

**CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
NOVEMBER 18, 2024– 4:30 P.M.**

AGENDA

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1. North Carolina League of Municipalities’ Advocacy Process and City of Monroe
2. Water and Sewer System Development Fees
 - A. System Development Fees Update
 - B. Call for Public Hearing to be Held at City Council Regular Meeting of December 10, 2024 to Consider Ordinance Amending Fiscal Year 2024-2025 Fee Schedule for Water and Sewer System Development Fee Increases
3. Proposal for Formal Agenda Submission Policy to Enhance Transparency and Accessibility

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



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 18, 2024

FROM: Scott Clark, Water Resources Director

PREPARED BY: Scott Clark, Water Resources Director

SUBJECT: Water and Sewer System Development Fee Update

SUMMARY STATEMENT

Water Resources staff will provide a status update on the System Development Fees Study and the required actions to move forward with recommendations.

REVIEW

The City of Monroe hired Raftelis, an industry leader, to evaluate and develop cost-justified water and sewer system development fees. North Carolina General Statute §162A-205 states the method and criteria used to calculate the maximum potential fees.

North Carolina law requires re-adoption of these fees at least every five (5) years. System development fees are assessed to new developments connecting to a water and/or sewer utility system for the first time. Developers and not existing residential customers pay such fees. These fees are designed to assist with recovering the cost of water and sewer capacity and infrastructure required to serve new customers.

Raftelis has completed a draft report that is ready for public input. North Carolina law requires the Water and Sewer System Development Fee report to be posted on the City of Monroe's website for a 45-day public comment period. The draft report was published on our website on October 23, 2024. All comments will be forwarded to Raftelis for review. Raftelis must consider any comments made during this period and prepare possible modifications or revisions into the final report.

Prior to adopting the system development fees, a Public Hearing must be scheduled. Once the Public Hearing is held, the City Council can proceed with adoption of the fees.

RECOMMENDATION

Staff is requesting that City Council call for a Public Hearing to be held at the Regular Council meeting on December 10, 2024. Raftelis will provide a presentation of the System Development Fee report and rate study information during the Regular Meeting on December 10, 2024.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 18, 2024

FROM: Robert A. Burns, Mayor

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Proposal for Formal Agenda Submission Policy to Enhance Transparency and Accessibility

SUMMARY STATEMENT

Propose a formal policy for submitting items to the Monroe City Council meeting agenda. This policy aims to improve transparency, accountability, and public access, ensuring all council members, city staff, and Monroe residents are well-informed of the matters to be discussed.

REVIEW

Recently, there have been instances where items have been added to the agenda with minimal context, vague titles, or without clear indication of the sponsoring members. Such practices can lead to misunderstandings, hinder thorough preparation, and potentially diminish public engagement. To address these concerns, I am proposing a structured Agenda Submission Policy to promote clarity, accountability, and inclusivity.

Proposed Agenda Submission Policy

1. **Identification of Agenda Sponsors**
 - All agenda items must clearly identify the council members, city staff, or officials sponsoring the item.
2. **Abstract Requirement for Agenda Items**
 - Each agenda item must include an abstract providing an overview of the issue, key points of discussion, and any relevant background information. This brief summary will be distributed to council members and legal advisors and made available to the public prior to the meeting, allowing adequate time for review and preparation.

- The use of generic or vague titles such as “Ethics” or “New Business” will no longer suffice. Instead, items should be titled with specificity and clarity, such as “Proposed Amendments to Code of Ethics by Councilmember [Name].”
3. **Process for Adding Agenda Items During Meetings**
- If an agenda item is proposed during a council meeting, the sponsor must present a clear and detailed description of the item.
 - The council will then vote on whether to accept the item. If accepted, it will be added to the **end** of the meeting agenda rather than the beginning, ensuring sufficient time for input and preparation from citizens, council, and/or staff.
4. **Public Accessibility and Engagement**
- For those watching online or attending the meeting, immediate summaries or updates on added items will be made as accessible as possible.
 - Summaries of late-added items, along with any available supporting documents, should be promptly published online and through accessible channels. This will provide citizens observing remotely the opportunity to attend the meeting in person if they choose.
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RECOMMENDATION

Update the procedural manual for Council Meetings, formalizing the Agenda Submission Policy as a standing guideline. This will facilitate consistent and transparent operations moving forward.