-	-	-	NA
Bad Debt Expense	-	-	-	-	NA
Other Operating Expense	3,899	8,230	8,230	2,830	34.38%
Special Events	-	7,500	500	282	56.48%
Golf Handicap Srv	3,662	4,260	4,260	180	4.23%
Sub Total Operating	\$ 440,109	\$ 473,726	\$ 483,589	\$ 295,887	61.19%
Total Golf Course Division	\$ 1,094,093	\$ 1,388,388	\$ 2,117,286	\$ 793,384	37.47%

CITY OF MONROE BUDGET MONROE COUNTRY CLUB EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Ballroom					
Personnel					
Salary	\$ 19,764	\$ 37,504	\$ 37,504	\$ 8,926	23.80%
Overtime	-	570	570	-	0.00%
Social Security Taxes	1,111	2,869	2,869	663	23.10%
Employer Share Insurance	1,293	-	-	1,048	NA
Retirement	1,242	3,739	3,739	1,011	27.03%
401(k)	484	1,167	1,167	360	30.84%
Workers Compensation	470	470	470	274	58.34%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 24,364	\$ 46,319	\$ 46,319	\$ 12,281	26.51%
Capital & Construction					
Capitalized Motor Vehicles	-	-	-	-	NA
Sub Total Capital & Construction	\$ -	\$ -	\$ -	\$ -	NA
Operating					
Bank Service Charges	\$ 6,626	\$ 2,600	\$ 2,600	\$ 593	22.82%
Repairs & Maint Equipment	809	19,000	19,000	570	3.00%
Repairs & Maint Buildings	-	20,450	20,450	285	1.39%
Repairs & Maint Grounds	1,500	4,209	4,209	-	0.00%
Wellness & Clinic Cost	-	-	-	-	NA
Property Damages	4,011	6,122	6,122	3,571	58.33%
Telecommunications	289	315	315	47	14.84%
Uniforms and Shoes	-	-	-	-	NA
General Supplies	40	-	-	-	NA
Small Equipment	6,397	32,200	32,200	1,493	4.64%
PC's Peripherals	-	-	-	-	NA
Utilities	16,809	20,302	20,302	11,299	55.65%
Subscriptions & Publications	-	-	-	-	NA
Other Operating Expense	2,225	2,200	2,200	1,394	63.36%
Sub Total Operating	\$ 38,708	\$ 107,398	\$ 107,398	\$ 19,251	17.93%
Total Ballroom Division	\$ 63,072	\$ 153,717	\$ 153,717	\$ 31,533	20.51%
Debt Service					
Installment Purchase Agreements					
Installment Principal	\$ 6,141	\$ 6,255	\$ 6,255	\$ -	0.00%
Installment Interest	1,039	927	927	387	41.78%
Capital Leases Principal	329	230	230	200	86.77%
Capital Leases Interest	28	9	9	9	100.33%
Total MCC Debt Service	\$ 7,537	\$ 7,421	\$ 7,421	\$ 596	8.03%
Total MCC Fund Expenditures	\$ 1,164,701	\$ 1,549,526	\$ 2,278,424	\$ 825,513	36.23%

NOTES:

Other:

2020 New ERP System (share)

2024	Balance	Payoff Year
\$ 7,182	\$ 46,543	2030
\$ 7,182	\$ 46,543	

CITY OF MONROE BUDGET COMMUNITY DEVELOPMENT BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 56,562	\$ 56,562	\$ 56,562	\$ 56,562	NA
Revenues					
Miscellaneous ⁽¹⁾	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Annual Sources of Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Sources of Funds	\$ 56,562	\$ 56,562	\$ 56,562	\$ 56,562	100.00%
<i>Uses of Funds</i>					
Expenditures					
Operating	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ -	\$ -	\$ -	\$ -	NA
Ending Balance	\$ 56,562	\$ 56,562	\$ 56,562	\$ 56,562	100.00%

⁽¹⁾ Winchester loan repayments

CITY OF MONROE BUDGET GOVERNMENT CAPITAL RESERVE BUDGET SUMMARY					
Sources and Uses of Funds	Reserve To Date		Revised Budget 2024	YTD Actual 2024	% Realized
	Actual 2023	Budget 2023			
<i>Sources of Funds</i>					
Revenues					
Investment Earnings	\$ 18,131	\$ 3,993	\$ -	\$ -	0.00%
Transfers from Other Funds	600,000	600,000	-	-	0.00%
Sub Total	\$ 618,131	\$ 603,993	\$ -	\$ -	0.00%
Annual Sources of Funds	\$ 618,131	\$ 603,993	\$ -	\$ -	0.00%
Total Sources of Funds	\$ 618,131	\$ 603,993	\$ -	\$ -	0.00%
<i>Uses of Funds</i>					
Expenditures					
Transfer to General Capital Projects Fund	\$ 400,000	\$ 400,000	\$ -	\$ -	0.00%
Sub Total	\$ 400,000	\$ 400,000	\$ -	\$ -	0.00%
Total Uses of Funds	\$ 400,000	\$ 400,000	\$ -	\$ -	0.00%
Total Governmental Capital Reserve for future expenditures	\$ 218,131	\$ 203,993	\$ -	\$ -	0.00%
Reserve Balance	\$ 218,131				

- ⁽¹⁾ Government Capital Reserve Fund was establish in May 2013 by City Council for constructing greenways (R-2013-11). This fund will remain operational for a period not to exceed six years (beginning July 1, 2013 and ending June 30, 2019) or until a cumulative sum not to exceed six hundred thousand (\$600,000) has been received.

TABLE 17B CITY OF MONROE BUDGET GOVERNMENTAL CAPITAL RESERVE REVENUES					
Revenue Sources	Reserve To Date		Revised Budget 2024	YTD Actual 2024	% Realized
	Actual 2023	Budget 2023			
Investment Earnings					
Investment Earnings	\$ 5,061	\$ -	\$ -	\$ 4,587	NA
Total Investment Earnings	\$ 5,061	\$ -	\$ -	\$ 4,587	NA
Other Financing Sources					
Transfers from Other Funds					
Transfer from Parks & Recreation	\$ -	\$ -	\$ -	\$ -	NA
Sub Total Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	\$ -	\$ -	\$ -	\$ -	NA
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	NA
Total Governmental Capital Reserve Revenues	\$ 5,061	\$ -	\$ -	\$ 4,587	NA

TABLE 17C CITY OF MONROE BUDGET GOVERNMENTAL CAPITAL RESERVE FOR FUTURE EXPENDITURES					
Function/Activity	Reserve To Date		Revised Budget 2024	YTD Actual 2024	% Realized
	Actual 2023	Budget 2023			
Transfer to Gen Fund Capital Project Fund	\$ -	\$ -	\$ -	\$ -	NA
Fund Balance Designations - Reserved	-	-	-	-	NA
Total Governmental Capital Reserve for future expenditures	\$ -	\$ -	\$ -	\$ -	NA

CITY OF MONROE BUDGET CENTER THEATRE					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 1,105,553	\$ 823,453	\$ 823,453	\$ 823,453	NA
Revenues					
Sales and Services	\$ 128,734	\$ 411,918	\$ 411,918	\$ 118,913	28.87%
Investment Earnings ⁽¹⁾	343	-	-	57	NA
Miscellaneous	22,440	119,713	119,713	(10,069)	-8.41%
Sub Total	\$ 151,517	\$ 531,631	\$ 531,631	\$ 108,902	20.48%
Other Financing Sources					
Transfer From Other Funds	\$ 360,730	\$ 386,385	\$ 386,385	\$ 225,391	58.33%
Proceeds from Debt	-	-	-	-	NA
Inception of Lease	-	-	-	-	
Sub Total	\$ 360,730	\$ 386,385	\$ 386,385	\$ 225,391	58.33%
Annual Sources of Funds	\$ 512,247	\$ 918,016	\$ 918,016	\$ 334,293	36.41%
Total Sources of Funds	\$ 1,617,800	\$ 1,741,469	\$ 1,741,469	\$ 1,157,746	66.48%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 238,259	\$ 303,462	\$ 303,462	\$ 139,928	46.11%
Capital	-	-	-	-	NA
Operating	237,982	506,051	506,100	125,621	24.82%
Debt Service	318,106	308,503	308,503	32,410	10.51%
Sub Total	\$ 794,347	\$ 1,118,016	\$ 1,118,065	\$ 297,959	26.65%
Total Uses of Funds	\$ 794,347	\$ 1,118,016	\$ 1,118,065	\$ 297,959	26.65%
Ending Balance	\$ 823,453	\$ 623,453	\$ 623,404	\$ 859,786	

Notes:

⁽¹⁾ Investment Earnings are distributed among all funds each quarter.

CITY OF MONROE BUDGET CENTER THEATRE REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Sales and Services					
Merchandise for Sale	\$ 911	\$ 30,000	\$ 30,000	\$ -	0.00%
Theatre Ticket Sales	70,538	95,013	95,013	96,063	101.11%
User Fees/Technical Labor	500	70,584	70,584	600	0.85%
User Fees/Equip Rentals	-	35,292	35,292	-	0.00%
User Fees/Event Staff	-	42,350	42,350	-	0.00%
User Fees/Event Cleaning	2,700	21,175	21,175	2,450	11.57%
Rent Center Theatre Facil	54,085	117,504	117,504	19,800	16.85%
Total Sales and Services	\$ 128,734	\$ 411,918	\$ 411,918	\$ 118,913	28.87%
Investment Earnings					
Investment Earnings	\$ 343	\$ -	\$ -	\$ 57	NA
Interest Earned Trustee	-	-	-	-	NA
Total Investment Earnings	\$ 343	\$ -	\$ -	\$ 57	NA
Miscellaneous					
Miscellaneous Reimbursements	\$ -	\$ -	\$ -	\$ -	NA
Theatre Donations/Sponsorships	11,706	-	-	(0)	NA
Theatre Foundation Grants	5,000	-	-	-	NA
Miscellaneous Other	-	-	-	-	NA
Cash Discounts	(2,772)	-	-	(19,510)	NA
Misc Ticketing Fees	6,924	53,189	53,189	7,545	14.19%
Misc Annual Membership	-	10,710	10,710	-	0.00%
Misc Program Advertising	-	2,625	2,625	-	0.00%
Misc Facility Fees	1,582	53,189	53,189	1,896	3.56%
Total Miscellaneous	\$ 22,440	\$ 119,713	\$ 119,713	\$ (10,069)	-8.41%
Other Financing Sources					
Transfers from other funds					
TF From General Fund	\$ 360,730	\$ 386,385	\$ 386,385	\$ 225,391	58.33%
Sub Total Interfund Transfers	\$ 360,730	\$ 386,385	\$ 386,385	\$ 225,391	58.33%
Proceeds From LT Debt / Installment Purchase Cont					
Proceeds Limited Obligation Bd	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Sub Total Proceeds from Debt	\$ -	\$ -	\$ -	\$ -	NA
Appropriation Of Fund Bal	\$ -	\$ 200,000	\$ 200,049	\$ -	0.00%
Oth Fin Inception of Lease	\$ -	\$ -	\$ -	\$ -	NA
Total Other Financing Sources	\$ 360,730	\$ 586,385	\$ 586,434	\$ 225,391	38.43%
Total Center Theatre Revenues	\$ 512,247	\$ 1,118,016	\$ 1,118,065	\$ 334,293	29.90%

Notes:

CITY OF MONROE BUDGET CENTER THEATRE EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Center Theatre Operations					
Personnel					
Salary	\$ 173,922	\$ 206,265	\$ 206,265	\$ 101,657	49.28%
Overtime	-	-	-	-	NA
PT Staffing (Pool)	-	30,971	30,971	-	0.00%
Social Security Taxes	13,307	13,192	13,192	7,773	58.92%
Life Insurance	361	365	365	217	59.36%
Employer Share Insurance	21,340	21,980	21,980	12,581	57.24%
Retirement	20,700	20,829	20,829	12,659	60.78%
401(k)	6,248	6,289	6,289	3,652	58.07%
Cell Phone Allowance	1,020	2,210	2,210	595	26.92%
Workers Compensation	1,361	1,361	1,361	794	58.34%
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 238,259	\$ 303,462	\$ 303,462	\$ 139,928	46.11%
Capital					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Equipment	-	-	-	-	NA
Capital Outlay Buildings	-	-	-	-	NA
Capital Lease	-	-	-	-	NA
Sub Total Capital	\$ -	\$ -	\$ -	\$ -	NA
Operating					
Bank Service Charges	\$ 6,965	\$ 7,500	\$ 7,500	\$ 7,987	106.50%
Technical Contracted Services	8,769	5,901	5,914	5,049	85.37%
Repairs & Maint Equipment	15	5,100	5,100	3,978	78.01%
Repairs & Maint Buildings	10,643	10,710	10,710	1,003	9.37%
Repairs & Maint Grounds	-	-	-	-	NA
Software License & Support	1,968	5,319	5,319	-	0.00%
Repairs & Maint Copiers	51	100	100	25	25.01%
Equipment Rentals	-	-	-	-	NA
Copier Rental	-	-	-	-	NA
Wellness & Clinic Cost	1,836	1,967	1,967	1,147	58.33%
Property Damages	2,488	3,791	3,791	2,211	58.33%
Telecommunications	-	5,000	5,000	-	0.00%
Marketing & Promotions	6,731	20,000	20,000	8,556	42.78%
Printing	-	15,000	15,000	1,407	9.38%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	-	9,000	9,000	-	0.00%
General Supplies	1,107	5,000	5,000	874	17.48%
Postage	45	10,000	10,000	-	0.00%
Small Equipment	431	10,145	10,145	-	0.00%
PC's Peripherals	895	3,200	3,200	2,301	71.91%
Utilities	42,118	40,568	40,568	23,950	59.04%
Items for Resale Merchandise	-	25,000	25,000	-	0.00%
Organizational Dues	-	5,000	5,000	-	0.00%
Subscriptions & Publications	106	4,200	4,200	159	3.79%
Bad Debt Expense	300	-	-	-	NA
Other Operating Expense	7,941	1,000	1,000	(213)	-21.29%
Special Events	-	2,550	2,550	-	0.00%
Fund Raising	-	10,000	10,000	-	0.00%
Programming Events & Film	145,573	300,000	300,036	67,185	22.39%
Sub Total Operating	\$ 237,982	\$ 506,051	\$ 506,100	\$ 125,621	24.82%
Total Center Theatre Operations	\$ 476,242	\$ 809,513	\$ 809,562	\$ 265,549	32.80%

CITY OF MONROE BUDGET CENTER THEATRE					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Debt Service					
Installment Principal	\$ 185,975	\$ 185,975	\$ 185,975	\$ -	0.00%
Installment Interest	130,660	121,361	121,361	31,088	25.62%
Bonds Principal	-	-	-	-	NA
Bonds Interest	-	-	-	-	NA
Bonds Admin Fees	1,114	928	928	1,114	120.00%
Debt Issuance Cost	-	-	-	-	NA
Capital Leases Principal	329	230	230	200	86.77%
Capital Leases Interest	28	9	9	9	100.33%
Total Center Theatre Debt Service	\$ 318,106	\$ 308,503	\$ 308,503	\$ 32,410	10.51%
Total Center Theatre Expenditures	\$ 794,347	\$ 1,118,016	\$ 1,118,065	\$ 297,959	26.65%

NOTES:

Center Theatre Debt Service :
18 LOBs (Center Theatre)

2024	Balance	Payoff Yr
\$ 309,648	\$ 2,975,600	2039

MONROE TOURISM AND DEVELOPMENT BUDGET TO ACTUAL SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Fund Balance	\$ 907,460	\$ 858,887	\$ 858,887	\$ 858,887	NA
Revenues					
Occupancy Tax	\$ 819,618	\$ 641,170	\$ 641,170	\$ 406,173	63.35%
Sales and Services	101,814	425,000	425,000	119,756	28.18%
Investment Earnings ⁽¹⁾	11,532	4,629	4,629	10,026	216.59%
Miscellaneous	12,038	5,000	5,000	1,011	20.23%
Annual Sources of Funds	\$ 945,002	\$ 1,075,799	\$ 1,075,799	\$ 536,966	49.91%
Total Sources of Funds	\$ 1,852,462	\$ 1,934,686	\$ 1,934,686	\$ 1,395,853	72.15%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 413,232	\$ 726,969	\$ 726,969	\$ 279,917	38.50%
Operating	529,068	590,622	608,816	303,953	49.93%
MTDA Debt Service	51,275	-	-	1,150	NA
Total Uses of Funds	\$ 993,575	\$ 1,317,591	\$ 1,335,785	\$ 585,020	43.80%
Ending Fund Balance	\$ 858,887	\$ 617,095	\$ 598,901	\$ 810,833	135%

Notes:

⁽¹⁾ Investment Earnings are distributed among all funds each quarter.

MONROE TOURISM AND DEVELOPMENT AUTHORITY MTDA REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Other Taxes and Licenses					
Occupancy Tax	\$ 819,618	\$ 641,170	\$ 641,170	\$ 406,173	63.35%
Occ Tx Penalties & Interest	-	-	-	-	NA
Total Occupancy Taxes	\$ 819,618	\$ 641,170	\$ 641,170	\$ 406,173	63.35%
Sales and Services					
Merchandise for Sale	\$ -	\$ 50,000	\$ 50,000	\$ -	0.00%
Gift Shop Sales	15,213	-	-	17,506	NA
Rent Misc Buildings	-	5,000	5,000	2,500	50.00%
Rent Science Ctr Facility	160	10,000	10,000	-	0.00%
Birthday Party Packages	294	10,000	10,000	6,940	69.40%
Admission Fees	81,012	350,000	350,000	92,810	26.52%
Show Appearance Fees	-	-	-	-	NA
Tinker Belle Walk-Thru Sales	5,135	-	-	-	NA
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 101,814	\$ 425,000	\$ 425,000	\$ 119,756	28.18%
Investment Earnings					
Investment Earnings	\$ 11,532	\$ 4,629	\$ 4,629	\$ 10,026	216.59%
Interest Earned MTDA Acct	-	-	-	-	NA
Total Investment Earnings	\$ 11,532	\$ 4,629	\$ 4,629	\$ 10,026	216.59%
Miscellaneous					
Miscellaneous Reimbursements	\$ -	\$ -	\$ -	\$ -	NA
Tourism Donations-Sponsorships	12,038	-	-	1,011	NA
Cash Discounts	-	-	-	-	NA
Misc Annual Membership	-	5,000	5,000	-	0.00%
Total Miscellaneous	\$ 12,038	\$ 5,000	\$ 5,000	\$ 1,011	20.23%
Other Financing Sources					
Appropriation Of Fund Bal	-	241,792	259,986	-	0.00%
Oth Fin Inception of Lease	-	-	-	-	NA
Subscription Financing	32,517	-	-	-	-
Total Other Financing Sources	\$ 32,517	\$ 241,792	\$ 259,986	\$ -	0.00%
Total MTDA Revenues	\$ 977,519	\$ 1,317,591	\$ 1,335,785	\$ 536,966	40.20%

Notes:

MONROE TOURISM AND DEVELOPMENT AUTHORITY MTDA EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Tourism Development Authority					
Personnel					
Salary	\$ 102,690	\$ 211,578	\$ 211,578	\$ 61,230	28.94%
Car Allowance	4,362	4,200	4,200	2,423	57.69%
Social Security Taxes	7,735	14,511	14,511	4,530	31.22%
Life Insurance	170	171	171	99	57.92%
Employer Share Insurance	11,414	11,741	11,741	6,663	56.75%
Retirement	12,643	27,464	27,464	7,695	28.02%
401(k)	4,485	8,935	8,935	2,612	29.23%
Internet Connect Allowanc	378	819	819	221	26.92%
Workers Compensation	21	21	21	12	58.33%
Pay Adjustments	-	-	-	-	NA
Sub Total Personnel	\$ 143,897	\$ 279,440	\$ 279,440	\$ 85,485	30.59%
Operating					
Bank Service Charges	\$ -	\$ -	\$ -	\$ -	NA
Management Services	-	-	-	-	NA
Financial Management	2,900	2,900	2,900	2,900	100.00%
Technical Contracted Services	-	-	-	-	NA
Repairs & Maint Equipment	935	-	-	-	NA
Repairs & Maint Buildings	-	-	-	-	NA
Software License & Support	4,052	616	616	-	0.00%
Repairs & Maint Copiers	38	50	50	39	78.34%
Repairs & Maint ERP System AMA	2,106	2,110	2,110	-	0.00%
Aircraft Fuel	-	-	-	-	NA
Unemployment Insurance	13	18	18	31	171.39%
Property/Casualty Insuran	600	-	-	600	NA
Wellness & Clinic Cost	-	-	-	-	NA
Property Damages	-	-	-	-	NA
Telecommunications	859	800	800	-	0.00%
Marketing & Promotions	33,089	25,000	68,754	28,612	41.62%
Public Information	373	600	600	299	49.82%
Printing	2,405	14,500	25,500	20,742	81.34%
Training and Travel Adv	-	-	-	766	NA
Training and Travel Exp	7,207	16,500	14,000	-	0.00%
General Supplies	554	1,000	1,000	105	10.50%
Postage	-	35	35	-	0.00%
Small Equipment	-	-	2,500	1,982	79.28%
PC's Peripherals	-	-	-	-	NA
Utilities	-	-	-	-	NA
Items for Resale Merchandise	-	-	-	-	NA
Organizational Dues	-	600	600	-	0.00%
Subscriptions & Publications	-	-	-	359	NA
Bad Debt Expense	2	-	-	-	NA
Other Operating Expense	3,326	2,000	2,000	449	22.47%
Special Events	11,380	30,000	25,000	1,850	7.40%
Occ Tx Cap Proj Distribution	273,206	213,723	213,723	135,391	63.35%
Allocations Administration	11,045	29,303	29,303	17,093	58.33%
Allocations Manual Adjs	5,717	-	-	-	NA
Sub Total Operating	\$ 359,806	\$ 339,755	\$ 389,509	\$ 211,219	54.23%
Unreserved / Balance	-	-	-	-	NA
Total Tourism Development Authority Operations	\$ 503,703	\$ 619,195	\$ 668,949	\$ 296,704	44.35%

MONROE TOURISM AND DEVELOPMENT MTDA EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Tinker Belle					
Operating					
Technical Contracted Services	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Repairs & Maint Equipment	23,512	25,000	2,318	2,640	113.90%
Land & Building Rental	19,371	19,212	19,212	12,327	64.16%
Aircraft Fuel	2,080	20,000	3,928	3,927	99.98%
Property/Casualty Insuran	10,502	12,460	12,460	1,221	9.80%
Marketing & Promotions	4,423	17,275	17,275	932	5.40%
Public Information	-	-	-	-	NA
Printing	72	2,500	2,500	-	0.00%
Training and Travel Exp	182	6,500	6,500	2,891	44.48%
Items for Resale Merchandise	-	3,000	3,000	-	0.00%
Allocations Administration	-	-	-	-	NA
Total Tinker Belle Operating Expenditures	\$ 70,142	\$ 115,947	\$ 77,193	\$ 23,939	31.01%
Monroe Science Center					
Personnel					
Salary	\$ 186,084	\$ 159,529	\$ 159,529	\$ 143,066	89.68%
Overtime	-	-	-	-	NA
PT Staffing (Pool)	-	197,914	197,914	-	0.00%
Social Security Taxes	13,944	28,651	28,651	10,452	36.48%
Life Insurance	306	681	681	203	29.87%
Employer Share Insurance	44,927	32,970	32,970	23,402	70.98%
Retirement	17,514	19,018	19,018	11,788	61.98%
401(k)	4,799	6,955	6,955	4,463	64.17%
Cell Phone Allowance	550	600	600	350	58.33%
Workers Compensation	1,211	1,211	1,211	706	58.34%
Total Personnel	\$ 269,335	\$ 447,529	\$ 447,529	\$ 194,432	43.45%
Operating					
Bank Service Charges	\$ 3,096	\$ 2,500	\$ 2,500	\$ 3,814	152.57%
Technical Contracted Services	27,065	8,500	11,757	5,847	49.73%
Repairs & Maint Equipment	19	2,500	2,500	810	32.39%
Repairs & Maint Buildings	4,496	5,000	7,670	1,557	20.30%
Repairs & Maint Grounds	-	1,500	1,500	-	0.00%
Software License & Support	1,192	15,502	15,502	15,502	100.00%
Repairs & Maint Copiers	86	100	100	447	446.56%
Copier Rental	-	-	-	-	NA
Wellness & Clinic Cost	1,221	1,311	1,311	764	58.31%
Property Damages	1,937	1,937	1,937	1,130	58.33%
Telecommunications	-	250	250	-	0.00%
Marketing & Promotions	11,181	20,000	19,700	1,797	9.12%
Public Information	-	-	-	-	NA
Printing	1,218	5,000	5,000	752	15.04%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	-	2,000	2,000	889	44.45%
General Supplies	6,276	3,000	3,000	3,560	118.65%
Small Equipment	226	500	500	1,689	337.86%
PC's Peripherals	6,696	-	-	-	NA
Utilities	22,111	21,799	21,799	15,862	72.76%
Items for Resale Gift Shop	9,376	30,000	31,266	9,852	31.51%
Organizational Dues	-	1,000	1,000	420	42.00%
Subscriptions & Publications	362	-	300	517	172.32%
Other Operating Expense	1,140	2,500	2,500	1,389	55.55%
Special Events	-	7,000	7,000	435	6.21%
Allocations Administration	-	-	-	-	NA
Allocations Cust Srv/Pmt Ctr	-	-	-	-	NA
Allocations Parks Maint	-	326	326	190	58.34%
Allocations Purchasing	1,422	2,695	2,695	1,572	58.33%
Allocations Facilities Maint	-	-	-	-	NA
Total Operating	\$ 99,119	\$ 134,920	\$ 142,114	\$ 68,795	0.00%
Total Science Center Operations Operating Expenditures	\$ 368,455	\$ 582,449	\$ 589,643	\$ 263,226	44.64%
MTDA Debt Service ⁽¹⁾					
Capital Leases Principal	1,813	-	-	1,101	NA
Capital Leases Interest	155	-	-	50	NA
Subscriptions Financing Princ	16,363	-	-	-	NA
Subscription Interest	426	-	-	-	NA
Subs Initial Impl Stage Outlay	32,517	-	-	-	NA
Subscriptions Financing Princ	16,363	-	-	-	NA
Subscription Interest	426	-	-	-	NA
Total MTDA Debt Service	\$ 51,275	\$ -	\$ -	\$ 1,150	
Total MTDA Expenditures	\$ 993,575	\$ 1,317,591	\$ 1,335,785	\$ 585,020	43.80%

NOTES:

⁽¹⁾ Governmental accounting standards (GASB 87) require the City to to recognize leases as a part of its debt service.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 14, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Summary of Contracts Awarded, Change Orders Approved and City Manager's Settlement of Claims for February 2024

SUMMARY STATEMENT

To inform City Council of the award of contracts pursuant to Ordinance O-2001-17, Change Orders (CO) approved pursuant to Resolution R-2000-76 and Settlement Claims pursuant to Ordinance O-2018-50.

REVIEW

The following is a summary of contracts recently awarded and approved change orders for the month of February 2024.

Name	Purpose	Fiscal Impact	
		Fund	Amount
(3019) Union County Crisis Assistance	Union County Crisis Assistance	(4020) Planning and Development-CommDevel	\$30,000.00
(601) Lawrence Associates	Perform detailed survey/investigative efforts	(8010) Water and Sewer Administration	\$50,000.00
(58) Forms and Supply, Inc.	Contract for furniture	(8210) Electrical-Administration	*\$3,121.89

Name	Purpose	Fiscal Impact	
		Fund	Amount
(11897) Baucom Welding	Repairs to Parks Maintenance equipment	(7012) Park & Recreation-Parks Maint	*\$1,860.15
(4175) Black & Veatch Corporation	Annual renewal supplemental eng svc	(8030) WR-Water Treatment Plant	\$100,000.00
(1245) Union-Anson Habitat for Humanity	East Village Affordable Housing Fair HSG	(4020) Planning and Develop-CommDevel	\$50,000.00
(256) Monroe-Union County Community	Outside Agency Funding Affordable Housing Fair HSG	(4020) Planning and Develop-CommDevel	\$25,000.00
(11533) Advantage Laundry Systems	Extractor and dryer installations	(5510) Fire-Fire	\$56,841.39
(9157) Anthony M. Belk	Pressure washing and painting MCC Ballroom exterior	(7030) Park & Recreation-Golf Course	\$10,500.00
(9962) Infosense, Inc.	Acoustic sewer main testing	(8020) Water and Sewer-Maintenance	\$15,750.00
All Fire Services, LLC	Yearly fire alarm inspection	(7150) Park & Recreation-Center Theatre	*\$1,330.00
(2942) Party Reflections, Inc.	Table and chair rentals for SECAS event at MSC	(4610) Tourism Development	\$1,766.80
(1194) Resolve Environmental Services	Site Environmental Evaluation Admin/Station #1	(5510) Fire-Fire	\$6,450.00
(10998) Mark Beachamp	Provide service for financial review of EL/GS rate	(8210) Electrical-Administration	\$59,945.00
(5293) Hotsy Equipment Co.	Emergency repair to pressure washer system	(3020) Engineering-Street	\$2,213.92
(137) Harrell's, LLC	Spread of spring fertilizer at Monroe Country Club	(7030) Park & Recreation-Golf Course	\$23,515.65
(1194) Resolve Environmental Services	Final grade sampling and reporting	(2015) Finance-Administration	\$10,735.00
(1194) Resolve Environmental Services	Final grade sampling and reporting PD	(2015) Finance-Administration	\$11,625.00
(12066) KHB Office, LLC	Social media marketing campaign	(4520) Downtown Monroe-MuniServDist	*\$4,000.00
(12047) Flooring Clearance Center	New carpet in old City Hall office	(1620) City Facilities-Maintenance	*\$2,304.70

Name	Purpose	Fiscal Impact	
		Fund	Amount
(8440) Healthquest of Union County	Outside Agency Utility Assistance-Meds. Care Eco	(4020) Planning and Develop-CommDevel	*\$4,150.00
*Approved by Department Director		TOTAL	\$471,109.50

No settlement claims to report.

RECOMMENDATION

No action required – for Council Information only.

FY 2025 Departmental Budget Discussion

Charlotte-Monroe Executive Airport/8620

Base Budget Deficiencies/Deferred

- Item: No Base Budget Deficiencies/Deferred items.
 - Additional needed to close gap (current funding vs. actual need): N/A
 - Estimated Costs: N/A

Capital Improvements/New Initiatives

- Project/Initiative: 1,000 Gallon AvGas Fuel Truck
 - Additional needed for improvement: N/A
 - Interest/Need: Truck is 10+ years old and is recommended to be replaced
 - Estimated Costs: \$170,000
 - Materials/facility (non-personnel): N/A
 - Additional Personnel required to implement: N/A
 - Total Cost to implement first year: \$170,000
 - Total Recurring annual cost: N/A

Capital Improvements/New Initiatives

- Project/Initiative: 3,000 Gallon JetA Fuel Truck
 - Additional needed for improvement: N/A
 - Interest/Need: Truck is 10+ years old and is recommended to be replaced
 - Estimated Costs: \$240,000
 - Materials/facility (non-personnel): N/A
 - Additional Personnel required to implement: N/A
 - Total Cost to implement first year: \$240,000
 - Total Recurring annual cost: N/A

Personnel

- Position:
 - Job title: Airport Line Service Technician
 - Brief job description:
 - LST's provide fueling services for a variety of aircraft that land at EQY. Along with fueling they also tow a variety of those aircraft. With towing there should be 2 LST's to perform a typical towing operation for safety. When stacking a hangar, again ideally there should be 2 individuals. The person that is providing the push and a wing walker (a second pair of eyes to ensure the tow/pushing of an aircraft is safe). Lastly providing customer service for our customers what ever that calls for (getting ice, helping with luggage or basically anything passengers or pilots might need).
 - Need: 2 positions
 - Estimated Costs:
 - Equipment/supplies, etc. (one time, non-personnel):
 - Salary/benefits, etc.: \$89,161 / \$56,146
 - Total Recurring annual salary/benefits: \$145,307

Priorities

- Deficiencies/Deferred: No Base Budget Deficiencies/Deferred items.
 1. N/A
- Capital:
 1. 1,000 Gallon AVGAS Truck
 2. 3,000 Gallon Jet A fuel truck
- Personnel:
 1. 2 additional FT Airport Line Service Technicians



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Citizens Appointment Committee Recommendations

SUMMARY STATEMENT

City Council is requested to consider appointment and reappointment recommendations to Boards and Commissions as recommended by the Citizens Appointment Committee.

REVIEW

The Citizens Appointment Committee met on March 4, 2024. Following the consideration of applications and discussion, consensus of the Committee was to recommend appointments and reappointment as follows:

Committees	Action	Effective Date	Date Term to Expire
Animal Welfare Committee	Appoint Maria Bando to Full Term	03-15-2024	03-12-2025
Animal Welfare Committee	Appoint Barbary Rooney to Full Term	03-15-2024	03-12-2025
Animal Welfare Committee	Appoint Emma Sullivan to Full Term	03-15-2024	03-12-2025
Animal Welfare Committee	Appoint Robert Yanacsek to Full Term	03-15-2024	03-12-2025
Board of Adjustment	Reappoint William Draper to Full Term	01-01-2024	12-31-2026
Charlotte-Monroe Executive Airport Commission	Appoint Lynn Keziah to Full Term to replace John Wiggins	01-01-2024	12-31-2026

Homeless and Addiction Committee	Appoint to Gray Biber to Full Term	03-15-2024	03-12-2025
Homeless and Addiction Committee	Appoint Sheila Crunkleton to Full Term	03-15-2024	03-12-2025
Homeless and Addiction Committee	Appoint Joseph Quinto to Full Term	03-15-2024	03-12-2025
Special Needs and Disabilities Committee	Appoint Selina Campbell to Full Term	03-15-2024	03-12-2025
Special Needs and Disabilities Committee	Appoint to Kelly Stegall to Full Term	03-15-2024	03-12-2025

RECOMMENDATION

The Citizens Appointment Committee recommends that Council approve the appointments and reappointment to the Boards and Commissions as outlined above.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Teresa Campo, Community Development Manager

SUBJECT: Community Development Land Bank Foreclose Process

SUMMARY STATEMENT

City Council is requested to consider and provide discussion on the Community Development Land Bank Foreclosure Process.

REVIEW

The Planning and Development Department's Community Development Division manages the City's Land Bank. Occasionally, properties are offered to the Community Development Division to carry out Affordable Housing and other revitalization activities through the Collection's Division. These properties historically are uncollectible through the standard tax collection process due to the amount of time, process, and/or research involved to go forward to collect the lien. Currently, we have an in-rem foreclosure that Community Development plans to develop disabled veteran housing and/or fire/emergency/police workforce housing. The lot is in the upset bid phase. The ability to compete in the upset bid phase is critical to the program.

RECOMMENDATION

General Services Committee recommends City Council grant signature authority to the City Manager and/or City Attorney for the upset bid process for the purpose of the land bank for affordable housing, revitalization areas, and/or economic vitality.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Ordinance amending Chapter 32 and GA-05 regarding City Committees

SUMMARY STATEMENT

Council is requested to consider amending Chapter 32 regarding Boards, Commissions, and Committees and Rules on Boards and Commissions GA-05.

REVIEW

Chapter 32 of the Monroe Code of Ordinances provides for the creation, composition, and operation of the various Boards, Commission, and Committees of the City of Monroe. Several boards and committees in Chapter 32 are no longer functioning and several committees were not included in Chapter 32. The draft ordinance attempts to bring up to date all of the boards, commissions, and committees in the City, make them Standing Committees, update the current membership composition of each, and create standard rules for the various standing boards and committees.

Rules on Boards and Commissions, GA-05, is a general administrative policy adopted by the City Manager dealing with citizen appointment process, applications, qualifications, terms, attendance etc. GA-05 was redrafted and amended to update and make is consistent with Chapter 32. The draft amendment also attempts to clarify the rules regarding appointments to Standing Committees and Mayoral Committees.

RECOMMENDATION

Council is asked to consider adopting the amendments updating Chapter 32. Although Council is not asked to adopt the amendments to GA-05, Council should review and make any suggestions regarding the policy on Rules for Boards and Commissions for the City Manager's consideration.

Attachment(s): Ordinance Amendment O-2024-11

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE III: ADMINISTRATION
CHAPTER 32: BOARDS, COMMISSIONS AND DEPARTMENTS
O-2024-11

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE III, CHAPTER 32 OF THE MONROE ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

Section 1. Amend the Chapter Title to read as follows:

CHAPTER 32: STANDING BOARDS, COMMISSIONS AND COMMITTEES

Section 2. Delete §32.001 through § 32.201 in their entirety and add and replace with the following:

§ 32.010 PLANNING BOARD

(A) Created. There shall be a Planning Board of the City of Monroe in accordance with the following provisions.

(B) Appointments; Terms. The Planning Board (PB) shall consist of seven (7) Regular members plus two (2) additional members which are designated Alternate Members to attend all meetings and serve if one (1) of the Regular Members is absent or unable to participate all of which are appointed by City Council.

- (1) Members shall be residents of the City of Monroe and shall be appointed by City Council; one (1) Regular Member may reside outside of the City but within the extraterritorial jurisdiction (ETJ).
- (2) City Council shall appoint the Chair and Vice Chair of the Planning Board who shall serve as such at the pleasure of the Council. Any non-Councilmember Chair or Vice Chair appointed by City Council shall be subject to the term limit restrictions in § 32.200(A)(5) and (6) of the City Code during the time they serve as Chair or Vice Chair.
- (3) In addition to the foregoing Regular and Alternate Members, one (1) member of the Monroe Youth Council shall serve as an ex officio, non-voting, uncompensated member. The Monroe Youth Council shall select the Youth Council ex officio member at the time it elects officers annually.
- (4) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members, including Alternate Members, shall

receive fifty dollars (\$50) per meeting attended.

(C) Member Terms. Planning Board members shall be appointed for four-year staggered terms expiring on December 31st.

- (1) Members may serve two (2) consecutive terms.
- (2) Any vacancy in the membership shall be filled for the unexpired term.
- (3) Members may continue to serve until their successors have been appointed.
- (4) An Alternate Member may be appointed a Regular Member at which time City Council shall appoint a replacement Alternate Member.

(D) Organization, Rules, Meetings, and Records. Consistent with Article 3 of Chapter 160D of the North Carolina General Statutes, the Planning Board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings, and recommendations, which shall be a public record.

(E) Meetings. The Planning Board shall adopt a regular meeting schedule.

- (1) The Planning Board may hold such special meetings as conduct of its business may require.
- (2) All meetings shall be open to the public.
- (3) The Planning Board shall keep minutes of its proceedings, showing the vote of each member upon every action or, if absent or failing to vote, indicate such fact.
- (4) Unless otherwise provided by law, all records and minutes shall be public record.

(F) Quorum. No official business of the Planning Board may be conducted without a quorum present.

(G) Participating and Voting. The concurring vote of a majority of the then-sitting Members of the Board, whether Regular or Alternates, shall be required on all matters. A majority of the then-sitting Regular Members shall be required to decide any other matter or to determine an appeal made in the nature of certiorari.

- (1) For the purposes of this division, an Alternate Member shall fill in for vacant positions on the Board and members who are disqualified from voting on a matter which shall constitute the then-sitting Regular Members for each matter in consideration. Vacant or disqualified members shall not be considered members of the Board for

calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Planning Board meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.

- (2) Members shall not vote on any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to the zoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.
- (3) Attendance. Any member of the Planning Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.

(H) General Powers and Duties. The following shall be the responsibility of the Planning Board:

- (1) Generally. The Planning Board shall provide an advisory function, except where otherwise noted, to assist in making decisions pertaining to amendments to the comprehensive plan and the City of Monroe UDO, and applications for development approval.
- (2) Prepare plans. The Planning Board shall prepare and recommend to the City Council, and from time to time amend and revise a recommended comprehensive and coordinated plan for the physical, social, and economic development of the area. It shall prepare and recommend to the City Council policies, ordinances, administrative procedures and other means for promotion of the orderly development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances.

- (3) Zoning map amendment. The Planning Board shall review and recommend to City Council general and conditional district rezoning requests.
- (4) UDO text amendment. The Planning Board shall review and recommend to City Council proposed UDO text amendments.
- (5) Land use plans. The Planning Board shall review and recommend to City Council proposed land use plans and amendments.
- (6) Planned development. The Planning Board shall review and recommend to City Council proposed planned developments.
- (7) Other duties. The Planning Board may perform any other duties that may lawfully be assigned to it.

§ 32.020 AIRPORT COMMISSION

(A) Created. The Airport Commission is created under authority of G.S. 63-53.

(B) Composition. The Airport Commission shall consist of seven (7) members, three (3) of which are not required to be residents of the City of Monroe. One (1) of the seven (7) members shall be a member of the Monroe City Council who shall serve as a voting member. Members are to be appointed by the City Council. The Mayor and City Manager shall serve as ex officio members without a vote.

(C) Designation of Chairperson; Term of Office for Members. The City Council designates the Chairperson and Vice Chairperson of the Airport Commission which may include the ex-officio member of City Council. All members shall serve for a period of four (4) years.

(D) Attendance. Any member of the Airport Commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.

(E) Compensation. The citizen members, not including the City Council Member, of the Airport Commission are paid seventy-five dollars (\$75) per meeting for the Chairperson and fifty dollars (\$50) per member, per meeting attended, and are reimbursed for all expenses incurred by them in the course of their duties.

(F) Meetings. The Airport Commission shall set a regular meeting schedule to include one (1) regular meeting each month, which is open to the public. The Chair, Vice Chair, or City Manager may cancel a regular meeting, or call a special meeting consistent

with the procedures set out in § 32.200(A)(11).

(G) Adoption of Rules; Records. The Airport Commission adopts rules for transactions and keeps a record of its resolutions, transactions, findings and determinations, all of which are public record.

(H) Duties. The Airport Commission is charged with the duty of investigating, studying and making recommendations to the City Council pertaining to the construction, enlargement, improvement, maintenance, equipment, operation and regulation of the Charlotte-Monroe Executive Airport.

(I) Commission as Advisory Body. The Airport Commission shall not have legislative powers of its own, but shall act as an advisory body to the City Council concerning the matters in which it has charge. The City receives recommendations on construction, enlargement, operation and regulations of the Charlotte-Monroe Executive Airport.

§ 32.030 HISTORIC DISTRICT COMMISSION

(A) Created. There shall be a Historic District Commission of the City of Monroe in accordance with the provisions set out herein.

(B) Purpose. The purpose of the Historic District Commission (HDC) is to identify, protect, and preserve Monroe's historic architectural resources and to educate the public on those resources and historic preservation. The Historic District Commission serves as an advisory board to the City Council and as a quasi-judicial body, which determines Certificates of Appropriateness and makes decisions on proposals for exterior changes to or demolition of any properties as well as new construction within Historic Districts.

(C) Appointments and Terms.

- (1) Members. The Historic District Commission shall consist of seven (7) regular citizen members appointed by the City Council. City Council shall appoint the Chair and Vice Chair.
- (2) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended.
- (3) Member Terms. Members of the Historic District Commission shall serve terms of four (4) years. A member may be reappointed for a second consecutive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one (1) calendar year has elapsed from the date of the termination of their second term.

- (4) Qualifications. All members of the Historic District Commission shall be residents of the territorial zoning jurisdiction of the City, and a majority of the members shall have demonstrated special interest, experience, or education in history or architecture.

(D) Rules of Procedure.

- (1) Generally. Consistent with Part 4, Article 9 of Chapter 160D of the North Carolina General Statutes, the Historic District Commission shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
- (2) Meetings. The Historic District Commission shall adopt a regular meeting schedule. In addition, the Historic District Commission may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
- (3) Quorum. No official business of the Historic District Commission may be conducted without a quorum present.
- (4) Participating and Voting. The majority of the Historic District Commission board shall be necessary on all decisions.
 - a. For the purposes of this division, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Historic District Commission meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.
 - b. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate an affected person's constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at

which evidence relevant to the matter at issue was taken shall not vote on the matter.

- (5) Attendance. Any member of the Historic District Commission who misses more than three (3) consecutive meetings, or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
- (6) Annual Report. An annual report shall be prepared and submitted by June 30 of each year to the City Council. The annual report shall include a comprehensive and detailed review of the activities, problems and actions of the Historic District Commission, as well as any budget requests and/or recommendations.
- (7) Minutes. The Historic District Commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members and its resolutions, findings, recommendations, and actions. The minutes of the commission shall be a public record.

(E) General Powers and Duties. The Historic District Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities:

- (1) To recommend to the Planning Board districts or areas to be designated by ordinance as "historic districts."
- (2) To recommend to the Planning Board that designation of any district or area as a historic district be revoked or removed.
- (3) To consider and approve or deny applications for Certificates of Appropriateness (COA) for major work.
- (4) To give advice to property owners concerning the treatment of the historical and visual characteristics of their properties located within a district, such as color schemes, gardens and landscape features, and minor decorative elements.
- (5) To propose to the City Council changes to this subchapter or any related ordinance and to propose new ordinances or laws relating to a historic district or relating to the total program for the development of the historical resources of the City and its environs.
- (6) To cooperate with other City boards or commissions or other

governmental units; to offer or request assistance, aid, guidance or advice concerning matters under its purview of mutual interest.

- (7) To publish information about, or otherwise inform the owners of properties within a district of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
- (8) To undertake programs of information, research or analysis relating to any matters under its purview.
- (9) To report violations of this subchapter or related ordinances to the local official responsible for enforcement.
- (10) To assist City staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.
- (11) To recommend to the City Council and the state districts worthy of national, state or local recognition.
- (12) To initiate and participate in negotiations with owners and other parties in an effort to find means of preserving buildings scheduled for demolition.
- (13) To establish guidelines under which the Director of Planning and Development may approve certificates of appropriateness for minor work. No application shall be denied without first being considered by the commission.
- (14) To conduct hearings on applications for certificates of appropriateness.
- (15) To organize itself and conduct its business by whatever legal means it deems proper.
- (16) To exercise such other powers and perform such other duties as are required elsewhere by this subchapter, the General Statutes of North Carolina or the City Council.

§ 32.040 BOARD OF ADJUSTMENT

- (A) Created. There shall be a Board of Adjustment of the City of Monroe in accordance with the following provisions.
- (B) Appointments and Terms.
 - (1) The Board of Adjustment (BOA) shall consist of a minimum of five (5) and a maximum of seven (7) Regular Members plus two (2) Alternate

Members to attend all meetings which shall replace and substitute for an absent or disqualified regular member not available to hear a matter on a case-by-case basis. All members including Alternate Members shall be appointed by City Council and the Chair and Vice Chair shall be appointed by City Council.

- (2) Members of the Board of Adjustment shall be residents of the City and shall be appointed by City Council; one (1) member may reside outside of the City but within the extraterritorial jurisdiction (ETJ).
- (3) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended.
- (4) Member Term. Board of Adjustment members shall be appointed for four-year staggered terms expiring on December 31st.
 - a. Members may serve two (2) consecutive terms.
 - b. Any vacancy in the membership shall be filled for the unexpired term.
 - c. Members may continue to serve until their successors have been appointed.
 - d. An Alternate Member may be appointed a Regular Member at which time City Council shall appoint a replacement Alternate Member.

(C) Rules of Procedure.

- (1) Generally. Consistent with Article 4 of Chapter 160D and §160D-302 of the North Carolina General Statutes, the Board of Adjustment shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
- (2) Meetings. The Board of Adjustment shall adopt a regular meeting schedule. In addition, the Board of Adjustment may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
- (3) Quorum. No official business of the Board of Adjustment may be conducted without a quorum present.
- (4) Participating and Voting. The concurring vote of four-fifths (4/5) of the then-sitting Members of the Board, whether Regular or Alternate,

shall be necessary to grant a variance. A majority of the then sitting Regular Members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari.

- a. For the purposes of this division, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Alternate Members shall replace and sit in the place of absent or disqualified Regular Members and be considered a then-sitting Regular Member for purposes of hearing a particular matter before the Board.
- b. Once a member is physically present at a Board of Adjustment meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.
- c. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate an affected person's constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.

- (5) Board Member Attendance. Any member of the Board of Adjustment who misses more than three (3) consecutive regular meetings, or more than half of the regular meetings in a calendar year shall be subject to removal and replacement by City Council.

(D) General Powers and Duties. The Board of Adjustment shall have all the powers and duties as authorized by state law, and in the manner provided for in City of Monroe UDO. Generally, such powers and duties shall include, but not be restricted to, the following:

- (1) Special use permits.

- (2) Variances.
 - (3) Temporary use permit (60-day or more).
 - (4) Appeals.
- (E) Reconsideration of Board of Adjustment Action.
- (1) Whenever the Board of Adjustment disapproves an application on any basis other than the failure of the applicant to submit a complete application, such action may not be reconsidered by the respective board for a period of one (1) year unless the applicant clearly demonstrates that:
 - a. Circumstances affecting the property that is the subject of the application have substantially changed; and/or
 - b. New information is available that could not with reasonable diligence have been presented at a previous hearing. A request to be heard on this basis must be filed with the administrator within the time period for an appeal to superior court. However, such a request does not extend the period within which an appeal must be taken.
 - (2) Notwithstanding division (A)(1), the Board of Adjustment may at any time consider a new application affecting the same property that an application has been previously denied for. A new application is one that differs in some substantial way from the one previously considered.

§ 32.050 PARKS AND RECREATION COMMISSION

(A) Established. The City hereby establishes an advisory Parks and Recreation Commission to investigate the recreational needs of the City and make recommendations to the City Council and City Manager relative to all phases of recreation.

(B) Membership; Compensation.

- (1) Composition and Term. The Commission shall consist of seven (7) members, one (1) of which shall be a Monroe Council Member, all appointed by the City Council, for four-year staggered terms. City Council appoints the Chair and Vice Chair.
- (2) Requirements. All members must be legal residents of the City.
- (3) Compensation. The Commission serves without compensation.

(C) Meetings. The Commission shall establish a regular meeting schedule, which meetings are open to the public, to review and recommend policies and plans and programs for the City Parks and Recreation Department.

§ 32.060 BOARD OF ALCOHOLIC BEVERAGE CONTROL (ABC BOARD)

(A) Established. The City Council hereby establishes the Board of Alcoholic Beverage Control through an Enabling Act in the General Assembly.

(B) Members; Terms. The Board is composed of a Chairperson and two (2) other members appointed by City Council. All terms are for a three-year period.

(C) Duties. The ABC Board has all the powers and duties prescribed for Boards of Alcoholic Beverage Control by G.S. 18B-701 and is subject to the powers and authority of the State Board of Alcoholic Beverage Control.

(D) Subject to State Law. The Monroe ABC Board and the operation of the stores are subject to the provisions of the state General Assembly.

(E) Meetings; Compensation. The ABC Board shall meet monthly and shall be compensated at the rate of one hundred fifty dollars (\$150) per meeting.

§ 32.070 FIREFIGHTERS RELIEF FUND

(A) Members. The Firefighters Relief Fund Trustees shall be composed of five (5) members. Members shall serve no more than two (2) four-year terms. Two (2) members shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund. Two (2) members shall be appointed by the City Council, and one (1) shall be named by the State Fire Marshall. Their selection and term of office shall be as follows:

- (1) The members of the fire department shall hold an election to elect two (2) representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either active or retired members of the fire department.
- (2) The City Council shall appoint two (2) representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the City of Monroe.
- (3) The State Fire Marshall shall appoint one (1) representative to serve as Trustee who shall serve at the pleasure of the Fire Marshall. The member appointed pursuant to this subdivision shall be either (i) a

resident of the fire district or (ii) an active or retired member of the fire department.

- (4) All Trustees shall serve without pay for their services. The Trustees shall meet in the month of January to organize by electing from their members a Chairman and a Secretary and Treasurer, which two (2) last positions may be held by the same person. The Board of Trustees shall maintain a good and sufficient surety bond as required by Chapter 58 Articles 84 and 85 of the North Carolina General Statute. If the Monroe Fire Chief is not named on the Board of Trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board.

(B) Meetings; Compensation. The Trustees meet, as needed, on call of the Chief or Chairperson of the Board, and serve without compensation.

(C) Duties.

- (1) The Trustees meet, as needed, to review claims resulting from injuries or sickness related to financial loss of fire personnel and manage and disburse funds consistent with Chapter 58 Articles 84 and 85 of the North Carolina General Statutes.

- (2) Retirement benefits for retired fire personnel are reviewed by the Board.

§ 32.080 HOUSING AUTHORITY

(A) Established. The City Council hereby establishes the Monroe Housing Authority pursuant to the N.C. Housing Authorities Law.

(B) Members; Terms. The Monroe Housing Authority is composed of five citizen Commissioners appointed by the Mayor who also designates the first Chairperson. The Commissioners shall elect from its membership a Chair and Vice Chair thereafter. Commissioners serve an overlapping term of five years. At least one (1) Commissioner shall be a person directly assisted by the Housing Authority but shall not vote on matters directly involving that Commissioner's conduct or individual tenancy.

(C) Duties. The Monroe Housing Authority shall have all the powers and duties prescribed for housing authorities as provided in Chapter 157 of the North Carolina General Statutes.

(D) Meetings; Compensation. The Monroe Housing Authority shall meet monthly, and Commissioners shall serve without compensation.

§ 32.090 HISTORIC PRESERVATION COMMISSION

(A) Adopted by Reference. The ordinance establishing a joint Union County Historic Preservation Commission is hereby adopted by reference and incorporated as if set out at length in Title XV: Land Usage - Chapter 152: Historic Properties. Copies of the Ordinance are on file in the office of the City Clerk.

§ 32.100 MONROE TOURISM DEVELOPMENT AUTHORITY

(A) Purpose and Duties. The Monroe Tourism Development Authority is established to carry out the purpose and duties pursuant to and in conformity with North Carolina Session Law 2001-439 section 4.1 et seq.

(B) Members; Terms. The Monroe Tourism Development Authority shall consist of ten (10) members composed of the Chair, or designee, of Monroe Downtown Advisory Board, Executive Director, or designee, of the Union County Community Arts Council, President, or designee, of the Union County Chamber of Commerce, three (3) members affiliated with the hotel/motel industry, one (1) member affiliated with the restaurant industry, and three (3) members shall be at-large. At least one-third (1/3) of the members of the Monroe Tourism Development Authority shall consist of members affiliated with businesses that collect the room occupancy tax in the City, and at least three-fourths (3/4) of the members must be individuals who are currently active in the promotion of travel and tourism in the City. The City Manager, or his or her designee, shall serve ex-officio as a non-voting member. All members shall be appointed by City Council for three (3) year, staggered terms with the initial appointments designated by City Council to consist of one-third (1/3) for one (1) year terms, one-third (1/3) for two (2) year terms, and one-third (1/3) for three (3) year terms. All members shall be residents of Union County or be employed by businesses located in Union County. City Council shall designate one (1) member of the Authority to serve as Chair and one (1) as Vice Chair and shall designate one (1) City Council member to serve as an ex-officio, non-voting member. Appointments and terms shall be governed by the Monroe Boards and Commissions Policy unless otherwise provided herein.

(C) Finance. The Monroe Tourism Development Authority shall be a public authority under the Local Government Budget and Fiscal Control Act. The City of Monroe Finance Officer shall serve as the ex officio finance officer of the Authority. The Authority shall report quarterly and at the close of the fiscal year to the City Council on its receipts and expenditures for the preceding quarter and for the year in such detail as required by City Council.

(D) Meetings. The initial meeting of the Monroe Tourism Development Authority shall be at a date, time and place to be designated by the City Manager for such meeting. Thereafter, regular meetings of the authority shall be at the date, time and place determined by the members. At the initial meeting, the membership shall adopt reasonable bylaws to govern itself and additional officers pursuant to the duly adopted bylaws of the Authority. All meetings of the Authority shall be open to the public and the subject to the North Carolina Open Meetings Law, G.S. § 143.318.9 et seq.

(E) Compensation. Members of the Monroe Tourism Development Authority shall serve without compensation.

§ 32.110 MONROE/UNION COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

On December 14, 2012, the City of Monroe and Union County entered into an Interlocal Agreement to create a joint City/County Economic Development Advisory Board. The Interlocal Agreement establishes among other things membership, terms and conditions of both City and County representation on the Board. The Interlocal Agreement, as amended from time to time, is hereby adopted and incorporated by reference as if fully set out herein. Copies of the Interlocal Agreement, and amendments if any, are on file and available in the office of the City Clerk.

§ 32.120 DOWNTOWN ADVISORY BOARD

(A) Created.

- (1) The Monroe Downtown Advisory Board having been created by the City of Monroe City Council shall be hereafter referred to as the Downtown Advisory Board.
- (2) The Downtown Advisory Board shall be considered a public body and is subject to all rules and regulations for public bodies contained in the North Carolina's Open Meetings regulation, G.S. §§143-318.10 et seq.

(B) Membership, Terms of Office, and Officers.

- (1) Membership. The Downtown Advisory Board shall be appointed by City Council and consist of seven (7) citizen members. Members shall be required to be any of the following: residents of the City of Monroe; the full owner of a business located in the City's Downtown Central Business District; have no less than a ten percent (10%) ownership stake in a business located in the city's Downtown Central Business District; be a partner in a business located in the City's Downtown Central Business District (by way of illustration an individual who is a partner in a firm that provides legal services or accounting service would meet this requirement); or an employee of a business located in the City's Downtown Central Business District.
- (2) Terms of Office. Members of this board shall serve staggered, four-year terms.
- (3) Officers. Chair and Vice Chair will be appointed by the City Council.

(C) Meetings, Attendance, and Compensation.

- (1) Meetings. The board shall establish its meeting schedule. Special meetings may be called by the Chair, Vice Chair, or City Manager.
- (2) Attendance. Any member of the Downtown Advisory Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
- (3) Compensation. Members of the Downtown Advisory Board shall receive compensation in the amount of seventy-five dollars (\$75) per meeting for the Chairman and fifty dollars (\$50) per member, per meeting attended.

(D) Quorum and Voting. A quorum shall be constituted by a simple majority of board members, excluding vacancies. The Chair or the presiding member of the board shall vote on all matters of business considered by the board. A quorum shall be required before any vote is taken.

(E) General Duties and Powers. The general purpose of the Downtown Advisory Board is to serve as an advisory board to the City Council subject to such limitations as may be imposed by state law or by ordinances of the City, the board shall be embodied for the following purposes:

- (1) Advise, deliberate and make recommendations to the City Council to help facilitate the implementation of the Downtown Master Plan.
- (2) Serve to support economic development efforts and the marketing and promotion of downtown.
- (3) Identify appropriate uses for downtown and identify developers/investors for downtown development.
- (4) Recommend to City Council an overall policy for the continued development and sustainability of downtown.
- (5) Develop financial tools for downtown development.
- (6) Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parks, parking, transportation, utilities sidewalks, sewer, and streetscape.
- (7) Promote and facilitate a program to assist in business retention in the downtown.

- (8) Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown.
- (9) Provide City Council with representative community participation in preparing and implementing plans and reports concerning development of downtown.
- (10) Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area.

§ 32.130 CITIZENS APPOINTMENT COMMITTEE

(A) The Citizens Appointment Committee is established to review applications and make recommendations to City Council on the appointment of citizens to the various boards, commissions, and committees of the City.

(B) The Citizens Appointment Committee shall prepare recommendations regarding the citizen appointment process for Council consideration for adoption.

(C) The Committee shall establish a regular meeting schedule, and special meetings may be called at the request of the Chair or City Manager.

(D) The Committee shall consist of three (3) members of City Council including the Mayor Pro Tem who shall serve as the Chair of the Committee.

§ 32.140 GENERAL SERVICES COMMITTEE

(A) The General Services Committee is established to review, evaluate, and make recommendations to City Council on policy and/or practices regarding the following:

- (1) Community Development. Outside agency funding requests, pursuing opportunities for community development initiatives targeting low and moderate income areas/individuals, partnerships with other agencies and contractors to accomplish housing and community development goals;
- (2) Customer Service. Evaluate customer requests and issues and improvements to the Customer Service Policy;
- (3) Employee Benefits. Consider and make recommendations to City Council regarding matters related to the City's comprehensive insurance programs including medical/hospitalization, workers' compensation, and property casualty liability insurance;
- (4) Facilities. Review and make recommendations to City Council regarding existing facilities, renovations, additions and new facilities

as needed to provide support for City employees and citizens, naming of facilities or other City assets in honor or memory of deserving individuals or entities;

- (5) Financial. Review and make recommendations to City Council regarding existing financial and budgeting policies and practices to ensure strong financial and budgeting policies and practices;
- (6) Technology Services. Review matters related to information and technology requirements.

(B) The Committee shall be composed of three (3) City Council members one (1) of which will be designated the Chair.

(C) The Committee shall establish a regular meeting schedule, and special meetings may be called at the request of the Chair or City Manager.

§ 32.150 PUBLIC ENTERPRISE COMMITTEE

(A) The Public Enterprise Committee is established to advise staff and make recommendations to City Council regarding matters related to public enterprises of the City including water and wastewater, energy services, and storm water utilities, review and advise City Council on matters involving solid waste policy, solid waste contracts, and environment matters including water and air quality.

(B) The Committee shall be composed of three (3) members of City Council, one (1) of which will be designated the Chair.

(C) The Committee shall establish a regular meeting schedule, and special meetings may be called at the request of the Chair or City Manager.

§ 32.160 PUBLIC SAFETY COMMITTEE

(A) The Public Safety Committee is established to review and advise City Council on matters related to public safety including policies, procedures, and services provided by the Monroe Police Department and the Monroe Fire Department.

(B) The Committee shall be composed of three (3) members of City Council plus up to four (4) citizen members who shall be residents of the City of Monroe. Citizen members shall serve staggered four-year terms but no more than two (2) consecutive terms. City Council shall designate the Chair and Vice Chair of the committee.

(C) The Committee shall establish a regular meeting schedule, and special meetings may be called at the request of the Chair or City Manager.

§ 32.170 DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

(A) Created. The Diversity, Equity, and Inclusion Committee was created by the City of Monroe Council on January 13, 2021.

(B) Duties. The Diversity, Equity, and Inclusion Committee is charged with ensuring that barriers of inequality are removed and all voices are heard. This committee will develop and improve socio-economic opportunities and pledge to promote open and inclusive conversations to foster cultural sensitivity that creates a sense of belonging.

(C) Membership. The Diversity, Equity, and Inclusion Committee shall consist of fifteen (15) citizen members, which is comprised of members of the communities. Application must be submitted for consideration. The City Council may appoint up to three (3) City Council members to the committee in addition to the fifteen citizen members. Council Members shall be full voting members of the Committee. City Council shall appoint the Chair and Vice Chair.

(D) Meetings. The Diversity, Equity, and Inclusion Committee shall set its regular meeting schedule to include monthly meetings. Meetings are open to the public. Special meetings may be called by the Chair, Vice Chair, or City Manager.

(E) Terms of Office. Members all serve at the pleasure of City Council, but otherwise may remain on the committee until they desire to be removed.

(F) Compensation. Committee members are not compensated for their attendance at meetings.

(G) Conflict of Interest. A member of the committee shall not participate in the discussion or vote on any item involving their own financial interest or official conduct. It is the responsibility of the individual to bring to the attention of the entire board any item for which there may be a conflict of interest.

(H) Quorum and Voting. A quorum shall be constituted by a simple majority of committee members, excluding vacancies. The Chair or the presiding member of the board shall vote on all matters of business considered by the committee. A quorum shall be required before any vote is taken.

§ 32.200 BOARDS AND COMMISSIONS IN GENERAL

(A) General Provisions.

(1) Appointment. All appointments to a standing board, commission, or committee will be made pursuant to an application consideration process established by City Council.

(2) Chair and Vice Chair. Unless otherwise provided by law, City Council shall appoint the Chair and Vice Chair of all boards and commissions

who shall serve as such at the pleasure of the Council. Any non-Councilmember Chair or Vice Chair appointed by City Council shall be subject to the term limit restrictions in § 32.200(A)(5) and (6) of the City Code during the time they serve as Chair or Vice Chair.

- (3) Qualifications. Unless otherwise provided by law or ordinance, boards and commission appointees shall be residents of the City of Monroe and meet all of the requirements established by this ordinance or policy of City Council. Appointees shall have no record of conviction of a felony or any conviction of a crime of moral turpitude.
- (4) Term Effective/Expiration Date. The terms of all board and commission members shall begin January 1 and expire on December 31 of the last year of their term.
- (5) Terms. A term of service on all boards and commissions shall be four (4) years unless otherwise provided by law or ordinance. Reappointment to a second term is not automatic and will be based on circumstances at the discretion of the City Council in each individual case. In addition, all members serve at the pleasure of City Council and may be removed at any time with or without cause at the discretion of City Council.
- (6) Term Limits. A length of service on all boards and commissions shall be limited to two (2) full successive terms excluding appointments to fill previously unexpired terms.
- (7) Reappointment. A member of any City board or commission shall be eligible for reappointment at the discretion of City Council one (1) year after non-reappointment due to expiration of a term limit.
- (8) The appointment of City Council Members to a board or committee shall be made annually by City Council prior to January 1 for terms expiring January 1.
- (9) Attendance. Any member of a board or commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to replacement or not being reappointed by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the board; except that in the event of a long illness or other such cause for prolonged absence, the member may be replaced.
- (10) All Boards, Commissions, and Committees shall establish a regular meeting schedule and provide the City Clerk with notice of its regular meeting date, time, and location or any changes.

- (11) Regular meetings of a Board, Commission, or Committee may be canceled for lack of business to conduct by the Chair, Vice Chair, or City Manager upon notice to the City Clerk and public notice as required. In addition, special meetings may be called by the Chair, Vice Chair, or City Manager upon notice to the City Clerk and public notice as required by the North Carolina Public Meetings Law. When feasible, the Chair, Vice Chair, and City Manager should communicate regarding the reason prior to canceling a meeting or scheduling a special meeting.
- (12) Unless otherwise provided by law or ordinance, all ex officio appointments shall be non-voting members.
- (13) Conflict of Interest. A member of a board or commission shall not participate in the discussion or vote on any item involving their own financial interest or official conduct. It is the responsibility of the individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
- (14) All boards and commissions shall be considered a public body and are subject to all rules and regulations for public bodies contained in the North Carolina's Open Meetings regulation, G.S. §§143-318.10 et seq.
- (15) All members of boards and commission shall be required to abide by the City of Monroe Code of Ethics and Attendance Policy and execute an Acknowledgement of Receipt of the Code of Ethics and Attendance Policy.
- (16) City Council may make a determination on a case-by-case basis whether members of a particular Board, Commission, or Committee shall be paid and the amount solely at the discretion of City Council unless otherwise provided by law. City Council members shall not receive payment for serving on a Board or Commission.
- (17) Members may be reimbursed for expenses incurred when required as a member of a board or commission in keeping with the City of Monroe's travel and reimbursement policy. An expense reimbursement request shall be made on City Reimbursement Forms and submitted to the committee staff liaison for review and approval by the City Manager of designee.

Section 3. Delete § 32.301 Mayoral Committees and § 32.302 Standing Committees (A)(B)(C) and (D) in their entirety and substitute and replace to read as follows:

§ 32.300 Mayoral Committees.

- (A) The Mayor is authorized to establish by Mayoral Proclamation various ad hoc

committees of limited scope and duration as deemed needed by the Mayor for the purpose of considering matters within the subject matter established for the committee and making recommendations to City Council. The Mayoral Proclamation shall set out the purpose and scope of the subject of the Committee as well as the duration of the Committee. The Mayor may also terminate such committees when there is no longer a need for the committee.

(B) Each Committee shall be composed of up to three (3) City Council members to be appointed by the Mayor, and the Mayor shall also appoint the chair of the committee. Although not required, each committee may have up to four (4) other citizen members appointed by City Council utilizing the same application appointment process as required for appointment to boards or commissions.

(C) Mayoral Committees are considered public bodies and shall operate and comply with the North Carolina Open Meetings Law, G.S. § 143.318.9 et seq.

Section 4. This Ordinance shall be effective upon adoption.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

	Policy: Rules on Boards and Commissions	Effective Date: November 19, 2002
		Revision Effective Date: August 5, 2003, December 2, 2019, May 10, 2022, _____ 2024
	Policy Number: GA-05	Page 1 of 8
	<u>W. Mark Watson, City Manager</u>	General Administration Responsible Department

RULES ON BOARDS AND COMMISSIONS

PURPOSE

The City of Monroe provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

APPLICATION FOR APPOINTMENT

1. A description of all City boards and commissions is available in the City Clerk's office and is distributed widely in the community. An Interest Form which states the citizen's interest in serving on a board is a part of the packet and can be submitted to the City Clerk.
2. An application, along with a resume, is required for consideration of an appointment to a City board. If a sitting board or commission member is applying for reappointment and there are no changes, a resume/curriculum vitae is not required for reappointment.
3. Applicants are required to attend one meeting of a board prior to applying before application will be considered.
4. Once an application for an appointment has been filed with the City Clerk, it is placed on a resource list and remains active for a one-year period. At the end of that period of time, names are removed from the City's resource list.
5. The review of applications and recommendations for appointments to boards or commissions along with Chair and Vice Chair of boards or commissions shall be made by the Citizens Appointment Committee. The Committee shall be composed of the Mayor Pro Tem and two (2) other City Council members appointed by City Council. The Mayor Pro Tem shall serve as Chair of the Committee. Regular meetings shall be scheduled on a quarterly basis or more frequently if needed, to review applicants and forward recommendations to City Council for action.
6. All discussion, consideration, and appointments are made in an open session of the City Council.
7. In addition to regular members, City Council may appoint "Honorary Members" to a board or commission. Such Honorary Members shall be for life and shall be non-voting members.

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8. City employees may be appointed to a Board, Commission, or Committee at the discretion of City Council. However, such service on a board is outside and beyond their duties as a city employee and such service must be approved by the City Manager. Time spent engaged in serving on a board during regular work hours must be taken as personal time off and scheduling approved by the employee's supervisor. City employees appointed as an ex officio member are exempt from this provision.
9. Youth Council members are encouraged to apply for appointment and participate in a particular board or commission of their interest.

QUALIFICATIONS

1. Appointees to boards and commissions shall be residents of the City of Monroe, unless otherwise provided by law, ordinance, or City Council action.
2. No citizen shall be eligible to hold concurrently more than two (2) Mayoral or City Council appointments to boards or commissions.
3. Efforts are made to represent the diversity that we have in our community on all boards and commissions.
4. Appointees shall have no record of conviction of a felony or any conviction of a crime involving moral turpitude.

TERMS

1. A term of service on all boards shall be as established by the North Carolina General Statutes or specified in the City Code of Ordinances.
2. A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later.
3. Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.

ATTENDANCE

1. Appointees to boards and commissions are expected to attend all meetings possible.
2. Any member of a City board or commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by City Council. Absences due to sickness, death, or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the

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board or commission; except, in the event of a long illness or other such cause for prolonged absence, the member may be replaced.

3. The board Chair, via the staff liaison, shall be responsible for reporting on attendance to the City Clerk on a quarterly basis.

THE BOARD AT WORK

1. Each board or commission receives its charge from the North Carolina General Statutes or from a City ordinance or resolution establishing the board.
2. The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
3. The Chair, working with the staff liaison, shall send copies of all minutes to the City Clerk.
4. The City Council may appoint a City Council person as an ex officio, non-voting member Council Liaison to a board or commission, and that member is entitled to receive all agendas, minutes, and other correspondence and be eligible to attend all meetings of the board or commission including closed sessions. The role of the City Council Liaison shall be to serve as a direct communication link between the City Council and the board or commission. The City Council Liaison shall notify the board or commission of long-range issues and projects under consideration by the City Council which would be of interest to that board or commission and shall likewise advise the City Council of such matters under consideration by the board or commission.
5. Each board shall submit a written annual report to the City Council outlining their activities for the past year. The report for the previous calendar year shall be sent to the City Clerk by January 30 unless otherwise required by ordinance.
6. An orientation session will be conducted for all new appointees by the City staff liaison.
7. From time to time, additional training sessions for board or commission members may be provided through City staff, the Institute of Government, and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
8. A board or commission member who is not present at a meeting shall not be allowed to vote by proxy.
9. The requirements of the Open Meetings Law shall apply to all boards or commissions.

CITIZENS APPOINTMENT COMMITTEE

1. The Citizens Appointment Committee is responsible for the following:

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- a. Evaluating the on-going need for each board and commission and recommend to the City Council elimination of any for which there is no longer a need;
 - b. Reviewing applications and making recommendations to City Council regarding appointments for membership on boards and commissions;
 - c. Recommending Chair and Vice Chair appointments to boards and commissions for City Council consideration; and
 - d. Reviewing and recommending changes to the appointment application and procedure process.
2. This Committee may also consider other items in regard to the structure of a board or commission, appointments, or other items at the request of City Council.
 3. When considering appointment recommendations, the Citizens Appointment Committee shall comply with the following:
 - a. When an application is received, forward the application to the committee Chair for consideration/comment as he/she may know of a conflict;
 - b. Citizens Appointment Committee members should be recused from voting for their own committee appointment recommendation. No action can be taken on an application from a Council Member serving on the Citizens Appointment Committee while the Council Member applying is still on Council;
 - c. Under no circumstances are applications to be altered by City staff. If an applicant is interested in serving on multiple committees, the applicant will need to submit a specific application with qualifications and skills for each committee;
 - d. A completed application package must be received at least twenty-four (24) hours prior to the meeting of the Citizens Appointment Committee during which it is considered;
 - e. Appointment recommendations shall be placed on the City Council Agenda for consideration immediately following the Citizens Appointment Committee Meeting during which the recommendation for appointment was made; and
 - f. A former Council Member is not eligible for consideration for appointment to a committee for a period of three (3) months following the end of the Council Member's term of office.

CONFLICT OF INTEREST

1. A member of a board or commission shall not participate in the discussion or vote on any item involving their own official conduct or financial interest.

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2. It is the responsibility of an individual board or commission member to bring to the attention of the entire board any item for which there may be a conflict of interest.
3. It is up to the entire board or commission to decide if a conflict exists and vote to excuse a member from considering a particular item.
4. Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

RESIGNATIONS AND REPLACEMENTS

1. Any member of a board or commission who desires to resign shall do so in writing to the City Clerk.
2. All members of boards and commissions serve at the pleasure of City Council and may be removed at any time at the sole discretion of City Council with or without cause. In addition, all board and commission Chairs and Vice Chairs serve at the pleasure of City Council and may be removed as Chair or Vice Chair at the discretion of City Council.

MAYORAL COMMITTEES

1. The Mayor is authorized to establish by Mayoral Proclamation various ad hoc committees of limited scope and duration as deemed needed by the Mayor for the purpose of considering matters within the subject matter established for the committee and making recommendations to City Council. The Mayor may also terminate such committees when there is no longer a need for the committee.
2. Each Committee shall be composed of up to three (3) City Council members to be appointed by the Mayor, and the Mayor shall also appoint the chair of the committee. Although not required, each committee may have up to four (4) other citizen members appointed by City Council utilizing the same application appointment process as required for appointment to boards or commissions.
3. Mayoral Committees are considered public bodies and shall operate and comply with the North Carolina Open Meetings Law, G.S. § 143.318.9 et seq.

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CITY OF MONROE
APPLICATION TO SERVE ON APPOINTED BOARDS
COMMITTEES OR COMMISSIONS

Applicant must attend a minimum of one (1) Committee meeting of interest within one year prior to submitting application before application will be considered.

DATE: _____

COMMITTEE/BOARD seeking appointment: _____

NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

YEARS IN MONROE (UNION) COUNTY: _____

RESIDENCY: CITY / COUNTY (circle one)

Are you a United States citizen? YES / NO (circle one)

PRIMARY PHONE NUMBER: () - HOME / MOBILE / BUSINESS (circle one)

E-mail address: _____

EDUCATION:

List schools, dates attended, degrees obtained:

School	Date Attended	Degree
1.		
2.		
3.		
4.		

OCCUPATION:

Past three and current employer(s) and positions held:

Employer	Position Held
1.	
2.	
3.	

Please list civic and fraternal organizations in which you participate in Monroe/Union County:

Business and civic experience/skills relevant to the committee/board seeking appointment:

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Areas of expertise/special skills relevant to the committee/board seeking appointment:

Please explain your interest in serving on the committee/board:

Are you currently serving on any other appointed bodies? YES / NO (circle one). If yes, please list:

- 1.
- 2.
- 3.

Do you currently hold an elected office? YES / NO (circle one). If yes, please list:

Could any of your business or personal interests create a conflict (either real or perceived) if appointed? YES / NO (circle one). If yes, please explain conflict:

List the date of meeting(s) attended of the committee/board of interest:

- 1.
- 2.
- 3.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? YES / NO (circle one) If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy? YES / NO (circle one). If yes, when did you complete the academy?

Have you ever been convicted of a crime other than minor traffic offenses? YES / NO (circle one). If yes, explain:

Please attach a copy of your resume/curriculum vitae with this application. (If you are applying for reappointment and there are no changes, a resume/curriculum vitae is not required.)

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Date: _____ Signature: _____

I UNDERSTAND THAT THIS APPLICATION WILL BE KEPT IN ACTIVE STATUS FOR ONE (1) YEAR FROM DATE OF APPLICATION.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to City representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all City policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North Carolina's Public Records Law, N.C.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

FOR OFFICE USE ONLY: Date Received: _____
ATTENDANCE REQUIREMENT MET: YES / NO



STAFF REPORT

TO: City Council
VIA: Mark Watson, City Manager
DATE: March 15, 2024
FROM: Scott Clark, Water Resources Director
PREPARED BY: Scott Clark, Water Resources Director
SUBJECT: Nelson Heights Tank Replacement Grant Acceptance Resolution and Budget Ordinance

SUMMARY STATEMENT

City Council is requested to consider a Resolution and Budget Ordinance that is required as part of an American Rescue Plan Act grant acceptance requirement for the Nelson Heights Tank Replacement Project funded from the State Fiscal Recovery Fund.

REVIEW

The North Carolina Department of Environmental Quality has awarded the City of Monroe, a Pre-Construction Planning (ARPA) grant, for funding in the amount of \$400,000, to assist with the Nelson Heights Tank Replacement project. The adoption of the Resolution is required by the North Carolina Department of Environmental Quality as part of the administrative documentation process.

RECOMMENDATION

It is the recommendation of Staff that the City adopt a Resolution and Budget Ordinance.

Attachment: R-2024-14
BO-2024-04

**RESOLUTION TO ACCEPT NORTH CAROLINA DEPARTMENT
OF ENVIRONMENTAL QUALITY
PRE-CONSTRUCTION PLANNING GRANT
AMERICAN RESCUE PLAN ACT FUNDING
R-2024-14**

WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered Pre-construction Planning Grant ARPA funding in the amount of \$400,000 to perform the work detailed in the submitted application; and

WHEREAS, the City of Monroe intends to perform said project in accordance with the agreed scope of work.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT:

1. City of Monroe does hereby accept the ARPA grant offer of \$400,000; and
2. City of Monroe does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Funding Offer and Acceptance (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and
3. Mark Watson, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**CAPITAL PROJECT BUDGET ORDINANCE
NELSON HEIGHTS TANK REPLACEMENT PROJECT
BO-2024-04**

WHEREAS, the City is currently replacing the Nelson Heights Water Tank; and

WHEREAS, funding is available from the American Rescue Plan Act from the State Fiscal Recovery Fund; and

WHEREAS, the North Carolina Department of Environmental Quality has awarded the City of Monroe \$400,000 toward this project; and

NOW, THEREFORE, BE IT ORDAINED that the City Council hereby provides grant funding for the Nelson Heights Tank Replacement Project WR2302 funding as follows:

Water & Sewer Capital Project Fund:

Revenue:

Restricted

\$400,000

Expenditure:

Project Expenses

\$400,000

Adopted this 15th day of March, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: March 15, 2024

FROM: Richard Long, City Attorney

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Closed Session Pursuant to North Carolina General Statute Sections 143-318.11(a)(1) and (a)(3)

SUMMARY STATEMENT

City Council is asked to approve a motion to go into Closed Session and possibly take action on the Closed Session item after returning to Open Session

REVIEW

City Council is permitted to hold a Closed Session in accordance with North Carolina General Statute Sections §143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the laws of the State of North Carolina and (a)(3) to consult with the City's attorneys and possibly take action on the Closed Session item after returning to Open Session.

RECOMMENDATION

Staff recommends that City Council approve a motion to go into Closed Session pursuant to N.C.G.S. Sections 143-318.11(a)(1) and (a)(3) and possibly take action on the Closed Session item after returning to Open Session.