

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, June 5, 2025 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of May 1, 2025
2. Health Promotion Disease Prevention Grant
3. Senior Center Operations Grant
4. Contract Resurfacing Project Account
5. Animal Welfare Committee Initiative Proposal
6. Dowd Center Theatre Foundation for the Carolinas Grant Application
7. Resolution Authorizing Disposal by Auction of (2) Street Sweepers and (1) Dump Truck
8. Special Event Permit Request - Downtown Vintage Day Market
9. T-Mobile Hometown Grants Program
10. Budget Ordinance to Establish Economic Development Program Project Fund
11. Budget Ordinance to Close/Adjust Capital Projects
12. Ratify Annual Service Contracts over \$200,000
13. Various Budget Adjustments for Budgetary Compliance
14. Ordinance Amending Fiscal Year 2025-2026 Fee Schedule for Charlotte-Monroe Executive Airport
15. Budget Amendment for ACE Academy Grant 2025

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
May 1, 2025 - 4:15 PM

MINUTES

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

Absent: None

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; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Lisa Kerner, Grant Administrator; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Donna O’Keefe, Downtown Manager; Lisa Stiwinter, Director of Planning and Development; Sarah McAllister, Senior Planner; Catherine Mullis, Permit Center Supervisor; Pete Hovanec, Director of Park/Rec & Tourism; Ryan Jones, Director of Property Management.

Visitor(s): Deacon David Powers, Our Lady of Lourdes Church.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on May 1, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from April 3, 2025.

The minutes from the April 3, 2025 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 April 3, 2025.

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

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

NAYS: None

Item 2. Special Event Permit Request by Our Lady of Lourdes for Eucharistic Procession to be Held June 26, 2025.

Catherine Mullis, Permit Center Supervisor, presented that General Services Committee is requested to consider a special event permit to be held on June 26, 2025 for Our Lady of Lourdes for a Eucharistic Procession. Our Lady of Lourdes has requested to close W. Park Drive between Elm Street and E. Franklin Street, Elm Street between W. Park Drive and Deese Street, and Deese Street between E. Franklin Street and Elm Street on June 26, 2025 from 6:30 p.m. to 7:45 p.m.

Our Lady of Lourdes has requested to close W. Park Drive between Elm Street and E. Franklin Street, Elm Street between W. Park Drive and Deese Street, and Deese Street between E. Franklin Street and Elm Street on June 26, 2025 from 6:30 p.m. to 7:45 p.m. The applicant is not requesting to close E. Franklin Street during this event. The event will use the sidewalk and church property for the part of the procession near E. Franklin Street.

The applicant is estimating 300 people will attend the event. Since this is a residential area, there are no businesses effected by the event.

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

Committee Member Anderson made a motion to approve the special permit.

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

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

NAYS: None

Item 3. Building Rehabilitation and Improvement and GROW Monroe Downtown Incentive Grants.

Donna O'Keefe, Downtown Manager presented that the General Services Committee is requested to consider recommending City Council approve two new Downtown Grant programs to replace our existing Downtown Incentive Grants.

New Downtown Incentive Grants include:

1. BRIG- Downtown Building Rehabilitation and Improvement Grant Program
2. GROW MONROE – A Grant program to support new or expanding businesses

On March 16, 2025 staff recommended to the Downtown Advisory Board the replacement of our eight existing Downtown Economic Development Incentive Grants with two updated grant programs designed to offer incentives that will stimulate investments and encourages property and business owners to make improvements to their building(s) and/or business operations.

The Downtown Building Rehabilitation and Improvement Grant (BRIG) provides matching grants (50/50) that encourage improvements and/or upgrades to the interior and exteriors of commercial buildings in the Downtown Business District to make them more attractive for new, existing, and expanding businesses and residences.

GROW MONROE is a matching 50/50 incentive grant program that provides financial assistance to new and existing businesses in the Downtown Business District. This grant offers assistance for non-construction expenses associated with the opening of a new business, or expansion of an existing business.

The two new grants would replace these existing grants:

1. Downtown Pronto Grant
2. Blade/Suspension Sign Grant
3. Meet Me Downtown Incentive Grant
4. Mixed-Use Development Incentive Grant
5. Development Incentive Grant
6. Façade Improvement Grant
7. Façade Rehabilitation Grant
8. Residential Development Grant.

The Downtown Advisory Board requested several revisions at their March 19th meeting. These revisions were made and a second review of the grant programs took place at the regular Downtown Advisory Board meeting on April 16, 2025.

The Downtown Advisory Board unanimously approved staff's request to recommend the BRIG and GROW Monroe Grants to replace our existing grants to the City Manager and General Services Committee and ask the committee to recommend the proposed grants as written.

Staff and Downtown Advisory Board Requests General Service's recommend City Council accept the new Downtown Incentive Grant Programs as a replacement to our existing eight incentive grants.

Committee Member Anthony made a motion to approve the recommendation to accept the new Downtown Incentive Grant Programs and forward to City Council for their approval.

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

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

NAYS: None

Item 4. Proposed Relocation of Billy Woods Cemetery Currently Located at 1540 North Sutherland Ave

Jeff Wells, Assistant City Manager, presented that the Billy Woods Cemetery is located at 1540 North Sutherland Avenue in the middle of a 74-acre property owned by the City of Monroe. The proposed relocation of the cemetery will serve two purposes: accommodating the property for future economic development and to provide better protection for the remains by relocating them to a cemetery with perpetual care.

Richard Grubb and Associates was hired to guide the city through the process of removing graves as defined in the North Carolina General Statutes. They completed the historical investigation of the property. The cemetery dates back to 1842. The Helms, Boyte, and Medlin families were buried on the site. The most recent known burial date is 1935. The estimated number of graves at the site is 50. Historical aerial photos show the property cleared in the mid-20th century. It is surmised that cattle grazing most likely caused the buried or severely damaged grave markers. As time has passed, the property has transitioned to heavily wooded, further contributing to the current condition of the site while also keeping the cemetery in isolation. The cemetery site was assessed for a Local Historic Landmark Evaluation and was found to not meet any of the eligibility requirements.

Additional work by Richard Grubb and Associates to satisfy NC General Statute 65-106 included identifying descendants of persons interred in the cemetery. A legal advertisement ran for 4 successive weeks in the Enquirer-Journal and letters were sent to 170 descendants. To date, 14 responses have been received. Suncrest Cemetery, owned and maintained by the city, is the proposed site for re-interment of the Billy Woods Cemetery. Relocating the remains to Suncrest Cemetery will provide the descendants opportunity to visit the graves and have assurance that the graves are protected and maintained in perpetuity.

Richard Grubb and Associates will complete the disinterment/re-interment of the 50 estimated graves including:

- On-site archeologist
- Equipment needed
- Equipment operator
- Licensed Funeral Director
- Coordination with Health Department
- Preparation of all forms
- Certificate recorded in the Register of Deeds

The city will provide any assistance needed to Richard Grubb and Associates during the disinterment/re-interment and will be responsible for all costs incurred. The anticipated timeline to complete is 3 days. City Council is required to approve the relocation of the cemetery per North Carolina Statutes. Staff is requesting a recommendation from the General Services Committee to City Council.

Committee Member Anthony inquired about the estimated cost of this project. Jeff Wells, advised that the estimated cost is 68,000 which includes removing estimated 50 graves.

Committee Member Anthony made a motion to approve it and forward it to City Council for public hearing.

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

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

NAYS: None

Item 5. Resolution Authorizing Disposal by Auction Sale of 2007 Ford 1,000 Gallon-Refueler Truck

Lisa Strickland, Finance Director, presented that staff requests consideration of disposal of a 2007 Ford 1000 Gallon Refueler Truck located at Operations Center.

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2007 Ford 1000 Gallon Refueler Truck as defined by G.S. 160-270A. Pursuant to G.S. 160-270A and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. It is staff's belief that the potential proceeds of this apparatus may be in excess of \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the 2007 Ford 1000 Gallon Refueler Truck.

Staff recommends City Council authorization of the disposal of the 2007 Ford 1000 Gallon Refueler Truck as defined by G.S. 160-270A by approving Resolution R-2025-22.

Committee Member Anthony made a motion to authorize the disposal of the 2007 Ford 1000 Gallon Refueler Truck.

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

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

NAYS: None

Item 6. Miller Street Workforce Housing Subdivision Concept.

Jeff Wells, Assistant City Manager, presented that planning staff, at the request of Manager Watson, has developed a concept for a workforce housing subdivision on city owned property. The location is the northern area of Don Griffin Park. The subject area encompasses just under 3 acres.

The city owned property is the northern area of Don Griffin Park. The approximate 3-acre property is bounded by Miller Street to the east, Holly Street to the west, Avon Street to the north, and Cedar Street to the south. The property currently has a small shelter and parking lot, playground, and multi-purpose ball field. The concept subdivision depicts a proposed 6 lot subdivision that complies with the existing zoning designation of the property. The concept is a pilot project idea and gives the General Services Committee an impression of what the property could look like with 6 single family housing units.

Staff would draft a program to incentivize the property to be developed for workforce housing. Housing that service workers can afford is a subject that many municipalities discuss with varied success. Staff believes there is an opportunity to improve this underutilized city asset while still maintaining some features of the park that can serve as open space for the subdivision and immediate area.

Staff requests the General Services Committee consider the merits of the subdivision concept and, if comfortable with the concept, staff will develop a proposed program then present to City Council at a Strategic Meeting this summer.

Committee Member Anthony made a motion to consider the merits of the subdivision concept and move forward with developing a proposed program to present to City Council at a Strategic Meeting.

Committee Member Anderson seconded the motion and move it to consent agenda, which unanimously passed with the following votes:

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

NAYS: None

Item 7. Dowd Center Theatre Private Rental Discussion

Pete Hovanec, Parks and Recreation and Tourism Director, presented that Monroe City Council enacted a pause in private rentals at the Dowd Center Theatre in March of 2024. Staff has been working with a

consultant, as well as the mayoral Dowd Center Theatre Committee to determine best use of the theatre as well establishing more specific rules and regulations regarding private rentals.

Based on the recommendation from consultant Webb Management, staff is proposing to offer 10 private rental dates for non-profit organizations to use the theatre between July 1, 2025 and June 30, 2026. These 10 dates will be put out to the public by staff and will be dates determined by staff when no other theatre activities are scheduled.

Additional parameters for the private rentals will include: Marquee will designate "private event; pipe and drape will be used in front of class windows; age restriction policy will be enforced; no obscene material as defined in General Statutes; only one event per non-profit; security deposits will be collected; and concessions will be handled by the Dowd.

There are other specific requirements related to use, staffing, deposits, fees and scheduling that will be defined in the contract with each potential renters.

By allowing the 10 private rental dates, the City of Monroe will receive roughly \$20,000 in revenue and meet the community need/request for use of the space.

Review the requirements for private rental use of the Dowd Center Theatre to allow 10 private rentals at the Dowd Center Theatre from July 1, 2025 to June 30, 2026. Make any recommended changes that will then be presented to Dowd Center Theatre Committee in May and go before City Council in June for council approval.

All Committee Members have reached a consensus on this proposal.

Item 8. Special Event Permit Request-Latin Festival

Pete Hovanec presented to the General Services a request to consider temporary use permits for a special event to be held in Downtown Monroe. The Latin Festival is requested to be held on Sunday, June 8, 2025.

The Monroe Parks and Recreation Department and the Downtown Manager are requesting a temporary use permit to hold a special event on Sunday, June 8, 2025.

Latin Festival

The Latin Festival will be held Sunday, June 8, 2025 in Downtown Monroe from 12:00 PM –9:00 PM. Main Street will be closed from Franklin Street to the intersection of Lancaster Avenue and West Morrow Avenue beginning at 7:00 AM and will reopen at 10:00 PM for preparation and tear down of the event.

The Parks and Recreation Department and Downtown are estimating 6,000 people throughout the day with approximately 4000 at peak periods. The event will include 2 bounce houses, 16 food trucks, 70 merchandise sales/vendors, and stage for music during the event. There will be no alcohol sales as part of the event within the social district.

The Downtown Manager coordinated with the Union County Chamber of Commerce to provide the event organizers with 20 Porta Johns and 62 Cardboard event trash boxes. The City of Monroe Parks and Recreation Department will be providing an 18-yard dumpster to assist the event organizer with trash management. Trash management during the event and after the event will be the responsibility of the event organizer Wow Supermarket. The City of Monroe Parks and Recreation Department is also providing 2 bounce houses with attendants for the event.

The City of Monroe Engineer Department will place barricades appropriately at street closure and will remove at the conclusion of the event. An application has been submitted through the Planning Department and a map has been provided within this report for reference.

The City of Monroe Police Department and Fire Department will have tents set up in the event area. The Fire department will be providing a first aid tent. The Police department is requiring the event organizer to hire 6

officers and 1 supervisor at their expense through Extra Duty Solutions to provide safety and security for this event.

The City of Monroe Tourism is providing T shirts to event volunteers and staff for the event.

The event organizers are responsible for coordinating volunteers to serve the event.

Staff requests the General Services Committee recommendation for City Council approval to provide a temporary use permit to the Parks and Recreation Department to hold a special event, Latin Festival, on June 8, 2025 in Downtown Monroe.

Committee Member Anthony made a motion to approve the temporary use permit and forward to City Council for their approval.

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

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

NAYS: None

Item 9. Award Contract for Space Needs Analysis for City Hall.

Ryan Jones, Director of Property Management, presented that the General Services Committee is asked to advance to City Council the award of a contract for space needs analysis for City Hall and facilities plan to Creech and Associates in the amount of \$48,000.00.

At the City Council Strategic Meeting on April 8, 2025, the Council discussed the need for a space needs analysis for City Hall and the development of a facilities master plan. Following the discussion, City Manager Mark Watson directed Staff to issue a Request for Qualifications (RFQ) to select a consultant for the project.

The RFQ was released on April 14, 2025, and remained open until April 23, 2025. Two firms responded: Creech and Associates and K2M Design. A staff review panel evaluated and scored the proposals, with Creech and Associates receiving a unanimous perfect score. This eliminated the need for interviews or further review.

Creech and Associates previously conducted the City's 2012 space needs analysis, which led to the construction of the new Police Department, Fire Station #4, and proposed uses for new Energy Services building. Their extensive experience in the region and deep familiarity with the City's facilities further supported their selection.

Staff respectfully requests that the General Services Committee recommend Council approval of a contract with Creech and Associates to conduct a space needs analysis for City Hall and assess opportunities to repurpose existing space for other municipal uses in the amount of \$48,000.00 and authorize the City Manager to execute any and all necessary documents related to this contract. Funds are available within the capital project, GB2207.

Committee Member Anthony made a motion to accept the request and approve the opportunity to present to City Council at Strategic Meeting.

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

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

NAYS: None

Other Items.

1. Chairwoman Thompson stated that Councilman Kerr has requested property management to assess some of the needs at Suncrest Cemetery. Currently, the cemetery has gates at all its entrances except for one. Kerr is wondering if it would be possible to install an automatic gate that closes at sunset and opens at sunrise to help prevent unauthorized traffic from entering the cemetery.

Lisa Strickland mentioned that there are available funds for the fencing project at Hillcrest Cemetery, which could cover the expenses.

Mr. Watson stated that the staff will continue to work on this matter and will present an updated report on the plan at the next General Services Meeting.

All Committee Members have reached a consensus on this proposal.

2. Mr. Watson noted that Mr. Wells is currently conducting a review of all parcels of real estate owned by the city. During this process, he identified the field house located at Sunset Park, which is owned by the city but has been utilized by Union County Public Schools. The field house offers parking facilities necessary for storing some of the park and recreation equipment. Furthermore, the structure of the field house will facilitate effective property management operations.

There being no further business the meeting adjourned at 5:30 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks and Recreation Director
VIA: Mark Watson, City Manager
DATE: June 5, 2025
PREPARED BY: Pete Hovanec, Parks, Recreation, and Tourism Director
SUBJECT: Health Promotion Disease Prevention Grant

SUMMARY STATEMENT

The Parks and Recreation Department seeks to receive Health Promotion and Disease Prevention Grant for older adults allocation from Centralina Area Agency on Aging in the amount of \$4500.00 and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$4500.00 from the Centralina Area Agency of Aging. These funds will allow staff the opportunity to equip and provide active adult programs within the community specific to health promotion and disease prevention. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs and facilities at a high quality level that include, but is not limited to, workshops that focus on living healthy with diabetes, living healthy with chronic pain and living healthy with chronic disease. Funds from this grant must be utilized on materials and supplies, promotional items, participant attendant incentives and volunteer stipends (if applicable) related to these types of classes. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center.

RECOMMENDATION

Staff requests the General Services recommendation council approval to accept funds associated with the HPDP grant

Attachment: Budget Amendment
Centralina Area Agency on Aging Funding Application Packet

**BUDGET AMENDMENT
BA-2025-16**

1. Amendment necessary to designate and appropriate funds received from the Senior Center Health Promotion and Disease Prevention Grant from Centralina Area Agency on Aging be used for the programming needs related to senior and adult activities.

General Fund:

Revenue:

Restricted Revenue - State	\$4,500
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Expenditure:

Parks and Recreation	\$4,500
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Adopted this 10th day of June, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

SECTION I: FUNDING NARRATIVE (REQUIRED)

**OAA Title III-D HEALTH PROMOTION DISEASE PREVENTION (HPDP)
FY 2025**

DATE: May 23, 2024

COUNTY: Union

AGENCY: Bazemore Active Adult Center

PROJECT LEAD: Aleshia Holland

ADDRESS: 500 W Jefferson St Monroe, NC 28112

PHONE: 704-282-5776

EMAIL: aholland@monroenc.org

NAME OF SUPERVISOR AND OTHER KEY STAFF FOR THIS PROJECT:

Aleshia Holland
Mary Blythe Chipman

SECTION I (continued): EBHP COMPONENT (REQUIRED)

I. COMPLETE CHART

- a. List which EBHP the agency will implement using the chart below. Your options are:

CHOOSE AT LEAST TWO (2) FROM:

Living Healthy Workshop Series including in person, virtual, and phone tool-kit options

OPTION TO CHOOSE:

A Matter of Balance

Total Number of Workshops proposed (should match total on the following table): 5

List the number of classes your Agency will offer for each EBHP:

Evidence-Based Health Programs	Total # of Proposed Workshops	Reimbursement Amount with Match per workshop	Total Grant Funding Amount
Living Healthy (CDSMP) (English/Spanish)			
In-person workshop	1	\$1,000	\$ 900
Virtual Workshop		\$1,000	\$
Phone Tool-Kit workshop		\$650	\$
Living Healthy with Diabetes (DSMP) (English/Spanish)			
In-person workshop	1	\$1,000	\$ 900
Virtual Workshop		\$1,000	\$
Phone Tool-Kit workshop		\$650	\$
Living Healthy with Chronic Pain (CPSMP)			
In-person workshop	1	\$1,000	\$ 900
Virtual Workshop		\$1,000	\$
Phone Tool-Kit workshop		\$650	\$
A Matter of Balance (MOB) (English/Spanish)			
In-person workshop	2	\$1,000	\$ 1800
Virtual Workshop		\$1,000	\$
TOTAL NUMBER OF WORKSHOPS	5	-	\$ 4500

SECTION I (continued)

- b. List three (3) outreach efforts to promote evidence-based health programs in your county and include how you will recruit participants for workshops, including those that are underserved and/or the most in need populations

- (1) Staff will schedule 1-2 workshops outside of the center to include areas that are typically underserved.

- (2) Staff will distribute monthly newsletters as well as class flyers to public libraries, doctor's offices, nutrition sites and community centers throughout the county. Staff will also ensure that managers at each location are educated and informed about the importance of HPDP classes and can provide assistance in recruiting participants for classes.

- (3) Staff will utilize partnerships with DSS and Council and Aging to share information with these agencies and more importantly their clients who live in areas that are typically underserved.

- c. Identify how you will recruit and retain leaders for your program by answering the following:

- (1) Explain your screening process for leaders

Staff will ensure that all leaders have completed or are able to complete the required trainings, are available for scheduled class times, have experience teaching or leading a group in some capacity and possess a friendly demeanor as well as passion for serving seniors.

- (2) List steps on how your agency will reduce leader turnover

Staff will schedule meetings before each class to review material, ensure that leaders feel confident and supported in their role and provide incentives to show appreciation.

The purpose of the Consumer Contributions Policy is to extend the availability of in-home and community based services administered by the North Carolina Division of Aging and Adult Services (DAAS) and the North Carolina Division of Social Services (DSS) by soliciting from recipients of specific services a portion of the cost for services rendered based upon their ability and willingness to contribute. Revenues collected from service recipients will be retained by the local service provider and used to increase services to existing clients and/or provide in-home and community based services to other individuals in need of such services.

Contribution- A monetary amount voluntarily given to the service provider by the service recipient or their designated representative toward the cost of a specific service.

Donation - A donation is not reported as a Consumer Contribution because it is not earmarked to support any specific service. A gift from a service recipient or their designated representative (i.e. churches, the general public, family members of the service recipients, etc.) may be consider a donation when it is not contributed toward a specific service the individual is receiving. Senior Center Operation funds are not considered to be a specific service that an individual receives; therefore, senior centers may accept donations from participants to be used for general senior center expenditures such as repairs, activities, furniture, etc. A donation can be in the form of cash, materials or other tangible items which have a defined value.

SECTION IIIB

STANDARD ASSURANCES

1. Services will be provided in accordance with requirements set forth in:
 - a. Centralina Area Agency on Aging Procedures Manual www.centralinaaging.org
 - b. The North Carolina Division of Aging and Adult Services Health Promotion and Disease Prevention Standards
 - c. The NC Division of Aging and Adult Services Policies and Procedures.
 - d. The Older Americans Act of 1965.

2. Priority will be given to older persons with the greatest economic or social needs, with particular attention to low-income minority individuals.

3. All licenses, permits, bonds, and insurance necessary for carrying out services will be maintained by the Community Service Provider and any contracted providers.

4. Certification, State Grants compliance reporting. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementation Act of 1987. Non-government agencies must comply with GS 143C-6-23 as outlined in the chart below.

NON-PROFIT ONLY Required State Grants Reporting		
\$1 - \$24,999	\$25,000 - \$499,999	\$500,000 and more
Certification Form	Certification Form	Certification Form
Brief accounting and program activities and accomplishments	More detailed accounting (schedule of receipts and expenditures)	Audit and Schedule of Awards (usually included in audit)
Due within six (6) months of entity's fiscal year to Centralina	Due within six (6) months of entity's fiscal year to Centralina	Due within nine (9) months of entity's fiscal year to Centralina and Office of the State Auditor
N/A	Separate program activities and accomplishments	Program activities and accomplishments

5. Compliance with Equal Employment Opportunity requirements shall be followed.

6. The Community Service Provider will be monitored through on-site visits by the Area Agency on Aging to assure that services are being provided in compliance with the provisions of the contract.

7. The Community Service Provider will submit both the *Funding Plan Spreadsheet* and quarterly program reports as required by the Area Agency on Aging and the NC DAAS.

8. The Community Service Provider assures that the required 10% match will be provided.

9. The Community Service Provider assures that all consumer contributions collected will be used to expand the Health Promotion Disease Prevention Service.

10. The Community Service Provider assures that all terms and conditions as required by the Older Americans Act of 1965, the North Carolina Division of Aging and Adult Services, and Centralina Area Agency on Aging will be adhered to.

5/23/24
Date

Alexhia Holland, Supervisor - Bazemore Active Adult Center
Signature/Title Service Providing Agency

SECTION IIIC

Agency Memorandum of Agreement

Centralina Area Agency on Aging (CAAA)
FY 2025 EBHP Agency Commitment

Our agency Bazemore Active Adult Center (print name) is willing to provide approved evidence-based health programs (EBHP) under the license of the Centralina Area Agency on Aging. These programs include

- Living Healthy (CDSMP) English or Spanish
Living Healthy with Diabetes (DSMP) English or Spanish
Living Healthy with Chronic Pain (CPSMP)
A Matter of Balance (English or Spanish)

The items listed below are required of each agency that receives OAA Title III-D Health Promotion Disease Prevention funds:

- Identify and screen leaders from the Agency to be trained as leaders in the EBHP programs for appropriateness, commitment and availability.
Provide staff time to attend leader certification training, teach the workshop to participants, travel (includes mileage) and preparation time as needed.
If a leader is a volunteer for the Agency and training for that same agency to receive Title III-D reimbursement, then agency may provide an incentive or travel mileage as agreed upon between volunteer and Agency.
Purchase materials and supplies for leaders as needed to ensure that EBHP are taught as required. This may include flip charts, markers, dry erase board, etc.
Centralina AAA will provide all materials for participants use such as books and CDs as funds allow. The Agency will ensure that all unused materials be returned to CAAA.
Assure that all required workshop paperwork, reports, evaluations, surveys and attendance records will be returned to Centralina within 14 days after completion of the EBHP.
If designated agency staff member or volunteer participates in leader certification training and does not lead a complete workshop within 6 months of the training, sponsoring agency will be billed for \$300 for all certification training expenses.
Agency will publicize workshops; provide space for workshops to meet at no additional charge, handle registration, support outreach, coordination, and community collaboration efforts to assure success of EBHP.
Notify Centralina AAA at least 4 weeks in advance of any Matter of Balance or Chronic Disease Self-Management Education workshops.
The Agency must send at least one (1) agency staff person, subcontractor, or volunteer to a Leader or Coach Training at least once within FY25. You may receive an exemption depending upon the amount of active leaders within the Agency's organization or other influencing factors concerning leaders and trainings.

Agency Representative Aleshia Holland

Date 5/23/24

Centralina AAA

Date

ATTACHMENT III: FY24 FUNDING PLAN FOR OAA Title III-D EBHP

PAGE: 1

LINE ITEM BUDGET

Provider: Bazemore Active Adult Center

COUNTY: Union

Address: 500 W Jefferson St Monroe, NC 28112

FY: JULY 1, 2024 - JUNE 30, 2025

NAME OF SERVICE: OAA Title III-D HPDP

HIGHLIGHTED FIELDS ARE FORMULAS

REVENUE

1. EBHP COMPONENT	100% of total budget is designated for approved EBHP	
Number of In Person & Virtual workshops	5 multiplied by \$1,000	\$5,000
Number of phone/tool-kit workshops	multiplied by \$650	\$0
Total Number of Workshops	5 (federal match incl.)	\$5,000

EXPENSES

2. ALLOWABLE EXPENSE LINE ITEMS (see Attachment II for definitions)		
Staff Salary (can include fringe)		\$ 3,600
Sub-Contractor Leader Fees		\$ 100
Volunteer Leader Stipend		\$ 300
Materials And Supplies		\$ 200
Mileage		\$ 150
Marketing, advertising, printing, etc.		\$ 150
Leader Training (registration and travel)		\$ 500
Participant Attendance Incentives		\$ 150
Participant Educational Items		
EXPENSES (must match total)		5,000

1. EBHP EXPENDITURES	5,000
2. LOCAL CASH MATCH - 10%	500
3. TOTAL GRANT AMOUNT REQUESTED	4,500



STAFF REPORT

TO: General Services Committee

FROM: Pete Hovanec, Parks and Recreation Director

VIA: Mark Watson, City Manager

DATE: June 5, 2025

PREPARED BY: Pete Hovanec, Parks, Recreation, and Tourism Director

SUBJECT: Senior Center Operations Grant

SUMMARY STATEMENT

The Parks and Recreation Department seeks to accept a Senior Center Operations grant from Centralina Area Agency on Aging and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$20,404 from the Centralina Area Agency of Aging. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs at a high quality level that include, but is not limited to, amenities throughout the facility, as well as, funding utilized to pay instructors for our new Tai Chi, Zumba Gold and strength training programs, offering a variety of special events and improvements to our outdoor area. This funding is allocated to specific Area Agencies of Aging and then distributed to centers within the region that provide full-time programs. These funds are used to support and develop programming and general operations or to construct, renovate or maintain facilities that serve seniors. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center. We have been awarded \$20,404 through this grant. With the match included in the amount of \$2,267, the full amount of funding is \$22,671.

RECOMMENDATION

Staff requests the General Services recommendation council approval to accept funds associated with the Senior Center Operations funding and approve the budget amendment.

Attachments: Budget Amendment
Centralina FY 25 Home and Community Care Block Grant Contracts

**BUDGET AMENDMENT
BA-2025-17**

1. Amendment necessary to designate and appropriate funds received from the Senior Center Operations Grant from Centralina Area Agency on Aging be used for the programming, operations, and facility needs related to senior and adult activities.

General Fund:

Revenue:

Restricted Revenue - State	\$20,404
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Expenditure:

Parks and Recreation	\$20,404
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Adopted this 10th day of June, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



M E M O R A N D U M

TO: Brian Matthews, UNION COUNTY DSS

FROM: Linda Miller, Aging Program Manager *Linda H. Miller*

DATE: July 23, 2024

RE: FY '25 Home and Community Care Block Grant Contracts

Attached is your FY 2025 HCCBG contract that Centralina will execute with your county. Please review this document carefully. Payment of funds under this agreement is subject to the receipt of the NGA (Notification of Grant Award) and funds from the North Carolina Division of Aging and Adult Services. HCCBG grant funds under this contract should be used for services outlined on county's DAAS 731 or provider's DAAS 732 only. The grant requires a 10% match that should be carried out as stated in section seven (7) of the HCCBG contract.

For your records, the grant CFDA numbers are 93.044 2401NCOASS, 93.045 2401NCOACM, 93.045 2401NCOAHD and 93.667.

All contracts will be executed electronically via Adobe DocuSign. If your organization is unable to fully execute the contract virtually, please contact Evelyn Pressley as soon as possible at epressley@centralina.org.

We would like to have all signed grant agreements by **August 30, 2024**. No payments will be made to the county until a signed contract is received by the Area Agency on Aging. No changes can be made to the official document by anyone except Centralina's attorney.

Please do not hesitate to call on us if we may be of assistance.





July 1, 2024 through June 30, 2025

**HOME AND COMMUNITY CARE BLOCK GRANT FOR OLDER ADULTS
AGREEMENT FOR THE PROVISION OF COUNTY-BASED AGING SERVICES
(CFDA NUMBERS 93.044 2401NCOASS, 93.045 2401NCOACM, 93.0452401NCOAHD AND 93.667)**

This Agreement, entered into as of this 1st day of July 2024, by and between **Union County** (Through **UNION COUNTY DSS, COUNCIL ON AGING IN UNION COUNTY, BAZEMORE ACTIVE ADULT CENTER**), hereinafter referred to as the "County") and the **Centralina Regional Council** (through its **Area Agency on Aging**), (hereinafter referred to as the "Council").

Witnessed That:

WHEREAS, the Council and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Council from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (“DAAS”) and state appropriations made available to the Council through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Council and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. (a) Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the Council’s receipt and availability of Home and Community Care Block Grant funding from the DAAS.

(b) Contingency of contract. This contract is contingent upon the approval of the receipt of funds from the DAAS by the Council’s Executive Board. Only upon approval from the Council’s Executive Board, shall this contract be considered eligible for execution by the signatories listed herein
3. Grant Administration. The grant administrator for the Council shall be **Linda Miller** or such other staff personnel as may be designated by the Council. Services Administrator. The grant administrator for the County shall be **Brian Matthews** or such other staff personnel as may be designated by the County.

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Council in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph eight (8) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no earlier than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Council, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Council. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732). Notwithstanding anything else in this contract, to the extent that the Council is not reimbursed, the County will not be reimbursed.
 - (a) Reimbursement of Service Costs
 Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.
 - (b) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy
 NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging through the Council to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers.

7. Collection of Non-Federal Matching Resources. There is a 10% matching requirement for the County for this service. In no case shall the local match directly or indirectly consist of federal or state funds from any source nor may any of the funds paid the County hereunder be used to match any other federal or state funds. (The amounts and sources of the non-federal match are described in the County Funding Plan for services submitted to the Area Agency on Aging and which the Council has reviewed.)
8. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be effective only for the period of the Agreement. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant funding will not be expended, the grant administrator for the Provider shall be notified by the Area Agency that the original grant amount will be reduced. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the Provider. Every effort will be made to ensure clients of the Agency's county will be served, then reallocate funds within the region for services.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Council prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.

9. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Sec 308 of the AAA Policies and Procedures manual. Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308.4. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

10. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Council. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Council. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Council that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
693 Palmer Drive
2101 Mail Service Center
Raleigh, North Carolina 27699-2101

11. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Council shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Council, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
12. License and Permits. The Service Provider shall maintain all required licenses, permits, bonds, and insurance required for carrying out contractual services. The Provider shall notify the Council immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses, permits, bonds or insurance shall be a basis for the Council to disallow all or part of payments due under this Agreement and/or termination of this Agreement for cause.
13. Approval of Subcontract or Assignability. The Service Provider shall not assign all or any portion of its interest in this agreement, nor shall any of the work or services to be performed under this Agreement by the Service Provider be subcontracted, without the prior written approval of the Council.
14. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements,

Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider’s fiscal year.

Annual Expenditures	Report Required to AAA	Allowable Cost for Reporting / Due Date
Less than \$25,000 in State or Federal funds	Certification Form and State Grants Compliance Reporting: <\$25,000 (<i>item #11, Activities and Accomplishments does <u>not</u> have to be completed</i>) OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N/A <i>Due within 6 months of organization’s year end</i>
Greater than \$25,000 and less than \$500,000 in State or Federal Funds or \$750,000 in Federal Funds	Certification Form and State Grants Compliance Reporting: >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N/A <i>Due within 6 months of organization’s year end</i>
\$500,000+ in State funds <u>and</u> Federal pass through in an amount less than \$750,000	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book) and Schedule of Federal and State Awards	May use State funds, but <u>not</u> Federal Funds

		<i>Due within 9 months of organization's year end</i>
<p>\$500,000+ in State funds <u>and</u> \$500,000+ in Federal pass through funds (i.e \$1,000,000)</p>	<p>Audited Financial Statement in compliance with OMB Circular. A-133 (<i>i.e., Single Audit</i>)</p>	<p>May use State and Federal funds</p> <p style="text-align: right;"><i>Due within 9 months of organizations year end</i></p>
<p>Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds</p>	<p>Audited Financial Statement in compliance with OMB Circular funds A-133 (<i>i.e., Single Audit</i>)</p>	<p>May use Federal funds, but <u>not</u> State funds.</p> <p style="text-align: right;"><i>Due within 9 months of organizations year end</i></p>

15. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Council for clarifying any audit exceptions that may arise from any Council assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Council or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Council once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Council is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.

16. Indemnity. The County agrees to indemnify and save harmless, to the extent permitted by law, the Council, its agents, and employees from and against all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

17. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

18. Data to be Furnished to the County. All information which is existing, readily available to the Council without cost and reasonably necessary, as determined by the Council's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Council. The Council, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
19. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Council, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Council upon termination or completion of the work. Both the Council and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.
20. Maintenance of Records. The County shall maintain all financial and program records for a period of five (5) years from the date of final payment under this contract, for inspection by the Council, the North Carolina Division of Aging and Adult Services, and the Comptroller General of the United States, or any of their duly authorized representatives. If any litigation, claim, negotiation, audit or other action involving the County's records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues which arise from it.
21. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
22. Interest of Members of the Council, and Others. No officer, member or employee of the Council and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
23. Officials not to Benefit. No member of or delegate to the Congress of the United States of America or the General Assembly of the State of North Carolina, resident Commissioner or employee of the United States Government or the North Carolina State

Government, shall be entitled to any share or part of this contract or any benefits to arise here from.

24. *Prohibition Against Use of Funds to Influence Legislation.* No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
25. *Confidentiality and Security.* Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
26. *Record Retention and Disposition.* All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://www.ncdcr.gov/archives/ForGovernment/RetentionSchedules/AuthorizedDestruction.aspx>.

The DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all

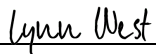
policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

- 27. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.


In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Union County

Attest:

Signed by:


 Lynn West, Clerk to the Board

Signed by:

 By: _____
Authorized County Official

No UC Preaudit Required

 Brian W. Matthews, County Manager
Title of Authorized County Official

Approved as to Legal Form RLM

Area Agency

Attest:



Linda Miller, AAA Director

Signed by:

 By: _____
**Geraldine Gardner, Executive Director,
 Centralina Regional Council**

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: 

Denise Strosser, Finance Officer, Centralina Regional Council



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Sarah McAllister, P.E. – Engineering Director
PREPARED BY: Sarah McAllister, P.E. – Engineering Director
SUBJECT: Contract Resurfacing Project Account

SUMMARY STATEMENT

The General Services Committee is requested to consider Budget Ordinance (BO-2025-07) for recommendation to City Council.

REVIEW

City Council has funded a contract resurfacing project annually that includes funding from vehicle tax receipts, General Fund allocations, and Powell Bill allocations. Engineering staff have been unable to spend 100% of the funds allocated each year and in the past, any funds left within the General Fund operating account returned back to the General Fund Balance. For the past few years, Engineering Staff have been requesting unspent resurfacing funds to be rolled forward to the next Fiscal Year. Finance has now created a Capital Project (RD2501) that can be used to place any assigned General Fund contract resurfacing funds into. Any unspent funds within this project account will then remain for use on future resurfacing contracts. Engineering Staff did not advertise a resurfacing contract in 2024 due to being understaffed and consequently, did not spend any of the allocated resurfacing funds in FY25. Therefore, the attached Budget Ordinance (BO-2025-07) is for consideration and recommendation to City Council that would appropriate the existing contract resurfacing operating funds into the project account.

RECOMMENDATION

Staff recommends approval of the attached Budget Ordinance (BO-2025-07) to move operating funds into the Capital Project Account for Contract Resurfacing. If the General Services

Committee is in agreement, the Budget Ordinance recommendation will be placed on the Consent Agenda for the Council meeting on June 10, 2025.

Attachment:
Budget Ordinance (BO-2025-07)

**CAPITAL PROJECT BUDGET ORDINANCE
CONTRACT RESURFACING PROJECT
BO-2025-07**

WHEREAS, the City Council has funded a contract resurfacing project annually that includes funding from vehicle tax receipts, some General Fund allocations, and some Powell Bill fund allocations; and,

WHEREAS, the Engineering Department has been unable to spend 100% of the funds annually and any remaining amounts from the General Fund allocation at the end of the fiscal year is returned to the General Fund Balance; and,

WHEREAS, the Engineering Department did not advertise a resurfacing contract in 2024 due to being understaffed and therefore did not spend any of the allocated resurfacing funds; and,

WHEREAS, a Contract Resurfacing Capital Project (RD2501) has been created to prevent the unspent funds assigned by City Council from rolling back into the General Fund.

NOW, THEREFORE, BE IT ORDAINED that the City Council hereby adds to the Contract Resurfacing Project and appropriates the following revenues and expenditures:

General Fund:

Expense:	
Transportation Funds	(\$2,552,510)
Transfer to Capital Project Fund	\$2,552,510

Capital Project Fund:

Revenue:	
Transfer from General Fund	\$2,552,510
Expense:	
Contract Resurfacing Project	\$2,552,510

BE IT FURTHER ORDAINED that an amendment to the General Fund Budget for FY 2024-25 is approved to appropriate Operating Funds for the Contract Resurfacing Capital Project in the amount of \$2,552,510.

Adopted this 10th day of June, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Peter J. Hovanec, Parks & Recreation and Tourism Director
PREPARED BY: Lisa Kerner, Grant Administrator
SUBJECT: Foundation for the Carolinas Grant

SUMMARY STATEMENT

Submission of an application to the Foundation for the Carolinas requesting \$20,000 for use by the Dowd Center Theater.

REVIEW

The Foundation of the Carolinas invited the City of Monroe to apply for a \$20,000 arts/culture grant. The City received the invitation on May 15, 2025, and the grant application period closed on May 30, 2025, at 12 pm. When Staff learned the grant application period had opened and due to the application deadline and timing of meetings, Staff submitted an application. The City will have the opportunity to accept or deny the grant if the City is selected for the award. No matching funds are required. Staff applied for \$20,000 to offset the cost of booking the Marshall Tucker Band for a performance at the Dowd Center Theater. The total cost of the performance exceeds \$30,000.

RECOMMENDATION

Staff recommends the General Services Committee approve the application submitted requesting \$20,000 from the Foundation of the Carolinas and bring this matter to City Council for approval at its June 10, 2025 meeting.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Lisa Strickland, Director of Finance
PREPARED BY: Monica Bulos, Purchasing Assistant
SUBJECT: Authorization to Dispose of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940

SUMMARY STATEMENT

Staff requests consideration of disposal of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 located at Operations Center.

REVIEW

Staff is requesting consideration from General Services Committee to authorize staff to dispose of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 as defined by G.S. 160-270A. Pursuant to G.S. 160-270A and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. It is staff’s belief that the potential proceeds of this apparatus may be in excess of \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940.

RECOMMENDATION

Staff recommends City Council authorization of the disposal of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 as defined by G.S. 160-270A by approving Resolution R-2025-24

Attachment(s): Resolution R-2025-24

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
(2) 2018 TYMCO STREET SWEEPERS (2827/2828) AND (1) 1999 DUMP TRUCK
R-2025-24**

WHEREAS, the City of Monroe (hereinafter, “City”), has accumulated surplus personal property that has a believed fair market value in excess of \$30,000; and

WHEREAS, said personal property located at the City Operations Center at 2401 Walkup Avenue in Monroe, North Carolina is no longer being utilized by the City of Monroe; and

WHEREAS, North Carolina General Statute §160A-270 permits the City to sell personal property at public auction upon approval of the City Council and after publication of a notice announcing the auction; and

WHEREAS, the electronic auction site, govdeals.com will be utilized in auctioning said piece of equipment; and

WHEREAS, the property will be transferred in its current condition, as is, and the City gives no warranty with respect to usability of the property; and

WHEREAS, title and possession of the property will be transferrable at the auction’s close on June 13, 2025 at 10:00AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before June 18, 2025 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the (2) 2018 Tymco Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to take any and all action necessary regarding the disposal of the (2) 2018 Tymco Street Sweepers (2827/2828) and (1) 1999 Dump Truck (1241).

BE IT FURTHER RESOLVED THAT the City reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

Adopted this the 10th day of June 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
FROM: Mark Watson, City Manager
VIA: Lisa Strickland, Finance Director
DATE: June 1, 2025
PREPARED BY: Donna O’Keefe, Downtown Manager
SUBJECT: Vintage Day Market Event– November 1, 2025

SUMMARY STATEMENT

General Services is requested to consider recommending a temporary use permit for a new special event, Vintage Day, to be held in Downtown Monroe, on Saturday November 1, 2025.

REVIEW

The Downtown Manager is requesting approval of a new special event, Vintage Day to be held Downtown on Saturday November 1, 2025 from 9 am until 5 pm.

Vintage Day

Vintage Day is an antique street market that is being organized by a group of business owners and property owners downtown. The organizers hope to secure 50 – 60 antique and vintage vendors that will sell their items on Main Street between Windsor and Franklin Streets. Downtown is estimating 500 people throughout the day with approximately 400 at peak periods. There will be no alcohol or food sales as part of the event within the social district.

The Downtown office and manager are supporting this event by obtaining the event permit and printing flyers to market the event. This event will encourage the attendance of antique and vintage collectors, encourage partnership between our downtown retail businesses, and provide a new opportunity to increase awareness of our downtown retail businesses.

The event organizers include: The owners of Lowe Country Estate and Vintage & Re-Imagined Designs, Tina Lavender and her sister Jean along with Cassie Gonzales owner of Murphy’s on Main.

Event Set up – 7:00 am – 9:00 am

- The Downtown Manager and event organizers, will set up Trash Bins, Barricades for crowd management, and mark vendor spaces.
- The event organizers, owners of Lowe Country Estate and Vintage & Re-Imagined Designs and owner of Murphy’s on Main, will coordinate and provide 2 Porta Johns and 22 temporary trash cans.
- Trash management during the event and after the event will be the responsibility of the event organizer.

Police:

The event organizers will also be responsible coordinating and hiring 4 off duty police officers and 1 supervisor through Extra-Duty Solutions. Officer Hailey will work with the event organizers to secure officers with an estimated cost of \$1640.

Street Closure:

- The Event will close Main Street between Franklin Street and Windsor Street.
- The Downtown Manager and Event Organizers will notify all businesses/ property owners opened or closed along the entire length of Main Street one week prior to the event.
- The Event Organizers will be responsible for placing and removing barricades on day of event per the attached map Vintage Day Barricades and for ensuring barricades are maintained in place throughout the event.
- Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;

Event Clean Up: 5:00 pm – 6:00 pm

- Event organizer is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
- Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization

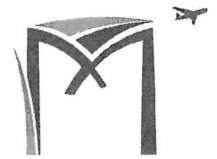
RECOMMENDATION

Staff requests the General Services Committee approve and recommend to City Council a special event permit to Downtown Monroe Manager and Vintage Day Event Organizer’s to hold the first annual Vintage Day Market event on November 1, 2025 in Downtown Monroe.

Attachment: Application – Vintage Day
Map and Barricade Map – Vintage Day



General Services May 1
Council May 13



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Vintage Day (NAME TBD)
 Event Website (if applicable): 8 Event Date/s: NOV 1 Event Hours: 9-5

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply) <input type="checkbox"/> Assembly <input checked="" type="checkbox"/> Festival/ <u>Outdoor Market</u> <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Block Party <input type="checkbox"/> Educational <input type="checkbox"/> Other: _____	Special Considerations: (please check all that apply) <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Food Sales <input type="checkbox"/> Cooking <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents / Inflatables <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall) <input type="checkbox"/> Other: _____
--	--

8am

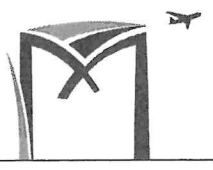
Time Set up Begins:	Time Break Down Ends: <u>6pm</u>
Estimated Event Attendance: <u>500</u>	Estimated # of People at Peak Periods: <u>400</u>
Estimated # of Vehicles: <u>200</u>	Estimated Vehicles at Peak Periods: <u>150</u>

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Lowcountry Applicant Name: Donna Okete
 Address: 106 N. Main Street City: Myrtle State: NC Zip: 28112
 Phone #: Tina Lavendar Mobile #: 704-622-2569 Email: lowcountrystatestax@gmail
 Primary On-Site Contact: Tina Lavendar Mobile #: _____
 Other On-Site Contact Info: 704-776-4488

SECTION III: EVENT DETAILS

Description of the Event: Antique/Vintage market
Main Street between Windsor & Franklin
 Location/s of the Event: _____ Site Capacity: _____



Property Address: Downtown Monroe

Property Owner/s: City of Monroe 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: Main St - From Franklin to Windsor
Name of Street to be closed: Main Street from Franklin to Windsor
Additional Street: _____ from _____ to _____
of Barricades needed: 2 # of cones needed: 3 Drop-off location: _____
Date of Closure: Nov 1, 2025 Start Time: 8 am to 6 pm
Additional Comments: _____



Trash/Debris Plan: Temporary trash cans provided by
Low Country #

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: 8am End Time: 6pm
Purpose: market

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

max 10x10 (56)

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

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

none

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

none

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: _____ Title: _____

Signature

[Handwritten Signature]

Submission Date:

4/7/2025



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Donna O’Keefe, Downtown Manager
PREPARED BY: Lisa Kerner, Grant Administrator
SUBJECT: T-Mobile Hometown Grants Program

SUMMARY STATEMENT

Submission of an application to the T-Mobile Hometown Grants Program requesting \$50,000 to support the Downtown Visitors Center project.

REVIEW

The T-Mobile Hometown Grants Program is accepting applications through June 26, 2025. This grant program funds projects to build, rebuild, or refresh community spaces that help foster local connections in towns with populations of less than 50,000 people. No matching funds are required. Examples of funded projects include adaptive uses of older and historic buildings into community gathering spaces. The Downtown Visitors Center project repurposes a former bank building. This project is also in process, making it a good fit for the T-Mobile Hometown Grants Program opportunity.

RECOMMENDATION

Staff recommends the General Services Committee approve an application requesting \$50,000 from the T-Mobile Hometown Grants Program and bring this matter to City Council for approval at its June 10, 2025 meeting.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 3, 2025
FROM: Lisa Strickland, Finance Director
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Budget Ordinance to Establish Economic Development Program Project Fund

SUMMARY STATEMENT

City Council is requested to adopt a Budget Ordinance to establish a project for future expenses for the Economic Development activities.

REVIEW

The City of Monroe previously entered into an inter-local agreement with Union County for the purpose of Economic Development and formed a Commission named Monroe-Union County Economic Development Commission (the Commission). In November, the Commission voted to dissolve the Commission and begin the dissolution process. On February 20, 2025 the Commission voted to appoint trustees and begin the dissolution process. On May 14, 2025 the board accepted and authorized the Trustee’s Plan of Dissolution that included a reserve of \$25,000.97 for planned expenses and authorized the equal distribution of the remaining funds. The City received a distribution check in the amount of \$181,064. . The City is requesting the funds be transferred to a project account called Economic Development Program for Economic Development expenses that are needed as the City continues our Economic Development activities.

RECOMMENDATION

Staff recommends a favorable recommendation by the General Services Committee to send to the City Council Consent Agenda on June 10, 2025 for approval of the attached budget ordinance to establish an Economic Development Program project fund.

Attachment: BO-2025-12

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
ECONOMIC DEVELOPMENT
BO-2025-12**

WHEREAS, the City previously entered into an inter local agreement with Union County for the purpose of Economic Development and formed a separate agency called Monroe-Union County Economic Development Commission (the Commission); and

WHEREAS, the Commission voted to dissolve on February 20, 2025 and is working through the process of finalizing expenses and financial reports; and

WHEREAS, trustees representing the City and Union County were designated by the Commission to work to distribute the assets of the Commission as outlined in the agreement; and

WHEREAS, the City would like to set aside the distribution in the amount of \$181,064 from the Commission for future Economic Development expenses in the new project ED2501 Economic Development Program.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe appropriates the revenue and expense and establishes project ED2501 for Economic Development Program expenses.

General Capital Project Fund:

Revenue:	
Miscellaneous	\$181,064
Expense:	
Project Costs (ED2501-ED Program)	\$181,064

Adopted this 10th day of June, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 5, 2025

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Ordinance to Close/Adjust Capital Projects

SUMMARY STATEMENT

A budget ordinance is necessary to amend the fiscal year 2025 budget in order to close and/or adjust various projects.

REVIEW

Capital projects have been completed and are ready to be closed. Projects are as follows:

- GB1703 Gateway Canopy/Skyway Corridor \$100,000
- GB1704 Correll St Parking Lot Modifications (277)
- GB1801 Senior Center Renovation (123,774)
- GB1901 Police Headquarters 778,009
- GB1903 Monroe Science Center Parking 876
- GB2302 Remodel Fire Admin Offices 202,525
- AP1702 Corp Hangar Site Development 37,724
- AP1802 Corp. Community Hangar 6,001
- OT1601 Monroe Science Center Building 3,912
- OT1901 Science Center Exhibits (3,194)

The above listed amounts will be netted against the General Fund Unassigned Fund balance for GB accounts, the Occupancy Tax Fund Balance for OT projects and the airport projects (AP) will be returned to the General Fund Assigned Fund Balance for airport use.

The following projects are transferring their remaining balance and are being repurposed as follows:

- Transfer \$93,952 from GB2201 – Fire Station 1, 2 and 5 Renovation to GB2503 – Concrete Apron/Pad Replacements at Station #1 and #2.
- Transfer \$12,758 from GB2301 – Temporary Fire Station 6 to GB2503 – Concrete Apron/Pad Replacements at Station #1 and #2.
- Transfer \$70,500 from GB2302 – Remodel Fire Admin Offices to GB2504 – Training Ground Improvements (\$30,000 for fencing and \$40,500 for shower trailer improvements)
- Transfer \$80,993 from MP2001 – Hillcrest Cemetery Fence to GB2505 – Sunset Cemetery Gate.
- Transfer \$139,354 from RD1901 – Asphalt Paving Ops Center to AP2501 – Airport Parking Lot Resurfacing

Water Resources Staff has requested adjustments to the funding of the following projects:

- Transfer \$300,000 from SR1727 – Richardson Creek Outfall to WR2402 – Water Main Replacements/Rehab
- Transfer \$725,000 from WR2302 – Replace Nelson Heights Tank to SR2506 – Clarifier Rehab 2
- Transfer \$725,930 from WR2302 – Replace Nelson Heights Tank to WR2344 – Water Pump Station #1 Switchgear Replacement

RECOMMENDATION

Staff recommends that the General Services Committee forward to full Council the recommendation for approval of the proposed budget ordinance to close projects or transfer balances for Fiscal Year 2025.

Attachment: BO-2025-11

**CAPITAL PROJECT BUDGET ORDINANCE
CLOSE COMPLETED CAPITAL PROJECTS
AND TRANSFER/ADJUST PROJECT BALANCES
BO-2025-11**

WHEREAS, certain projects that have been funded in prior years have been completed;

WHEREAS, those projects with remaining balances/shortages are identified as follows:

• GB1703 Gateway Canopy/Skyway Corridor	\$100,000
• GB1704 Correll St Parking Lot Modifications	(277)
• GB1801 Senior Center Renovation	(123,774)
• GB1901 Police Headquarters	778,009
• GB1903 Monroe Science Center Parking	876
• GB2302 Remodel Fire Admin Offices	202,525
• AP1702 Corp Hangar Site Development	37,724
• AP1802 Corp. Community Hangar	6,001
• OT1601 Monroe Science Center Building	3,912
• OT1901 Science Center Exhibits	(3,194)

WHEREAS, it is desired that the following projects are transferring balances to other projects as follows:

- Transfer \$93,952 from GB2201 – Fire Station 1, 2 and 5 Renovation to GB2503 – Concrete Apron/Pad Replacements at Station #1 and #2.
- Transfer \$12,758 from GB2301 – Temporary Fire Station 6 to GB2503 – Concrete Apron/Pad Replacements at Station #1 and #2.
- Transfer \$70,500 from GB2302 – Remodel Fire Admin Offices to GB2504 – Training Ground Improvements (\$30,000 for fencing and \$40,500 for shower trailer improvements)
- Transfer \$80,993 from MP2001 – Hillcrest Cemetery Fence to GB2505 – Sunset Cemetery Gate.
- Transfer \$139,354 from RD1901 – Asphalt Paving Ops Center to AP2501 – Airport Parking Lot Resurfacing
- Transfer \$300,000 from SR1727 – Richardson Creek Outfall to WR2402 – Water Main Replacements/Rehab
- Transfer \$725,000 from WR2302 – Replace Nelson Heights Tank to SR2506 – Clarifier Rehab 2

- Transfer \$725,930 from WR2302 – Replace Nelson Heights Tank to WR2344 – Water Pump Station #1 Switchgear Replacement

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

General Capital Project Fund:

Revenue:

Transfer from General Fund GB1704	\$277
Transfer from General Fund GB1801	\$123,774
Transfer from General Capital Project GB2503	\$106,710
Transfer from General Capital Project GB2504	\$70,500
Transfer from General Capital Project GB2505	\$80,993

Expense:

Transfer to General Fund GB1703	\$100,000
Transfer to General Fund GB1901	\$778,009
Transfer to General Fund GB1903	\$876
Transfer to General Fund GB2302	\$202,525
Transfer to General Fund AP1702	\$37,734
Transfer to General Fund AP1802	\$6,001
Increase Project Expense GB1704	\$277
Increase Project Expense GB1801	\$123,774
Decrease Project Expense GB1703	(\$100,000)
Decrease Project Expense GB1901	(\$778,009)
Decrease Project Expense GB1903	(\$876)
Decrease Project Expense GB2302	(\$202,525)
Decrease Project Expense AP1702	(\$37,734)
Decrease Project Expense AP1801	(\$6,001)
Transfer to General Capital Project Fund GB2201	\$93,952
Transfer to General Capital Project Fund GB2301	\$12,758
Transfer to General Capital Project Fund GB2302	\$70,500
Transfer to General Capital Project Fund MP2001	\$80,993
Transfer to Airport Capital Project Fund RD1901	\$139,354
Increase Project Expense GB2503	\$106,710
Increase Project Expense GB2504	\$70,500
Increase Project Expense GB2505	\$80,993
Decrease Project Expense GB2201	(\$93,952)
Decrease Project Expense GB2301	(\$12,758)
Decrease Project Expense GB2302	(\$70,500)
Decrease Project Expense MP2001	(\$80,993)
Decrease Project Expense RD1901	(\$139,354)

General Fund:		
Revenue:		
Transfer from General Capital Project Fund		\$1,125,135
Appropriation to Unassigned Fund Balance		(\$957,359)
Appropriation to Restricted Fund Balanced		(\$43,725)
Expense:		
Transfer to General Capital Project Fund		\$124,051
Occupancy Tax Capital Project Fund:		
Revenue:		
Transfer from Occupancy Tax Fund OT1901		\$3,194
Expense:		
Transfer to Occupancy Tax Project Fund OT1601		\$3,912
Increase Project Expense OT1901		\$3,194
Decrease Project Expense OT1601		(\$3,912)
Occupancy Tax Fund:		
Revenue		
Transfer from Occupancy Tax Project Fund		\$3,912
Appropriation to Fund Balance		(718)
Expense		
Transfer to Occupancy Tax Project Fund		\$3,194
Water/Sewer Capital Project Fund:		
Revenue:		
Transfer from Water & Sewer Capital Project WR2402		\$300,000
Transfer from Water & Sewer Capital Project SR2506		\$725,000
Transfer from Water & Sewer Capital Project WR2344		\$725,930
Expense:		
Transfer to Water & Sewer Capital Project SR1727		\$300,000
Transfer to Water & Sewer Capital Project WR2302		\$1,450,930
Increase Project Expense WR2402		\$300,000
Increase Project Expense SR2506		\$725,000
Increase Project Expense WR2344		\$725,930
Decrease Project Expense SR1727		(\$300,000)
Decrease Project Expense WR2302		(\$1,450,930)
Airport Capital Project Fund:		
Revenue:		
Transfer from General Capital Project Fund AP2501		\$139,354
Expense:		
Increase Project Expense AP2501		\$139,354

BE IT FURTHER ORDAINED, that an amendment to the various capital fund budgets for FY 2024-2025 is approved to adjust funding as listed above.

Adopted this 10th day of June, 2025.

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Lisa Strickland, Director of Finance
PREPARED BY: Shirley Butterick, Purchasing Manager
SUBJECT: Ratify Annual Service Contracts over \$200,000

SUMMARY STATEMENT

City Council approval is necessary for renewal of reoccurring service and purchase contracts for fiscal year 2026. Details are outlined below.

REVIEW

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

FY2026 Services Exceeding \$200,000			
Company Name	FY2025 Expenditures	FY2026 Expenditures	Synopsis
Dataprose	\$207,600	\$239,720	Bill printing services for cycle bills, late notices and tax statements. Postage is included.
Green’s Commercial Cleaning	\$369,832	\$336,981	Cleaning of city facilities. Decrease from FY25 reflects removal of city hall service.
Xylem Tree	\$422,760	\$436,000	Tree trimming services for electric right of ways.

Arthur J. Gallagher Risk Management Services	\$760,256	\$1,082,450	The Property and Liability premium budget for all City Departments for FY2025 was \$760,256. The amount indicated is the amount budgeted for FY2026 and will not be exceeded. Amount for FY26 includes new cyber security policy, airport insurance, air show insurance, environmental liability policy and finance officer bond.
Dawn Development	\$3,320,967	\$3,500,000	Construction services to install lines to expand services for electric and natural gas.
Tyler Technologies	\$211,865	\$226,150	City financial software maintenance and support fees contract

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2026 budget.

RECOMMENDATION

Staff recommends the General Services Committee forward to City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2026.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Lisa Strickland, Finance Director
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Budget Amendment for Various Budget Adjustments

SUMMARY STATEMENT

Various budget adjustments are proposed to the fiscal year 2025 budget in order to recognize activity that was unanticipated, make corrections and maintain budgetary compliance. All adjustments are outlined below.

REVIEW

Budget Amendment for various items as follows:

1. Amendment necessary to designate funds for salary-related payments in accordance with governmental accounting standards (GASB) 101 Compensated Absences. An amendment is necessary to designate funds for increases in accumulated sick and vacation leave in compliance with GASB 101.
2. A technical revision is necessary to installment principal and interest in the general fund, parks and recreation fund and golf course fund to increase this budget by \$275,526.
3. In order to align the budget with activity in the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The General Fund unassigned fund balance will transfer \$235,000 to the Theatre Fund.

4. A technical adjustment to the vehicle maintenance line items for Street Department, Police Department, Fire Department and Fleet Maintenance Division for internal labor in the amount of \$220,000 is proposed.
5. In order to align the budget with activity, an adjustment is needed to cover bank service charges for cash processing and for investment safekeeping in the amount of \$20,000.
6. In order to align the budget with activity, a budget amendment is needed for the Charlotte-Monroe Executive Airport. The General Fund unassigned fund balance will transfer \$38,000 to the Airport Fund.

RECOMMENDATION

Staff recommends a favorable recommendation to City Council for approval of the attached Budget Amendment containing various budget adjustments for Fiscal Year 2025.

Attachments: Budget Amendment BA-2025-18

**CITY OF MONROE
BUDGET AMENDMENT
BA-2025-18**

1. Aligns designated funds for salary-related payments in accordance with governmental accounting standards (GASB) 101 Compensated Absences. An amendment is necessary to designate funds for increases in accumulated sick and vacation leave in compliance with GASB 101.

Electric Fund:

Revenues:		
Appropriation of Fund Balance		\$10,000
Expenditures:		
Operations – Salary and Benefits		\$10,000

Stormwater Fund:

Revenues:		
Appropriation of Fund Balance		\$21,920
Expenditures:		
Operations – Salary and Benefits		\$21,920

2. Revises the budget to reflect a technical adjustment, incorporating a \$275,526 installment payment from the General Fund, Parks and Recreation Fund, and Golf Course Fund.

General Fund:

Revenue:		
Appropriation from Fund Balance		\$275,526
Expense:		
General Government		\$104,948
Culture and Recreation		\$170,578

3. Adjusts the budget to align with expected budget activity for the Dowd Center Theatre for FY 2024-25 by transferring \$235,000 from Unassigned Fund Balance to the Theatre Fund.

General Fund:

Revenue		
Appropriation of Fund Balance		\$235,000
Sales and Services		(\$145,270)
Miscellaneous		(\$89,730)

4. Adjusts the budget of the vehicle maintenance line items for Street Department, Police Department, Fire Department and Fleet Maintenance Division for internal labor in the amount of \$220,000.

General Fund:

Expense

General Government	(\$220,000)
Public Safety	\$180,000
Transportation	\$40,000

5. Adjusts the budget to align with anticipated budget requirements for bank service charges for cash processing and for investment safekeeping in the amount of \$20,000.

General Fund:

Revenue

Appropriation of Fund Balance	\$20,000
-------------------------------	----------

Expense

General Government	\$20,000
--------------------	----------

6. Adjusts the budget to align with anticipated budget requirements of the Charlotte-Monroe Executive Airport for FY 2024-25 by transferring \$38,000 from Unassigned Fund Balance to the Airport account.

General Fund:

Revenue

Appropriation of Fund Balance	\$38,000
-------------------------------	----------

Expense

Transfer to Airport Fund	\$38,000
--------------------------	----------

Airport Fund:

Revenue

Transfer from General Fund	\$38,000
Sales and Services	(\$38,000)

Adopted this the 10th day of June, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Malcolm Weeks, Airport Manager
SUBJECT: Ordinance Amending Fiscal Year 2025-2026 Fee Schedule to Amend Transient Single-Engine Piston Aircraft Facility Fees and Airport Conference Room Rental Rates to Charlotte-Monroe Executive Airport Chapter

SUMMARY STATEMENT

Staff recommends that General Services approve an amendment to the FY 2025-26 Airport Fee Schedule to align with industry standards at comparable general aviation (GA) airports. This amendment ensures that the Airport's fees are competitive and reflective of the services provided, supporting the airport's financial sustainability and operational effectiveness.

REVIEW

This Amendment revises the FY 2025–26 Fee Schedule in two areas:

1. Transient Single-Engine Piston Aircraft Facility Fees:
The facility fee for transient single-engine piston aircraft is adjusted to \$15 per day. This fee may be waived with the purchase of 10 gallons of fuel. Additionally, the overnight parking fee will be set at \$15, replacing the previous \$50 facility fee and \$25 overnight fee structure.
2. Airport Conference Room Rental Rates:
The daily rental fee for the airport conference room will be amended as follows:
 - o Base Customers: \$50 per hour (2 hours – no charge) or \$300 for a full day.
 - o Transient Customers: \$50 per hour (minimum 2 hours) or \$400 for a full day.These amendments replace the previous rates of \$100 per hour (after 2 hours at no charge) or \$500 for a full day for base customers, and \$100 per hour (minimum 2 hours) and \$600 for a full day for transient customers.

These fee amendments are new for FY2025-2026 and have no fiscal impact, as these are new fees.

RECOMMENDATION

Staff recommends General Services Committee recommend and support this amendment to the Airport Fees for FY 2025-26.

Attachments: O-2025-18

**ORDINANCE TO AMEND
FISCAL YEAR 2025-2026 CITY OF MONROE FEES SCHEDULE
O-2025-18**

BE IT ORDAINED BY THE CITY OF MONROE COUNCIL THAT THE FISCAL YEAR 2025-2026 CITY OF MONROE FEE SCHEDULE IS HEREBY AMENDED AS FOLLOWS:

**Section 1. Amend CHAPTER IV. CHARLOTTE-MONROE EXECUTIVE AIRPORT
ARTICLE A. FEES AND CHARGES Section 1. Schedule of Fees**

**ARTICLE A. FEES AND CHARGES
Section 1. Schedule of Fees**

Conference Room Rental	Base Customers - 2 hrs. Free per week 2+ hrs. @ \$50/hr. or \$300/Day
Other (TBD)	All Other Customers - 2 hr. Minimum @ \$50/hr. or \$400/Day TBD At Discretion of the Airport Manager

Section 2. Schedule of Daily Fees applicable to all non-Airport Based aircraft

Aircraft Type / Take-Off Weight	Facility Fee	Gallons of Fuel To Waive Facility Fee	Overnight Fee
Single Engine Piston Ramp Access <30 minutes*.	\$0	0	0
Single Engine Piston > 30 Minutes*	15.00	10	15.00
Multi Engine Piston	100.00	60	50.00
Single Engine Turbo Prop	250.00	100	50.00
Multi Engine Turbo Prop	350.00	135	80.00
Light Jet (Less than 12.5K T/O wt)	400.00	175	85.00
Medium Jet (12.5K-30K T/O wt)	550.00	200	125.00
Large Jet (30.1K-55K) T/O wt)	650.00	300	150.00
Heavy Corporate Jet (55.1K + T/O wt)	750.00	400	250.00

Section 2. This Ordinance shall be effective July 1, 2025.

Adopted this 10th day of June, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2025
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Malcolm Weeks, Airport Manager
SUBJECT: Charlotte-Monroe Executive Airport – ACE Academy Grant 2025

SUMMARY STATEMENT

Staff recommends that City Council approve a Budget Amendment for a \$5,000 grant from NC Division of Aviation awarded to Charlotte-Monroe Executive Airport. The funds will be used to conduct a week-long program the week of June 23rd to teach children about aviation and careers in the industry.

REVIEW

This grant is awarded each year to NC Airports by NC Division of Aviation to help promote aviation to the youth. These funds will help offset the costs associated with the activities planned for the children during the week. Charlotte-Monroe Executive Airport conducted an ACE Academy in 2024 which had great response from those involved. We expect to have 24 youth from Monroe between the ages of 9-14 participate in a fun-filled week learning about aviation.

RECOMMENDATION

Staff recommends that General Services Committee provide a favorable recommendation for City Council to accept the NC Division of Aviation grant in the amount of \$5,000 and adopt a Budget Amendment appropriating the funds.

Attachment: Budget Amendment BA-2025-20

**CITY OF MONROE
BUDGET AMENDMENT
BA-2025-20**

Amendment necessary to appropriate funding to conduct a week-long program, ACE Academy, to promote aviation to youth. The funding is provided from the NC Division of Aviation.

Airport Fund:

Revenues:		
Restricted Revenue		\$5,000
Expenses:		
Airport Operations		\$5,000

Adopted this 10th day of June, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk