

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, December 5, 2024 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of November 7, 2024
2. Fiscal Year 2025 Budget Adjustments
3. Naming of Public Facilities and Lands in Recognition of Individuals (GA-06) Revision
4. Special Event Permit for Dr. Martin Luther King Jr. Parade.
5. Utility Fee Grant Program Update
6. Temporary Street Closure of Lane Street
7. Charlotte-Monroe Executive Airport L1 Hangar Management Services Contract with Talbert, Bright and Ellington and Budget Amendment
8. Special Needs and Disabilities Community Survey
9. Budget Amendment and Contract Award for Fueling Trucks and Fueling Station Repairs

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
November 7, 2024 - 4:15 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Surluta Anthony

Absent: Committee Member Gary Anderson

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Teresa Campo, Community Development Manager; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Sarah McAllister, Director of Engineering; Lisa Stiwinter, Director of Planning and Development; Douglas Britt, Assistant Director of Planning and Development; Bryson Hester, Transportation Planner; Dawn Whitesides, Customer Service Supervisor; Bryan Gilliard, Chief of Police; Steve Morton, Police Captain I; Shannon, Huntley, Police Captain II.

Visitor(s): None.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on November 7, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from September 5, 2024

The minutes from the September 5, 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 September 5, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2. Budget Adjustment Code Enforcement Lien Write Off- Community Development

Teresa Campo, Community Development Manager, presented that the General Services Committee is requested to recommend to City Council a write-off of a code enforcement lien, totaling \$38,295.00 on 840 Maurice St. The City has foreclosed on this property and a budget amendment is required in order to process this adjustment.

The Planning and Development Department's Community Development Division manages the City's Land Bank. The City acquired 840 Maurice St, parcel 09237004 in a foreclosure on March 27, 2024. Community Development plans to use this parcel to develop affordable veteran housing and/or fire/emergency/police workforce housing. City Council's approval is required to write off the existing code enforcement

(2013/demolition) lien totaling \$38,295.00. The City was unable to meet the timeliness deadline to collect the debt, and was at risk of losing their recorded lien. Collections referred the property to the Community Development Division for affordable housing project consideration. Community Development initiated the foreclosure on the property. A budget amendment is required to process this adjustment.

General Services Committee is requested to provide a favorable recommendation to City Council for approval to write off the code enforcement lien on 840 Maurice Street and approve the budget ordinance required to process this adjustment.

Committee Member Anthony made a motion to approve the recommendation to City Council to approve the recommendation and approve the budget ordinance to process the requested adjustment.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Helping Hands Program Modification

Lisa Strickland, Finance Director, provided information on Helping Hands Program and requested program modifications to be able to offer more assistance to City of Monroe utility customers.

The City of Monroe has a program called the Helping Hands Program that is designed to help families in need pay their utility bill. The City partners with the Department of Social Services(DSS) to evaluate customers to determine customer eligibility.

Staff recommends that the guidelines for the program be modified in order to assist more customers.

Current guidelines:

1. Funds are used to assist customers in paying utility bills when they are in a crisis that is time limited and not client created.
2. Normal use of this program is to solve a non-reoccurring crisis.
3. Applicant income is verified by DSS to be in the range of 150% of Federal Poverty Income Guidelines
4. Helpings Hands Program funds are considered after DSS looks to use any Federal, State and County funds that may be available to the Applicant.
5. This program is only available to City utility customers.
6. Funds cannot be used to pay deposits or bills from previous addresses.
7. Maximum assistance is \$350 per household per emergency not to exceed \$700 per fiscal year.

Suggested changes to the guidelines:

1. Funds are used to assist customers in paying utility bills when they are in a crisis that is time limited and not client created.
2. Normal use of this program is to solve a non-reoccurring crisis.
3. Applicant income is verified by DSS to be in the range of 200% of Federal Poverty Income Guidelines.
4. Helpings Hands Program funds are considered after DSS looks to use any Federal, State and County funds that may be available to the Applicant.
5. This program is only available to City utility customers.
6. Funds cannot be used to pay deposits or bills from previous addresses.
7. Maximum assistance is \$400 per household per emergency not to exceed \$800 per fiscal year.

Staff presents this for consideration and approval from the General Services Committee. If approved, it will go to City Council Consent Agenda for approval by full Council.

Chairwoman Thompson made a motion to approve the suggested guidelines and move it for approval by full Council.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Project CR2202 Community Development-COVID Restriction Removal, East Village

Teresa Camp, Community Development Manager, presented that the General Services Committee is requested to recommend to Council

1) Removal of the COVID-19 restrictions from the Project Fund CR2202 (Housing and Public Private Partnerships);

2) Remove the COVID19 restrictions for the Union Anson County Habitat for Humanity (UCHFH) Urgent Repair Program and Reduce the Funding to \$75,000; and

3) Remove the COVID-19

Restriction for the Monroe Union County Community Development Corporation (MUCCDC) Mortgage and Foreclosure Assistance Program and Reduce the Funding to \$75,000. In addition, Community Development requests that a recommendation be made to City Council to award up to \$500,000 of the CR2202 project funds to the East Village, LLC and/or its Managing Partner for the East Village Phase II \$1.4m infrastructure project. Also, authorize Mark Watson, City Manager to execute all funding documents.

The City of Monroe received American Rescue Plan funds during the COVID 19 Pandemic. The City designated the Planning and Development's Community Development Division to administer the funds to assist in various community development and housing initiatives for our citizens. The Centers for Disease Control has lifted the COVID19 pandemic status. Community Development respectfully requests the recommendation to remove the COVID19 restrictions from the urgent repair and mortgage/ foreclosure/ tax assistance programs. In addition, we request that General Services recommend funding of up to \$500,000 to the East Village LLC and/or its managing partner for the infrastructure at the East Village II subdivision. East Village II is in the design phase and will result in up to 22 single-family new constructed homes for low to moderate-income households. This affordable workforce housing community will provide a priority to Monroe residents and our employees. The infrastructure estimate is \$1,400,000.

General Services Committee is requested to provide a favorable recommendation to City Council for approval to remove the COVID-19 Restrictions from Project Fund CR2202 Housing and Public Private Partnerships AND recommend funding of up to \$500,000 to the East Village, LLC and/or its managing partner for East Village Phase II infrastructure. The \$500,000 is conditional to the commitment letter(s) for the additional \$900,000 in match funds, approved plans, developer fee structure review, and other necessary compliance documentation. The funding agreement will contain the required language regarding Monroe residents and our employees. Authorize Mark Watson, City Manager to execute all funding agreements.

Committee Member Anthony asked if there is a certain time restriction to use those funds. Teresa Campo stated that under COVID they did not have certain amount of time but it can be added to be used within one calendar year.

Committee Member Anthony made a motion to approve the request and forward to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 5. FAA- Status of Reimbursable Agreement for Sifting Study

Lisa Hollowell, Assistant City Manager, presented that the Charlotte Monroe Executive Airport was accepted into the Federal Contract Tower (FCT) program in November 2023, enabling the Federal Aviation Administration (FAA) to operate an air traffic control tower through contracted services once a tower is constructed and operational. As of October 31, 2024, the necessary agreement to begin this process, has

not been executed despite multiple inquiries from City officials to the FAA. The City is seeking guidance from the General Services Committee on the next steps.

Background

The Charlotte Monroe Executive Airport has been accepted into the Federal Contract Tower (FCT) program, enabling the FAA to operate an air traffic control tower through contracted services. The application process began in 2022, and although EQY was initially not selected, an appeal led the FAA to choose EQY based on a benefit/cost (BC) ratio exceeding 1.0, which is a requirement for the program. The acceptance notice was sent to the City in November 2023. The BC analysis is valid for five years, after which a new analysis will be required for new candidates.

The FCT Program provides the operating funds for air traffic services and the Airport is responsible for funding capital expenses, including construction, equipment, and maintenance of the Tower. And in some instances, there may be Airport Improvement Grant funds available for construction costs and equipment, though this expense is expected to be borne by the Airport.

The North Carolina General Assembly appropriated \$6 million for the tower in the 2023 Appropriations Act (S.L. 2023-134), which will assist in paying for some of the associated capital costs.

Issue

To date, the Reimbursable Agreement has not been executed. Initial discussions with the FAA, NCDOT, and the City's contracted Engineer of Record indicated that the Engineer would oversee the siting study for the tower location. However, in mid-2024, the City was informed that the FAA must conduct this study, requiring the City to enter into a reimbursable agreement directly with FAA.

The Reimbursable Agreement is a contract requiring the City to reimburse the FAA for the costs associated with a siting analysis, projected to be \$60,000. This detailed study will evaluate up to three potential tower sites, along with two alternatives, to determine the optimal location and functionality for the new tower at the Airport.

Once the City was informed that FAA must conduct the study, the City Manager's Office, the Airport Manager, and NCDOT sent multiple emails to the FAA inquiring about executing the Reimbursable Agreement, the status of the draft agreement, and the overall process. As of October 31, 2024, this agreement has not been received by the City or executed.

The City is prepared to move forward and seeks guidance from the General Services Committee on the next steps. One suggestion is to contact the State's U.S. Senators and Representatives for assistance. City Management would like the Committee to provide direction on this matter.

Lisa Hollowell mentioned that after a recent conversation with one of the FAA representatives, the agreement is likely to be received in the upcoming days.

No action is required.

Item 6. Lease Compliance- Union County Community Action, Inc.

Lisa Hollowell, Assistant City Manager, provided an executive summary of the lease requirements and compliance by the Union County Community Action, Inc. for lease of four buildings located at the Winchester community complex.

Lease

A lease agreement was executed on January 1, 2020, between the City and Union County Community Action, Inc. (UCCA) for the lease of four buildings within the Winchester Neighborhood Community Center complex. This agreement covers three buildings in full and designated rooms within a fourth building (Building A), with a lease term of ten years, set to expire on December 31, 2029. This current lease is the second renewal of a previous ten-year lease that began in 2010, with original agreements tracing back to 1998.

Lease Amounts

The lease amount is nominal, set at \$1 per building annually, totaling \$4 for the entire lease. Since the commencement of the lease, the City has received timely lease payments each January from 2020 through 2024.

Independent Market Rent Appraisal

UCCA is obligated to provide the City with independent market rent appraisals when prepared, which are meant to establish the value of in-kind contributions associated with the complex. While no appraisals appear to have been submitted to the City, the Monroe Union Economic Development Commission has provided an estimate of the in-kind value at approximately \$515,000. UCCA's own estimate of in-kind value for FY 2022-23 is approximately \$776,002 (from UCCA's website) and City staff developed an estimate based upon a 2024 comparison at \$673,847. Therefore, the overall range of estimates for in-kind contributions spans from \$515,000 to \$776,002, based on varying appraisal methodologies. And UCCA appears to be out-of-compliance with the requirement in the lease for not having submitted these reports.

Buildings Uses

The lease specifies that the buildings are to be utilized exclusively for operating Early Head Start/Head Start programs or similar child development and educational initiatives. Any alternative use requires written consent from the City. UCCA generally complies with these provisions, though Building A is noted for providing adult education classes, which arguably diverges from the stipulated use.

Maintenance Responsibilities

UCCA holds responsibility for the maintenance and upkeep of the leased buildings and grounds, including HVAC systems, plumbing, and janitorial services (except for Building A). The City is responsible for maintaining the building shell, roof, and landscaping. Any improvements to the leased premises necessitate prior approval from the City. The UCCA appears in compliance with these stipulations.

Termination Conditions

The lease includes provisions allowing either party to terminate the agreement with a 90-day written notice. Additionally, if UCCA defaults and fails to rectify the situation within 30 days of notice from the City, or if the property is used for non-Head Start purposes for 180 days, the City may terminate the lease. In cases of significant property damage, either party may terminate the lease with a 10-day notice.

No action required.

Item 7. Youth Apprenticeship Week Proclamation November 17-23 2024

Teresa Campo, Community Development Manager, presented that the General Service Committee is requested to recommend to City Council the recognition of National Apprenticeship Week 2024.

South Piedmont Community College (SPCC) will be hosting a banquet on November 21, 2024 and requested a proclamation and attendance from our Mayor Robert Burns. This year marks the 10th annual National Apprenticeship Week (NAW), which is a nationwide celebration where employers, industry representatives, community-based organizations, educational institutions, and others host events. The purpose of the events is to showcase the successes and value of Union County's Registered Apprenticeship programs. Apprenticeship programs strengthen Monroe's economy by developing a highly skilled workforce to meet industry needs, creating pathways for career seekers to advance into good jobs. The theme for NAW 2024 is "National Apprenticeship Week 2024: Celebrating 10 Years of Engagement, Expansion, and Innovation."

Staff requests the General Services Committee recommend City Council issue the proclamation for National Apprenticeship Week 2024. This effort aligns with the Good Job Great City, Monroeworks initiative.

Committee Member Anthony made a motion to accept the staff request and bring it to City Council to issue the proclamation for National Apprenticeship Week 2024.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 8. Award of Contract for Planning and Design and Construction Documents for US 74/601 Interchange Enhancement and Skyway Drive Streetscape Design Project.

Lisa Stiwinter, Planning and Development Director, presented that The General Service Committee is requested to consider staff's recommendation to award Kimley-Horn the contract for Planning and Design and Construction Documents for the US74/601 Interchange Enhancements and Skyway Drive Streetscape Design project.

The North Carolina Department of Transportation (NCDOT) has an Interchange Improvement project located at US 74/601 (U-5723) that includes replacing the bridge, constructing roundabouts at both ends and including an 8-foot sidewalk on both sides. The project is currently in the right-of-way acquisition phase and is scheduled for construction in 2028.

In October 2023, the Planning and Development Department brought before City Council a request for funding in the amount of \$1.7 million for the planning, design and construction plans and to begin implementation of an Interchange Enhancement at US 74/601 and Skyway Drive Streetscape Design project. Due to the significant benefits the Interchange Enhancement and Streetscape Design project in coordination with NCDOT bridge replacement and roundabouts, City Council voted to grant the funding for the project.

The Planning and Development Department advertised a Request for Qualifications (RFQ) on July 12, 2024 seeking qualifications from highly qualified and experienced firms or teams to assist with the planning and design and construction plans for the design and implementation of interchange and streetscape improvements as identified in the Concord Avenue Area Master Plan. The department received four proposals from qualified consulting firms expressing interest in the project. Based on the proposals received, qualifications, experience and the selection team scoring, Kimley-Horn, national planning and engineering firm has been selected with a project cost of \$489,450.

Staff is requesting the General Service Committee consider recommending the contract award to Kimley-Horn for the Planning and Design and Construction Documents for the US 74/601 Interchange Enhancements and Skyway Drive Streetscape Design project.

Committee Member Anthony made a motion to approve the recommendation and move forward to City Council for approval of the contract award to Kimley-Horn for the Planning and Design and Construction Documents.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 9. Accepted of Office of Community Oriented Policing Services FY24 COPS Hiring Program Grant, Addition of Two Police Officer Positions and Approval of a Budget Amendment for FY 2025.

Bryan Gilliard, Chief of Police, stated that the Police Department seeks to add two grant funded positions, accept the FY24 COPS Hiring Program Grant, approve a budget amendment and authorize the manager to execute any necessary documents.

The Police Department has applied for the Office of Community Oriented Policing Services FY24 COPS Hiring Program Grant. This grant is from the federal government in the amount \$250,000. Staff recommends that grant funds be used to fund the Monroe Police Departments hiring or re-hiring of two additional career law enforcement officers in an effort to increase our community policing capacity and crime prevention efforts. There is a match requirement for this grant in the amount of \$279,306. Council will need to take action to accept the grant, add two full time Police Officer positions to the City's authorized position total and designate and appropriate funds for the remainder of fiscal year 2025. The amount needed for the remainder of Fiscal Year is a total of \$99,530. The City is responsible for 52.77% of this amount or \$52,522 and the grant will reimburse 47.23% or \$47,008.

Staff requests approval from the General Service Committee to accept this request to accept this grant, add two full-time Police Officer positions and appropriate and designate the funds for FY2025 and forward to full Council for approval.

Committee Member Anthony made a motion to accept this request and forward to full Council for approval.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

There being no further business the meeting adjourned at 4:50 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Amendment for Various Budget Adjustments

SUMMARY STATEMENT

Budget technical changes and adjustments are proposed to FY 2024-25 Budget to maintain budgetary compliance. All adjustments are outlined below.

REVIEW

Budget Amendment for various items as follows:

1. Increase amount of transfer budgeted for the transfer of “Payment in Lieu of Taxes’ from the Electric and Natural Gas Fund to the General Fund. The amount of the increase is \$15,208 for the Electric Fund and \$13,857 for the Natural Gas Fund.
2. Technical adjustment to the original budget ordinance. Investment earnings in the Electric Capital Projects Fund were adopted under the Transfers In category and adjust transfers out in the Electric Fund for a project added.
3. Prepaid items were rolled over at year-end for Fiscal Year 2023-24 for assets that could not yet be capitalized because all items were not received by June 30, 2024. The budget for these items is needed for budgetary compliance in order to expense and capitalize the purchases in Fiscal Year 2024-25.
4. Technical adjustment to the original budget ordinance for installment financing proceeds for the recreation centers and pro shop; align budget from the General Fund to the General Capital Project Fund.

5. Budget Amendment to appropriate new annual web hosting fee in the amount of \$12,360 for the fiscal year 2025 budget.
6. Budget Amendment is needed for the Solid Waste Fund to update house counts and consumer price index increases, the collection contract and revenue projections are adjusted. The Fund expects to use \$25,365 from the fund balance to cover expenses.
7. Budget Amendment is needed for the Property Management Department. This Department was created in FY 2024-25 and the following budget technical adjustments are necessary; accounting for the mowing contract at the airport in the amount of \$62,720, electrical work on the downtown lights of \$20,000 and a facility cleaning contract in the amount of \$93,710. The actual cost of the new vehicles/trucks and replacements were higher than anticipated by \$32,971. The amendment adjustments total \$209,401.

RECOMMENDATION

Staff recommends approval of the attached budget amendment containing various budget adjustments for Fiscal Year 2024-25.

Attachment: BA-2024-32

**BUDGET AMENDMENT
BA-2024-32**

1. Increase amount of transfer budgeted for the transfer of “Payment in Lieu of Taxes’ from the Electric and Natural Gas Fund to the General Fund. The amount of the increase is \$15,208 for the Electric Fund and \$13,857 for the Natural Gas Fund.

Electric Fund:

Revenue	
Appropriation of Fund Balance	\$15,208
Expense	
Transfer to General Fund	\$15,208

Natural Gas Fund:

Revenue	
Appropriation of Fund Balance	\$13,857
Expense	
Transfer to General Fund	\$13,857

General Fund:

Revenue	
Transfer from Electric Fund	\$15,208
Transfer from Natural Gas	\$13,857
Appropriation to Unassigned Fund Balance	(\$29,065)

2. Technical adjustment to the original budget ordinance. Investment earnings in the Electric Capital Projects Fund were adopted under the Transfers In category and adjust transfers out in the Electric Fund for a project added.

Electric Capital Project Fund:

Revenue	
Transfers in from Other Funds	(\$456,562)
Investment Earnings	\$456,562

Electric Fund:

Expense	
Increase in Fund Balance	(\$800,000)
Transfer to Electric Capital Project Fund	\$375,000
Electric System Maintenance and Improvements	\$425,000

3. Prepaid items were rolled over at year-end for Fiscal Year 2023-24 for assets that could not yet be capitalized because all items were not received by June 30, 2024. The budget for these items is needed for budgetary compliance in order to expense and capitalize the purchases in Fiscal Year 2024-25.

General Fund:		
Revenue		
Appropriation from Unassigned Fund Balance		\$184,811
Expense		
Public Safety		\$184,811

Water & Sewer Fund:		
Revenue:		
Appropriation from Fund Balance		\$43,182
Expense:		
Water Filter Plant		\$43,182

Electric Fund:		
Revenue:		
Appropriation from Fund Balance		\$283,222
Expense:		
Electric System Maintenance and Improvements		\$283,222

Airport Fund:		
Revenue:		
Appropriation from Fund Balance		\$308
Expense:		
Airport Operations		\$308

4. Technical adjustment to the original budget ordinance for installment financing proceeds for the recreation centers and pro shop; align budget from the General Fund to the General Capital Project Fund.

General Fund:		
Revenue:		
Other Financing Sources		(\$1,253,037)
Expense:		
Transfer to General Capital Project Fund		(\$1,253,037)

General Capital Project Fund:		
Revenue:		
Transfer from General Fund		(\$1,253,037)
Other Financing Sources		\$1,253,037

5. Budget Amendment to appropriate new annual web hosting fee in the amount of \$12,360 for the fiscal year 2025 budget.

General Fund:

Revenue

Appropriation from Unassigned Fund Balance \$12,360

Expense

General Government \$12,360

6. Budget Amendment is needed for the Solid Waste Fund to update house counts and consumer price index increases, the collection contract and revenue projections are adjusted. The Fund expects to use \$25,365 from the fund balance to cover expenses.

Solid Waste Fund:

Revenue

Appropriation from Fund Balance \$185,555

Refuse Collection Fees \$300,126

Expense

Operations \$485,681

7. Budget Amendment is needed for the Property Management Department. This Department was created in FY 2024-25 and the following budget technical adjustments are necessary; accounting for the mowing contract at the airport in the amount of \$62,720, electrical work on the downtown lights of \$20,000 and a facility cleaning contract in the amount of \$93,710. The actual cost of the new vehicles/trucks and replacements were higher than anticipated by \$32,971. The amendment adjustments total \$209,401.

General Fund:

Revenue

Appropriation from Fund Balance \$209,401

Expense

General Government \$209,401

Adopted this 10th day of December, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

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

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

SUBJECT: Update to Policy GA-06 – Naming of Public Facilities and Lands in Recognition of Individuals

SUMMARY STATEMENT

The General Services Committee is requested to consider an update to Policy GA-06.

REVIEW

Engineering Staff received a request to re-name a public street in honor of someone recently. (The request was via voicemail and the person did not specify which street or in honor of whom, and they did not call again after Staff left a voicemail in return.) After looking into the process and working with legal staff and the City Clerk, it was discovered that a policy on “Street-Naming and Addressing” was referenced in Policy GA-06 Naming of Public Facilities and Lands in Recognition of Individuals. City Staff have been unable to locate any such policy. The City Clerk was able to find notes from a Facilities Committee Meeting in 2010 where a former City Manager indicated that such a policy had been drafted but was never formally adopted. Staff is therefore proposing to remove the reference from Policy GA-06.

The attached policy has been updated with the reference to the non-existent policy struck through and recommended for removal.

RECOMMENDATION

City Staff are recommending Policy GA-06 be revised to remove the reference to a “Street Naming and Addressing” policy. If the General Services Committee is in agreement, the revised policy will be placed on the December 10th consent agenda for approval.

Attachments:

Policy GA-06

	Policy: Naming of Public Facilities and Lands in Recognition of Individuals	Effective Date: April 5, 2024
		Revision Effective Date: November 6, 2018; June 4, 2019; December 10, 2024
	Policy Number: GA-06	Page 1 of 3
	Mark Watson, City Manager	<u>General Administration</u> Responsible Party

Policy: It is the policy of the City of Monroe to honor individuals that have benefited the City of Monroe by extraordinary efforts with investments of their time, talents, and/or financial resources. It is the policy of City Council to consider naming proposals, seek citizen input, and formally decide on proposed names or renaming of City of Monroe public lands or facilities within established criteria.

Purpose: To provide a process that assists the City Council with the recognition of individuals and naming of public lands and facilities.

Definitions: Public Land – Lands which are owned or controlled in use by the City of Monroe. These lands may be within or outside of the corporate limits. Examples include, but are not limited to, parks, open space, and plazas.

Public Facilities – Physical facilities owned or controlled in use by the City of Monroe. Examples include buildings, bridges, rooms, and ballfields. ~~Street naming procedures are covered by a separate City Council policy “Street Naming and Addressing.”~~

Exemptions: Industrial parks, owned and/or developed by the City of Monroe, do not meet the definition of Public Land nor Public Facilities, and are therefore exempt from this policy.

City owned buildings and the component rooms, furniture, fixtures, and other property that are the subject of City Council approved fundraising campaigns shall also be exempt from this policy. This exemption also applies to City property located in and around these buildings.

Naming Criteria: City of Monroe public lands and facilities may be named after persons or after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

- A noteworthy public figure or official;
- A person, place, or event of historical or cultural significance;
- Special benefactor(s);

Policy No.: GA-06	Policy Name: Naming of Public Facilities and Lands in Recognition of Individuals	Page 2 of 3
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- A person, group, place, or feature, particularly identified with the public land or facility;
- Exceptions to the naming criteria may be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined.

Procedures:

Initiation of Proposed Name

- a. Preliminary consideration of naming proposals by City Council may be initiated by any citizen, Council Advisory Committee, Council Member, or City Task Force, or elected or appointed official. Naming proposals for public facilities that have not originated from an advisory committee or task force shall be presented to the City Council through the City Manager. The City Council may consider directing the request to the appropriate advisory committee or task force for the public notification and review.
- b. The City Council will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review. Requests reviewed by a committee or task force shall include public input during a public meeting with opportunity provided for citizen input following advanced meeting advertisement.
- c. Meeting minutes, or staff reports shall be prepared that fully document input received from citizens, committee, or task force discussions, and a specific naming recommendation(s) for preliminary review by City Council.

Preliminary City Council Review and Formal Decision

- a. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation, or a staff report, will be transmitted to the City Council for review.
- b. City Council, after consideration, by motion and majority vote may:
 - 1) Formally name a public land or facility, or
 - 2) Formally reject a naming proposal, or
 - 3) Hold additional public input sessions.

Additional Public Input and Public Hearing

Policy No.: GA-06	Policy Name: Naming of Public Facilities and Lands in Recognition of Individuals	Page 3 of 3
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- a. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal, may hold additional public input sessions. The public input meeting(s) will be announced at least 10 days in advance by a block advertisement in a local newspaper.
- b. The purpose of the public input session is to provide opportunity for additional public input.
- c. City Council action may consist of:
 - 1) Formally name a public land or facility, or
 - 2) Formally reject a naming proposal.

Formal City Council Decision

A formal decision of a naming recommendation may be made at the time of:

- a. Preliminary review;
- b. Additional public input.

- Public Notifications:**
- a. The City Council finds public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations that may exist.
 - b. If Council desires additional input, advance notice will be provided for City Council public input sessions.
 - c. Chairs of the advisory committees and task forces, on behalf of the City Council, are charged with the responsibility of ensuring that adequate opportunity is provided for citizen input throughout the process.

The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit Center Supervisor

SUBJECT: Special Event Permit in Downtown Monroe – 2025 Dr. Martin Luther King Jr. Parade

SUMMARY STATEMENT

General Services Committee is requested to consider a special event permit for an event to be held in Downtown Monroe. The annual Dr. Martin Luther King Jr. Parade will be held on January 19, 2025 from 3:00 pm – 5:00 pm.

REVIEW

The applicant, Curley Trull with the Dr. Martin Luther King Jr Scholarship Fund is requesting a special event permit to hold an event in Downtown Monroe on January 19, 2025.

The annual Dr. Martin Luther King Jr. Parade is planned to be held on Sunday, January 19, 2025 in Downtown Monroe from 3:00 pm – 5:00 pm. The parade route will be closed from 1:00 pm – 5:00 pm. The applicant is estimating over 100 people will attend the event. The event will include floats and trailers, school bands, and sports groups. The businesses that will be open during the event have all signed in favor of the event.

DEPARTMENT REVIEWS

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

Fire Department:

Monroe Fire Department Approves Permit.

Police Department:

Approved.

Engineering Department:

Approved. Street Division is responsible for placing and removing barricades on the day of the event. Report issues or concerns to the Street Division at 704-282-4553 during normal business hours and to the Street Division Standby at 704-226-5916 on the day of the event.

Planning and Development Department:

Approved.

Union County Environmental Health:

No permit required from Union County Environmental Health.

Legal:

Must provide COI before the release of the permit.

RECOMMENDATION

If General Services Committee is in agreement with the aforementioned approvals, a recommendation will be presented to City Council for approval of the special event permit.

Attachments:

1. Application
2. Barricade Map
3. Public Notification



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event:	2025 Dr. Martin Luther King, Jr. Parade		
Event Website (if applicable):	Event Date/s: Jan. 19, 2025	Event Hours: 1pm - 5pm	

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)	Special Considerations: (please check all that apply)
☐ Assembly ☐ Festival/Outdoor Market ☐ Run/Walk ☒ Parade ☐ Demonstration ☐ Concert/Performance ☐ Block Party ☐ Educational ☐ Other: _____	☐ Alcoholic Beverages ☐ Food Sales ☐ Cooking ☐ Merchandise Sales ☐ Pets/Animals ☐ Sound Amplification ☐ Tents / Inflatables ☐ Fireworks/Pyrotechnics ☐ Portable Restrooms ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall) ☒ Other: Cemetery Gates Unlocked at 12:30 PM
Time Set up Begins: 1pm (Line-Up)	Time Break Down Ends: 5:00 PM
Estimated Event Attendance: 100	Estimated # of People at Peak Periods:
Estimated # of Vehicles: 50	Estimated Vehicles at Peak Periods:

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Dr. MLK, Jr. Sch. Committee	Applicant Name: Carley Trull		
Address: POB 1802	City: Monroe	State: NC	Zip: 28111-1802
Phone#: 980-425-9982	Mobile#:	Email: carleyt309@gmail.com	
Primary On-Site Contact: Carley Trull & Allen Morrison	Mobile#: 980-425-9982		
Other On-Site Contact Info:			

SECTION III: EVENT DETAILS

Description of the Event:	2025 Dr. MLK, Jr. Holiday Parade		
Location/s of the Event: Downtown Monroe	Site Capacity: 150		



Property Address:

Property Owner/s:

Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

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

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

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

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

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

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

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Dr. MLK, Jr. Parade
Name of Street to be closed: See Attachment from 1 pm to 5 pm
Additional Street: Same As Above from _____ to _____
of Barricades needed: _____ # of cones needed _____ Drop-off location: _____
Date of Closure: Sun. Jan. 19, 2025 Start Time: 1 pm to 5 pm
Additional Comments: _____



☐ **Trash/Debris Plan:** None

SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

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

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

Additional Permit Attachments Required:

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

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

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

Start Time: 3pm End Time: 5pm

Purpose: Parade to continue the legacy of Dr. King, Jr.

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

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

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

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

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

Print Name of Application/Host Organization: Dr. MLK, Jr. Parade Title: Carter Trull, Jr. President

Signature: Carter Trull, Jr. Submission Date: 07-29-2024

[illegible]

Washington → Lancaster Hayne St. → Jefferson (left)
 Lancaster → Houston Jefferson → (left) Main
 Houston → left on Hayne Main St. → Rgt on Lancaster — left on Washington

Page 25 of 44

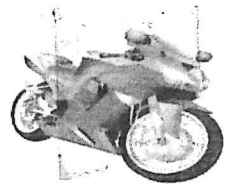




PARADE

SUNDAY

JANUARY 19, 2025



3:00 P.M.

Downtown Monroe

See You There!



The Dr. Martin Luther King, Jr. Committee of Union County



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Dawn Whitesides, Customer Service Supervisor

SUBJECT: Utility Fee Grant Program Update

SUMMARY STATEMENT

Information is also being provided to the Committee to fulfill reporting requirements of the Utility Fee Waiver Program and Resolution R-2015-41. The goal of the Utility Fee Waiver program is to encourage homes to be built for people who are certified to be income eligible at the time of purchase and to ensure that the program is meeting City expectations.

REVIEW

The following chart represents a history of previous utility assistance provided and the current status of ownership.

<i>Date</i>	<i>Property address</i>	<i>Recipient:</i>	<i>Original Owner still reside in the property?</i>	<i>Utility Fee Waiver Amount</i>
7-8-15	2319 Hargette Rd	Habitat for Humanity	Yes	\$7,404
7-8-15	2321 Hargette Rd	Habitat for Humanity	Yes	\$7,598
9-6-15	2916 Secrest Short Cut Rd	Fredia Barbee	Yes	\$3,339
10-27-15	438 East Village Dr Lot 17	Monroe UC CDC	Yes	\$5,046
10-27-15	309 East Village Dr Lot 40	Monroe UC CDC	Yes	\$5,046
3-15-16	2502 Saddlebred Way	St. Jude's	n/a	\$5,036
3-14-17	2310 Goldmine Rd	Habitat for Humanity	Yes	\$7,140

3-14-17	3407 Ridgewood Ave	Habitat for Humanity	Yes	\$7,140
12-19-17	433 East Village Dr	Monroe UC CDC	Yes	\$5,036
12-19-17	427 East Village Dr	Monroe UC CDC	Yes	\$5,036
12-19-17	503 East Village Dr	Monroe UC CDC	Yes	\$5,036
4-12-18	1915 Bowie St	Habitat for Humanity	Yes	\$7,140
4-12-18	1923 Bowie St	Habitat for Humanity	Yes	\$7,140
8-30-18	506 East Village Dr	Monroe UC CDC	Yes	\$5,184
9-12-18	500 Sunnybrook Dr	Kelly & Betty Leak	Yes	\$3,720
10-5-18	406 S West St	Habitat for Humanity	Yes	\$7,349
3-6-2019	350 East Village Dr	Monroe UC CDC	Yes	\$5,184
3-6-19	344 East Village Dr	Monroe UC CDC	Yes	\$5,184
5-9-19	1450 Citrus Dr	Habitat for Humanity	Yes	\$5,184
5-9-19	1107 Sikes St	Habitat for Humanity	Yes	\$7,349
7/21/20	217 E East Ave	Dorothy Gaither	Yes	\$3,828
8/14/23	5006 Myers Rd	Tony Cureton	Yes	\$4,291
6/11/24	1702 Carson St	Luybov Chernenzenko	Yes	\$4,291

The Utility Fee Grant Program currently has a remaining balance of \$17,590.00.

RECOMMENDATION

Staff presents this as an informational update only.



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit Center Supervisor

SUBJECT: Temporary Street Closure request for Greg Moore, Home Brew

SUMMARY STATEMENT

The General Service Committee is requested to discuss the temporary street closure and process for Greg Moore with Home Brew to close Lane Street in between Main Street and Hayne Street every Friday and Saturday night from 7:00 p.m. to 11:00 p.m.

REVIEW

Greg Moore with Home Brew located at 215 S. Main Street has requested to temporarily close Lane Street from Main Street to Hayne Street every Friday and Saturday night from 7:00 p.m. to 11:00 p.m. Greg Moore has requested the temporary street closure of Lane Street, because there have been multiple instances where vehicles speed down Lane Street and have come close to hitting customers and pets both in front of and behind the building.

Greg Moore has requested to pay a yearly fee for this request. The City currently does not have a process or an adopted fee to address this request.

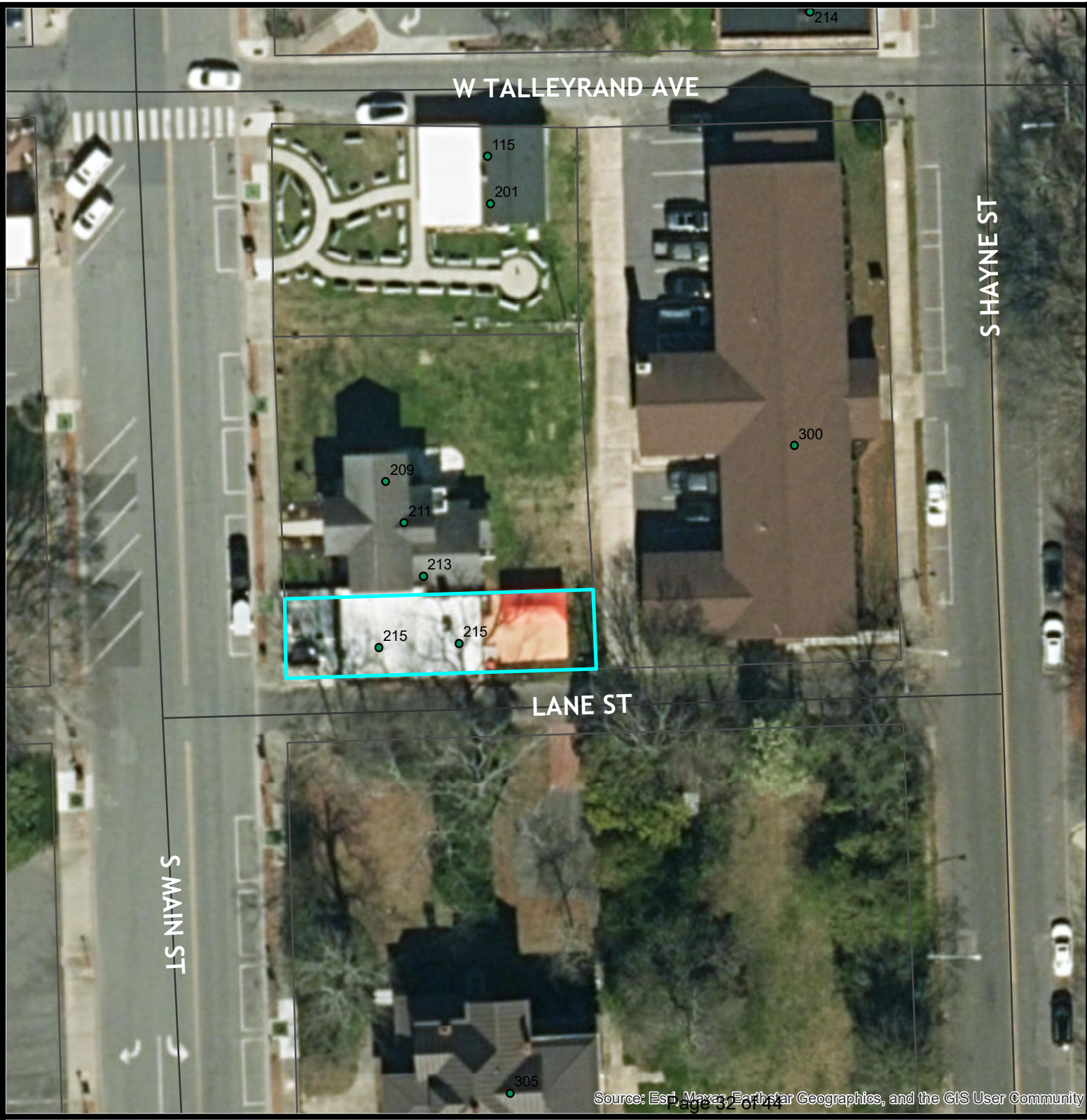
Sarah McAllister, Director of Engineering, will require Greg Moore to purchase his own barricades if this is allowed.

RECOMMENDATION

Staff is requesting guidance from the General Service Committee.

Attachment:

1. Ortho Map
2. Email from Greg Moore



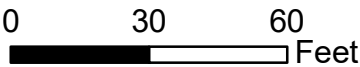
Ortho Map

Legend

- <all other values>
- Centerlines
- Parcels

**Owner: Home Brew
Catering, LLC**

Acres: .06



Catherine Mullis

From: Greg & Jen <homebrewtaproom@gmail.com>
Sent: Friday, November 15, 2024 1:43 PM
To: Catherine Mullis
Subject: Home Brew (Lane St Closure for safety reasons)

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Catherine,

Were you able to find out what steps we'd have to follow to close Lane St on Friday's & Saturday's from 7pm to 11pm?

We've had multiple incidences when vehicles speed down Lane St and have come close to hitting our customers and pets, both in front and behind our building. (Impatient drivers always utilize Lane St to avoid the stop sign on Morroe)

We'd be happy to pay a yearly fee to be able to legally close Lane St at night. Sgt McAllister and Cody from ALE can verify the hazard and would speak on our behalf to close Lane St during those hours for safety reasons.

Let me know,

Greg

Home Brew Taproom & Tunes



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: Charlotte-Monroe Executive Airport L1 Hangar Management Services Contract with Talbert, Bright and Ellington and Budget Amendment

SUMMARY STATEMENT

The General Services Committee is requested to recommend to City Council the appropriation for a contract of up-to \$45,000 with TBE for contract-management services for the construction of a new hangar at the designated L1 location (Airport Layout Plan - ALP) at the Charlotte Monroe Executive Airport. The funding for this contract will be sourced from anticipated over-realized airport revenue receipts.

REVIEW

TBE is the City of Monroe's designated Engineer of Record for creation and updating of the airport plan, projects through the Department of Transportation, Division of Aviation, and grants-management.

The land lease for the hangar was granted to Charlotte Monroe Hangar LLC through a competitive process. TBE will review and approve all design and construction plans before work begins to ensure regulatory compliance, safeguard the City's best interests, and meet all environmental regulations and FAA aviation safety standards.

RECOMMENDATION

Staff recommends that General Services recommend to City Council approval of the Management Services Contract with TBE up to a total of \$45,000, adoption a Budget Amendment allocating the funds to be sourced from the projected over-realized revenues for the Airport and authorization the City Manager to execute any and all necessary documents.

Attachment: Budget Amendment BA-2024-34

**BUDGET AMENDMENT
BA-2024-34**

1. Amendment necessary to appropriate funding for the plan review, oversight and to ensure regulatory compliance of the construction of a new hangar by Charlotte Monroe Hangar LLC. Revenues for leases are being used to fund this initiative since receipts are higher than budgeted.

Airport Fund:

Revenues:

Sales and Services	\$45,000
--------------------	----------

Expenses:

Airport Operations	\$45,000
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Adopted this 10th day of December, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**CITY OF MONROE
BUDGET AMENDMENT
BA-2024-34**

Amendment necessary to appropriate funding for the plan review, oversight and to ensure regulatory compliance of the construction of a new hangar by Charlotte Monroe Hangar LLC. Revenues for leases are being used to fund this initiative since receipts are higher than budgeted.

Airport Fund:

Revenues:	
Sales and Services	\$45,000
Expenses:	
Airport Operations	\$45,000

Adopted this 10th day of December, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Ryan Jones, Property Management Director

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Special Needs and Disabilities Community Survey

SUMMARY STATEMENT

The General Services Committee is requested to consider providing a favorable recommendation to City Council to provide a survey to the community to assess the City's accessibility and inclusivity related to citizens with disabilities.

REVIEW

A community survey has been developed through the Mayoral Special Needs and Disabilities Committee. This community survey will provide a foundation to ascertain where the City currently stands as it relates to general accessibility and inclusivity regarding programs and facilities. This survey would be provided to the community as a whole through the City's website and any other appropriate avenues. Through the data collected from this survey, the Special Needs and Disabilities Committee would be able to establish a standard blueprint to determine any appropriate steps needed through a future action plan linked to the responses submitted.

RECOMMENDATION

Staff and the Special Needs and Disabilities Committee recommends the General Services Committee provide a favorable recommendation to City Council to distribute the Community Survey to the community through various avenues, including the city's website, to allow the Special Needs and Disabilities Committee the opportunity to utilize the data in an effort to provide an appropriate plan related to the needs of the community.

Attachments: Special Needs and Disabilities Community Survey

Special Needs and Disabilities Committee

Community Survey

* Indicates required question

1. Residency *

Mark only one oval.

- ☐ Live
- ☐ Work
- ☐ Frequent as a visitor

2. Do you or does someone in your home have a disability? *

Mark only one oval.

- ☐ Yes
- ☐ No

3. What type of disability(s) diagnosis pertains to you or your household member? Please check all that apply:

Check all that apply.

- ☐ Autism spectrum disorder (ASD)
- ☐ Deafness
- ☐ Intellectual Disability
- ☐ Mental Health
- ☐ Specific learning disability (SLD)
- ☐ Traumatic Brain Injury
- ☐ Invisible disability
- ☐ Orthopedic impairment
- ☐ Speech or language impairment
- ☐ Visual impairment, including blindness
- ☐ Other
- ☐ Do not wish to provide.

4. Do you know where to access information to help yourself or a family member with a disability? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Other: _____

5. If you selected yes to the previous question, please provide a list of resources you or a household member have utilized?

6. Do you believe there are adequate resources in Monroe for individuals with disabilities and/or their families? *

Mark only one oval.

☐ Yes

☐ No

7. Do you believe there are adequate extracurricular activities offered to individuals with disabilities? *

Mark only one oval.

☐ Yes

☐ No

8. What do you feel is the highest priority for the City of Monroe to improve programs and activities for individuals with disabilities? *

9. Do you believe that the City of Monroe does a satisfactory job communicating services to individuals with disabilities? *

Mark only one oval.

☐ Yes

☐ No

10. Have you ever experienced any physical barriers (parking, ramps, restrooms, accessibility) while visiting one of the City of Monroe's parks or facilities or participating in a program managed by the City of Monroe? *

Mark only one oval.

☐ Yes

☐ No

☐ Not applicable

11. If yes, please explain location, program and physical barrier: *

12. What do you believe is the highest priority for the City of Monroe to improve facility accessibility for individuals with disabilities? *



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: December 5, 2024

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Malcolm Weeks, Airport Manager

SUBJECT: Award of two fuel trucks and a budget amendment for additional costs of trucks, a fuel cart and maintenance repairs

SUMMARY STATEMENT

City Council is requested to consider award of a contract for the purchase of two fuel trucks and one fuel cart and its additional funding. Also, Council is requested to approve new funding needed for repairs at the self-serve fuel farm and Jet-A fuel tank.

REVIEW

The Purchasing Department and the Airport have identified two fuel trucks and a fuel cart from Titan Aviation Fuels that meet all of the needs and specifications for aircraft fueling. The City bid these trucks two times to ensure the vendors met the exact specifications and included the fuel cart in the quote. There are two trucks included with this bid: 3000-Gallon Jet A Refueler @ \$275,000 and a 1000-Gallon Avgas Refueler @ \$165,000. Also included is a 600-gallon fuel cart at \$18,290. The total budget amendment request is \$48,290 for this contract.

The Council is requested to provide funding of \$48,000 for necessary repairs and updates to the fuel farm and self-serve tanks. These repairs are necessary for passing inspection and for efficiency purposes.

RECOMMENDATION

Staff recommends a favorable recommendation for approve by the General Services Committee to City Council to approve the award of the Titan fuel truck replacements and new fuel cart in

the amount of \$458,290 and authorize City Manager Watson to execute the contract on behalf of the City of Monroe.

It is requested that General Services Committee recommend Council approve the additional funds through a budget amendment of \$96,290. The funding source is General Fund for the additional contract funds needed and necessary maintenance required.

Attachment: BA-2024-33

**CITY OF MONROE
BUDGET AMENDMENT
BA-2024-33**

Amendment necessary to appropriate funding for the additional cost for the purchase of the Charlotte-Monroe Executive Airport fueling vehicles including the addition of a fueling cart and funded for repairs at the self-serve fuel farm and Jet-A fuel tank.

General Fund:

Revenue:

Appropriation of Unassigned Fund Balance	\$96,290
--	----------

Expense:

Transfer to Airport Fund	\$96,290
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Airport Fund:

Revenues:

Transfer from General Fund	\$96,290
----------------------------	----------

Expenses:

Airport Operations	\$96,290
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Adopted this 10th day of December, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk