CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
JULY 8, 2025 – 4:00 P.M.
AGENDA
www.monroenc.org

1. Discussion on Mayor Pro Tem Position

2. Discussion on No Confidence Vote of Mayor Robert Burns

3. City Council Meeting Schedule Amendment to Add Additional City Council Regular Meeting Fourth Tuesday of Every Month

4. Public Safety Committee Appointment – Council Member Gary Anderson

5. Proposed Amendment to Rules Governing Public Comment Period During City Council Regular Meetings

6. Travel Policy for Elected Officials
   A. Policy Amendment
   B. Budget Amendment

7. Discussion on Pilot Paid Parking Program

8. Discussion on Morgan/Windsor Alley as Rental Venue

- **Cell Phones/Pagers**: As a courtesy, please turn off cell phones and pagers while Meeting is in progress.

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	James Kerr, Council Member Julie Thompson, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	Discussion on Mayor Pro Tem Position

SUMMARY STATEMENT

This will be a discussion on the position of Mayor Pro Tem.

REVIEW

This will be a discussion on the position of Mayor Pro Tem that serves at the pleasure of City Council.

RECOMMENDATION

City Council is requested to hold a discussion concerning the position of Mayor Pro Tem including taking possible action.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	James Kerr, Council Member Julie Thompson, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	Discussion on No Confidence Vote of Mayor Robert Burns

SUMMARY STATEMENT

This will be a discussion on a no confidence vote of Mayor Robert Burns.

REVIEW

This will be a discussion on a no confidence vote of Mayor Burns based on the following: continued use of the City's logo and City address to communicate personal views on topics not related to local governance; repeated failure to preside over meetings in an orderly and civil manner; and, failure to communicate with all of City Council regarding House Bill 3.

RECOMMENDATION

City Council is requested to hold a discussion on a no confidence vote of Mayor Burns including taking possible action.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	James Kerr, Council Member Julie Thompson, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	City Council Meeting Schedule Amendment to Add Additional City Council Regular Meeting the Fourth Tuesday of Every Month

SUMMARY STATEMENT

Request to amend the Schedule of City Council Meetings.

REVIEW

This is a request to amend the Schedule of City Council Meetings to add an additional City Council Regular Meeting to be held on the fourth Tuesday of every month at 6:00 p.m. This meeting will be primarily for holding the monthly, required Public Comment Period and conducting and taking action(s) on public hearings. However, other business may be conducted as needed the same as any other Regular City Council meeting.

RECOMMENDATION

City Council is requested to amend the City Council Meeting Schedule to add an additional City Council Regular Meeting to be held on the fourth Tuesday of every month at 6:00 p.m. Although the primary purpose of the second monthly is to hold the required Public Comment Period and conducting and taking action(s) on public hearings. other business may be conducted as needed the same as any other Regular City Council meeting. This will begin in August 2025.

If this request is approved, any item on the July 8, 2025 City Council Regular Meeting Agenda calling for a public hearing to be held on August 12, 2025 will now have a public hearing date of August 26, 2025.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	James Kerr, Council Member Julie Thompson, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	Public Safety Committee Appointment – Council Member Gary Anderson

SUMMARY STATEMENT

Appointment of Council Member Gary Anderson to the Public Safety Committee.

REVIEW

City Council is requested to appoint Council Member Gary Anderson to serve as a member of the Public Safety Committee.

RECOMMENDATION

City Council is requested to appoint Council Member Gary Anderson to serve as a member of the Public Safety Committee.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	Terry Sholar, Senior Staff Attorney
PREPARED BY:	Terry Sholar, Senior Staff Attorney
SUBJECT:	Proposed Amendment to Rules Governing Conduct of Public Comments during City Council Regular Meetings

SUMMARY STATEMENT

Request to amend Section 2 of the Rules on Public Comment during City Council Meetings to require a speaker to provide name and full address before speaking.

REVIEW

Council Members McGee and Anderson requested City Council consider making a proposed change to Section of the Rules on Public Comment Period. The rules change would require a speaker to verbally state their name, street address, city, and state upon being called to the podium prior to making any public comments. Failure of the speaker to provide the required information would result in them losing their time to speak.

RECOMMENDATION

City Council is requested to consider and adopt the attached amendment to Section 2 of the Rules Governing Public Comment Period During City Council Regular Meetings effective upon approval.

Attachment: Proposed Amendment to the Rules Governing Public Comment Period During City Council Regular Meetings

RULES GOVERNING PUBLIC COMMENT PERIOD AND RULES OF DECORUM DURING CITY COUNCIL REGULAR MEETINGS
July 2025 Amendment

1. A Public Comment Period shall be placed on the Agenda of each City Council Regular Meeting. Said agenda item shall occur on the Regular Meeting Agenda immediately after the invocation and pledge of allegiance. When adopting the Agenda, City Council may move the Public Comment Period to another location on the Agenda solely at City Council's discretion. Such change is effective only during that meeting. In addition, City Council may, upon motion to suspend the rules during a Regular Meeting, approve moving the Public Comment Period to another location on the Agenda at any point during the meeting.

2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by listing their name, full street address, topic on which he or she will speak, and whether a City of Monroe resident, Union County resident, or other place of residency. An individual may only sign up for themselves and not sign up or place another individual's name on the Signup Sheet. ~~Any speaker that signs up and fails or refuses to give the required information will not be called on to comment.~~ A speaker shall verbally state their name, street address, city, and state ~~and whether a city or county resident~~ when called to speak prior to making any public comments. Any speaker that signs up and fails or refuses to give all the required information will not be called on to comment or forfeit their time to speak during the public comment period.

3. A total time of thirty (30) minutes will be allotted for the Public Comment Period on the Regular Agenda. Any speaker that signs up to speak and does not get a chance to speak during the Public Comment Period will be given an opportunity to speak at the conclusion of the Regular Agenda. A speaker that signed up to speak and not available for public comments at the end of the Regular Agenda will be given priority to speak during the next City Council Public Comment Period. City Council, in its discretion, may extend the thirty (30) minutes allotted for the Public Comment Period during any meeting.

4. City of Monroe residents will be given the opportunity to speak first, followed by Union County residents, followed by residents of other areas. The Mayor, or presiding officer, shall determine the order in which speakers are called to comment.

5. Each speaker shall be allotted up to two (2) minutes to speak which shall be strictly observed at all times. Speakers shall immediately cease speaking when their allotted time is over. Groups of persons speaking on the same topic are strongly encouraged to designate a spokesperson to speak on their behalf. As an incentive, a spokesperson making comments for two (2) to five (5) individuals that signed up to speak will be given up to three (3) minutes, and for six (6) or more, a spokesperson will be given up to five (5) minutes to speak.

6. Speakers and audience members shall maintain proper decorum, etiquette, and civility at all times during the Public Comment Period and any City Council Meeting. Speakers shall remain

at the podium to make comments and not approach City Council or City staff. No one can accompany the speaker at the podium. The speaker may use visual aids but shall not engage in demonstrations or inappropriate theatrics. Yelling, making threats, insulting, or rude comments directed towards the Mayor, City Council, City staff or a member of the public will not be tolerated. Profanity, abusive language, public ridicule, or personal attacks will not be tolerated. A speaker that fails to maintain proper decorum may be sanctioned including, but not limited to, forfeiting the remainder of their time, removal from the meeting premises, or other sanctions deemed appropriate.

7. Members of the audience shall also maintain proper decorum, etiquette, and civility at all times. Audience members shall refrain from commenting, jeering, clapping, or cheering in response to comments. Audience members shall not engage in demonstrations or theatrics and shall remain seated at all times unless called on to be identified from their seat when designating a spokesperson and immediately be seated. Audience members shall never approach the podium or dais. Improper decorum by a member of the audience will not be tolerated and may result in sanctions up to and including being asked to leave the meeting following the same procedures set out the sanction a speaker for a decorum violation.

8. Members of the audience may hold signs of proper decorum no larger than 8 inches by 11½ inches in size but shall not raise them above their heads or so as to block the view of those behind them.

9. The Mayor, as the presiding officer, has the authority and responsibility to enforce and carry out these Rules. However, any member of City Council may identify improper conduct by raising a point of order during the meeting. Upon raising a point of order by a Council Member, the Mayor, or presiding officer, shall call for all public comments to cease immediately. The presiding officer shall then, at a minimum, warn the violator and demand the individual cease the violation first. If the violator continues to violate the rules, the presiding officer may impose appropriate sanctions including, but not limited to, loss of time, removal from the Council meeting, or other appropriate action needed to restore decorum. However, if a City Council member believes the warning or sanction imposed are insufficient based on the nature of the violation, any City Council Member may renew the point of order and call for additional sanctions up to and including removal of the offender from the meeting premises upon motion, second, and approval by a majority of City Council. The City Attorney, as Parliamentarian for the City, shall be the final arbiter of the procedural rules and take necessary action to see that proper parliamentary procedures are followed and maintained during City Council Meetings.

10. Anyone that willfully interrupts, disturbs, or disrupts a City Council Meeting may be asked to leave the meeting premises immediately by the Mayor or upon point of order by a City Council Member and approval by City Council. Upon failure to leave as directed, the individual may be cited for violating NC General Statute §14-318.17.

11. Speakers shall not speak on any topic which is the subject of a public hearing on the same Agenda.

12. City Council will refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position.

13. No formal action will be taken by City Council during the same meeting on any matter which was initially introduced during the Public Comment Period.

14. City Council shall not restrict the subject matter of any comment based on content in any way except as provided herein.

Adopted: September 6, 2005 (R-2005-35)
Amended: April 2, 2023 (R-2019-23); February 13, 2024; May 14, 2024

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	Franco McGee, Council Member Gary Anderson, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	Travel Policy for Elected Officials

SUMMARY STATEMENT

Proposed amendment to the Travel Policy for Elected Officials.

REVIEW

This is a proposal to amend the Travel Policy for Elected Officials to allow previous Fiscal Year funds to be re-appropriated and allocated for use in the next Fiscal Year, ensuring that previously approved resources can continue to support ongoing and planned travel initiatives without drawing from new travel allocations.

This adjustment will help steward resources more effectively and maintain continuity in our professional development and strategic engagement efforts.

If amendment is approved, in future years, when travel is authorized and booked, the funds will be encumbered against available funding in the Council Member's current travel allocation regardless of when the actual travel dates occur.

RECOMMENDATION

City Council is requested to hold a discussion and, if approved, amend the Travel Policy for Elected Officials and adopt a Budget Amendment designate and appropriate funds in the amount of $1,046 in Fiscal Year 2026 for a portion of unspent City Council travel allocation funds in Fiscal Year 2025.

Attachments: Council Member Franco McGee Travel Balances
February 2025 Travel Policy for Elected Officials (GA-02)
Budget Amendment BA-2025-23

Council Member Franco McGee

Travel Fund Balances

FY 2025 Ending Balance as of June 30, 2025: $2,532.11.

FY 2026 Travel Balance as of July 1, 2025: $5,954.68
(Beginning Balance $7,000 minus NCBEMO Summer Conference – $1,045.32)

Estimated Travel Costs:

1) NCBEMO Summer Conference – $1,045.32 (Used NCBEMO Member Rate)
Greensboro, NC
July 25-27, 2025
(**Registration completed using FY 2026 Travel Funds**)

Registration Rates:	NCBEMO Member: $320
	Same Day: $450
Transportation:	$161
Hotel	$505.12 (does not include taxes/fees)
Per Diem	$59.20

2) NBC-LEO Summer Conference – $3,246 (Using the Advance Rate for registration costs)
Houston, TX
July 30 – August 2, 2025
(Registration not completed)

Registration Rates:	Early Bird (April 11-June 5): $490
	Advance (June 6-July 21): $650
	On-Site: $800
Airfare	$680
Hotel	$1,452 (does not include taxes/fees and was based on arriving the day before the conference and returning the day after)
Per Diem	$464

3) NLC City Summit – 2024 Cost $2,886.62
Salt Lake City, UT
November 20-22, 2025
(Registration not completed)

Registration Rates:	2025 Congressional Cities Conference Attendance Discount: $705
	Early Bird (March 10-June 1): $760
	Advance (June 2-September 1): $880
	Regular (September 2-November 18): $1,015
	Onsite (November 19-22): $1,140

4) NLC Congressional City Conference – 2025 Cost $2,645.77
Washington, DC
March 16-18, 2026
(Registration not completed)

BUDGET AMENDMENT
BA-2025-23

1. Amendment necessary to designate and appropriate funds in fiscal year 2026 for a portion of unspent City Council travel allocation funds in fiscal year 2025.

General Fund:

Revenue:

Appropriation of Fund Balance	$1,046

Expenditure:

General Government	$1,046

Adopted this 8th day of July, 2025.

____
Robert A. Burns, Mayor

Attest:

____
Bridgette H. Robinson, City Clerk

<table>
<tr><td rowspan="4"></td><td>Policy: Travel Policy for Elected Officials</td><td>Effective Date: August 21, 2001</td></tr>
<tr><td></td><td>Revision Effective Date: February 5, 2002, April 1, 2007, January 1, 2008; June 3, 2014, July 1, 2015, November 3, 2015; October 2, 2018; July 1, 2019, March 3, 2020; February 11, 2025</td></tr>
<tr><td>Policy Number: GA-02</td><td>Page 1 of 6</td></tr>
<tr><td>Robert A. Burns, Mayor</td><td>City Council
Responsible Party</td></tr>
</table>

SECTION 1. Purpose.

This policy provides City Elected Officials a comprehensive reference for eligible payments or reimbursements for travel expenses pertaining to official City travel and subsistence while conducting official City business as defined herein. Travel at the City's expense shall be for a designated public purpose, in support of official City business, and not for the purpose of campaigning for an office or position with any elected organization, professional or otherwise, position or person, or for a partisan political purpose.

SECTION 2. Applicability of Travel Policy.

This Policy is applicable to all Elected Officials serving the City of Monroe.

SECTION 3. General Policy.

1. An Elected Official traveling on official City business representing the City should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

2. Official travel expenses will be reimbursed in accordance with this Administrative Policy.

3. Officials authorized to use City credit cards may elect to use them instead of reimbursement; all receipts for expenditures must be submitted to the City Clerk in order for the expenditures to be approved.

SECTION 4. Definitions.

Authorizing Party. An individual authorized by this policy to approve or disapprove requests for travel, cash advances, travel reimbursements, etc.

Incidentals. Costs related to tips and telephone calls.

Official City Business. Travel that has a direct benefit to the City by enhancing the Elected Official's knowledge on various issues and responsibilities of local government or where the Elected Official is representing the City in their official capacity as a City Council Member. Examples of travel that would meet this requirement include, but are not limited to seminars and

conferences offered by the National League of Cities, North Carolina League of Municipalities, North Carolina Legislative Conferences, ElectriCities and the Union County Chamber of Commerce. Travel and expenses related to partisan political activities or that are not directly beneficial to the City shall be paid for by the individual Elected Official without reimbursement by the City.

Reimbursements. All reimbursement requests shall be filed for approval and payment within five (5) working days after the travel period ends.

Requesting Party. The person who will be reimbursed for travel costs incurred while conducting City business or visiting for employment.

Subsistence. Subsistence is an allowance related to meals, based on actual expenses incurred by the Elected Official.

SECTION 5. General Guidelines.

1. Airline tickets, lodging, and registrations for the Elected Official will be paid directly by the City. All other costs will be paid directly by the requesting party, and will not be billed to the City. The Elected Official will be reimbursed for actual costs incurred only, subject to the limitations established in this Policy.

2. Travel requests shall be coordinated through the City Clerk. Travel authorization forms are to be submitted to the Mayor prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.

3. The City Clerk will receive a copy of each approved Travel Authorization Form. The City Clerk will work with the City's Finance Director or his or her designee to determine if an unencumbered appropriation sufficient to cover the estimated cost of the approved travel remains in the Elected Official's travel allocation. If a sufficient balance remains in the Elected Official's travel allocation, the estimated travel cost will be encumbered. If the remaining balance in the Elected Official's travel allocation is insufficient to cover the estimated cost of travel and other monies are not yet available, the requesting Elected Official, the Mayor and City Manager will be notified by the City Clerk.

4. Elected Officials will have an annual individual travel allocation fund assigned to them in the amount of $7,000. If any funds in an Elected Official's allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Monroe's General Fund. No transfers are permitted from one Elected Official's allocation to another, except as expressly approved by City Council during a City Council meeting.

5. Elected Officials are unable to use their Council discretionary fund to pay for any travel.

6. Elected officials may make up any shortfall for travel through personal funds.

SECTION 6. <u>Travel Advances.</u>

The City of Monroe will provide advance funds if the estimated expense exceeds $100 or two night's stay.

SECTION 7. <u>Specific Guidelines Relating to Transportation, Subsistence, and Other Cost.</u>

1. <u>Transportation.</u>

Transportation may be through common carrier, personal vehicle, or rental vehicle pursuant to the following parameters:

A. <u>Common Carrier:</u>

1) Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.

2) The Elected Official shall be personally liable for any charges assessed due to his/her failure to cancel their reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control, or the change is made at the convenience of the City or in the event of accidents, serious illness or death within the individual's immediate family.

B. <u>Personal Vehicle.</u> An Elected Official may be reimbursed for the use of a privately owned vehicle at the federal government rate then in effect.

1) Reimbursement for use of a privately owned automobile shall not exceed the round trip coach air fare of all persons traveling in the car or the mileage allowance, whichever is the lesser. *For example: air fare between Charlotte to Los Angeles: $315-$730; mileage reimbursement: $2661.78 (2,442 miles @ $0.545) flying would be the least cost for three travelers, ['flight' 3x$730: $2190, or 3x$315: $945 vs 'auto' $2,661 for the use of an automobile by three travelers]*

2) Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.

3) The mileage rate is meant to cover all expenses incurred in using a privately owned vehicle, except for items such as parking fees, tolls, or storage fees which are reimbursable; receipts are required.

C. Rental Vehicle. Rental vehicles are not to be used unless extenuating circumstances exist, has been substantiated, and use approved in advance by the Mayor.

D. Expenses claimed under this section must be supported by an original receipt.

2. Lodging.

The Travel Authorization Form shall include the lodging accommodations as a part of the travel.

A. Lodging accommodations will not be reimbursed by the City to attend conferences or meeting venues that are within 60 miles or 60 minutes of an individual's residence.

1) An extenuating circumstance and/or demonstrated hardship may be considered by the Mayor for the purpose of granting an exception to this provision.

2) Extenuating circumstances may include, but are not necessarily limited to: attending consecutive early morning sessions, or existence of extended periods of commuter congestion into the conference City, or having a reoccurring role as a Presenter or Panel member.

3. Subsistence.

Actual costs of meals (substantiated by receipts) or per diem allowance will be reimbursed. In no case, shall the City reimburse any meal greater than the per diem allowance as set forth by the Internal Revenue Service (IRS).

In all situations in which a City-issued credit card is used, a detailed receipt showing itemized purchases shall be submitted as a part of the Travel Reimbursement and Expense Report.

In some situations, it may be appropriate for the City to bear the cost for a business meal for other individuals. Receipt and supporting documentation as to the purpose shall be provided for the business meal as a part of the reimbursement request or credit card voucher. In no case, shall the cost of alcohol be reimbursed or paid by the City without reimbursement to the City by the Elected Official.

4. Spousal/Companion Travel Costs to Meetings, Seminars, and Conferences.

A. Spouse or companion travel will not be paid for by the City, and is not eligible as a reimbursable expense.

B. Additional costs for overnight stays at a hotel/motel for a spouse/companion shall be paid for by the Elected Official or reimbursed to the City (substantiated by receipts).

5. Telecommunication.

The City encourages use of the most cost effective means of telecommunication. The City provides Elected Officials with a monthly stipend for mobile phones which would normally cover most phone usage. However, there are calls of an official nature that may arise while an Elected Official is on official business that requires use of a hotel or venue telephone thereby incurring charges.

A. Reimbursement may be provided to an Elected Official choosing to use the hotel or venue phone system for official calls. To be reimbursed, include the individual phone number, whom called, purpose, and the original hotel or phone bill.

B. Other calls will not be reimbursed, unless valid supporting documentation is provided. Calls to place of employment or home are reimbursed provided the calls do not exceed ten minutes and are not more frequent than once a day.

6. Not Reimbursable.

There are items which are NOT reimbursable even though incurred during official City business, these items include, but are not necessarily limited to:

A. Any miscellaneous expense not supported by a receipt;

B. Meals included in registration fees;

C. Alcoholic beverages;

D. Movie rental;

E. Snacks or drinks other than a meal;

F. Any traffic fines;

G. Clothing, equipment, supply/material purchases.

SECTION 8. Procedure for Travel Authorization.

1. Submission, approval and processing of reimbursement requests.

A. A "Travel Authorization Form" will be completed by the Elected Official and/or City Clerk detailing the purpose of travel, destination, and estimated costs. This

conferences offered by the National League of Cities, North Carolina League of Municipalities, North Carolina Legislative Conferences, ElectriCities and the Union County Chamber of Commerce. Travel and expenses related to partisan political activities or that are not directly beneficial to the City shall be paid for by the individual Elected Official without reimbursement by the City.

Reimbursements. All reimbursement requests shall be filed for approval and payment within five (5) working days after the travel period ends.

Requesting Party. The person who will be reimbursed for travel costs incurred while conducting City business or visiting for employment.

Subsistence. Subsistence is an allowance related to meals, based on actual expenses incurred by the Elected Official.

SECTION 5. General Guidelines.

1. Airline tickets, lodging, and registrations for the Elected Official will be paid directly by the City. All other costs will be paid directly by the requesting party, and will not be billed to the City. The Elected Official will be reimbursed for actual costs incurred only, subject to the limitations established in this Policy.

2. Travel requests shall be coordinated through the City Clerk. Travel authorization forms are to be submitted to the Mayor prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.

3. The City Clerk will receive a copy of each approved Travel Authorization Form. The City Clerk will work with the City's Finance Director or his or her designee to determine if an unencumbered appropriation sufficient to cover the estimated cost of the approved travel remains in the Elected Official's travel allocation. If a sufficient balance remains in the Elected Official's travel allocation, the estimated travel cost will be encumbered. If the remaining balance in the Elected Official's travel allocation is insufficient to cover the estimated cost of travel and other monies are not yet available, the requesting Elected Official, the Mayor and City Manager will be notified by the City Clerk.

4. Elected Officials will have an annual individual travel allocation fund assigned to them in the amount of ~~$5,000~~$7,000. If any funds in an Elected Official's allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Monroe's General Fund. No transfers are permitted from one Elected Official's allocation to another, except as expressly approved by City Council during a City Council meeting.

5. Elected Officials are unable to use their Council discretionary fund to pay for any travel.

6. Elected officials may make up any shortfall for travel through personal funds.

form must be signed off on by the Mayor preferably in advance of the travel, but prior to payment of registration fees, hotel reservations and reimbursement of City funds.

B. The Travel Reimbursement Request and Expense Report will be prepared by the City Clerk for the Elected Official along with the necessary processing.

C. The City's Finance Director or his or her designee will review so as to determine that:

1) the requesting Elected Official first has funds remaining in their travel allocation fund sufficient to permit all or a portion of the travel paid for by the City at the time the Travel Authorization Form is submitted (if the funds available are sufficient only to permit payment by the City for a portion of the requested travel, then the Elected Official will be advised of the amount available to be paid by the City, and if the Elected Official wishes to undertake the travel, he or she will be responsible for all other travel expenses in excess of the amount available from their travel allocation);

2) the Travel Reimbursement Request and Expense Report has been properly approved and that it is mathematically correct; and

3) that requested reimbursements agree to submitted receipts, when required, and are within the limits set by this Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.

D. If the amount received as a travel advance exceeds the reported travel expense, settlement shall be made at the time the Travel Reimbursement Request and Expense Report is submitted.

E. City Credit Card. The use and availability of a City credit card is a convenience for charging expenses that are directly related to official City business having a valid public purpose. On the existence of two occasions that an Elected Official uses a City credit card or submits credit card charges for items that per diem was or will be paid, or, where there were prohibited items charged on a City credit card, the Elected Official's City credit card will be terminated for a twelve month period. Thereafter reinstatement of the Elected Officials credit card will be at the discretion of the Mayor.

F. Forms: an appropriate format is to be developed and may be revised as necessary to accommodate the needs of the Mayor and City Council and the requirements of the Monroe Finance Department. Forms may include those to transmit Travel Authorizations, Travel Reimbursement Requests, Expense Reports, Travel Allocation Transfers, and any other category necessary to demonstrate the stewardship of public funds.

SECTION 1. Purpose.

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This Policy is applicable to all Elected Officials serving the City of Monroe.

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2. Official travel expenses will be reimbursed in accordance with this Administrative Policy.

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Reimbursements. All reimbursement requests shall be filed for approval and payment within five (5) working days after the travel period ends.

Requesting Party. The person who will be reimbursed for travel costs incurred while conducting City business or visiting for employment.

Subsistence. Subsistence is an allowance related to meals, based on actual expenses incurred by the Elected Official.

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1. Airline tickets, lodging, and registrations for the Elected Official will be paid directly by the City. All other costs will be paid directly by the requesting party, and will not be billed to the City. The Elected Official will be reimbursed for actual costs incurred only, subject to the limitations established in this Policy.

2. Travel requests shall be coordinated through the City Clerk. Travel authorization forms are to be submitted to the Mayor prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.

3. The City Clerk will receive a copy of each approved Travel Authorization Form. The City Clerk will work with the City's Finance Director or his or her designee to determine if an unencumbered appropriation sufficient to cover the estimated cost of the approved travel remains in the Elected Official's travel allocation. If a sufficient balance remains in the Elected Official's travel allocation, the estimated travel cost will be encumbered. If the remaining balance in the Elected Official's travel allocation is insufficient to cover the estimated cost of travel and other monies are not yet available, the requesting Elected Official, the Mayor and City Manager will be notified by the City Clerk.

4. Elected Officials will have an annual individual travel allocation fund assigned to them in the amount of $7,000. If any funds in an Elected Official's allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Monroe's General Fund. No transfers are permitted from one Elected Official's allocation to another, except as expressly approved by City Council during a City Council meeting.

5. Elected Officials are unable to use their Council discretionary fund to pay for any travel.

6. Elected officials may make up any shortfall for travel through personal funds.

SECTION 6. Travel Advances.

The City of Monroe will provide advance funds if the estimated expense exceeds $100 or two night's stay.

SECTION 7. Specific Guidelines Relating to Transportation, Subsistence, and Other Cost.

1. Transportation.

   Transportation may be through common carrier, personal vehicle, or rental vehicle pursuant to the following parameters:

   A. Common Carrier:

      1) Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.

      2) The Elected Official shall be personally liable for any charges assessed due to his/her failure to cancel their reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control, or the change is made at the convenience of the City or in the event of accidents, serious illness or death within the individual's immediate family.

   B. Personal Vehicle. An Elected Official may be reimbursed for the use of a privately owned vehicle at the federal government rate then in effect.

      1) Reimbursement for use of a privately owned automobile shall not exceed the round trip coach air fare of all persons traveling in the car or the mileage allowance, whichever is the lesser. *For example: air fare between Charlotte to Los Angeles: $315-$730; mileage reimbursement: $2661.78 (2,442 miles @ $0.545) flying would be the least cost for three travelers, ['flight' 3x$730: $2190, or 3x$315: $945 vs 'auto' $2,661 for the use of an automobile by three travelers]*

      2) Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.

      3) The mileage rate is meant to cover all expenses incurred in using a privately owned vehicle, except for items such as parking fees, tolls, or storage fees which are reimbursable; receipts are required.

C. Rental Vehicle. Rental vehicles are not to be used unless extenuating circumstances exist, has been substantiated, and use approved in advance by the Mayor.

D. Expenses claimed under this section must be supported by an original receipt.

2. Lodging.

The Travel Authorization Form shall include the lodging accommodations as a part of the travel.

A. Lodging accommodations will not be reimbursed by the City to attend conferences or meeting venues that are within 60 miles or 60 minutes of an individual's residence.

1) An extenuating circumstance and/or demonstrated hardship may be considered by the Mayor for the purpose of granting an exception to this provision.

2) Extenuating circumstances may include, but are not necessarily limited to: attending consecutive early morning sessions, or existence of extended periods of commuter congestion into the conference City, or having a reoccurring role as a Presenter or Panel member.

3. Subsistence.

Actual costs of meals (substantiated by receipts) or per diem allowance will be reimbursed. In no case, shall the City reimburse any meal greater than the per diem allowance as set forth by the Internal Revenue Service (IRS).

In all situations in which a City-issued credit card is used, a detailed receipt showing itemized purchases shall be submitted as a part of the Travel Reimbursement and Expense Report.

In some situations, it may be appropriate for the City to bear the cost for a business meal for other individuals. Receipt and supporting documentation as to the purpose shall be provided for the business meal as a part of the reimbursement request or credit card voucher. In no case, shall the cost of alcohol be reimbursed or paid by the City without reimbursement to the City by the Elected Official.

4. Spousal/Companion Travel Costs to Meetings, Seminars, and Conferences.

A. Spouse or companion travel will not be paid for by the City, and is not eligible as a reimbursable expense.

B. Additional costs for overnight stays at a hotel/motel for a spouse/companion shall be paid for by the Elected Official or reimbursed to the City (substantiated by receipts).

5. Telecommunication.

The City encourages use of the most cost effective means of telecommunication. The City provides Elected Officials with a monthly stipend for mobile phones which would normally cover most phone usage. However, there are calls of an official nature that may arise while an Elected Official is on official business that requires use of a hotel or venue telephone thereby incurring charges.

A. Reimbursement may be provided to an Elected Official choosing to use the hotel or venue phone system for official calls. To be reimbursed, include the individual phone number, whom called, purpose, and the original hotel or phone bill.

B. Other calls will not be reimbursed, unless valid supporting documentation is provided. Calls to place of employment or home are reimbursed provided the calls do not exceed ten minutes and are not more frequent than once a day.

6. Not Reimbursable.

There are items which are NOT reimbursable even though incurred during official City business, these items include, but are not necessarily limited to:

A. Any miscellaneous expense not supported by a receipt;

B. Meals included in registration fees;

C. Alcoholic beverages;

D. Movie rental;

E. Snacks or drinks other than a meal;

F. Any traffic fines;

G. Clothing, equipment, supply/material purchases.

SECTION 8. Procedure for Travel Authorization.

1. Submission, approval and processing of reimbursement requests.

A. A "Travel Authorization Form" will be completed by the Elected Official and/or City Clerk detailing the purpose of travel, destination, and estimated costs. This form must be signed off on by the Mayor preferably in advance of the travel, but prior to payment of registration fees, hotel reservations and reimbursement of City funds.

B. The Travel Reimbursement Request and Expense Report will be prepared by the City Clerk for the Elected Official along with the necessary processing.

C. The City's Finance Director or his or her designee will review so as to determine that:

1) the requesting Elected Official first has funds remaining in their travel allocation fund sufficient to permit all or a portion of the travel paid for by the City at the time the Travel Authorization Form is submitted (if the funds available are sufficient only to permit payment by the City for a portion of the requested travel, then the Elected Official will be advised of the amount available to be paid by the City, and if the Elected Official wishes to undertake the travel, he or she will be responsible for all other travel expenses in excess of the amount available from their travel allocation);

~~1)~~2) if the requested travel is authorized and reservations and actual travel dates occur at a time that crosses fiscal years, funds may be encumbered against available funding in the Elected Official's current fiscal year travel allocation without drawing from next fiscal year travel allocations;

~~2)~~3) the Travel Reimbursement Request and Expense Report has been properly approved and that it is mathematically correct; and

~~3)~~4) that requested reimbursements agree to submitted receipts, when required, and are within the limits set by this Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.

D. If the amount received as a travel advance exceeds the reported travel expense, settlement shall be made at the time the Travel Reimbursement Request and Expense Report is submitted.

E. City Credit Card. The use and availability of a City credit card is a convenience for charging expenses that are directly related to official City business having a valid public purpose. On the existence of two occasions that an Elected Official uses a City credit card or submits credit card charges for items that per diem was or will be paid, or, where there were prohibited items charged on a City credit card, the Elected Official's City credit card will be terminated for a twelve month period. Thereafter reinstatement of the Elected Officials credit card will be at the discretion of the Mayor.

F. Forms: an appropriate format is to be developed and may be revised as necessary to accommodate the needs of the Mayor and City Council and the requirements of the Monroe Finance Department. Forms may include those to transmit Travel Authorizations, Travel Reimbursement Requests, Expense Reports, Travel Allocation Transfers, and any other category necessary to demonstrate the stewardship of public funds.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: July 8, 2025

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Lisa Stiwinter, Director of Planning and Development

SUBJECT: Pilot Paid Parking Program Discussion.

SUMMARY STATEMENT

City Council is requested to discuss the Pilot Paid Parking Program for Downtown Monroe.

REVIEW

In October 2024, City Council adopted an ordinance to establish a Pilot Paid Parking Program for Downtown Monroe. The program was established as a pilot program for the City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street for a 6-month timeframe.

The purpose of the pilot program was to provide business and building owners and employees with a convenient, prime location and guaranteed parking space if desired. This program aimed to specifically assess the demand and interest of paid parking spaces.

Pilot Paid Parking Program Provisions:

A Pilot Paid Parking Program was developed to establish a parking permit program for the City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street. The subject property is located adjacent to First Citizens bank and directly behind a couple law firms and currently contains 18 parking spaces.

Coordination:

This program was coordinated by the Planning and Development Department, located at 300 W. Crowell Street, City Hall. Individuals were advised to direct all inquiries to this department via email or phone, bhester@monroenc.org or 704-290-1828.

Applications opened on Monday, October 21, 2024 and the program went into effect on Friday, November 1, 2024. Each person was allowed to purchase up to two (2) parking spaces. This was a first come, first serve program, and the applications opened at 12pm on Monday, October 21th. Applications were available on the Planning and Development Department website (https://www.monroenc.org/202/Planning-Development).

Terms and Lease Process:

- Submit a Parking Permit Application online; including acknowledgement, that there will also be a paid parking agreement to be signed.
- Approve and sign all documents, including Paid Parking Agreement.
- Pick up permit after final approval of the required documentation in 3-5 business days.
- Place the permit in vehicle (placards on rearview mirror) when parked in the spot.

Cost for Spaces:

There was a lease fee for $1,000 per parking space for six (6) months with payment due the time parking permit application was submitted. There was a $10 fee for replaced placards in the event of a lost card.

Operation:

This pilot program was only designated for the City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street. Business and building owners and employees were able to apply for a paid parking permit for no more than two (2) spaces per applicant. The parking lot was marked with signs stating "Private Parking" and "Permit Required".

Program Enforcement:

Parking enforcement is self-enforced by those patrons that have reserved a parking space for this program. Patrons can call the City of Monroe Police Department at the NON-EMERGENCY number, 704-282-1591. The Monroe Police Department may tow or ticket the vehicle parked in the permit-only space.

Pilot Paid Parking Program Feedback:

- Leased a total of 5 parking spaces to three nearby business owners.
- Price point too high, will park further away and walk.
- Inquiries about on street parking enforcement.
- City's involvement in for profit parking program will drive more people to park in Downtown funeral home lot.
- Expected price to be $365 a year
- Stated only one vehicle was parking in lot for a few hours at the beginning of the program.
- Stated current $5 a day ticket for on street parking did not make sense. It was cheaper to receive a $5 ticket a day for on street parking than lease a parking space in the pilot program.
- Stated that if the City would reduce the parking lease from $1,000 to $500, he would lease 6 spaces instead of 1. Stated that he believed his tenants would also lease spaces.

The Pilot Paid Parking Program was adopted for a 6-month period that became effective November 1, 2024 and expired on April 30, 2025. In February, at the halfway point of the program, key data points and observations were presented to the General Service Committee for discussion and direction. The General Service Committee provided their recommendation to City Council to allow the program to continue without changes until the 6-month period ended. At the February 11, 2025 City Council meeting, City Council voted unanimously to not renew the 6-month Pilot Paid Parking Program.

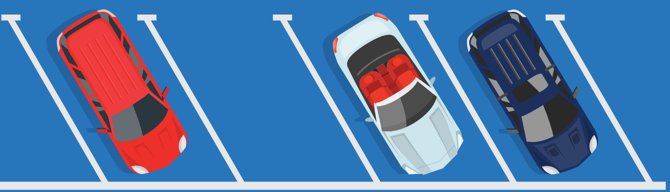
Council Member Kerr attended the General Services Committee meeting in June with a request to reconsider the previously discontinued parking lot program. He noted that there are individuals interested in all 18 parking spots in that lot, each willing to pay $500 annually for a spot. The General Service Committee provided a recommendation to advance the Pilot Paid Parking Program discussion to City Council for reconsidering.

RECOMMENDATION

Staff is requesting that City Council discuss the Pilot Paid Parking Program and provide direction.

Attachments:
Paid Parking Program Map
Parking Brochure
O-2024-58

Pilot Paid Parking Program
E. Crowell and N. Hayne Street Parking Lot



Convenience

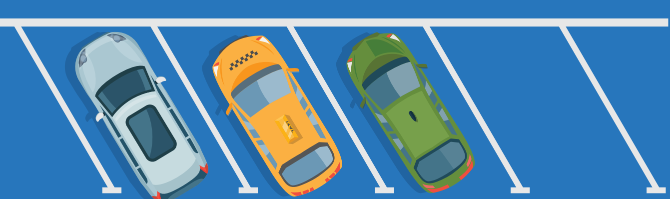
You can always count on having a parking spot, even during events, holidays, and peak business hours.

Prime Location

Enjoy easy access to Monroe's vibrant Downtown, with restaurants, shops, and history just steps away!

Guarantee

With 24/7 access to the lot and enforcement in place, you will never worry about finding a parking spot.



Secure Your Spot

If you have any questions, please email Bryson Hester at bhester@monroenc.org or call 704-282-4520.

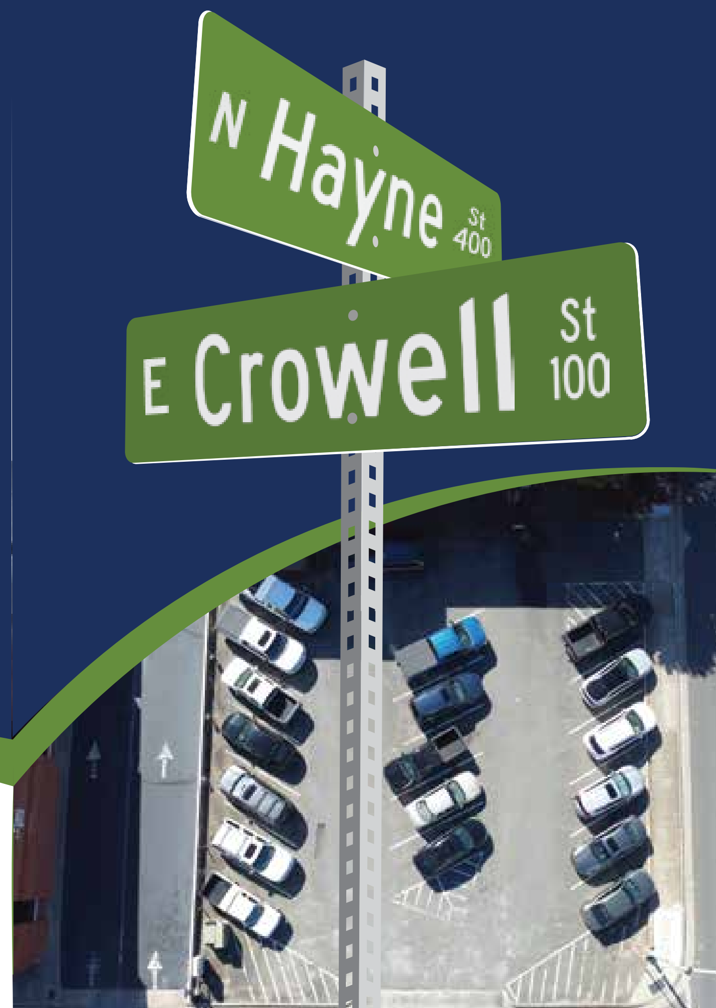
City of Monroe
Planning & Development

monroenc.org

City of Monroe
Planning & Development

Pilot Paid *Parking* Program

N. Hayne St. & E. Crowell St. Parking Lot



About the Pilot Paid Parking Program

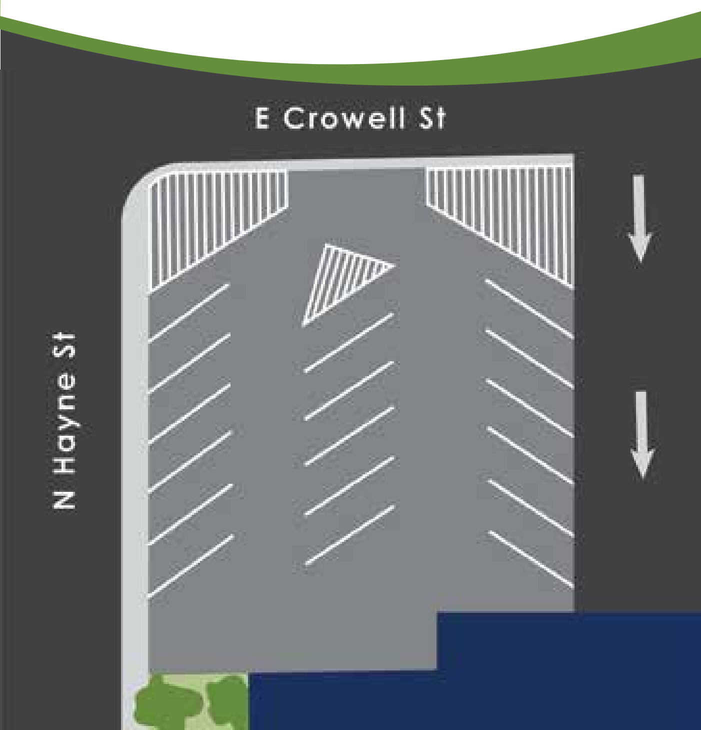
The Pilot Paid Parking Program establishes the City-owned parking lot located at the intersection of N. Hayne Street and E. Crowell Street as a paid permitted lot.

The purpose is to provide businesses, building owners, and employees with a designated parking space for a fee to assess the demand and interest of paid parking spaces in the Downtown area.

Location & Spaces

The parking lot is located at the intersection of N. Hayne Street and E. Crowell Street.

18 parking spots are available on a first-come, first-served basis. Each individual may purchase up to two (2) parking spaces.



Applications will open on Monday, October 21, 2024.

Permit Process

Applications are available online. Once an application has been submitted, the applicant will be contacted by City Staff to complete the process and arrange to make payment.

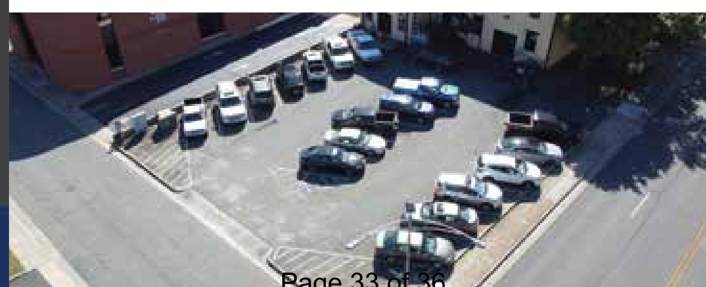
Once payment has been made, the applicant will be issued a placard to be placed on the vehicle's rearview mirror. Placards must be displayed when parked in the lot.

Cost

The fee is $1,000 per parking space for six (6) months. There will be a $10 fee for replaced placards in the event of a lost card.

No refunds will be permitted for those who do not fulfill their paid parking agreement terms.

Scan the QR code to apply.



Pilot Paid Parking Program Goes Into Effect on Friday, November 1, 2024

Spaces will be available on a first-come, first-served basis with a fee of $1,000 per space.

There will not be any holds on parking spaces without a complete application and payment in full.

Enforcement

If you find a vehicle without a placard parked in a spot reserved for this program, call the City of Monroe Police Department non-emergency number at 704-289-1591. The Police Department will tow the vehicle parked in the permit-only space.

For more information, please contact Bryson Hester at bhester@monroenc.org or call 704-282-4520.

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE VII: TRAFFIC CODE
CHAPTER 72: PARKING REGULATIONS
O-2024-58

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE VII, CHAPTER 72 OF THE MONROE ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

Section 1. Amend Chapter 72 by adding a new §72.28 to read as follows:

A. **Paid Parking Lots Established.** Monroe City Council hereby declares the following City-owned lots or locations are established and designated for paid parking under the terms and conditions established in this Ordinance:

1. Parking lot located at the corner of North Hayne Street and East Crowell Street.

B. **City Permitted Spaces.** All parking spaces located within designated permitted lots shall be available for permitted parking as follows:

1. Individual permitted spaces shall be available to individuals for paid permitted parking on a first-come first-served basis upon receipt of a completed City Parking Application, payment of the required fee, and receipt of a City of Monroe Vehicle Parking Permit;
2. All permitted spaces shall be for a term of six (6) months beginning November 1, 2024 and ending on April 30, 2025;
3. The initial cost of each space shall be One Thousand Dollars ($1,000.00) for the initial six-month term, or if less than six months, prorated on a monthly basis; thereafter, as established in the Monroe Fee Schedule;
4. An individual may apply for and receive no more than two permits;
5. The cost for replacement of lost window placards will be Ten Dollars ($10.00) for the initial six-month term and pursuant to the City of Monroe Fee Schedule thereafter;
6. The City shall issue a Parking Permit to park in any available space within the designated parking lot, and the permit holder shall receive one window placard which must be visibly displayed at all times while the vehicle is parked in the designated parking lot;
7. Only vehicles displaying the appropriate window placard may park in any space within the designated parking lot;
8. Parking in any space within the designated parking lot shall be not be time restricted as long as the City-issued window placard is visibly displayed;
9. All vehicles parking in a permitted parking space without displaying the appropriate window tag shall be in violation of this ordinance;

10. All permitted parking lots or permitted parking spaces designated in Section A above are hereby declared Tow-Away Zones pursuant to §72.62, and vehicles parked without an appropriate window placard are subject to being towed at the owner's expense; and

11. Designated permitted spaces shall only be used for the parking of vehicles, and no commercial or other use is allowed.

Section 3. This Ordinance shall be effective upon adoption.

Adopted this 8th day of October, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

STAFF REPORT

TO:	City Council
VIA:	Mark Watson, City Manager
DATE:	July 8, 2025
FROM:	Robert Burns, Mayor Franco McGee, Council Member
PREPARED BY:	Bridgette H. Robinson, City Clerk
SUBJECT:	Discussion on Morgan/Windsor Alley as Rental Venue

SUMMARY STATEMENT

Request to hold discussion on the Morgan/Windsor Alley being used as a rental venue.

REVIEW

City Council is requested to hold a discussion on the possible use of the Windsor/Morgan Alley as a rental venue.

RECOMMENDATION

City Council is request to hold a discussion on this matter and, following discussion, provide direction to Staff, if applicable.