

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, June 6, 2024 - 4:00 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of May 2, 2024
2. Reimbursement Resolution for Equipment Purchases in FY 2024-2025
3. Contract Award for Standby Emergency Generator at the Phil Bazemore Active Adult Center
4. Water and Sewer Connection Fee Assistance Program Request
5. Ratify Annual Service Contracts over \$200,000
6. Various Budget Adjustments for Budgetary Compliance for Fiscal Year 2024 Budget
7. Food Trucks Discussion

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
May 2, 2024 4:00 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Surluta Anthony, Committee Member Gary Anderson (arrived at 4:03PM)

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant to the City Manager; Ashley Ivey, Assistant Finance Director; Lisa Strickland, Director of Finance; Pete Hovanec, Director of Communication and Tourism; Camden Baucom, Budget Analyst; Angela Duncan, Senior Budget Analyst; Ryan Jones, Director of Parks and Recreation; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney.

Visitor(s): Luis Oopera- Franklin Court Grille

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on May 2, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from April 4th, 2024

The minutes from the April 4, 2024 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anthony moved to approve the minutes of the General Services Committee Meeting of April 4, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2. Budget Amendment-GASB 87 Leases & GASB 96 Subscription Based Information

Ashley Ivey, Assistant Finance Director, presented that staff is requesting the General Services Committee consider a budget amendment to designate funds for City lease and/or subscription based information technology agreements in accordance with governmental accounting standards (GASB) 87 and 96.

In accordance with GASB 87 and 96, leases for equipment and certain subscription based information technology agreements must now be treated as capital assets and amortized over the life of the lease or subscription. The monthly lease/subscription payments are considered debt payments, rather than operating expenses as previously shown in the financials. The budget amendment will move the money into the appropriate categories as well as designate funds for the related capital outlay and debt proceeds for compliance with GASB 87 and 96.

Staff recommends the General Services Committee approve Budget Amendment BA-2024-11 and forward to City Council for their approval.

Committee Member Anthony asked what these accounting standards meant. Assistant Finance Director, Ashley Ivey gave a brief example of how in the past certain items would have been booked as operational expenses, but these new accounting standards require assets to be setup and depreciated over the useful life as well as booking debt service expenses related to the leases and or subscriptions.

Committee Member Anthony made a motion to accept a budget amendment to designate funds for City lease and/or subscription agreements in accordance with governmental accounting standards (GASB) 87 and 96.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Budget Ordinance to Amend Special Revenue Fund Project Ordinance- American Rescue Plan Act of 2021.

Ashley Ivey, Assistant Finance Director, stated that the General Services Committee is requested to consider a budget ordinance to recognize investment earnings and amend funding of specific projects in the Special Revenue Fund Project Ordinance for the American Rescue Plan Act of 2021.

The City was awarded American Rescue Plan Act Funding in 2021 (ARPA). ARPA funds remaining to be spent are \$1,375,000. These funds have previously been designated for the Bearskin Creek Stream Restoration Project. On March 15, 2024 Council approved the change of use of the funds previously associated with the Bearskin Creek Stream Restoration Project to a Water Main Restoration Project in qualified census tracts in order to meet ARPA requirements to have funds obligated by the end of calendar year 2024.

The attached budget ordinance serves to formally reallocate funding to the Water Main Restoration Project in qualified census tracts as well as recognize investment earnings in the project fund of \$45,393.

Staff requests that the General Services Committee approve Budget Ordinance 2024-08 and forward to Council for their approval on the consent agenda at the regular meeting of May 14,2024.

Committee Member Anthony made a motion to approve Budget Ordinance 2024-08 and forward it to Council for their approval.

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

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

NAYS: None

Item 4. Resolution to Approve Fiscal Year 2024 Equipment Installment Financing.

Ashley Ivey, Assistant Finance Director, presented that the purpose of this report is to provide a recommendation for the award of a \$2,135,000 installment financing contract for the qualifying capital equipment purchased during Fiscal Year 2024.

On March 25, 2024, the City of Monroe sent requests for proposals for the 2024 Equipment Installment Financing. The request for proposals was sent directly to seventy-five financial institutions. On April 15, 2024, the City received responses from eight institutions and the tabulation of those proposals is attached.

Based on the proposals received, staff recommends that the General Services Committee approve the Fiscal Year 2024 Equipment Installment Financing to Bank of America Public Capital Corporation and forward to City Council for approval and adoption of the attached Resolution to incur the indebtedness and authorize the execution of the respective documents.

Committee Member Anderson made a motion to accept the recommendation and approve the FY24 Equipment Installment Financing to Bank of America Capital Corporation and forward to City Council for approval.

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

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

NAYS: None

Item 5. Ordinance Amending Title XV of the Code of Ordinances of the City of Monroe to Establish Downtown District and Add Food Trucks.

Terry Sholar, Senior Staff Attorney, presented that the staff is recommending to the General Services Committee to consider adopting Title XV, Chapter 160-Downtown Food Truck Ordinance.

Food trucks have been operating in Downtown Monroe pursuant to a pilot program adopted by City Council several years ago. City staff has received input from the public regarding continuing to permit food trucks in the Downtown District and the restrictions needed to reduce impacts on Downtown activity and existing businesses. Additionally, the Downtown Advisory Board received public input and made recommendations on the continued operation of food trucks.

The recommendations are to adopt an ordinance which would require a Food Truck permit to operate a food truck in City owned parking lots and within a public street right of way Downtown. The ordinance would define hours of operation, distance restrictions from existing restaurant, standards for sanitation, and other use standards required. In addition, the ordinance sets penalties and enforcement procedures to violations of the ordinance.

The General Services Committee is requested to provide a favorable recommendation to City Council to consider adopting Chapter 160 – Downtown Food Truck Ordinance.

Committee Member Anthony made a motion to adopt Title XV, Chapter 160-Downtown Food Truck Ordinance.

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

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

NAYS: None

Item 6. Budget Ordinance for Monroe Rotary Picnic Shelter and Park Naming.

Pete Hovanec, the Director of Communication and Tourism, presented that the staff has received a partnership inquiry from the leadership of the Monroe Rotary Club. The inquiry involves the donation of funds for the construction of a picnic shelter on the grass parcel adjacent to the Monroe Science Center. The total anticipated cost of the shelter is \$135,000 with Rotary agreeing to donate \$65,000 and the remaining costs to be covered from the Monroe Tourism Development Authority capital fund.

As part of the partnership, Rotary requests the City consider naming the area where the shelter will be constructed to “Monroe Rotary Garden” commemorating the financial contribution by Monroe Rotary.

Staff has discussed options for the property directly across from the Science Center and the need for that property to be used for the benefit of the community and for guests of the Science Center. Currently the property is not used, contains no amenities, and is in need of landscape maintenance.

The potential partnership with Monroe Rotary presents an excellent opportunity to maximize the use of the property and transforming it into a more usable and aesthetically pleasing entranceway to Downtown Monroe and the Science Center.

The shelter would be similar to other shelters constructed throughout city of Monroe parks and recreation centers and will contain a walkway from the sidewalk and picnic tables. Staff anticipates the cost of the shelter to be roughly \$135,000 based on the size and preparation work needed for the site.

Rotary plans to make a first year \$25,000 donation and then contribute \$8,000 annually for the following five years until the \$65,000 donation is fulfilled. The Monroe Tourism Development Authority approved the budget ordinance expenditure of \$135,000 at its April meeting with the condition of the approval of general services and city council. Tourism will cover the entire amount of the shelter while the funds are being raised and donated yearly by Rotary to ensure the project moves forward.

The city attorney has generated a memorandum of agreement outlining the terms associated with the donation of funds and the naming of the parks which has been signed by both co-presidents of the organization.

Staff recommend to approve the memorandum agreement with Monroe Rotary and approve the capital budget ordinance and forward to City Council for approval at the May 14 City Council meeting.

The City Manager, Mark Watson added that the picnic shelter is a good enhancement of that particular area and that the visitors of the Science Center will draw a good use of it.

Committee Member Anthony made a motion to approve the call for public input in May.

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

AYES: Chairwoman Thompson, Committee Member Anthony and Committee Member Anderson

NAYS: None

Item 7. Resolution for Donation of Golf Cart.

Pete Hovanec, the Director of Communication and Tourism, stated that the City of Monroe and the Monroe Country Club recently traded in the majority of its daily play and staff golf carts for a new fleet of staff and daily play golf carts. The Country Club has a surplus of three golf carts which were not part of the trade-in and desires to transfer two of the carts to other departments within the city and donate one golf cart to a local nonprofit organization.

One cart would be transferred to the Monroe Police Department for use around the new police complex as well as off site as needed during events and police activities. One cart would be transferred to parks and recreation to be used at various parks and recreation facilities as well as during events and activities sponsored by Parks and Recreation.

The last cart would be donated to the Monroe Athletic Foundation.

From the Foundation:

Our mission is to help the local school athletic department and to help as many kids as possible to play sports. In doing so, selling concessions at the high school games is one of the ways that we fundraise. A donation of a golf cart would help us with working out the logistics of moving around between concession stands.

The Monroe Athletic Foundation is a 501 c (3).

The estimated value of each of the carts is roughly \$1,000.

Staff recommends to approve the transferring of the two surplus golf carts to city departments at no costs to those departments, and approve Resolution 2024-26 for the donation of one cart to the Monroe Athletic Foundation at no cost. Approve forwarding the recommended transfer and donation of golf carts to Monroe City Council for approval.

Committee Member Anthony made a motion to approve the transferring of the two surplus golf carts to city departments at no costs and approve the Resolution 2024-26 for the donation of one cart to the Monroe Athletics Foundation at no cost.

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

AYES: Chairwoman Thompson, Committee Member Anthony and Committee Member Anderson

NAYS: None

Item 8. Budget Ordinance to Accept Grant and Establish Budget for Runway Obstruction Removal and Fencing Construction Administration.

Lisa Strickland, the Finance Director, presented that Staff is requesting City Council approve a budget ordinance to authorize establishing the budget for construction administration for the Runway 05-23 Tree Obstruction Removal and Fencing project, authorize grant funding and authorize the contract in the amount of \$408,768.29 with Talbert, Bright & Ellington, Inc.

On January 18, 2024, the City approved a grant award in the amount of \$1,125,000 in State funds from NC Department of Transportation for the Airport's project for Runway 05-23 Tree Obstruction Removal and Fencing. The City approved a budget ordinance to provide the required 10% matching funds in the amount of \$125,000. The bid for this work was awarded to JB Preslar Trucking Company in the amount of \$1,111,240 for all three phases of work. The City has also been notified that NC Department of Transportation has approved a grant award in the amount of \$270,009 in federal funds for this same project. There is no match for this grant. Talbert, Bright & Ellington, the engineer of record for the Charlotte-Monroe Executive Airport has submitted a contract for construction administration in the amount of \$408,768.29. With the balance of \$138,760 from the grant that was adopted in January and this federal grant, it is requested that this contract be authorized and the City Manager be granted authority to execute. A budget ordinance is proposed to establish the budget for the federal grant award in the project entitled "Runway 05-23 Tree Obstruction Removal and Fencing".

With concurrence of the Airport Commission, staff is requesting that the General Services Committee provide a favorable recommendation to City Council for the following:

- Approve the budget ordinance for the construction administration for this project;
- Authorize NC Department of Transportation Federal Grant;
- Authorize the contract with Talbert, Bright and Ellington Inc., and
- Authorize the City Manager to execute any and all documents.

Committee Member Anthony made a motion to approve the Budget Ordinance for the construction administration and authorize NC Department of Transportation Federal Grant, the contract with Talbert, Bright and Ellington Inc, and authorize the City Manager to execute all documents.

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

AYES: Chairwoman Thompson, Committee Member Anthony and Committee Member Anderson

NAYS: None

Item 9. Approval of Lease Agreement for Copy/Print Devices.

Lisa Strickland, the Finance Director, stated that Staff requests consideration of the approval of a lease agreement for copy print devices with Visual Edge IT.

Staff is requesting consideration from General Services Committee to recommend City Council execute a lease agreement with Visual Edge IT for copy print devices. Staff requested proposals from vendors who provide print copy services in February. Seven vendors responded to this request including Systel, Dex Imaging, Canon Solutions America, Visual Edge IT, Konica/Minolta, Sharp and Kelly Office.

The proposals were evaluated by a panel and Visual Edge IT was selected as a partner for the City. Factors that were considered in this evaluation were best overall price, quality and performance of device, availability of service and supplies and general reputation and performance capabilities of vendor. The panel came to a consensus that Visual Edge IT possessed demonstrated strengths in all of these areas and the City would benefit from a partnership with them.

Staff recommends the City pursue a 48-month term lease agreement with Visual Edge IT for copy print devices City wide at the cost of \$4,514.27 invoiced monthly for an annual cost of \$54,171.24 and a total lease amount of \$216,684.96 for 106 devices included. The City's cost on the expiring lease is \$4,655.50 monthly.

Staff recommends General Service Committee forward approval of this recommendation for approval of a 48-month lease agreement for copy print devices with Visual Edge IT and authorize the City Manager to execute the lease agreement.

Committee Member Anthony made a motion to approve the 48-month lease agreement with Visual Edge IT and authorize the City Manager to execute the lease agreement.

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

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

NAYS: None

Item 10. Relocate Annual 4th of July Celebration Discussion.

Ryan Jones, the Director of Parks and Recreation, presented that General Services is requested to consider relocating the annual 4th of July celebration from Belk Tonawanda Park to Downtown Monroe on Main Street.

The Monroe Parks and Recreation Department is requesting to modify the location of the 4th of July celebration that takes place annually from Belk Tonawanda Park to Main Street in Downtown Monroe. Relocating this event is recommended for the following reasons:

1. Provides a more accessible event to the community by providing more walkable access to attractions.
2. Promotes a safer environment for participants by dispersing the crowd throughout the city.
3. Promotes further patronage of downtown merchants during the 4th of July celebration.

Traditionally, this event has been held in Belk Tonawanda Park, however, due to parking constraints, safety and accessibility staff recommends that the event portion of this event be relocated to Main Street in Downtown Monroe. This event will include live music and food trucks. The stage for live music will be located at the intersection of Main Street and Franklin Street with food trucks located at the intersection of Main Street and Lancaster Highway. The relocation will require the closure of Main Street beginning at 3:00 pm on Thursday, July 4th and will reopen at 11:00 pm with partial closure for stage set up beginning at 12:00 pm. The partial closure will affect Main Street from the Morgan Alley to Franklin street to allow safe stage set up. Food trucks will be available beginning at 5:00 pm with the concert beginning at 6:00 pm. Fireworks will be staged for the display show at Don Griffin Park. Belk Tonawanda Park will remain open for the public to utilize to view the show. However, all events, including live music and food trucks will take place on Main Street.

Staff requests the General Services recommendation for council approval to modify this event to include relocation of the 4th of July celebration from Belk Tonawanda Park to Main Street in Downtown Monroe.

Committee Member Anderson made a motion to approve the relocation of the 4th of July celebration from Belk Tonawanda Park to Main Street in Downtown Monroe.

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

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

NAYS: None

Item 11. Other.

City Manager, Mark Watson asked for some feedback from the Committee and potential recommendation to Council on the concept of holding a Strategic Planning Retreat for City Council on September 12th and 13th for full days at the Union County Agriculture Center. There are a number of specific topics that Administrative staff need to provide more in depth information to the City Council and to receive feedback from the City Council to help with prioritizing and preparing the FY26 budget. Some of these topics that would be discussed are the property appraisal and revaluation process, the street resurfacing program, Downtown masterplan, traffic and parking, Concord Avenue Redevelopment, utilities updates, Golf Course Rehabilitation and clubhouse project etc.

Committee members gave a consensus to take this recommendation to Council for official approval to hold a Strategic Planning Retreat for City Council in September 2024.

There being no further business the meeting adjourned at 4:42 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 6, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Reimbursement Resolution for Equipment Purchases in FY 2024-2025

SUMMARY STATEMENT

A replacement fire truck and two aircraft fueling trucks are scheduled to be purchased in the fiscal year 2025 budget and were identified as having a funding source of installment financing. A reimbursement resolution is necessary to allow for the reimbursement of expenditures for purchases prior to the closing of the installment financing.

The reimbursement resolution allows the City to purchase a fire truck (replacement of Quint 2) and two aircraft fueling trucks (replacement of the 1,000 gallon Avgas fueling truck and the 3,000 gallon Jet A fueling truck), as indicated in the fiscal year 2025 budget, prior to the execution by the City of installment purchase contracts. In order to be eligible for reimbursement of the expenditures, the City will enter into installment purchase contracts within one year from the purchase of the fire truck and two aircraft fueling trucks. The City will borrow only funds necessary to cover the actual cost of the fire truck and accessories and two aircraft fueling trucks in an amount not to exceed \$2,210,000.

RECOMMENDATION

Staff requests that the General Services Committee recommend to full Council approval of the proposed reimbursement resolution with regard to installment financing for fiscal year 2024-2025.

Attachment: R-2024-31

**REIMBURSEMENT RESOLUTION
WITH REGARD TO INSTALLMENT FINANCING
R-2024-31**

AUTHORIZING CITY OF MONROE, NORTH CAROLINA TO UNDERTAKE CERTAIN EXPENDITURES IN FISCAL YEAR 2024-2025 WITH RESPECT TO PURCHASE OF A FIRE TRUCK AND TWO AIRCRAFT FUELING TRUCKS PRIOR TO THE ISSUANCE OF INSTALLMENT FINANCING DEBT THE CITY FOR SUCH PURPOSES IN AN AMOUNT NOT TO EXCEED \$2,210,000.

WHEREAS, the City of Monroe, North Carolina (“City”) intends to finance the costs of purchase of a Fire Truck and two Aircraft Fueling Trucks (the “*Equipment*”);

WHEREAS, the City presently intends, at one time or from time to time, to finance all or a portion of the costs of the Equipment with proceeds of installment financing and reasonably expects to execute and deliver its installment financing obligations (the “*Obligations*”) to finance, or to reimburse itself for, all or a portion of the costs of the Equipment; and

WHEREAS, the City desires to proceed with the Equipment purchase and will incur and pay certain expenditures in fiscal year 2024-2025 in connection with the purchase prior to the date of execution and delivery of the Obligations (the “*Original Expenditures*”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the City intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Monroe as follows:

Section 1. ***Official Declaration of Intent.*** The City presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the City during fiscal year 2024-2025 from a portion of the proceeds of the Obligations. The City reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the purchase and the maximum principal amount of Obligations expected to be executed and delivered by the City to pay for all or a portion of the costs of the Equipment is \$2,210,000.

Section 2. ***Compliance with Regulations.*** The City adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the City’s intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The City’s Finance Officer, with advice from the City’s bond counsel, is hereby authorized, directed and designated to act on behalf of the City in determining and itemizing all of the Original Expenditures incurred and paid by the City in connection with the Equipment purchase during the period commencing on July 1, 2024 and ending on the date of execution and delivery of the Obligations. The reimbursement allocation must be made not later than 18 months after the later of the date the Original Expenditure is paid or the date the equipment is either placed in service; provided, however in no

event may the reimbursement allocation be made more than three years after the date the Original Expenditure is paid.

Section 4. ***Effective Date.*** This Resolution is effective immediately on the date of its adoption.

Adopted this 11th day of June, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 6, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Contract Award for Standby Emergency Generator at the Phil Bazemore Active Adult Center

SUMMARY STATEMENT

General Services Committee is requested to consider providing a favorable recommendation to City Council to award a contract for the addition of an emergency standby generator at the Phil Bazemore Active Adult Center.

REVIEW

The Phil Bazemore Active Adult Center serves the senior community of Monroe and Union County by providing multiple resources to that community. The primary objective of the Active Adult Center is to provide centralized services that address the special needs of senior adults; opportunities for adults to be more involved in the community; and the prevention of loneliness and premature institutionalization by promoting personal independence and wellness. This facility provides the community with a large open area that encourages socialization and fellowship, a group fitness room, several classrooms, a computer lab, woodworking shop, a large ceramics studio, a catering kitchen, and a multi-purpose room open for programming and reservation. This facility also provides a shower in an accessible bathroom adjacent to the large multi-purpose room. The senior community relies on this facility on a daily basis for several programs, including a senior feeding program housed out of the Active Adult Center. In the event that the facility loses power, these important programs are unable to continue which would cause further hardship on particular members of the senior community. Further, in the event of a large-scale emergency where power is not available for an extended time, this facility could be utilized to provide important resources to the community throughout the duration of that emergency that include, but is not limited to, temporary shelter for the community, as well as, lodging for emergency workers. In order for this facility to continue to provide these services without interruption and to utilize this facility during times of large-scale emergency, staff recommends the purchase and installation of a natural gas standby generator. Staff is also requesting that funds be utilized from the Monroe Police Station renovation project (GB1901) for

the purchase of this item. Funds are available in that account for the purchase and installation of this item.

The following quotes were received for this project:

Kraft Power	\$118,525.00
Hargett Electric Company	\$201,860.00

In accordance with Section 34.01-G of the City of Monroe Code of Ordinances, City Council is required to authorize all equipment purchases exceeding \$90,000.00.

RECOMMENDATION

Staff recommends that the General Services Committee provide a favorable recommendation to City Council to approve the awarding of this contract to Kraft Power and authorize the City Manager to execute any and all necessary documents to execute this contract.

Attachments: Kraft Power Quote
Hargett Electric Quote

4-22-24

Quote #: NCG042224-01

City of Monroe
Bazemore Active Adult Center
500 West Jefferson St
Monroe NC 28112

Attention: Eric Purser

Reference: 200kw Natural Gas Standby Generator

Gillette Model SP-2000-3-2N2 **\$93,525.00**
200KW, 120/208 3ph, 60hz, Nat Gas
Sound Attenuated housing
PSI EPA certified engine
Stamford Generator
Deepsea 7420MKII controller
Battery charger, battery rack, battery
Critical grade muffler
Engine fluids
2" flex fuel line
Main line circuit breaker
4000 watt Block heater
2 Year/2000 hr warranty
Kraft technician Start up with load bank test

ASCO Automatic Transfer Switch
J03ATSA30600CGXC 600 AMP 120/208V Nema 1

Estimated Contractor installation \$25,000.00

Delivery 12-14 weeks
Price does not include tax

This quote is valid for thirty (30) days from the above date.

Please sign and return to authorize the work to proceed.

Accepted by _____ Date _____
PO # (if used) _____

Please feel free to contact me at 704-504-3033 with any questions or comments or to discuss any scheduling preferences.

Sincerely,
Derwin Fancher
Derwin Fancher

Territory Manager
Kraft Power Corporation
Charlotte NC

May 17, 2024

Mr. Eric Purser
City of Monroe
300 W. Crowell St.
Monroe, NC 28112

PROPOSAL: **New 200kW Natural Gas Kohler Generator**
 Monroe Senior Center
 500 W. Jefferson St.
 Monroe, NC 28112

Please accept the following as our proposal for the electrical portion of the project referenced above. The following is a list of items included in this proposal.

Scope of work:

- Remove the existing concrete pad.
- Furnish and install a new concrete pad to fit the dimension of the new 200KW natural gas generator.
- Furnish and install the new 200kW natural gas Kohler generator from Nixon Power.
- Furnish and install the new 1000A & 600A Kohler ATS's from Nixon Power adjacent to the existing main disconnects on the side of the building.
- Set the new 200kW natural gas generator on the new concrete pad.
- Disconnect the service entrance wire from the service trough to each of the main disconnects.
- Furnish and install service entrance conduit and wire from the service trough to each of the new ATS's.
- Furnish and install new conduit and wire from the new ATS's to each of the main disconnects.
- Furnish and install new conduit and wire from the new ATS's to the generator.
- Furnish and install (2) 20A, 120V dedicated circuits from an existing panel in the Electrical Room out to the generator for a battery charger and heater.
- Furnish and install a new 1 ½" gas line with a 2 psi regulator from the existing gas meter located on the same side of the building as the generator.
- Properly ground the new generator.
- Provide labor for generator start up.
- Furnish an electrical & mechanical permit from the City of Monroe
- All work to be performed during normal working hours (7am-4pm)

Electrical as listed above = **\$201,860.00**

Alternate: Add for electrical engineering design fees if required. **ADD = \$9,500.00**

Please note the following clarifications:

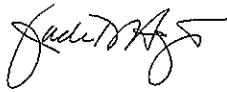
1. This proposal **excludes** the following:
 - Any utility fees required by the local authorities.
 - Any payment or performance bonds.
 - Any electrical engineering design fees.
 - Any fire alarm, security, access control, voice, intercom, CCTV, CATV, data, or telecommunications wiring or equipment.
 - Any control wiring associated with any equipment.
 - Any new panels or upgrades to the existing electrical panels.
 - Any upgrades to the existing electrical service.

Clarifications (exclusions continued):

- Relocating or repairing any existing utilities.
 - Any landscaping repairs.
 - Any overtime labor.
2. This proposal is valid for 30 days from the date listed. After 30 days this proposal is subject to change based on material pricing increases.

Thank you for the opportunity to provide you with this proposal. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack D. Hargett", written in a cursive style.

Jack D. Hargett
Hargett Electric Co.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 6, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Dawn Whitesides, Customer Service Supervisor

SUBJECT: Water and Sewer Connection Fee Assistance Program Request

SUMMARY STATEMENT

The Committee is requested to consider a request for a sewer connection fee waiver from Ms. Lyubov Chernenchenko, 1702 Carson Street through the Water and Sewer Connection Fee Assistance Program.

REVIEW

The purpose of the Water and Sewer Connection Fee Assistance Program is to provide assistance for utility customers that have low to moderate income and are in need to connect to City of Monroe water or sewer service due to a failing well or septic system. The Monroe-Union County Community Development Corporation screens all potential applicants and Isabelle Gillespie recommends Lyubov Chernenchenko be considered for assistance in connecting to City sewer.

Cost to connect:

- | | |
|-----------------------------------|----------------|
| • 4-inch tap and sewer connection | \$1,340 |
| • Sewer capacity fee | <u>\$2,951</u> |
| Total | \$4,291 |

In addition to the City connection fees, Ms. Chernenchenko would be required to have a plumber connect her home to the new sewer connection once it is installed. The Utility Assistance fund has a current balance of \$21,881. The balance available after fulfilling this request will be \$17,590.

RECOMMENDATION

Staff presents this for consideration and approval from the General Services Committee.

Attachment:

City of Monroe Water and Sewer Connection
Fee Assistance Program

CITY OF MONROE, NORTH CAROLINA WATER AND SEWER CONNECTION FEE ASSISTANCE PROGRAM

Purpose

The purpose of this program is to provide assistance for utility customers that have low to moderate income and are in need to connect to City of Monroe water or sewer service due to a failing well or septic system. The Monroe-Union County Community Development Corporation will screen all potential applicants using established intake procedures and income guidelines.

Applicant Requirements

1. Property requesting the benefit of the assistance program must be located inside the City limits of Monroe.
2. Applicant must be approved for this program by the General Services Committee prior to the application process beginning.
3. The applicant must own the property where they are requesting assistance for connection fees. Mortgage payment(s), property taxes and homeowner's insurance must be verified to be current.
4. "Person of Low to Moderate Income" means person(s) in the household annual income when adjusted for family size, is not more than eighty percent (80%) of the local area median income as defined by the most recent figures published by the U.S. Department of Housing and Urban Development.

Income Limits for 2024:

Family Size:	1	2	3	4	5	6	7	8
Household Income Limit:	59,360	67,840	76,320	84,800	91,600	98,400	105,200	112,000

5. Amount of funds awarded varies according to need. Amount of need will be determined by Monroe-Union County Community Development Corporation.
6. City of Monroe Water Resources Fee Sheet outlining the cost of the connection applicant is requesting assistance with.
7. All appropriate permits and inspections must be completed.

Notification of Findings & Additional Requirements

1. A signed statement from the Monroe-Union County Community Development Corporation stating whether or not the applicant is approved or disapproved for the program will be provided to the City of Monroe and the statement will document the amount of the assistance approved.

2. If applicant is approved for the program, a Deed of Trust in the name of the City of Monroe shall be recorded prior to any work order being issued for tap installation.
3. A Promissory Note shall also accompany the Deed of Trust and be in the amount of the fees paid by the City Council for utility connections and capacity fees.
4. The Promissory Note shall require the repayment to the City of Monroe, in full, of all utility connection and capacity fees if the home is sold within five (5) years of the date of the Promissory Note. Payment is not required, twenty percent (20%) rolls off amount received each year. After fifth (5) year remaining balance is forgiven.
5. The funds for these fee payments shall be appropriated from the City general fund and transferred to the water/sewer utility fund.



STAFF REPORT

TO: General Services Committee

VIA: Lisa Strickland, Director of Finance

DATE: June 6, 2024

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Ratify Annual Service Contracts over \$200,000

SUMMARY STATEMENT

City Council approval is necessary for renewal of reoccurring service and purchase contracts for fiscal year 2025. Details are outlined below.

REVIEW

Chapter 34 of the Monroe Code of Ordinances dictates that it is necessary to seek City Council approval on purchases in excess of \$200,000. They are as follows:

FY2025 Services Exceeding \$200,000			
Company Name	FY2024 Expenditures	FY2025 Expenditures	Synopsis
Dataprose	\$170,348	\$207,600	Bill printing services for cycle bills, late notices and tax statements. Postage is included.
Green's Commercial Cleaning	\$359,060	\$369,832	Cleaning of city facilities. 3% increase from last year.

Xylem Tree	\$438,520	\$422,760	Tree trimming services for electric right of ways.
Traveler's Insurance	\$661,092	\$760,256	The Property and Liability premium budget for all City Departments for FY2024 was \$661,092. The amount indicated is the amount budgeted for FY2025 and will not be exceeded.
Dawn Development	\$2,925,626	\$3,320,967	Construction services for electric and natural gas line installation. Cost increase due to services to growth and new subdivisions.
Tyler Technologies	\$221,385	\$211,865	City financial software maintenance and support fees includes API Maintenance contract

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2025 budget.

RECOMMENDATION

Staff recommends the General Services Committee forward to City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2025.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 6, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Amendment for Various Budget Adjustments

SUMMARY STATEMENT

Various budget adjustments are proposed to the fiscal year 2024 budget in order to recognize activity that was unanticipated, make corrections and maintain budgetary compliance. All adjustments are outlined below.

REVIEW

Budget Amendment for various items as follows:

1. Designate and appropriate funds in fiscal year 2024 for a North Carolina Rural Center Authority Economic Development Grant for MBP Acquisition, LLC d/b/a Hamilton Drywall Products. This is a pass-through grant for a Building Reuse Program originally awarded in fiscal year 2022. Grant extensions were approved by the NC Department of Commerce, but unspent appropriations were not rolled forward at the end of fiscal year 2022. Hamilton Drywall Products has met most of the grant requirements and the City has received a portion of the grant to pass-through to them. Any remaining grant funds will be re-appropriated in future years until the grant is fully expended.
2. Adjustment to provide additional funding for bad debt write-offs that were higher than originally budgeted for fiscal year 2024. The increase in the budget needed is \$30,475 for Water/Sewer Fund and \$6,100 for Solid Waste Fund.

3. Amendment proposed to cover higher than anticipated collections for water and sewer capacity fees in the amount of \$2,100,000. Water and sewer capacity fees are required by NC General Statute 162A-207(b) to be used for capital improvements related to new development and are transferred to the capital reserve fund to achieve this requirement.
4. Amendment in the amount of \$120,000 to cover repair of fire apparatus that were kept longer due to the long lead times for orders of new apparatus. A large portion of this amount is due to repairs that were made to the transmissions on Quint 10 and Quint 2, suspension and sensor repairs to Quint 4, and repairs to Engine 1.
5. Due to an increase in monitoring fees for bonds, a budget amendment is requested to adjust the expense budgets in various funds in the total amount of \$2,195. A technical revision is necessary to installment interest in the aquatic center fund to increase this budget by \$107.
6. Due to a shortfall of revenue associated with ticket sales and rental income for the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The General Fund unassigned fund balance will cover the \$54,000 shortfall with a transfer.

Budget Ordinance for various items as follows:

7. The finished water pump station #1 motor control switchgear replacement was budgeted in operating capital and was not completed. The funding for \$725,930 is requested to be moved into a capital project account until the project can be completed. Project WR2344 has been established to account for this project.
8. The Walkup Avenue 10" Water Main replacement was budgeted in operating capital and was not completed. The funding for \$250,000 is requested to be moved into a capital project account until the project can be completed. Project WR23-33 has been established to account for this project.
9. The Water Master Plan project was delayed and funding was used for other critical needs. The remaining funding for \$127,000 is requested to be moved into a capital project account for Water Treatment Plant Resiliency (Project WR25-01).
10. Several general fund projects are complete and it is requested that funding be credited/funded back to the General Fund. Projects to be closed at this time are as follows:
 - GB1903 \$5,854 Monroe Science Center Parking Lot
 - GB2102 \$33,050 Demolition of 311 Jefferson St
 - GB2206 \$5,407 Grant Administrative Expenses
 - MP2301 \$50,560 Downtown Dog Park
 - RD2201 \$5,407 Charlotte Avenue Parking Lot
 - GB2101 (\$4,051) Belk Tonawanda Park Phase 1-B (Splash Pad)
 - GB2205 (\$56,681) Creft Park Playground/Shade Structure

The closures net \$39,546 in funding that will be returned to the unassigned General Fund balance.

RECOMMENDATION

Staff recommends a favorable recommendation to City Council for approval of the attached Budget Amendment and Budget Ordinance containing various budget adjustments for Fiscal Year 2024.

Attachments: Budget Amendment BA-2024-14
Budget Ordinance BO-2024-12

CITY OF MONROE
BUDGET AMENDMENT
BA-2024-14

1. Amendment necessary to designate and appropriate funds in fiscal year 2024 for a North Carolina Rural Center Authority Economic Development Grant for MBP Acquisition, LLC d/b/a Hamilton Drywall Products. This is a pass-through grant for a Building Reuse Program originally awarded in fiscal year 2022. Grant extensions were approved by the NC Department of Commerce, but unspent appropriations were not rolled forward at the end of fiscal year 2022.

General Fund:

Revenue:

Restricted Intergovernmental Revenues	\$ 250,000
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Expense:

Economic and Physical Development	\$ 250,000
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2. Adjustment to provide additional funding for bad debt write-offs that were higher than originally budgeted for fiscal year 2024. The increase in the budget amount needed is \$30,475 for Water/Sewer Fund and \$6,100 for Solid Waste Fund.

Water & Sewer Fund

Revenue:

Appropriation from Fund Balance	\$ 30,475
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Expense:

Distribution System	\$ 30,475
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Solid Waste Fund

Revenue:

Appropriation from Fund Balance	\$ 6,100
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Expense:

Operations	\$ 6,100
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3. Amendment proposed to cover higher than anticipated collections for water and sewer capacity fees in the amount of \$2,100,000. Water and sewer capacity fees are required by NC General Statute 162A-207(b) to be used for capital improvements related to new development and are transferred to the capital reserve fund to achieve this requirement.

Water & Sewer Fund:

Revenue

Other Revenues	\$2,100,000
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Expense

Transfer to Water & Sewer Capital Reserve Fund	\$2,100,000
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Water & Sewer Capital Reserve Fund:

Revenue

Transfer from Water & Sewer Fund	\$2,100,000
Expense	
Reserved	\$2,100,000

1. Amendment for \$120,000 to cover repair of fire apparatus that were kept longer due to the long lead times for orders of new apparatus. A large portion of this amount is due to repairs that were made to the transmissions on Quint 10 and Quint 2, suspension and sensor repairs to Quint 4, and repairs to Engine 1.

General Fund:

Revenue:	
Undesignated Fund Balance	\$ 120,000
Expense:	
Public Safety	\$ 120,000

4. Due to an increase in monitoring fees for bonds, a budget amendment is necessary to adjust the expense budgets in various funds in the total amount of \$2,195. A technical revision is necessary to installment interest in the aquatic center fund to increase this budget by \$107.

Monroe Aquatic & Fitness Center:

Revenue:	
Undesignated Fund Balance	\$ 107
Expense:	
Debt Service	\$ 107

Water & Sewer Fund:

Revenue:	
Undesignated Fund Balance	\$ 275
Expense:	
Debt Service	\$ 275

Electric Fund:

Revenue:	
Undesignated Fund Balance	\$ 1,645
Expense:	
Debt Service	\$ 1,645

Natural Gas Fund:

Revenue:	
Undesignated Fund Balance	\$ 275
Expense:	
Debt Service	\$ 275

5. Due to a shortfall of revenue associated with ticket sales and rental income for the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The General Fund unassigned fund balance will cover the \$54,000 shortfall with a transfer.

General Fund:

Revenue	
Appropriation of Fund Balance	\$54,000
Expense	
Transfer to Center Theatre Fund	\$54,000

Center Theatre Fund:

Revenue	
Transfer from General Fund	\$54,000
Sales and Services	(\$54,000)

Adopted this the 11th day of June, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

**CAPITAL PROJECT BUDGET ORDINANCE
ADJUSTMENTS TO CAPITAL PROJECTS
BO-2024-12**

WHEREAS, certain projects that have been funded need to be adjusted for various reasons listed below;

WHEREAS, the finished water pump station #1 motor control switchgear replacement was budgeted in operating capital and was not completed. The funding for \$725,930 is requested to be moved into a capital project account until the project can be completed. Project WR2344 has been established to account for this project; and

WHEREAS, The Walkup Avenue 10” Water Main replacement was budgeted in operating capital and was not completed. The funding for \$250,000 is requested to be moved into a capital project account until the project can be completed. Project WR23-33 has been established to account for this project; and

WHEREAS, the Water Master Plan project was delayed and funding was used for other critical needs. The remaining funding for \$127,000 is requested to be moved into a capital project account for Water Treatment Plant Resiliency (Project WR25-01); and

WHEREAS, several general fund projects are complete and it is requested that funding be credited/funded back to the General Fund. Projects to be closed at this time are as follows:

- GB1903 \$5,854 Monroe Science Center Parking Lot
- GB2102 \$33,050 Demolition of 311 Jefferson St
- GB2206 \$5,407 Grant Administrative Expenses
- MP2301 \$50,560 Downtown Dog Park
- RD2201 \$5,407 Charlotte Avenue Parking Lot
- GB2101 (\$46,551) Belk Tonawanda Park Phase 1-B (Splash Pad)
- GB2205 (\$56,681) Creft Park Playground/Shade Structure

The closures net \$39,546 in funding that will be returned to the unassigned General Fund balance.

NOW, THEREFORE, BE IT ORDAINED, that the City Council of the City of Monroe adjusts the appropriations in the above projects and amends the following capital project fund revenues and expenses:

General Fund:

Revenue:

Appropriation from Fund Balance	(\$39,546)
Transfer from General Capital Project Fund	\$100,278

Expense:

Transfer to General Capital Project Fund	\$60,732
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General Capital Project Fund:

Revenue:

Transfer from General Fund GB2101 GB2205	\$60,732
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Expense:

Transfer to General Fund GB1903 GB2102	
GB2206 MP2301 RD2201	\$100,278
Increase Project Expense GB2101	\$4,051
Increase Project Expense GB2205	\$56,681
Decrease Project Expense GB1903	(\$5,854)
Decrease Project Expense GB2102	(\$33,050)
Decrease Project Expense GB2206	(\$5,407)
Decrease Project Expense MP2301	(\$50,560)
Decrease Project Expense RD2201	(\$5,407)

Water and Sewer Fund:

Expense:

Water Filter Plant	(\$852,930)
Distribution System	(\$250,000)
Transfer to Water & Sewer Capital Project Fund	\$1,102,930

Water and Sewer Capital Project Fund:

Revenue:

Transfer from Water & Sewer Fund	\$1,102,930
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Expense:

Switch Gear Replacement WR2344	\$725,930
Walkup 10" Water Main Replacement WR2333	\$250,000
Water Treatment Plant Resiliency WR2501	\$127,000

Adopted this 11th day of June, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 6, 2024

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Title XV, Chapter 160 - Downtown Food Truck Ordinance Amendment

SUMMARY STATEMENT

Staff is recommending to the General Services Committee to consider amending Title XV, Chapter 160, Section 160.03E5 – Downtown Food Truck Ordinance.

REVIEW

At its May 14, 2024 regular meeting, City Council adopted the Downtown Food Truck Ordinance. The ordinance contained general standards for all food trucks including a restriction on locating within one hundred and fifty (150) feet of a restaurant or outdoor dining area except for the Host Business that sponsored the food truck. The exception resulted in confusion regarding the restriction. The original intent was to exempt the Host Business from the restriction but the restriction would apply for other non-Host Business at all times. The purpose of the amendment is to make a technical correction to clarify that the distance restriction applies regarding non-Host Businesses even if the Host Business restriction applies.

RECOMMENDATION

The General Services Committee is requested to consider and make a recommendation to City Council to consider adopting the technical amendment clarifying Chapter 160 – Downtown Food Truck Ordinance, Section 160.03E5.

Attachment(s): Ordinance Amendment O-2024-32

**AN ORDINANCE AMENDING
TITLE XV OF THE
CODE OF ORDINANCES
OF THE CITY OF MONROE
O-2024-32**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT
TITLE XV, CHAPTER 160 OF THE MONROE CODE OF ORDINANCES BE
AMENDED AS FOLLOWS:**

TEXT AMENDMENT

Section 1. Amend Section 160.03E5 of Chapter 160 by deleting in its entirety and substitute and replace with the following:

E. Standards For All Food Trucks on City Property.

5. Food Trucks may not be located within one hundred and fifty (150) feet from the main entrance of any restaurant or outdoor dining area at any time, with the exception of the Host Business sponsoring the Food Truck. The exception for Host Businesses shall not apply if the Host Business is located within one hundred and fifty (150) feet of any other restaurant, and the distance restriction shall remain in effect.

Section 2. This ordinance shall be effective upon adoption.

Robert A. Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk