

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, January 9, 2025 - 3:30 PM**

**AGENDA
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1. Minutes of General Services Committee Meeting of December 5, 2024
2. Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy
3. Legislative Agenda Discussion
4. Custodian Position

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
December 5, 2024 - 4:15 PM

MINUTES

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

Absent: Committee Member Surluta Anthony

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Richard Long Jr., City Attorney; Sarah McAllister, Director of Engineering; Lisa Stiwwinter, Director of Planning and Development; Douglas Britt, Assistant Director of Planning and Development; Donna O'Keefe, Downtown Manager; Cody Eiss, Police Officer I; David McCallister, Police Sergeant I; Ryan Jones, Director of Property Management; Catherine Mullis, Permit Center Supervisor; Bradley Lucore, Communications Supervisor.

Visitor(s): Greg Moore, Home Brew; Curley Trull, Dr. Martin Luther King Jr. Committee; Helen Mou, Dr. Martin Luther King Jr. Committee; Allen Morrison, Dr. Martin Luther King Jr. Committee.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on December 5, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from November 7, 2024

The minutes from the November 7, 2024 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of November 7, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Fiscal Year 2025 Budget Adjustments.

Lisa Strickland, Finance Director, presented that budget technical changes and adjustments are proposed to FY 2024-25 Budget to maintain budgetary compliance. All adjustments are outlined below.

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.

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

Committee Member Anderson made a motion to approve the recommended budget amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 3. Naming of Public Facilities and Lands in Recognition of Individuals (GA-06) Revision.

Sarah McAllister, Director of Engineering, presented that the General Services Committee is requested to consider an update to Policy GA-06.

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.

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.

Committee Member Anderson made a motion to approve the suggested guidelines and move it for approval by full Council.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 4. Special Event Permit for Dr. Martin Luther King Jr. Parade.

Catherine Mullis, Permit Center Supervisor, presented that 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.

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.

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.

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.

Committee Member Anderson made a motion to approve the special event permit and move it for approval by full Council.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 5. Utility Fee Grant Program Update

Lisa Strickland, Finance Director, provided information 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.

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

Information Only. No action is required.

Item 6. Temporary Street Closure of Lane Street.

Lisa Stiwinter, Director of Planning and Development, presented that the General Service Committee is requested to discuss the temporary street closure and process for Greg Moore with Home Brew to close Lane Street between Main Street and Hayne Street every Friday and Saturday night from 7:00 p.m. to 11:00 p.m.

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.

Staff is requesting guidance from the General Service Committee.

Committee Member Anderson made a motion to consider the request of closing the Lane Street every Friday and Saturday night as a temporary program for a 6-month trial period that will end by June, 30th, 2025.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 7. Charlotte- Monroe Executive Airport L1 Hangar Management Services Contract with Talbert Bright and Ellington and Budget Amendment.

Lisa Hollowell, Assistant City Manager, presented that 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.

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.

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.

Committee Member Anderson made a motion to accept the staff request.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 8. Special Needs and Disabilities Community Survey.

Ryan Jones, Property Management Director, presented that 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.

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.

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.

Committee Member Anderson made a motion to approve the recommendation and move it to approval by full Council.

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

AYES: Chairwoman Thompson, Committee Member Anderson.

NAYS: None

Item 9. Budget Amendment and Contract Award for Fueling Trucks and Fueling Station Repairs.

Lisa Hollowell, Assistant City Manager, presented that 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.

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 and include the fuel cart in the quote. There are two trucks included with this bid: 3000-Fallon 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.

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.

Committee Member Anderson 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 Anderson

NAYS: None

Item 10. Other Items

Council Member Julie Thompson advised that she would be stepping down as the Chair. The General Services Committee moved to recommend appointing Council Member/General Services Committee Member Gary Anderson to fill the position of Chair.

The General Services Committee recommends that City Council appoint Council Member Anderson to serve as the Chair of the General Services Committee effective immediately.

Committee Member Anderson made a motion to accept the recommendation.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

There being no further business the meeting adjourned at 4:48 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: January 2, 2025

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20)

SUMMARY STATEMENT

Staff is recommending to the General Services Committee to consider adopting a Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20).

REVIEW

The North Carolina General Assembly enacted General Statute § 143-804 requiring state and local governments adopt policies prohibiting elected officials, employees, and appointees from viewing pornography on government and municipal networks and devices. Pornography is defined by General Statute § 14-190.13. In addition, the statute requires local governments to make provisions for disciplinary action for violation of the policy. To that end, the proposed Policy GA-20 recommends that the City Manager amend the Unsatisfactory Job Performance and Detrimental Personal Conduct Policy (HR-20) regarding employee conduct and discipline and the Technology Appropriate Use Policy (HR-51) regarding appropriate technology use to comply with the requirements of this policy and the general statute. Pursuant to Policy GA-20, City appointees to various boards, committees, and commissions may be removed from office by City Council for violations of this Policy. Per the requirements of the general statute, employees or officials engaged in certain activities as part of their official duties are exempt from the Policy. These include police officers engaged in their official law enforcement duties and others as required as part of their official duties.

RECOMMENDATION

The General Services Committee is requested to provide a favorable recommendation to City Council to consider adopting the Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20).

Attachments: - Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20)
- Amended Unsatisfactory Job Performance and Detrimental Personal Conduct Policy (HR-20)
- Amended Technology Appropriate Use Policy (HR-51)

Policy No.: GA- 20	Policy Name: Prohibiting Viewing or Saving Pornography on City Networks and Devices	Page 2 of 2
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- (5) This Policy shall not apply to an official or employee that is engaged in any of the following activities in the course of that official's or employee's official duties:
- (i) Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
 - (ii) Identifying potential security or cybersecurity threats.
 - (iii) Protecting human life.
 - (iv) Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this section.
 - (v) Participating in judicial or quasi-judicial proceedings.
- (6) Annually, no later than August 1 and in the format required by the State Chief Information Officer, the City's Director of Information Services shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the City's network; whether or not the unauthorized viewing was by an employee, elected official, or appointee of the City of Monroe; and whether or not any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the City.
- (7) Any violation of this Policy by an employee who is not an elected official or appointee shall constitute grounds for disciplinary action pursuant to HR-20 up to and including termination of employment. Any violation of this Policy by a City appointee shall constitute grounds for removal of the appointee from office.

	Policy: Unsatisfactory Job Performance and Detrimental Personal Conduct	Effective Date: May 19, 1992
		Revision Effective Date: August 19, 2003; June 22, 2011; October 1, 2023
	Policy Number: HR-20	Page 1 of 4
	William M. Watson, City Manager	Human Resources Responsible Party

PURPOSE

UNSATISFACTORY JOB PERFORMANCE

- A. A full-time employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension, demotion, or dismissal must be approved by the City Manager prior to giving final notice to the employee.
- B. Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the department head or City Manager. Examples of unsatisfactory job performance include but are not limited to the following:
 - (1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
 - (2) Careless, negligent and/or improper use of city property or equipment;
 - (3) Physical or mental incapacity to perform duties;
 - (4) Discourteous treatment of the public or other employees;
 - (5) Absence without approved leave;
 - (6) Repeated improper use of leave privileges;
 - (7) Habitual pattern of failure to report for duty at the assigned time and place;
 - (8) Failure to complete work within time frames established in work plan or work standards; or
 - (9) Failure to meet work standards over a period of time.

COMMUNICATION AND WARNING PROCEDURES

- A. When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. A brief summary of these counseling sessions should be noted in the employee's file by the supervisor. An

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employee whose job performance is unsatisfactory over a period of time should normally receive at least two warnings from the supervisor before disciplinary action resulting in dismissal is taken by the City Manager. In each case, the supervisor should record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, then the supervisor should use the following disciplinary steps:

- (1) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- (2) If performance does not improve, a written recommendation should be sent to the City Manager for disciplinary action such as suspension, demotion, or dismissal.

DETRIMENTAL PERSONAL CONDUCT

- A. With the approval of the City Manager, an employee may be placed on disciplinary suspension without pay until a Pre-Termination Hearing is arranged or demoted:
 - (1) For causes relating to personal conduct detrimental to city service in order to avoid undue disruption of work;
 - (2) To protect the safety of persons or property; or
 - (3) For other serious reasons.
- (B) Detrimental personal conduct includes:
 - (1) Behavior of such a serious detrimental nature that the functioning of the city maybe or has been impaired;
 - (2) The safety of persons or property may be or have been threatened; or
 - (3) The laws of the government may be or have been violated.
- (C) Examples of detrimental personal conduct include but are not limited to the following:
 - (1) Fraud and/or theft of city material and/or equipment;
 - (2) Conviction of a felony or the entry of a plea of nolo contendere thereto.
 - (3) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
 - (4) Willful misuse or gross negligence in the handling of city funds;

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- (5) Willful or wanton damage or destruction to property;
- (6) Willful or wanton acts that endanger the lives and property of others;
- (7) Possession of unauthorized firearms or other lethal weapons on the job;
- (8) Brutality in the performance of duties;
- (9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- (10) Engaging in incompatible employment or servicing a conflicting interest;
- (11) Request or acceptance of gifts in exchange for favors or influence; or
- (12) Engaging in political activity prohibited by this chapter.
- (13) Off-duty personal conduct by a City employee which affects an employee's job performance or adversely affects the public trust and confidence placed in City employees. Such conduct includes, but is not limited to, acts of domestic violence, child abuse or neglect, consensual sexual relationships between City employees, *particularly with a supervisor/subordinate relationship*, and other inappropriate off-duty conduct by an employee.
- (14) [Violating City of Monroe Policy GA-20 prohibiting viewing and saving of pornography on City Network and Devices.](#)

PRE-DISCIPLINARY CONFERENCE

Before any disciplinary action is taken, whether for failure in personal conduct or failure in performance of duties, the department head shall provide the employee with a written notice of proposed disciplinary action, which will include the nature of the proposed action, its recommended effective date, the reasons for the action, and a date and time for a pre-disciplinary conference. At this conference, the employee may present any response to the proposed disciplinary action to the department head. The department head will consider the employee's response, if any to the proposed disciplinary action, and will, within three working days following the pre-disciplinary conference, notify the employee in writing of the final decision to take disciplinary action. The notice of the final disciplinary action shall contain a statement of the reasons for the action and the employee's appeal rights. The City Manager will be provided with a written notice of action taken. If the disciplinary action is termination, procedures for Pre-termination Hearing afforded will be followed.

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NON-DISCIPLINARY SUSPENSION

- (A) During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the department head, be in the best interest of the city, the department head may suspend the employee for the duration of the proceedings as a non-disciplinary action. In such cases, the City Manager may:
- (1) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension; or
 - (2) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.
- (B) If the employee is reinstated following the suspension such employee shall not lose any benefits to which otherwise the employee would have been entitled had the suspension not occurred. If the employee is to be terminated following suspension, the employee shall not be eligible for any pay from the date of suspension, provided, however, that all other benefits with the exception of accrued annual leave and sick leave shall be maintained during the period of suspension.

PRE-TERMINATION HEARING

Prior to termination, the employee will be afforded a Pre-Termination Hearing. A Hearing Officer will be appointed. The hearing is to determine whether or not reasonable grounds exist to believe the charges are true and support the proposed termination. The hearing affords the employee the opportunity to respond to the charges and present any mitigating evidence or reasons why the proposed termination is unfair or inappropriate. Pre-Termination Hearing shall not apply to probationary employees.

EMPLOYEE APPEAL

An employee who has completed the initial probation may appeal the disciplinary action in accordance with the grievance procedure, except that the employee shall be required to do so within 15 days from Final Notice of Termination.

	Policy: Technology Appropriate Use Policy	Effective Date: October 5, 1999
		Revision Effective Date: September 1, 2008
	Policy Number: HR-51	Page 1 of 4
	F. Craig Meadows, City Manager	Human Resources Responsible Party

PURPOSE

This policy covers the use of all technology resources belonging to the City of Monroe. It includes, but is not limited to, pagers, radios, all computer systems of any size and function and their attached peripherals, telephones, cellular telephones, faxes, voice mail systems, e-mail systems, network resources and internet resources. All technology resources owned by the City of Monroe are in place to enable the City to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Because technology systems are constantly evolving, the City of Monroe requires its employees to use a common sense approach to the rules set forth below, complying not only with the letter, but also the spirit, of this policy.

DEFINITIONS

1. **E-mail:** The distribution of messages, documents, files, software, or images by electronic means over an internet connection. This includes internal and external e-mail.
2. **Internet and the World Wide Web:** A worldwide network of computer servers connected by telephone lines, cable television or other means that allows access to the public through a special language (HyperText Markup Language or HTML) and a special protocol (HyperText Transfer Protocol or HTTP).
3. **Software:** Any program that processes data for the user. This includes, but not limited to applications for spreadsheet and word processing, browser applets and screen savers.

POLICY

1. **Information Access and Ownership:** All technology resources and all information transmitted by, received from, or stored on City of Monroe systems are the property of the City of Monroe and as such, are subject to inspection by City officials. The City reserves the right for business purposes to enter, review, record, and monitor the information on all systems, including telephone calls, voice mail, electronic mail and information stored on computer systems or media, without advance notice. This might include investigating theft, unauthorized disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow and productivity.
2. **Sexually Explicit Material:** Access of any sexually explicit material will not be tolerated. The display of any kind of sexually explicit image or document on any City system is a violation of our policy on harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using the City network or computing resources. [The viewing or saving of pornography on City network or devices is prohibited by City policy GA-20 and violations may constitute detrimental personal conduct subjecting the violator to disciplinary action.](#)
3. **Transmission of confidential information:** Anytime information is transmitted through electronic media there is the possibility that it could be intercepted. Therefore, no confidential City of Monroe information may be transmitted electronically without the prior approval of the City Manager. If the employee is uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting.
4. **Personal Use:** Personal use of a City owned technology resource by City employees is allowed with the following restrictions:
 - a. Employees should be aware that personal use of a City owned technology resource is still subject to all of the rules in this policy including inspection and monitoring.

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- b. There must be no cost to the City.
- c. Use must be conducted on an employee's own time. However, personal telephone calls on a non-cellular City telephone or personal use of e-mail on an occasional basis may be permitted providing that they do not interfere with a City employee's obligation to carry out City duties in a timely and effective manner.
- d. Use must not interfere with other employees performing their jobs or undermine the use of City resources for official purposes.
- e. Use of the City's technology resources for operating a personal business or soliciting of any kind is prohibited.
- f. Some technology resources, such as cellular telephones, are billed from the first minute of use (both local and long distance) and are not allowed to be used for personal use except in an emergency. In the event of emergency use, the employee is expected to reimburse any charges to the City.
- g. Individuals who are not employees of the City of Monroe (including an employee's family or friends) are not allowed to use the City's technology resources. This applies to take home equipment such as laptops.
- h. Personal use of City resources by an employee neither expresses nor implies sponsorship or endorsement by the City of Monroe.
- i. No personal software may be installed on City computers. An approved list of software that is acceptable for City business use will be maintained by the IT (Information Technology) Department in the public folders area (Lists) of the e-mail server.
- j. No personal data, including pictures, may be stored on City servers (if found it will be deleted immediately). If personal data, including e-mail, is stored on a City computer, that data is available for public record requests. The City takes no responsibility of safeguarding or transferring personal data.
- k. Games may not be installed or played on City computer systems at any time.
- l. Any personal devices, such as GPS units, iPods or MP3 players that would require the installation of software, cannot be connected to City computer systems without permission from the IT Department.
- m. The City's internet system may not be used personally for the following: the continuous uploading, downloading or streaming of audio or video programming or games; server devices or host computer applications, including, but not limited to, web camera posts or broadcasts, automatic data feeds, automated machine-to-machine connections or peer-to-peer (P2P) file sharing.

5. Security: Each employee is responsible for all actions taken while using his/her user profile, password, or access code. Therefore, none of these are allowed to be shared with anyone else (including other employees of the City of Monroe - other than IT employees), at any time. They must not be written down and stored, posted anywhere, programmed into a macro or stored on the computer system in an unencrypted form.

Except as provided elsewhere in this policy the examination, modification, copying, or deletion of files and/or data belonging to other employees without their prior consent is prohibited.

The City of Monroe has automatic anti-virus and anti-spyware software installed to prevent the spread of viruses and malware. Even with these safeguards, each individual employee is responsible for the prevention of the spread of viruses. Computer viruses and other software that can compromise computers or personal security are spread mostly through e-mail. If an employee has any questions about the validity of an e-mail, they are encouraged to contact their supervisor or the IT Department.

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The internet provides easy access to software distributed by companies on a trial basis. The free access does not indicate that the software is free or that it may be distributed freely. Applicable software copyright laws must be followed. In addition, software may not be loaded onto any City of Monroe computer system, through any of the above methods, without prior approval of the City of Monroe IT Department. This includes shareware, freeware, or internet distributed programs. The downloading, ripping or copying of copyright or trademark material, such as music or videos, to City computer systems is prohibited.

6. Appropriate Use: At all times when an employee is using City of Monroe technology resources, he/she is representing the City. Use the same good judgment in all resource use that you would use in written correspondence or in determining appropriate conduct.

While in the performance of work-related functions, while on the job, or while using publicly owned or publicly provided technology resources, City of Monroe employees are expected to use them responsibly and professionally. They shall make no intentional use of these resources in an illegal, malicious, inappropriate or obscene manner. Each internet capable workstation and laptop will be configured to allow the filtering and review of sites visited on the internet. Employees should understand that when they access the internet, their movement on the internet will be logged and tracked. City employees are not to use proxy servers, dial-up access or personal accounts to circumvent content filtering. Employees are not allowed to disable or circumvent internet tracking, anti-virus or other inventory software. Dial-up access to the internet from the City workstations is prohibited except where no other access is available.

When sending or forwarding e-mail, either internally or externally, all employees shall identify themselves clearly and accurately. The use of e-mail signatures is strongly recommended. Anonymous or pseudonymous posting is expressly forbidden.

All e-mail or instant message broadcasts to all City employees must be approved in advance by the Human Resources Department.

City of Monroe employees have a responsibility to make sure that all public information disseminated via the internet is accurate. Employees shall provide, in association with such information, its source and the date at which it was current and an electronic mail address allowing the recipient to contact the staff responsible for making the information available in its current form.

If the City of Monroe determines that an employee has used technology resources in a manner that violates this policy or other City policies, the City will take appropriate disciplinary action up to and including dismissal.

Policy No.: HR-51	Policy Name: Technology Appropriate Use Policy	Page 4 of 4
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ACKNOWLEDGEMENT FORM

I _____ acknowledge that I have read and received a copy of the City of Monroe Technology Appropriate Use Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the City’s security software may record for management use the internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to disciplinary action, dismissal, or even criminal prosecution.

Employee’s Department: _____

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: January 9, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Custodian Position

SUMMARY STATEMENT

The Department of Property Management proposes to create a part-time or full-time Custodian position to clean City Hall.

REVIEW

The Department of Property Management proposes to create a full-time Custodian position, with the option of having it be part-time position in an effort to provide a focus on maintenance and cleaning of City Hall. City Hall is a public-facing building and has about 80 employees working in the building on a regular basis.

The funds for this position will be re-appropriated from the current cleaning contract which currently has about \$22k remaining in the account for cleaning City Hall.

RECOMMENDATION

Staff recommends that City Council create a full-time Custodian position, with the option to make it a part-time if needed. The effective date is for February.