

**CITY OF MONROE  
CITY COUNCIL SPECIAL MEETING  
BUDGET WORK SESSION  
300 WEST CROWELL STREET  
MONROE, NORTH CAROLINA 28112  
MAY 1, 2024 – 4:00 P.M.  
AGENDA  
[www.monroenc.org](http://www.monroenc.org)**

1. Fiscal Year 2024-2025 Budget Work Session
  - A. Revenue Trends, Fund Balance and Debt Schedule
  - B. Overview of Fiscal Year 2025 Draft Budget
2. Resolution Approving Letter of Commitment and Release of Liability with North Carolina Department of Transportation/Division of Aviation for participation in Safety/Maintenance Projects at Charlotte-Monroe Executive Airport and Authorizing City Manager to Execute Documents
3. Closed Session pursuant to North Carolina General Statute §143-318.11(a)(1) and (a)(3)



# **City of Monroe**

## **Goals, Objectives and Planning for Fiscal Year 2025**

### **Budget Workshop**

**May 1, 2024**

Revenue Trends

Fund Balance

Debt Schedule

## City of Monroe

### Property Tax Collection History

| <u>Fiscal<br/>Year</u> | <u>Assessed<br/>Valuation</u> | <u>% Change</u> | <u>Tax<br/>Rate</u> | <u>Revenue<br/>Collection</u> | <u>Collection<br/>Percentage</u> |
|------------------------|-------------------------------|-----------------|---------------------|-------------------------------|----------------------------------|
| 2020                   | 3,442,458,597                 | 3.7%            | 0.6163              | 21,123,228                    | 99.18%                           |
| 2021                   | 3,514,416,156                 | 2.1%            | 0.6163              | 21,593,358                    | 99.33%                           |
| 2022                   | 4,458,753,569                 | 26.9%           | 0.5025              | 22,550,699                    | 99.34%                           |
| 2023                   | 4,766,400,952                 | 6.9%            | 0.5025              | 24,024,340                    | 99.11%                           |
| 2024                   | 5,206,160,454                 | 9.2%            | 0.5025              | 25,925,124                    | 99.11%                           |
| 2025                   | 5,442,204,693                 | 4.5%            | 0.5025              | 27,155,648                    | TBD                              |

Note: Assessed Value does not include Motor Vehicles.  
 Revaluation was effective in FY22.  
 FY 2024 & 2025 revenue amounts and FY25 assessed valuation are a projection.  
 Assessed Values are determined by Union County Tax Assessor.  
 Estimated collection rate for 2024 is 99.11% based on current year projected rate.

# Vehicle Property Tax Revenue

## City of Monroe

### Vehicle Property Tax Collection History/Projection

| <u>Fiscal Year</u> | <u>Vehicle Property Tax</u> | <u>% Change In Revenue</u> |
|--------------------|-----------------------------|----------------------------|
| 2020               | 1,815,533                   | 7.4%                       |
| 2021               | 2,033,158                   | 12.0%                      |
| 2022               | 1,863,934                   | -9.1%                      |
| 2023               | 2,020,608                   | 8.4%                       |
| 2024               | 2,128,246                   | 5.3%                       |
| 2025               | 2,072,565                   | -2.7%                      |

Note: Drop in revenue in fiscal year 2022 is due to lower tax rate.  
Fiscal Year 2025 estimate based on value provided by Union County.

## City of Monroe

### Sales Tax Collection History

| <u>Fiscal Year</u> | <u>Total County Ad Valorem Tax Levy</u> | <u>Monroe's Ad Valorem Tax Levy</u> | <u>% of Value Based Distribution</u> | <u>Revenue Collection</u> | <u>% Change In Revenue</u> |
|--------------------|-----------------------------------------|-------------------------------------|--------------------------------------|---------------------------|----------------------------|
| 2020               | 244,753,905                             | 22,291,944                          | 9.11%                                | 8,112,034                 | 21.9%                      |
| 2021               | 252,729,717                             | 24,075,565                          | 9.53%                                | 9,424,718                 | 16.2%                      |
| 2022               | 262,090,753                             | 23,752,924                          | 9.06%                                | 10,624,120                | 12.7%                      |
| 2023               | 288,149,953                             | 24,711,231                          | 8.58%                                | 10,844,264                | 2.1%                       |
| 2024               | 298,234,170                             | 25,968,730                          | 8.71%                                | 11,739,706                | 8.3%                       |
| 2025               | 305,235,068                             | 28,462,931                          | 9.32%                                | 12,572,130                | 7.1%                       |

Note: FY24 and FY25 revenue amounts are projections.  
Distribution value is based on TR2 tax value from prior year.



# Utility Sales Tax Revenue

## City of Monroe

### Utility Sales Tax Collection History/Projection

| <u>Fiscal Year</u> | <u>Electric Sales Tax</u> | <u>Natural Gas Sales Tax</u> | <u>Telecom Tax</u> | <u>Cable Tax</u> | <u>Total Utility Sales Tax</u> | <u>% Change In Revenue</u> |
|--------------------|---------------------------|------------------------------|--------------------|------------------|--------------------------------|----------------------------|
| 2020               | 2,766,912                 | 227,144                      | 224,435            | 189,982          | 3,408,473                      | -0.8%                      |
| 2021               | 2,731,827                 | 197,964                      | 231,170            | 185,439          | 3,346,400                      | -1.9%                      |
| 2022               | 2,722,288                 | 202,098                      | 173,341            | 183,387          | 3,283,114                      | -1.9%                      |
| 2023               | 2,890,203                 | 287,922                      | 162,856            | 173,646          | 3,514,627                      | 7.1%                       |
| 2024               | 2,965,528                 | 175,069                      | 164,961            | 156,470          | 3,462,027                      | -1.5%                      |
| 2025               | 3,004,080                 | 175,069                      | 161,035            | 146,456          | 3,486,640                      | 0.1%                       |

Note: FY24 and FY25 amounts are projections.

# One Time Use Money Available

General Fund 3/31/24  
Unassigned Fund Balance  
over Fund Balance Policy  
\$4,986,305

**Available  
for One  
Time Use**

Capital Projects  
One-time Maintenance Projects  
Vehicle Replacements/Purchases



## General Fund Balance Activity

### Formal Assignment and Unassigned Above City Fund Balance Policy

|                                                                              | Formal<br>Assignment | Unassigned         | Total Above<br>Policy |
|------------------------------------------------------------------------------|----------------------|--------------------|-----------------------|
| <b><u>As of March 31, 2024</u></b>                                           |                      |                    |                       |
| Unassigned                                                                   |                      | \$4,986,305        |                       |
| Airport Grant Acceptance                                                     | \$152,892            |                    |                       |
| Downtown Parking Lot Improvements                                            | \$1,369,993          |                    |                       |
| <b>Total Balance as of March 31, 2024</b>                                    | <b>\$1,522,885</b>   | <b>\$4,986,305</b> | <b>\$6,509,190</b>    |
|                                                                              |                      |                    |                       |
| <b><u>Projected Activity Remainder of Fiscal Year 2024</u></b>               |                      |                    |                       |
| Addition at Fiscal Year End – Investment Earnings                            |                      | \$2,603,000        |                       |
| Addition at Fiscal Year End – Ad Valorem Tax                                 |                      | \$868,443          |                       |
| Addition at Fiscal Year End – Sales Tax                                      |                      | \$1,070,358        |                       |
| <b>Balance projected as of June 30, 2024</b>                                 | <b>\$1,522,885</b>   | <b>\$9,528,106</b> | <b>\$11,050,991</b>   |
|                                                                              |                      |                    |                       |
| <b><u>Projected Activity for Fiscal Year 2025 - to be used in budget</u></b> |                      |                    |                       |
| Proposed Use of Unassigned Fund Balance for One-Time Expenses                |                      | (\$4,206,040)      |                       |
| <b>Balance projected as of July 1, 2024</b>                                  | <b>\$1,522,885</b>   | <b>\$5,322,066</b> | <b>\$6,844,951</b>    |

Amounts above are in addition to the City's Fund Balance Policy reserve of \$13,820,359.

# Scheduled Debt Payments

## General and Subsidized Fund Debt\*

| <u>Purpose</u>                                        | <u>2025</u>      | <u>2026</u>      | <u>2027</u>      | <u>2028</u>      | <u>2029</u>      |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Economic Incentive –Land ATI                          | 87,649           | 87,649           | 87,649           | 87,649           | 87,649           |
| Airport HangarConstruction                            | 60,265           | 60,265           | 60,265           | 60,265           | 60,265           |
| 2017 Revenue Bonds-Airport                            | 140,875          | 141,203          | 140,547          | 140,588          | 140,465          |
| 2020 Revenue Bonds-Airport                            | 887,850          | 883,975          | 888,063          | 882,041          |                  |
| Fire Station #4                                       | 222,310          |                  |                  |                  |                  |
| Fire Trucks Replacements FY17                         | 200,402          | 200,354          | 200,220          |                  |                  |
| Fire Trucks Replacements FY18                         | 189,445          | 189,328          | 190,058          | 189,605          |                  |
| Fire Truck Replacement FY19                           | 73,289           | 73,535           | 73,727           | 73,863           | 72,945           |
| Fire Truck Replacement FY20                           | 95,612           | 94,920           | 95,207           | 95,455           | 94,663           |
| Center Theatre & Parking Area at 5 Points             | 347,225          | 336,475          | 325,725          | 314,975          | 304,225          |
| Replace ERP System                                    | 146,338          | 146,061          | 146,316          | 145,935          | 146,086          |
| Active Adult Center                                   | 303,260          | 294,403          | 285,546          | 276,689          | 267,832          |
| Police Headquarters                                   | 869,440          | 844,047          | 818,654          | 793,261          | 767,868          |
| Fire Truck Replacement FY23                           | 102,240          | 101,360          | 101,400          | 101,320          | 102,120          |
| Fire Truck/Leaf Truck/Golf Carts FY24                 | 341,027          | 340,969          | 341,783          | 341,081          | 340,906          |
| Data Center/Purchasing (Est \$6.5M)                   | 0                | 650,000          | 633,750          | 617,500          | 601,250          |
| Recreation Facilities (Estimated \$1.2M)              | 0                | 120,000          | 117,000          | 114,000          | 111,000          |
| Fire/AvGas/Jet A Truck Replace FY25 (Est \$2,210,000) | 0                | 279,297          | 279,297          | 279,297          | 279,297          |
| Fire Station #6 (Estimated \$12M)                     | 0                | 0                | 1,200,000        | 1,170,000        | 1,140,000        |
| <b>TOTAL DEBT PAYMENT</b>                             | <b>4,067,228</b> | <b>4,843,841</b> | <b>5,985,207</b> | <b>5,683,525</b> | <b>4,516,571</b> |

\*Includes Principal and Interest

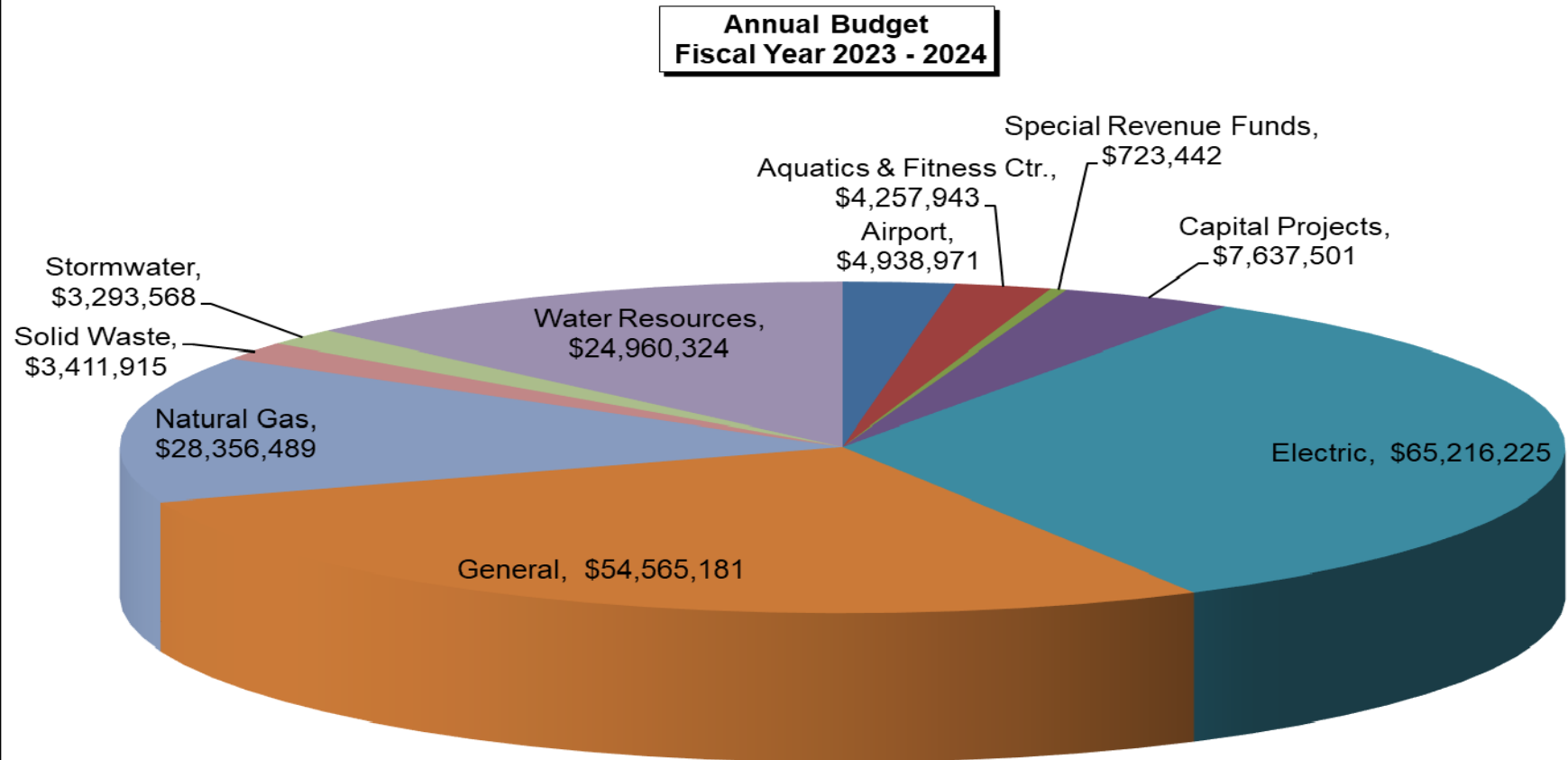
## Overview of Draft Budget for FY 2025

- Budget Metrics
- Highlight City-Wide Initiatives
- Highlight Proposed Changes by Department

*(Highlights Include Initiatives >\$10,000 for General Fund, General Fund Subsidized Funds and Enterprise Funds)*

- Discuss Remaining Proposed Budget Schedule

# Monroe's Annual Budget



The budget is over \$197 million across all funds.

| City of Monroe North Carolina  |    |                                  |                                              |
|--------------------------------|----|----------------------------------|----------------------------------------------|
| Budget Facts 2025              |    |                                  |                                              |
| Property Tax:                  |    | New Revenue                      |                                              |
| 1 Cent of Tax Rate             | \$ | 539,377                          | Excludes Motor Vehicles<br>@ 50.25 Cent Rate |
| \$1 Million New Taxable Value  | \$ | 5,025                            |                                              |
| \$20 Million New Taxable Value | \$ | 100,500                          |                                              |
| General Fund Expense Additions |    | Increase<br>Property Tax<br>Rate | New Taxable<br>Value Required                |
|                                |    |                                  | <b>0.5025</b>                                |
| Spending Increase per          | \$ | 100,000                          | 0.185 \$ 19,900,498                          |
| Spending Increase per          | \$ | 300,000                          | 0.556 \$ 59,701,493                          |
| Spending Increase per          | \$ | 500,000                          | 0.927 \$ 99,502,488                          |

**City of Monroe**  
**FY25 Recommended Budget**  
**City-Wide Initiatives**

| <u><b>Included / Recommended</b></u>                                                        | <u><b>General Fund</b></u> | <u><b>Enterprise Funds</b></u> |
|---------------------------------------------------------------------------------------------|----------------------------|--------------------------------|
| 5% COLA Increase for ALL Employees at 7/1/24                                                | \$2,088,644                | \$1,079,884                    |
| Continue up to 2% Merit Increase for all Employees                                          | 405,915                    | 209,869                        |
| Increase City Retirement Contribution for General Employees 0.75% and Law Enforcement 1.00% | 231,270                    | 101,627                        |
| Increase in Outside Agency Funding (Total Budget \$289,975)                                 | 31,805                     |                                |
| Increase in Economic Development Cash Incentive Grants (Total Budget \$1,341,801)           | 178,040                    |                                |

## General Fund

- Main operating fund of the City
- General subsidized funds include Golf Course, Downtown Monroe, Center Theatre and the Charlotte-Monroe Executive Airport

| Discretionary Items Currently Included |          |
|----------------------------------------|----------|
| Youth Council                          | \$45,000 |
| City Council Discretionary Funds       | \$21,000 |
| City Council Travel Budget             | \$35,000 |



# Recommended & Delayed – City Manager

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**City Manager Department**

**Included / Recommended**

Assistant City Manager FT (includes desk)  
Leadership Training

**Amount**

\$199,096  
20,000

**Funding Source**

Operating Revenue  
Operating Revenue



# Recommended & Delayed – Legal

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Legal Department**

**Excluded / Delay**  
Staff Attorney FT

**Amount**  
\$164,043



# Recommended & Delayed – Public Information

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended and Delayed  
Public Information Department

Included / Recommended  
Public Information Request Software

Amount  
\$11,500

Funding Source  
Operating Revenue



# Recommended & Delayed – Property Management

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Property Management Department**

| <b><u>Included / Recommended</u></b>                 | <b><u>Amount</u></b>     | <b><u>Funding Source</u></b> |
|------------------------------------------------------|--------------------------|------------------------------|
| Business Manager FT                                  | \$109,466                | Operating Revenue            |
| HVAC Crew Leader FT (Includes truck)                 | 155,534                  | Operating Revenue            |
| HVAC Technician FT                                   | 81,089                   | Operating Revenue            |
| Locksmith FT (Includes truck)                        | 131,089                  | Operating Revenue            |
| Electrician FT (Includes truck)                      | 155,534                  | Operating Revenue            |
| Plumber FT                                           | 94,052                   | Operating Revenue            |
| Carpenter FT                                         | 87,570                   | Operating Revenue            |
| Facilities Maintenance Worker II FT (Includes truck) | 116,705                  | Operating Revenue            |
| Equipment Operator I                                 | 81,793                   | Operating Revenue            |
| Facilities Maintenance Worker II (Landscaping)       | 71,408                   | Operating Revenue            |
| Replace Landscape Crew Truck                         | 72,995                   | Fund Balance                 |
| Replace Landscape Supervisor Truck                   | 40,620                   | Fund Balance                 |
| Scissor Lift                                         | 30,000                   | Fund Balance                 |
| Kubota Work Cart                                     | 20,000                   | Fund Balance                 |
| <br><b><u>Excluded / Delay</u></b>                   | <br><b><u>Amount</u></b> |                              |
| Roof Replacement on City Hall                        | \$398,000                |                              |
| Replace Windows in City Hall                         | 164,000                  |                              |



# Recommended & Delayed - Finance

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Finance Department**

| <b><u>Included / Recommended</u></b>                                          | <b><u>Amount</u></b>     | <b><u>Funding Source</u></b>    |
|-------------------------------------------------------------------------------|--------------------------|---------------------------------|
| Utility Billing Specialist FT                                                 | \$65,464                 | Allocation                      |
| Customer Service Representative – Customer Service FT                         | 65,104                   | Allocation                      |
| Customer Service Representative – Payment Center FT                           | 65,104                   | Allocation                      |
| Purchasing Assistant II FT                                                    | 99,284                   | Allocation                      |
| Replace Carpet in Public Area Customer Service Building                       | 17,020                   | Allocation                      |
| Fuel Pump Upgrade on Crow Street                                              | 38,000                   | Fund Balance                    |
|                                                                               |                          |                                 |
| <b><u>Excluded / Delay</u></b>                                                | <b><u>Amount</u></b>     |                                 |
| Construct New Garage Facility                                                 | \$3,500,000              |                                 |
| Replace Ford Pickup Truck – Billing Division                                  | 35,000                   |                                 |
| Replace Nissan Pickup Truck – Billing Division                                | 35,000                   |                                 |
|                                                                               |                          |                                 |
| <b><u>Fee Schedule Changes</u></b>                                            | <b><u>Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
| <b>Miscellaneous Utility Fees</b>                                             |                          |                                 |
| Delinquent Utility Payment Penalty Per Month ( <u>On Balances Over \$10</u> ) | 1% or Min. \$5           | Minimal                         |



# Recommended & Delayed – Human Resources

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Human Resources Department**

**Included / Recommended**

Pre-placement Physical Exams and Post-Accident/Random Exams

**Amount**

\$14,000

**Funding Source**

Operating Revenue

**Excluded / Delay**

Human Resources Analyst I FT

**Amount**

\$98,994



# Recommended & Delayed – Engineering/Streets

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Engineering/Street Department**

| <u><b>Included / Recommended</b></u>                       | <u><b>Amount</b></u> | <u><b>Funding Source</b></u>                     |
|------------------------------------------------------------|----------------------|--------------------------------------------------|
| Street Resurfacing                                         | \$2,130,000          | \$942,626 Vehicle Tax<br>\$1,187,374 Powell Bill |
| Construction Inspector II FT (Includes Truck)              | 154,259              | Operating Revenue                                |
| Erosion Control-Construction Inspector II (Includes Truck) | 154,259              | Operating Revenue                                |
| City Works Implementation                                  | 35,000               | Fund Balance                                     |
| Replace Flusher Truck                                      | 181,000              | Powell Bill                                      |

| <u><b>Excluded / Delay</b></u>                  | <u><b>Amount</b></u> |
|-------------------------------------------------|----------------------|
| Equipment Operator I – Concrete Finisher (2) FT | \$159,004            |
| Street Sign Technician FT                       | 73,504               |

| <u><b>Fee Schedule Changes</b></u>               | <u><b>Current Fee Amount</b></u> | <u><b>Proposed Fee Amount</b></u> | <u><b>Effect on Revenue</b></u> |
|--------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Street Cleaning/Street Division:</b>          |                                  |                                   |                                 |
| Cleaning and Flushing of City Maintained Streets | \$100 Mobilization               | \$150 Mobilization                |                                 |
| Due to Dirt/Debris Being Tracked into ROW        | \$125 Admin                      | \$125 Admin                       | None (Reimburse actual cost)    |
| Street Sweeping Fee – one hour minimum           | \$100                            | \$300                             | None (Reimburse actual cost)    |
| <b>Charges and Fees:</b>                         |                                  |                                   |                                 |
| Engineering Re-Inspection Fees                   | \$100                            | \$250                             | \$750                           |



# Recommended & Delayed – Planning/Code Enforcement

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Planning/Code Enforcement Department**

| <b><u>Included / Recommended</u></b>             | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|--------------------------------------------------|----------------------|------------------------------|
| Code Enforcement Officer I FT (Includes Vehicle) | \$123,490            | Operating Revenue            |
| Public Health Nuisance Base Budget Increase      | 46,500               | Operating Revenue            |

| <b><u>Excluded / Delay</u></b>                   | <b><u>Amount</u></b> |
|--------------------------------------------------|----------------------|
| Code Enforcement Officer I FT (Includes Vehicle) | \$123,490            |

| <b><u>Fee Schedule Changes</u></b>                    | <b><u>Current Fee Amount</u></b> | <b><u>Proposed Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
|-------------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Code Enforcement Division:</b>                     |                                  |                                   |                                 |
| Nuisance Abatement Contractor Cost + Admin Fee        | \$75 Admin Fee                   | \$100 Admin Fee                   | \$4,575                         |
| Minimum Housing Abatement Contractor Cost + Admin Fee | \$150 Admin Fee                  | \$300 Admin Fee                   | \$300                           |



# Recommended & Delayed – Planning/Building Standards

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Planning/Building Standards Department**

**Included / Recommended**

Plan Review and Inspection Services

Building Inspector Level II Certification Courses

**Amount**

\$10,000

11,400

**Funding Source**

Building Permit Fees

Building Permit Fees

**Excluded / Delay**

Replace Chevy Traverse

**Amount**

\$32,000



# Recommended & Delayed – Building Standards

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Building Standards Department Continued**

| <b><u>Fee Schedule Changes</u></b>                                          | <b><u>Current Fee Amount</u></b> | <b><u>Proposed Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
|-----------------------------------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Residential:</b>                                                         |                                  |                                   |                                 |
| Residential Permit – attached, heated                                       | \$0.495 per sq. ft.<br>Min \$50  | \$.5175 per sq. ft.<br>Min \$75   | \$47,582                        |
| Residential Permit – detached, unheated                                     | \$0.180 per sq. ft.<br>Min \$50  | \$0.1890 per sq. ft.<br>Min \$75  | \$1,852                         |
| Swimming Pool Permits                                                       | \$0.137 per sq. ft.<br>Min \$50  | \$0.1439 per sq. ft.<br>Min \$75  | \$809                           |
| <b>Commercial:</b>                                                          |                                  |                                   |                                 |
| Permit fees are based on square foot and type of construction per schedule. |                                  |                                   |                                 |
| Minimum Permit Fee                                                          | \$85                             | \$150                             |                                 |
| <b>Electrical:</b>                                                          |                                  |                                   |                                 |
| Minimum Residential Electrical Fee                                          | \$50                             | \$75                              | \$2,150                         |
| Minimum Commercial Electrical Fee                                           | \$85                             | \$150                             | \$5,590                         |
| Alarm System, Special Door Locking Systems                                  | \$85                             | \$150                             | Minimal                         |
| Load Control Devices (per dwelling unit)                                    | \$50                             | \$75                              | Minimal                         |
| Pool: Commercial or 1 & 2 Family Dwelling                                   | \$110                            | \$150                             | \$809                           |
| Temporary Saw Pole Commercial                                               | \$85                             | \$150                             | Minimal                         |
| Temporary Saw Pole Residential                                              | \$50                             | \$75                              | Minimal                         |



# Recommended & Delayed – Building Standards

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended and Delayed  
Building Standards Department Continued

| <u>Fee Schedule Changes</u>                                                                                                 | <u>Current Fee Amount</u> | <u>Proposed Fee Amount</u> | <u>Effect on Revenue</u> |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------|--------------------------|
| <b>Mechanical:</b>                                                                                                          |                           |                            |                          |
| Minimum 1 & 2 Family Swelling Fee & Townhouses                                                                              | \$50                      | \$75                       | \$4,113                  |
| Minimum Commercial Fee                                                                                                      | \$85                      | \$150                      | \$10,693                 |
| Mechanical Unit Change Out Residential (same trip)                                                                          | \$50                      | \$75                       | Minimal                  |
| Mechanical Unit Change Out Commercial (same trip)                                                                           | \$85                      | \$150                      | Minimal                  |
| Radiant Heat Systems, Wall Furnace, Unit Heater,<br>Fireplace Insert, Gas Logs, Gas Light, Gas<br>Grill, etc. (Residential) | \$50                      | \$75                       | Minimal                  |
| Range Hood (Commercial)                                                                                                     | \$85                      | \$150                      | Minimal                  |
| Refrigeration (\$25 each additional unit, same trip)                                                                        | \$85                      | \$150                      | Minimal                  |
| <b>Plumbing:</b>                                                                                                            |                           |                            |                          |
| Minimum 1 & 2 Family Dwelling Fee                                                                                           | \$50                      | \$75                       | \$738                    |
| Minimum Commercial Fee                                                                                                      | \$85                      | \$150                      | Minimal                  |
| Water Heater – 1 & 2 Family Dwelling (Change Out)<br>(\$25 each additional unit same trip)                                  | \$50                      | \$75                       | Minimal                  |
| Water Heater Commercial (Change Out) (\$25 each<br>additional unit same trip)                                               | \$85                      | \$150                      | Minimal                  |
| <b>Schedule of Permit Fees:</b>                                                                                             |                           |                            |                          |
| ABC License Inspection                                                                                                      | \$85                      | \$150                      | \$2,080                  |
| Change of Occupancy Permit (Change of Use)                                                                                  | \$85                      | \$150                      | \$4,160                  |
| Day Care, Therapeutic Home and Group Home<br>Inspections                                                                    | \$85                      | \$150                      | Minimal                  |

Budget Workshop – May 1, 2024<sup>26</sup>



# Recommended & Delayed – Building Standards

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended and Delayed  
Building Standards Department Continued

| <u>Fee Schedule Changes</u>                                                | <u>Current Fee Amount</u> | <u>Proposed Fee Amount</u> | <u>Effect on Revenue</u> |
|----------------------------------------------------------------------------|---------------------------|----------------------------|--------------------------|
| <b>Schedule of Permit Fees Continued:</b>                                  |                           |                            |                          |
| Signs – Attached                                                           | \$60                      | \$75                       | \$5,437                  |
| Signs – Ground Supported                                                   | \$120                     | \$150                      | \$2,718                  |
| Dock or Pier – Residential                                                 | \$50                      | \$75                       | Minimal                  |
| Dock or Pier – Commercial                                                  | \$85                      | \$150                      | Minimal                  |
| Roof Covering – Replacement (Shingles, Rubber<br>Roof, etc.) – Residential | \$50                      | \$75                       | \$125                    |
| Roof Covering – Replacement – Commercial                                   | \$85                      | \$150                      | \$650                    |
| Kiosk                                                                      | \$85                      | \$150                      | Minimal                  |



# Recommended & Delayed – Planning and Development

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Planning and Development Department**

**Excluded / Delay**

Design/Purchase New Historic District Signs

**Amount**

\$72,500



# Recommended & Delayed – Planning/Community Development

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Planning/Community Development Department**

**Included / Recommended**

Community Development Vehicle

**Amount**

\$31,880

**Funding Source**

Fund Balance

**Excluded / Delay**

Implementation Concord Ave Area Redevelopment

**Amount**

\$500,000



# Recommended & Delayed – Planning/Community Maintenance

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended and Delayed  
Planning/Community Maintenance Department

Excluded / Delay  
Replace Dump Truck

Amount  
\$60,000



# Recommended & Delayed - Police

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Police Department**

| <b><u>Included / Recommended</u></b>             | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|--------------------------------------------------|----------------------|------------------------------|
| Police Officer I FT (4) (Effective 1/1/2025)     | \$167,287            | Operating Revenue            |
| Outer Carrier Vests                              | 100,000              | Fund Balance                 |
| 9mm Handguns (Trade-ins not included)            | 97,560               | Fund Balance                 |
| Training and Travel Increase to Base Budget      | 15,000               | Fund Balance                 |
| Thermal Drones                                   | 13,232               | Fund Balance                 |
| XPS Desktop Computer, software and cloud storage | 10,130               | Fund Balance                 |

# Recommended & Delayed - Fire

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Fire Department**

| <b><u>Included / Recommended</u></b>                                   | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|------------------------------------------------------------------------|----------------------|------------------------------|
| Captain I FT (3 positions) to Separate Companies (Effective 1/1/25)    | \$200,888            | Operating Revenue            |
| Firefighters FT (3 positions) to Separate Companies (Effective 1/1/25) | 151,398              | Operating Revenue            |
| Replace Quint 2                                                        | 1,800,000            | Installment Financing        |
| Mobile and Base Radio Replacement                                      | 69,717               | Fund Balance                 |
| Portable Radio Replacement                                             | 49,097               | Fund Balance                 |
| ATV/UTV for Air Show and Additional Purposes                           | 25,000               | Fund Balance                 |
| Replace Thermal Imaging Cameras (3 per year)                           | 23,100               | Fund Balance                 |
| Replace Hazardous Materials Decontamination Line                       | 19,474               | Fund Balance                 |
| Lighting, Radio and Striping for Car 1 Replaced in FY24                | 11,000               | Fund Balance                 |
| Painting and Maintenance for Training Tower                            | 10,000               | Fund Balance                 |
| Fire Truck Modem Replacement                                           | 19,328               | Fund Balance                 |
| AED Replacement                                                        | 108,684              | Fund Balance                 |
| SCBA Mask Upgrades to Mask Comm Module (Command Staff)                 | 44,831               | Fund Balance                 |
| Add Micro Computers with Monitors to Fire Stations for Training        | 12,711               | Operating Revenue            |
| Increase Operating Expense Base Budget                                 | 15,000               | Operating Revenue            |
| Life Safety Education Increase                                         | 11,474               | Operating Increase           |
| Fire Department Strategic Planning                                     | 20,000               | Fund Balance                 |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Fire Department Continued**

| <b><u>Excluded / Delay</u></b>                              | <b><u>Amount</u></b> |
|-------------------------------------------------------------|----------------------|
| Replace/Repair Training Pad at Training Center              | \$538,000            |
| Fire Training Administrative Van                            | 60,000               |
| ¾ Ton Pickup for Station #6                                 | 85,000               |
| Trailer Mounted Large Positive Pressure Ventilation Fan     | 28,711               |
| Zero Turn Mowers for Fire Stations (3)                      | 19,500               |
| Small Storage Buildings for Lawn Care and Equipment Storage | 18,000               |
| Replace/Repair Asphalt Main Drive To Fire Training Center   | 61,300               |
| New Metal Storage Building at the Training Grounds          | 104,625              |
| Fencing for Training Grounds                                | 30,000               |
| Storage Building for Fire Station #5                        | 30,000               |
| Fire Station #3 Feasibility Study                           | 50,000               |
| Fire Battalion Chief (3)                                    | 511,510              |
| Deputy Fire Marshall FT (includes vehicle)                  | 201,612              |
| Training Captain FT (includes vehicle)                      | 186,441              |
| Firefighters FT (6 positions) to Separate Companies         | 605,592              |



# Recommended & Delayed – Information Technology

## City of Monroe

### FY25 Recommended Budget

#### Department Requests: Recommended and Delayed Information Technology Department

| <u>Included / Recommended</u>                                       | <u>Amount</u> | <u>Funding Source</u> |
|---------------------------------------------------------------------|---------------|-----------------------|
| Application Support Specialist FT                                   | \$101,171     | Operating Revenue     |
| Help Desk Technician FT (2)                                         | 189,304       | Operating Revenue     |
| Conversion to Spine/Leaf Switching for City Hall DC                 | 575,708       | Fund Balance          |
| Replace Core Switch – City Hall                                     | 287,880       | Fund Balance          |
| Virtual Cluster Server Refresh                                      | 241,856       | Fund Balance          |
| IT/Purchasing Offices at Energy Services Facility (New Data Center) | 6,500,000     | Inter-fund Loan       |



# Recommended & Delayed – Recreation/Park Maintenance

## City of Monroe

### FY25 Recommended Budget

#### Department Requests: Recommended and Delayed

#### Recreation/Park Maintenance Department

| <u>Included / Recommended</u>                                                     | <u>Amount</u> | <u>Funding Source</u> |
|-----------------------------------------------------------------------------------|---------------|-----------------------|
| Pinedell Avenue Lake Improvements                                                 | \$75,000      | Fund Balance          |
| Santa's Workshop                                                                  | 25,700        | Operating Revenue     |
| Recreation Coordinator PT position to FT                                          | 44,018        | Operating Revenue     |
| Replace Truck                                                                     | 65,000        | Fund Balance          |
| Rental of Mobile Stage                                                            | 11,700        | Operating Revenue     |
| Increase Base Budget for Annual Fireworks for 4 <sup>th</sup> of July Celebration | 14,550        | Operating Revenue     |
| Replace Dump Truck                                                                | 127,000       | Fund Balance          |
| Replace Small Pickup Truck                                                        | 34,500        | Fund Balance          |
| Replace Toro Mower                                                                | 70,000        | Fund Balance          |
| Replace Skid Steer Loader                                                         | 60,500        | Fund Balance          |
| New Fencing Around Creft Park Basketball Courts                                   | 29,000        | Fund Balance          |
| Winchester Outdoor Basketball Court Painting Including Logos                      | 25,500        | Fund Balance          |
| Replacement of Bleachers at Winchester Community Center                           | 70,000        | Installment Financing |
| Renovation of Sunroom at Winchester Community Center                              | 50,021        | Installment Financing |
| Community Center Gym Floor Replacements                                           | 385,000       | Installment Financing |
| Window Repair and Flooring at Old Armory Community Center                         | 18,770        | Installment Financing |



# Recommended & Delayed – Recreation/Park Maintenance

City of Monroe

FY25 Recommended Budget

Department Requests: Recommended and Delayed  
Recreation/Park Maintenance Department Continued

**Included / Recommended**

Flooring, Push Bar Alarm, Weight Room Floor Replacement and Window  
Tint at Dickerson Community Center  
Flooring and Window Tint at Winchester Community Center  
Flooring and Window Tint at Sutton Park Community Center  
Flooring and Window Tint at J Ray Shute Community Center  
Up-fit at all Community Centers  
Painting at all Community Centers  
Pickleball Courts  
Basketball Goal Replacements

**Amount**

\$22,329  
22,006  
19,391  
14,541  
87,000  
25,000  
135,000  
54,000

**Funding Source**

Installment Financing  
Installment Financing  
Installment Financing  
Installment Financing  
Installment Financing  
Installment Financing  
Installment Financing  
Installment Financing

**Excluded / Delay**

Pruning and Removal of Vegetation at Belk Tonawanda  
Property Purchase to Increase Park Size

**Amount**

\$15,624  
500,000

**Excluded / Delay**



# Recommended & Delayed – Golf Course

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Monroe Country Club Golf Course**

| <b><u>Included / Recommended</u></b>                         | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|--------------------------------------------------------------|----------------------|------------------------------|
| Facilities Maintenance Worker II FT                          | \$58,974             | Operating Revenue            |
| Facilities Maintenance Worker II FT (effective 1/1/25)       | 29,847               | Operating Revenue            |
| Replace Greens Mowers (2)                                    | 124,240              | MCC Fund Balance             |
| Replace Toro Workman                                         | 40,373               | MCC Fund Balance             |
| Replace Twin Turbine Blower                                  | 15,003               | MCC Fund Balance             |
| GPS System for New Golf Carts                                | 18,372               | Operating Revenue            |
| Management Services for Golf Course                          | 30,000               | Operating Revenue            |
| Increase Base Budget for Merchandise Purchases for Resale    | 15,000               | Operating Revenue            |
| Increase Base Budget for Snack Bar Purchases for Resale      | 10,000               | Operating Revenue            |
| Pro Shop Renovation                                          | 360,000              | Installment Financing        |
|                                                              |                      |                              |
| <b><u>Excluded / Delay</u></b>                               | <b><u>Amount</u></b> |                              |
| Paving Equipment Storage and Parking Area – Maintenance Shop | \$42,000             |                              |
| Golf Cart Wash Pad                                           | 40,000               |                              |
| Replace Rough Mower                                          | 75,000               |                              |



# Recommended & Delayed – Downtown Monroe

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Downtown Monroe**

| <b><u>Included / Recommended</u></b>            | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|-------------------------------------------------|----------------------|------------------------------|
| Wireless Speaker System                         | \$100,000            | GF Fund Balance              |
| Repaint Crosswalks in Downtown                  | 15,000               | GF Fund Balance              |
| Street Furniture, Trash Receptacles, Bike Racks | 30,000               | GF Fund Balance              |
| Building Lighting                               | 46,300               | GF Fund Balance              |
| Banner Replacement for Spring and Winter        | 10,000               | GF Fund Balance              |
|                                                 |                      |                              |
| <b><u>Excluded / Delay</u></b>                  | <b><u>Amount</u></b> |                              |
| Love Your Downtown Event                        | \$15,000             |                              |
| Mural Projects                                  | 35,000               |                              |



# Recommended & Delayed – Charlotte-Monroe Executive Airport

## City of Monroe

### FY25 Recommended Budget

#### Department Requests: Recommended and Delayed

#### Charlotte-Monroe Executive Airport

##### Included / Recommended

Airport Line Service Technician FT (2)  
1,000 Gallon AvGas Truck  
3,000 Gallon Jet A Fuel Truck

##### Amount

\$151,907  
170,000  
240,000

##### Funding Source

Operating Revenue  
Installment Financing  
Installment Financing

##### Excluded / Delay

Redesign Sliding Doors for Both Entrances to  
Terminal Building  
Replace Tug  
Ground Power Unit  
Air Traffic Control Tower and Access Road  
Runway Strengthening Project (Grant Match)

##### Amount

\$40,000  
85,000  
45,000  
6,000,000  
526,800



# Recommended & Delayed – Charlotte-Monroe Executive Airport

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Charlotte Monroe Executive Airport Continued**

| <b><u>Fee Schedule Changes</u></b>                                                                                             | <b><u>Current Fee Amount</u></b> | <b><u>Proposed Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Monthly Lease Rates:</b>                                                                                                    |                                  |                                   |                                 |
| Bulk Hangar – Replace itemized & various hangar fees with one combined Bulk Hangar Fee                                         | \$265 – \$2,800                  | \$1.50/sq. ft.                    | \$52,000                        |
| Office Space in Hangar – Replace itemized and various office space in hangar fees with one combined Office Space in Hangar Fee | \$0.66-\$0.83/sq. ft.            | \$1.00/sq.ft.                     | \$7,000                         |
| T-Hangars                                                                                                                      |                                  |                                   | \$9,348                         |
| Building A                                                                                                                     | \$405                            | \$446                             |                                 |
| Building A (Corner Unit)                                                                                                       | \$405                            | \$446                             |                                 |
| Building B                                                                                                                     | \$405                            | \$446                             |                                 |
| Building A & B (Storage)                                                                                                       | \$70                             | \$90                              |                                 |
| Terminal Office Space Lease                                                                                                    | \$13.00/sq. ft./year             | \$18.00/sq. ft./year              | \$1,000                         |
| Tie Down Spot/Ramp Parking                                                                                                     |                                  |                                   |                                 |
| Aircraft, Single Piston                                                                                                        | \$77                             | \$90                              | \$10,980                        |
| Aircraft, Twin Piston                                                                                                          | \$143                            | \$165                             | Minimal                         |
| Aircraft, Jet/Turboprop                                                                                                        | \$1.43/sq. ft.                   | \$195                             | Minimal                         |



# Recommended & Delayed – Charlotte-Monroe Executive Airport

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Charlotte Monroe Executive Airport Continued**

| <b><u>Fee Schedule Changes</u></b>                      | <b><u>Current Fee Amount</u></b> | <b><u>Proposed Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
|---------------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Line Service Fees:</b>                               |                                  |                                   |                                 |
| Early Call Our or Late Arrival                          | \$100                            | \$150                             | \$950                           |
| Ground Handling Fee (per passenger)                     | \$10.50                          | \$20                              | Minimal                         |
| Ground Service Equipment, Ground Power Unit             |                                  |                                   |                                 |
| Per hour (minimum 1 hour)                               | \$50                             | \$75                              | Minimal                         |
| Large Lavatory                                          | \$50                             | \$75                              | Minimal                         |
| Wash Rack                                               | \$10                             | \$20                              | Minimal                         |
| Cold Weather Pre-heat                                   | \$30                             | \$45                              | Minimal                         |
| <b>Miscellaneous Fees:</b>                              |                                  |                                   |                                 |
| Gate Access Card Fee                                    | \$30                             | \$40                              | Minimal                         |
| Towing Fee per tow                                      | \$0                              | \$50                              | Minimal                         |
| Airport Development Fee (new account/change of account) | \$0                              | Up to \$2,500*                    | \$12,500                        |

\*Based on schedule for newly based aircraft beginning July 1, 2024.



# Recommended & Delayed – Charlotte-Monroe Executive Airport

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Charlotte Monroe Executive Airport Continued**

| <u>Fee Schedule Changes</u>                                                | <u>Current Fee Amount</u> | <u>Proposed Fee Amount</u> | <u>Effect on Revenue</u> |
|----------------------------------------------------------------------------|---------------------------|----------------------------|--------------------------|
| <b>Daily Fees Applicable to all Non-Airport Based Aircraft:</b>            |                           |                            |                          |
| Non-Based Aircraft/Ramp (waived with Minimum Fuel Purchase)                | \$0                       | .01335 x square footage    | \$30,000                 |
| <12,500 lbs (non-jet), ramp fee \$20/waived if fuel Purchase of 15 gallons | \$0                       | N/A                        | \$250                    |
| Landing Fee (Max Landing Weight, not waived)                               | \$0                       | .00335 x MLW               | \$3,000                  |
| Overnight Fee (SF, not waived)                                             | \$0                       | .01335 x square footage    | \$35,000                 |

## Enterprise Funds

- Self Supporting
- Business models are used to evaluate each fund for sustainability when adding position/projects
- Operating revenue is generated by each enterprise
- Fund balance is from each enterprise fund



# Recommended – Monroe Aquatics & Fitness Center

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Monroe Aquatics & Fitness Center**

| <b><u>Included / Recommended</u></b>                                                                    | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|---------------------------------------------------------------------------------------------------------|----------------------|------------------------------|
| Building Uplift Flooring and Painting – Hallway past locker rooms/gym/racquetball and childcare hallway | \$89,346             | Fund Balance                 |
| Roof Repair (Roof over childcare will be replaced)                                                      | 45,000               | Fund Balance                 |
| Replace Fitness Equipment (2 treadmills, 1 octane lateral, 1 Stairmaster)                               | 44,500               | Fund Balance                 |
| Replace Small Pickup Truck                                                                              | 35,000               | Fund Balance                 |
| Replace Exterior Doors, Front Door Entrance                                                             | 35,000               | Fund Balance                 |
| Replace Hot Water Heater                                                                                | 22,000               | Fund Balance                 |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Stormwater Fund**

| <b><u>Included / Recommended</u></b> | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|--------------------------------------|----------------------|------------------------------|
| Increase Materials Base Budget       | \$25,000             | Operating Revenue            |
| Replace Tractor Boom Mower           | 100,000              | Fund Balance                 |
| Replace Tractor                      | 50,000               | Fund Balance                 |



# Recommended – Water/Sewer

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended  
Water/Sewer Fund

| <u>Included / Recommended</u>                                            | <u>Amount</u> | <u>Funding Source</u> |
|--------------------------------------------------------------------------|---------------|-----------------------|
| <b>Water &amp; Sewer Administration</b>                                  |               |                       |
| Deputy Director FT                                                       | \$229,704     | Operating Revenue     |
| Utility Services Manager FT                                              | 172,195       | Operating Revenue     |
| Water Construction Inspector I FT                                        | 131,851       | Operating Revenue     |
| Siphon Cleaning & Assessment                                             | 85,000        | Fund Balance          |
| Backflow Program Revision                                                | 80,000        | Fund Balance          |
| Maintenance and Building Updates to Include Carpet in Additional Offices | 50,000        | Fund Balance          |
| Engineering Truck                                                        | 46,081        | Fund Balance          |
| Additional Engineering Services Water Main Design & Geotech Designs      | 10,000        | Operating Revenue     |
| <b>Water &amp; Sewer Maintenance</b>                                     |               |                       |
| Maintenance Crew Leader I                                                | 124,927       | Operating Revenue     |
| Construction & Maintenance Manager FT (Includes Truck)                   | 236,864       | Operating Revenue     |
| Stewart Creek Lift Station Updates                                       | 750,000       | Fund Balance          |
| Cityworks Implementation                                                 | 500,000       | Fund Balance          |
| Maintenance Materials Increase Budget                                    | 250,000       | Operating Revenue     |
| CAT 430 Backhoe                                                          | 186,404       | Fund Balance          |
| ROW Tractor and Bush Hog                                                 | 177,951       | Fund Balance          |
| Dump Truck                                                               | 150,000       | Fund Balance          |
| Water Main Replacement/Rehab                                             | 300,000       | Fund Balance          |
| Sewer Rehab Contract Labor & Materials                                   | 200,000       | Operating Revenue     |
| Small and Large Meter Exchanges Increase Budget                          | 100,000       | Operating Revenue     |



# Recommended – Water/Sewer

City of Monroe  
FY25 Recommended Budget  
Department Requests: Recommended  
Water/Sewer Fund Continued

| <u>Included / Recommended Continued</u>                            | <u>Amount</u> | <u>Funding Source</u> |
|--------------------------------------------------------------------|---------------|-----------------------|
| <b>Water &amp; Sewer Maintenance Continued</b>                     |               |                       |
| Replace Service Truck                                              | \$90,185      | Fund Balance          |
| Smart Covers (15)                                                  | 75,460        | Fund Balance          |
| Slant Mower                                                        | 40,000        | Fund Balance          |
| Replace Bobcat Mower                                               | 27,719        | Fund Balance          |
| Two-Way Radios (8)                                                 | 26,400        | Operating Revenue     |
| Hydrant Meters (8)                                                 | 26,000        | Operating Revenue     |
| Increase Contracted Services Budget for ROW Mowing                 | 25,000        | Operating Revenue     |
| Purchase Mast Light Tower                                          | 16,143        | Fund Balance          |
| I & I Materials                                                    | 15,000        | Operating Revenue     |
| Large Meter Testing Increase Budget                                | 15,000        | Operating Revenue     |
| Annual Cost for Smart Cover Monitoring                             | 13,464        | Operating Revenue     |
| Pneumatic Mole                                                     | 13,052        | Fund Balance          |
| Stackable Trench Boxes                                             | 11,504        | Fund Balance          |
| Jet Truck Nozzles Increase Budget                                  | 10,700        | Operating Revenue     |
| <b>Water &amp; Sewer Construction</b>                              |               |                       |
| Purchase Water Pipe Bursting Equipment                             | 658,693       | Fund Balance          |
| West Franklin Street Sewer Realignment                             | 300,000       | Fund Balance          |
| Increase Request for Water Main Design Surveys and Geotech Testing | 20,000        | Operating Revenue     |
| Concrete and Stone                                                 | 20,000        | Operating Revenue     |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Water/Sewer Fund Continued**

| <b><u>Included / Recommended Continued</u></b>                    | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|-------------------------------------------------------------------|----------------------|------------------------------|
| <b>Water &amp; Sewer Construction Continued</b>                   |                      |                              |
| Two-Way Radios (6)                                                | \$19,800             | Operating Revenue            |
| Additional Training and Travel for Career Ladder and New Programs | 10,000               | Operating Revenue            |
| Tap Crew Materials                                                | 10,000               | Operating Revenue            |
| Streets Direct Costs New Taps                                     | 10,000               | Operating Revenue            |
| Steel Plates 5' x 10' (5)                                         | 10,000               | Operating Revenue            |
| <b>Water Treatment Plant</b>                                      |                      |                              |
| Civil Engineer III FT                                             | 167,152              | Operating Revenue            |
| Installation of Generator                                         | 125,000              | Fund Balance                 |
| Water Treatment Chemicals Increase Budget                         | 100,000              | Operating Revenue            |
| Ultra Sonic Algae Treatment                                       | 65,000               | Fund Balance                 |
| WTP Lab and Admin Renovation Design                               | 65,000               | Fund Balance                 |
| Repairs and Maintenance for Aging Equipment Increase Budget       | 50,000               | Operating Revenue            |
| Ross Valves Replacements                                          | 50,000               | Fund Balance                 |
| Bulk Diesel Tank                                                  | 50,000               | Fund Balance                 |
| WTP Lab Vehicle                                                   | 44,806               | Fund Balance                 |
| Engineering Services for Water Treatment Plant                    | 40,000               | Operating Revenue            |
| Mower for Water Treatment Plant                                   | 30,000               | Fund Balance                 |
| Covered Entrances for Control Building and Pump Stations          | 30,000               | Fund Balance                 |
| WTP Improvements                                                  | 25,000               | Fund Balance                 |
| Lakes and Dams Improvements                                       | 25,000               | Fund Balance                 |



# Recommended – Water/Sewer

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Water/Sewer Fund Continued**

| <b><u>Included / Recommended Continued</u></b>           | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|----------------------------------------------------------|----------------------|------------------------------|
| <b>Water Treatment Plant Continued</b>                   |                      |                              |
| Lake Warden Increase Budget                              | \$29,400             | Operating Revenue            |
| Repair and Maintenance Tanks Increase Budget             | 25,000               | Operating Revenue            |
| Paint Chemical Rooms and Pump Stations                   | 25,000               | Fund Balance                 |
| Replace Flooring at Water Treatment Plant                | 14,100               | Operating Revenue            |
| Repairs and Maintenance Dams Increase Budget             | 10,000               | Operating Revenue            |
| <b>Wastewater Treatment Plant</b>                        |                      |                              |
| WWTP Chief Operator FT                                   | 142,255              | Operating Revenue            |
| Spray Coat Chlorine Contact Chambers                     | 500,000              | Fund Balance                 |
| WWTP Clarifier Rehab                                     | 500,000              | Fund Balance                 |
| Wastewater Treatment Chemicals Increase Budget           | 60,000               | Operating Revenue            |
| Pre-Treatment Chemicals Increase Budget                  | 50,000               | Operating Revenue            |
| WWTP Vehicle for Equipment Operator                      | 43,501               | Fund Balance                 |
| Repairs and Maintenance Wastewater Plant Increase Budget | 30,000               | Operating Revenue            |
| Upgrade Radios (SCADA Controls)                          | 25,000               | Fund Balance                 |
| UTV Side by Side                                         | 21,471               | Fund Balance                 |
| Materials                                                | 20,000               | Operating Revenue            |
| Compliance Monitoring Costs Increase Budget              | 15,000               | Operating Revenue            |



# Recommended – Water/Sewer

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Water/Sewer Fund Continued**

| <b><u>Excluded / Delay</u></b>                            | <b><u>Amount</u></b> |
|-----------------------------------------------------------|----------------------|
| <b>Water &amp; Sewer Administration</b>                   |                      |
| Water Civil Engineer I FT                                 | \$102,034            |
| Civil Engineer III FT (Includes Truck)                    | 167,152              |
| Safety & Training Coordinator (Includes Truck)            | 160,370              |
| AMI System                                                | 500,000              |
| <b>Water &amp; Sewer Maintenance</b>                      |                      |
| 22' Tilt Trailer                                          | 10,189               |
| Mini Track Hoe                                            | 83,791               |
| Maintenance Equipment Operator I (2) FT                   | 132,928              |
| Water Maintenance Equipment Crew Leader I FT              | 161,144              |
| Water Equipment Operator I FT                             | 69,848               |
| <b>Water &amp; Sewer Construction</b>                     |                      |
| Replace 1.5 MG East Zone Tank – Nelson Heights            | 2,250,000            |
| Outfall Upgrade – Bearskin Creek                          | 5,377,000            |
| WTP Filter #4 Chemical Upgrade, Basin Launderer & Pump #6 | 1,000,000            |
| 25 Ton Trailer for Pipe Bursting Equipment                | 38,212               |
| Fusing Machine for Pipe Bursting                          | 78,623               |
| Hydraulic Power Unit for Pipe Bursting                    | 232,200              |
| Equipment Operator I                                      | 112,785              |



# Recommended – Water/Sewer

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Water/Sewer Fund Continued**

| <b><u>Excluded / Delay</u></b>                | <b><u>Amount</u></b> |
|-----------------------------------------------|----------------------|
| <b>Water Treatment Plant</b>                  |                      |
| WTP Chief Operator FT (Includes Truck)        | \$138,052            |
| WTP Operator III PT                           | 32,578               |
| Civil Engineer I FT                           | 102,034              |
| WTP Lab Technician I FT                       | 108,755              |
| Water Supply and Distribution Master Plan     | 400,000              |
| Conversion to Liquid Polymer                  | 55,000               |
| Conversion to Hypochlorite Study              | 100,000              |
| Sites Security Cameras and Fencing            | 250,000              |
| <b>Wastewater Treatment Plant</b>             |                      |
| WWTP Equipment Operator I FT (Includes Truck) | 116,983              |
| Lime Tank and Pump                            | 40,000               |
| Hypochlorite/Bisulfite/UV Treatment Study     | 150,000              |
| SCADA Vulnerability/Security Assessments      | 125,000              |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended and Delayed**  
**Water/Sewer Fund Continued**

| <u><b>Fee Schedule Changes</b></u>                                                                                                             | <u><b>Effect on Revenue</b></u> |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Water rate increase = 5% pursuant to 10 year rate model                                                                                        | \$453,571                       |
| Sewer rate increase = 5% pursuant to 10 year rate model                                                                                        | 529,968                         |
| Consumer Price Index - increase for administrative and non-construction fees = 2.77% (based on US Bureau of Labor, South Urban region)         | 30,930                          |
| Construction Cost Index – increase for construction related fees including capacity fees = 3.29% (based on Engineering News Record statistics) | 128,744                         |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Electric Fund**

| <u><b>Included / Recommended</b></u>                               | <u><b>Amount</b></u> | <u><b>Funding Source</b></u> |
|--------------------------------------------------------------------|----------------------|------------------------------|
| Business Systems and Process Manager FT                            | \$185,324            | Operating Revenue            |
| Increase Engineering Services to Assist with Growth in Development | 30,000               | Operating Revenue            |
| Increase Base Budget for Tree Trimming                             | 85,880               | Operating Revenue            |
| Increase Base Budget for Testing Wood Poles                        | 12,000               | Operating Revenue            |
| Purchase Rugged Laptops                                            | 17,319               | Operating Revenue            |
| Warehouse Construction Project                                     | 15,500,000           | Fund Balance                 |
| New Subdivision Construction (on-going)                            | 2,750,000            | Operating Revenue            |
| Substation Modernization                                           | 600,000              | Operating Revenue            |
| AMI Metering Solutions                                             | 500,000              | Operating Revenue            |
| NCDOT Relocation Projects                                          | 500,000              | Operating Revenue            |
| Replace 2015 55' Bucket Truck                                      | 375,000              | Operating Revenue            |
| Replace 2005 SC95 Tractor                                          | 150,000              | Operating Revenue            |
| Substation Reliability/Capacity Improvements                       | 100,000              | Operating Revenue            |
| Work Management Systems                                            | 100,000              | Operating Revenue            |
| Replace 2009 SUV's (2)                                             | 110,000              | Operating Revenue            |
| ESRI Utility Network                                               | 35,000               | Operating Revenue            |
| Replace 2001 10 Ton Trailer                                        | 30,000               | Operating Revenue            |
| ES SCADA System Upgrade                                            | 25,000               | Operating Revenue            |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Electric Fund**

**Fee Schedule Changes**

**Effect on Revenue**

Decrease Renewable Energy Portfolio Standards (REPS) Charge as Follows:

Residential – Decrease from \$0.84 to \$0.82

Commercial – Decrease from \$4.58 to \$4.47

Industrial – Decrease from \$47.20 to \$46.08

Revenue is pass through cost to NCMPA to cover the cost of renewable energy research and development.

Update Eligibility Requirements to Industrial & Commercial Customer Opt-Out

Customers with usage greater than one million KWh's per year can elect not to participate in the City's demand-side management and energy efficiency measures in favor of its own implemented demand-side measures.

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Natural Gas Fund**

| <b><u>Included / Recommended</u></b>                                                    | <b><u>Amount</u></b> | <b><u>Funding Source</u></b> |
|-----------------------------------------------------------------------------------------|----------------------|------------------------------|
| Subdivision Fund                                                                        | 2,500,000            | Fund Balance                 |
| NCDOT Roadway Relocations                                                               | 500,000              | Operating Revenue            |
| AMI Metering Solutions                                                                  | 500,000              | Operating Revenue            |
| Increase Base Budget for Improvement Construction Account                               | 400,000              | Operating Revenue            |
| Paperless Compliance Tools/Work Management System                                       | 300,000              | Operating Revenue            |
| Transmission Pipeline Integrity Management Assessment                                   | 230,000              | Operating Revenue            |
| Increase Base Budget for Contracted/Force Labor Account                                 | 200,000              | Operating Revenue            |
| Purchase Skid Steer with Brush Cutter Attachment                                        | 125,000              | Operating Revenue            |
| Legal Services for Pending Litigation Expenses                                          | 80,000               | Operating Revenue            |
| Increase Base Budget Regulating Station Parts/Rebuild Kits for Preventative Maintenance | 10,000               | Operating Revenue            |
| Area 2 Leak Survey and Atmospheric Corrosion Inspection                                 | 22,500               | Operating Revenue            |
| LNG Peak Shaving Facility Contract Services                                             | 76,000               | Operating Revenue            |
| Replace 2013 4WD Pickup Truck                                                           | 125,000              | Operating Revenue            |
| Revenue Based Expansions                                                                | 100,000              | Operating Revenue            |
| LNG Facility Upgrades/Additional Storage                                                | 75,000               | Operating Revenue            |
| System Reinforcement Projects                                                           | 65,000               | Operating Revenue            |
| ESRI Utility Network                                                                    | 60,000               | Operating Revenue            |
| Replace 2013 F350 Pickup Truck                                                          | 55,000               | Operating Revenue            |
| Replace F150 4WD Pickup Truck (2)                                                       | 110,000              | Operating Revenue            |
| Replace Hawk Leak Detector #1                                                           | 25,000               | Operating Revenue            |
| SCADA System Upgrade                                                                    | 25,000               | Operating Revenue            |

**City of Monroe**  
**FY25 Recommended Budget**  
**Department Requests: Recommended**  
**Solid Waste Fund**

| <b><u>Fee Schedule Changes</u></b>                                           | <b><u>Current Fee Amount</u></b> | <b><u>Proposed Fee Amount</u></b> | <b><u>Effect on Revenue</u></b> |
|------------------------------------------------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <b>Sanitation Service:</b>                                                   |                                  |                                   |                                 |
| Outside City Residential                                                     | \$37.50                          | \$40.50                           | \$756                           |
| Residential                                                                  | \$21.30                          | \$24.30                           | \$442,764                       |
| Outside City Small Business                                                  | \$36.50                          | \$39.50                           | \$432                           |
| Small Commercial Business                                                    | \$19.25                          | \$22.25                           | \$21,888                        |
| <b>Miscellaneous Fees:</b>                                                   |                                  |                                   |                                 |
| Multi Family Dumpster Exemption Fee (per property)                           |                                  |                                   |                                 |
| (We do not collect bulky items outside of properties serviced by dumpsters.) | \$20/month                       | \$0                               | N/A                             |

# Proposed Fee and Rate Changes

|               |                                                                            |
|---------------|----------------------------------------------------------------------------|
| ➤ Electric    | REPS rider decrease \$.02/residential account<br>Rate Study June Strategic |
| ➤ Natural Gas | Rate Study June Strategic                                                  |
| ➤ Solid Waste | \$3.00/month                                                               |
| ➤ Water/Sewer | 5%                                                                         |
| ➤ Stormwater  | no increase                                                                |

- Presentation of Budget Message 5/14/24 at 6:00pm
- Adopt Fees Schedule 5/14/24 at 6:00pm
- Call for Public Hearing 5/14/24 at 6:00pm
- Public Hearing and Adoption 6/11/24 at 6:00pm

## Questions???



## STAFF REPORT

**TO:** City Council

**VIA:** Mark Watson, City Manager

**DATE:** May 1, 2024

**FROM:** Richard Long, City Attorney

**PREPARED BY:** Bridgette H. Robinson, City Clerk

**SUBJECT:** Resolution Approving Letter of Commitment and Release of Liability with North Carolina Department of Transportation/Division of Aviation for Participation in Safety/Maintenance Projects at Charlotte-Monroe Executive Airport and Authorizing City Manager to Execute Documents

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### SUMMARY STATEMENT

Renewal Letter of Agreement that allows participation in an airfield maintenance program offered by the North Carolina Department of Transportation/Division of Aviation.

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### REVIEW

The North Carolina Department of Transportation/Division of Aviation maintains multiple contracts involving airfield maintenance, testing activities, and on-call professional services for the benefit to North Carolina airports that are publicly owned and publicly operated. Through the Safety Preservation and Maintenance (SPAM) Program, which is at no cost to the City, the Department of Transportation performs maintenance and safety improvements that include, but not be limited to: joint and crack sealing; pavement repairs and patching; surface treatments; maintenance overlays; grading; drainage improvements; pavement markings; or, other infrastructure maintenance. The City renewed its participation in this program in 2018. .

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### RECOMMENDATION

Staff recommends that City Council adopt a Resolution authorizing the renewal for the Letter of Agreement that allows the Airport's participation in an airfield maintenance program offered by

the North Carolina Department of Transportation/Division of Aviation and authorizing City Manager to execute all necessary documents.

Attachments: Resolution R-2024-29  
NC Dept. of Transportation Letter of Agreement

**RESOLUTION APPROVING LETTER OF COMMITMENT AND  
RELEASE OF LIABILITY WITH  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION/  
DIVISION OF AVIATION FOR PARTICIPATION IN  
SAFETY/MAINTENANCE PROJECTS AT  
CHARLOTTE-MONROE EXECUTIVE AIRPORT AND  
AUTHORIZING CITY MANAGER TO EXECUTE DOCUMENTS  
R-2024-29**

**WHEREAS**, the City of Monroe (hereinafter referred to as “Sponsor”) owns the improved real property located on the Charlotte-Monroe Executive Airport, Monroe, North Carolina; and

**WHEREAS**, the City of Monroe and the North Carolina Department of Transportation (hereinafter referred to as “Department”) require a Commitment and Release of Liability statement to be on file, in order to provide and oversee maintenance and safety improvements on the operational surfaces of the Charlotte-Monroe Executive Airport in accordance with the provisions of North Carolina General Statute 63.

**NOW THEREFORE, BE IT RESOLVED** that the City Manager of the Sponsor is hereby authorized and empowered to enter into a Commitment and Release of Liability with the Department, thereby binding the Sponsor to fulfillment of its obligation as incurred under this Resolution and its commitment to the Department.

This Resolution is effective on the date of its adoption.

Adopted this 1<sup>st</sup> day of May, 2024.

Attest:

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Robert A. Burns, Mayor

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Bridgette H. Robinson, City Clerk

**LETTER OF AGREEMENT FOR  
AIRPORT SAFETY/MAINTENANCE PROJECTS**

THIS AGREEMENT is made, this \_\_\_\_ day of \_\_\_\_\_, 2024 by **City of Monroe** as owner and operator (hereinafter referred to as “Sponsor”) of the Charlotte-Monroe Executive Airport (hereinafter referred to as “Airport,”) and the North Carolina Department of Transportation (Division of Aviation), an agency of the State of North Carolina (hereinafter referred to as “Department”), for the purposes of future and as-yet unspecified safety or maintenance services to be performed by said Department in accordance with the terms, conditions and provisions hereof.

WITNESSETH

WHEREAS, the Sponsor is primarily responsible for maintaining the facilities of the Airport to protect and preserve the safety of flight operations at, from and to the Airport; and

WHEREAS, and the Department shares the interest of the Sponsor in the prompt and adequate maintenance and repair of the paved surfaces of the Airport which support aircraft movements on the Airport; and

WHEREAS, the Sponsor and the Department may, from time to time, mutually determine that certain paved surfaces and adjacent areas on the airport have aged and deteriorated and/or that other infrastructure is in need of maintenance or repair, and that the Sponsor could benefit from the assistance of the Department in accomplishing such maintenance and repair; and

WHEREAS, pursuant to Article 7 of North Carolina General Statute 63, the Department is authorized to undertake safety improvements of aircraft movement areas, on publicly owned and operated airports in North Carolina; and

WHEREAS, the Sponsor and the Department agree that upon the request by the sponsor and the acceptance by the Department, certain needed improvements at the Airport may be undertaken by the Department in conformance with the provision of North Carolina General Statute 63; and

WHEREAS, the Department requires a Commitment and Release of Liability statement to be on file in its offices, in order to be able provide and oversee such maintenance and repair at the Airport;

NOW THEREFORE, the Sponsor does hereby commit to the following measures:

1. This Letter of Agreement supersedes all prior agreements between the Department and Sponsor with respect to the subject matter of this Letter of Agreement.

2. Upon the Sponsor's approval, the Department, using NCDOT state forces and/or private contractor(s) under a Purchase Order Contract, may perform the requested maintenance and repair to the Airport. This work may include, but not be limited to; Joint and Crack Sealing, Pavement Repairs and Patching, Surface Treatments, Maintenance Overlays, Electrical, Grading, Drainage Improvements, Pavement Markings, or other infrastructure maintenance.
3. The Sponsor will receive notification from the Department of the Department's willingness to perform (or pay to have performed) any item or items of work approved by the Sponsor and a proposed schedule for performing the work and the force or contractor the Department proposes to perform the work.
4. If the schedule and the force or contractor proposed by the Department for performing the work is acceptable to the Sponsor, the Sponsor shall authorize the Department (or its contractors) to enter upon the property of the Airport during the scheduled time to perform the work.
5. If the schedule and the force or contractor proposed by the Department for performing the work is unacceptable to the Sponsor, the Sponsor shall inform the Department of the reasons for its objections and the Sponsor and the Department will engage in dialogue with the intent of determining if an alternative schedule or force or contractor is acceptable to both the Sponsor and the Department. If the Sponsor and the Department cannot reach agreement through the process described in paragraph 4 then the Department will withdraw its offer to perform the requested work.
6. The Sponsor hereby represents to the Department that the title to the pavement and adjacent areas of the Airport is vested in the Sponsor.
7. The Sponsor agrees to provide a duly authorized representative who will be present and/or available at all times the work is in progress (including nights and weekends, as applicable) to monitor project operations and assist the Department's representative.
8. The Sponsor agrees to provide a duly qualified operator who will monitor the airport's UNICOM radio transceiver at all times the work is in progress (including nights and weekends, as applicable) and will issue airport advisories as necessary on the UNICOM radio transceiver.
9. The Sponsor agrees, when needed, to formally close any runway, taxiway, or apron at all times when the work is in progress on that pavement area and to take appropriate steps to prohibit use of such areas by aircraft and/or ground vehicles while the work is being performed or the subject pavement areas are in an unsafe or uncured condition due to the conduct of the work.
10. The Sponsor agrees to issue and keep current the necessary Notices to Airmen (NOTAMS) through the Federal Aviation Administration (FAA) until all work is completed and the Department's representative notifies the Sponsor's representative that the affected areas may be returned to service.

11. The Sponsor agrees that the Department may, in its sole discretion, determine the design, scope of work, materials to be used, and methods of accomplishing the authorized work. The Department covenants that any and all such work as it performs or has performed at the Airport pursuant to this agreement will meet or exceed all relevant State of North Carolina and Federal Aviation Administration specifications for the type of pavement concerned and the type of maintenance or repair that is being performed.

12. To the maximum extent allowed by law, the Sponsor shall indemnify and hold harmless the Department and its officers and employees from all suits, actions, or claims of any character because of injury or damage received or sustained by any person, persons, or property resulting from work performed under this Commitment. This indemnity does not extend to causes of action arising from the negligence of the Department, its officers and employees or any of Department's contractors who performed the work.

13. Should Sponsor fail to comply with any material duty required of it under this Agreement the Department shall give written notice to the sponsor of the details of its non-compliance and provide a reasonable period in which the Sponsor can cure its non-compliance. Upon the expiration of said cure period without the Sponsor having come into compliance, the Sponsor agrees that, at its sole and unlimited discretion, the Department shall have the right to immediately stop all work being performed at the Airport and release the work area to the jurisdiction of the Sponsor.

14. The Sponsor understands that for the Department to perform maintenance or safety services, the Airport and Sponsor must be in good standing on all State and Federal Grant Requirements and Assurances before any project shall be performed under this Commitment.

15. Subject to the provisions of paragraph 13 above, this Commitment will expire on December 31, 2028. Subject to the provisions of paragraph 13 above, this Commitment may be terminated by either the Department or the Sponsor by providing written notification of termination. The effective date of termination pursuant to this paragraph shall be the date of receipt of the notice of written termination by the non-terminating party.

**NC Division of Aviation**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Becca Gallas, P.E.  
Aviation Director

WITNESS WHEREOF, the Sponsor has executed this Commitment on the date first written on Page 1 of this document.

FOR THE LOCAL AIRPORT SPONSORING AGENCY

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Official Sponsor: \_\_\_\_\_

Attest: \_\_\_\_\_

SEAL OF THE SPONSOR

A digital copy of this LETTER OF AGREEMENT in adopted form should be emailed to the Statewide Program Manager and your Airport Project Manager. General telephone number is: (919) 814-0550.

Statewide Program Manager – Raj Kondapalli, P.E. rkondapalli@ncdot.gov  
Airport Project Manager (NW) – Caleb Whitby, P.E. cwhitby@ncdot.gov  
Airport Project Manager (NE) – Robin Peele, P.E. rdpeele@ncdot.gov  
Airport Project Manager (SW) – Emily Ferreira. eaferreira@ncdot.gov  
Airport Project Manager (SE) – Tommy Mann, P.E. tmann@ncdot.gov

**Resolution of the Sponsor**

A motion was made by (Name and title) \_\_\_\_\_  
and seconded by (Name and Title) \_\_\_\_\_  
for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS (Airport Owner) City of Monroe (hereinafter referred to as “Sponsor”) the North Carolina Department of Transportation (hereinafter referred to as “Department”) requires a Commitment and Release of Liability statement to be on file, in order to provide and oversee maintenance and safety improvements on the operational surfaces of the (Official Airport Name) Charlotte-Monroe Executive Airport; in accordance with the provisions of North Carolina General Statute 63.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED, that the  
(Title of Airport Official) City Manager of the Sponsor be and is hereby authorized and empowered to enter into a Commitment and Release of Liability with the Department, thereby binding the Sponsor to fulfillment of its obligation as incurred under this resolution and its commitment to the Department.

\*\*\*\*\*

I, Bridgette H. Robinson, City Clerk of the City of Monroe, do hereby certify that the above is a true and correct copy of the minutes of Monroe City Council, held on (Date of Meeting) \_\_\_\_\_.

WITNESS my hand and the official seal of the Sponsor.

This the day of (month, day, year) \_\_\_\_\_.

Signed: \_\_\_\_\_

CITY SEAL



## STAFF REPORT

**TO:** City Council

**VIA:** Mark Watson, City Manager

**DATE:** May 1, 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)

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### SUMMARY STATEMENT

City Council is asked to approve a motion to go into Closed Session.

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### 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.

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### 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).