

CITY OF MONROE
PUBLIC ENTERPRISE COMMITTEE
300 W. CROWELL STREET, MONROE, NC 28112
TUESDAY, NOVEMBER 4, 2025 - 4:00 PM
AGENDA
www.monroenc.org

1. Public Enterprise Committee Meeting Minutes September 2, 2025
2. NPDES MS4 Stormwater Permit - Year 1 Report
3. Award of Maintenance Agreement at EQY
4. Budget Ordinance, Contract Authorization and Grant Award for Wildlife Perimeter Fence Repair Project
5. Water and Sewer Extension Policy Amendments
6. Budget Ordinance to Adjust Water & Sewer Capital Projects
7. Departmental Integration: Damage Prevention Division

Public Enterprise Committee Minutes
September 2, 2025
City Hall Conference Room
4:00 p.m.

Members Present: Council Member Julie Thompson, Council Member James Kerr,
Council Member Franco McGee

Staff: Bonnie Fisher, Rob Miller, Jay Voyles, Ashley Ivey, Sarah McCallister,
Lisa Strickland, Jeff Wells, Richard Long, Mark Watson, Lisa Hollowell,
Terry Sholar, Robert Smith and Dali Santiago

Council Member James Kerr called the September 2, 2025 Public Enterprise Committee meeting to order at 4:00 p.m.

Item #1: Adoption of Minutes of the August 5, 2025 Meeting

Recommendation:

Council Member James Kerr asked if anyone had any questions or concerns about the minutes, if not, if anyone would like to make a motion that the minutes of the August 5, 2025 Public Enterprise Committee be approved.

Motion: Adopt August 5, 2025 meeting minutes

Motion made by: Council Member James Kerr

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Julie Thompson, Council Member James Kerr, Council Member Franco McGee

Opposed – None

Action: Motion approved

Item #2: Policy Amendment to the Water Leak Adjustment Policy

Recommendation:

The Public Enterprise Committee recommends an amendment to the Water Leak Policy to clarify the guidelines of the policy and limit/define the timeframe of adjustments.

Presentation and Discussion:

Lisa Strickland, Director of Finance, recommended to limit adjustments to adjustments that are at least two times their normal monthly average water consumption. This will eliminate the small, under \$ 5 adjustments that are currently occurring.

Robert Smith, Utility Billing Supervisor, indicated that there are various scenarios involving leaks and that information may sometimes be received nine months or more after the incident.

Clarification on the time frame that the customer must provide documentation and the request for an adjustment should be limited to within three months of the leak occurrence. Also, clarification of the eligible time frame for the adjustment is recommended.

The Council reviewed the Water Leak Adjustment Policy # FA-07. Consensus was reached to adopt the policy as presented with an effective date of September 2, 2025.

Item #3: Updates for Stormwater Management Ordinance Section 159.401 and 159.402 and corresponding Operation and Maintenance Agreement

Recommendation:

A recommendation was made by the staff that Stormwater Management Ordinance Section 159.401 and 159.402 along with the City’s Standard Operation & Maintenance Agreement be updated to apply segregated Escrow account requirements to HOA and other property Owner Associations only.

Presentation and Discussion:

Bonnie Fisher, Stormwater Engineer Manager presented that under the current Stormwater Ordinance, owners of new Stormwater Control Measures must fund an escrow equal to 10% of the facility’s original construction cost for future maintenance and repairs. This ensures homeowner associations (HOAs) and other Property Owner Associations will have dedicated resources after taking ownership of a facility. However, this escrow requirement may unnecessarily burden commercial, public, and other non-Association owned properties that already maintain budgets sufficient for maintenance.

The proposed Ordinance revision narrows the segregated escrow account requirement to HOAs and other Property Owner Associations only. All properties will still be required to provide a financial statement annually documenting the available funding established for operation and maintenance of the stormwater control and management facilities.

Motion: To place the items on the consent agenda for consideration by the City Council at the next meeting on September 9, 2025.

Motion made by: Council Member James Kerr

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member James Kerr, Council Member Julie Thompson and Council Member Franco McGee

Opposed – None

Action: Motion approved

Item #4: Purchase of Two (2) 100kV Transmission Line Breakers

Recommendation:

The Energy Service staff requested to consider approving the purchase of two (2) 100kV transmission line breakers to be placed at our Camp Sutton and Hal Coan substations. These breakers provide power to the substations where voltage is stepped down and distributed to the city’s customers.

Presentation and Discussion:

Robert Miller, General Manager of Energy Services and Water Resources Department, stated that the Energy Services staff identified the need to replace two (2) 100kV transmission line breakers due to the obsolescence of one existing breakers (Camp Sutton) and problems with an additional unit (Hal Coan), electric system growth, excessively long lead-time (112 weeks), and the need to improve employee safety during maintenance activities. The recommended breakers fit the Energy Services standard for substation equipment.

W.R. Daniel & Associates has provided a quote on behalf of GE Vernova to the City for the two (2) required transmission line breakers in the amount of \$275,750 plus \$6,960 shipping.

The quote breakdown is as follows:

145 kV GE Vernova DT1-145 Line Breaker -	\$137,875 per unit –	Quantity (2) -	\$275,750 total
Shipping-----	\$3,480 per unit –	Quantity (2) -----	\$6,960 total
Grand total-----			\$282,710

Motion: To approve sending this request to City Council for consideration and approval for purchase of two (2) GE Vernova DTI-145 transmission line breakers in the amount of \$282,710.00; sufficient funds are budgeted for the acquisition. Additionally, authorize the City Manager to execute any and all necessary documents, and to place this item on the City Council consent agenda.

Motion made by: Council Member James Kerr

Second: Council Member Council Member Franco McGee

Voting: **In Favor** – Council Member James Kerr, Council Member Julie Thompson and Council Member Franco McGee

Opposed – None

Action: Motion approved

Item #5: Purchase of Twelve (12) Substation Circuit Breakers

Recommendation:

The Energy Service Staff request the Public Enterprise Committee to consider approving the Purchase of twelve (12) circuit breakers to be placed in service at our Airport, Goldmine, and 601 South substations.

Presentation and Discussion:

Robert Miller, General Manager of Energy Services and Water Resources Department, stated that the Energy Service staff identified the need to replace several circuits breakers in our substations due to obsolescence of the existing breakers, electric system growth, and the need to improve employee safety during maintenance activities. The recommended breakers fit the Energy Services standard for substation equipment.

These circuit breakers would be purchase through Sourcewell. Sourcewell is a purchasing cooperative that collectively bids specified equipment providing competitive pricing as well as meeting statutory requirements. Municipalities and various educational institutions are allowed to utilize Sourcewell through membership to the cooperative. The City has been a member since 2010 and utilizing these contracts saves the time and expense of processing formal bids.

The vendor (Wesco) and Sourcewell have entered into an agreement (Contract # 091422) for the procurement of circuit breakers. Wesco has provided a quote to the City for the twelve (12) required circuit breakers in the amount of \$645,831 that meets the requirements of the Sourcewell Contract.

The quote breakdown is as follows:

38 kV ABB RMAG circuit breaker - \$71,790 per unit – Quantity (3) -	\$215,370 total
15 kV ABB RMAG circuit breaker - \$47,829 per unit – Quantity (9) -	\$430,461 total
Grand total-----	\$645,831

Motion: To approve sending this request to City Council for consideration and approval for purchase of (12) ABB RMAG circuits breakers in the amount of \$645,831, through Sourcewell’s Cooperative Purchasing Program, and request that this be placed on City Council consent agenda.

Motion made by: Council Member Julie Thompson

Second: Council Member Franco McGee

Voting: **In Favor** – Council Member James Kerr, Council Member Julie Thompson and Council Member Franco McGee

Opposed – None

Action: Motion approved

There being no further business, the meeting was adjourned at 4:15 p.m.

James Kerr, Chair

Next Meeting- October 7, 2025.



STAFF REPORT

TO: Public Enterprise Committee
VIA: Mark Watson, City Manager
DATE: November 4, 2025
FROM: Sarah McAllister, PE, Director of Engineering
PREPARED BY: Bonnie Fisher, PE, Stormwater Engineering Manager
SUBJECT: NPDES MS4 Stormwater Permit – Year 1 Report

SUMMARY STATEMENT

Engineering Staff will provide a brief update on the City’s NPDES Phase II MS4 Stormwater permit. This presentation is for informational purposes only.

REVIEW

The Federal Clean Water Act of 1972 controls pollutant discharges to U.S. waters and establishes surface water quality standards. The EPA’s National Pollutant Discharge Elimination System (NPDES) stormwater program requires permits for such discharges, and Phase II of the program required small communities in urbanized areas to obtain coverage.

In 2007, the City of Monroe was designated a small municipal separate storm sewer system (MS4) and was issued NPDES Permit No. NCS000482. In 2008, the City created a Stormwater Utility Enterprise to fund compliance with the permit. The permit was renewed July 1, 2024 effective for a period of five years, and the associated City’s Stormwater Management Plan (SWMP) was updated to address the required six minimum measures of the permit:

- Public Education and Outreach on Stormwater Impacts
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management in New Development and Redevelopment
- Pollution Presentation/Good Housekeeping for Municipal Operations

Staff will report on Permit Year 1 accomplishments (July 1, 2024–June 30, 2025).

The current permit and SWMP are available on the City's Stormwater webpage.

RECOMMENDATION

No further action necessary as presentation is for informational purposes only.

Attachment: Stormwater MS4 Annual Report Upload to NCDEQ



NC Stormwater MS4 Annual Report Upload

For questions about submitting MS4 Annual Reports, contact Isaiah Reed at isaiah.reed@deq.nc.gov

MS4 Permittee Name *

Please choose the Town or City

Monroe

Municipal Separate Storm Sewer System (MS4)

Permit No. *

NCS000482

This field will fill automatically based on choice above.

Annual Report Fiscal/Calendar Year *

2024-25 FY

Fiscal Year is 1 Jul - 30 Jun

Implementation Status of the Stormwater Program *

Please describe summary of implementation and compliance status.

Program has been implemented for 20 years and is currently in compliance. The Minimum Control Measures are fully implemented.

Are there any proposed changes/revisions to the Stormwater Program? *

Include revisions to assessment of controls and any fiscal analysis revisions. Note: Proposed changes shall be submitted as part of a revised Stormwater Management Plan (SWMP).

The SWMP was last revised to the new template July 1, 2024. The SWMP is currently being revised and will be sent to Isaiah for approval within the next few weeks.

Annual expenditures for Report period *

\$2,903,263.71

Annual budget for year following Report period *

\$3,370,339.00

Does the submitted document include a summary of data accumulated throughout the reporting year? *

- Yes
- No
- Audited during report year

Does the submitted document include a summary of the number and type of enforcement actions, inspections, and Public Education Programs conducted as identified in the SWMP? *

- Yes
- No
- Audited during report year

Does the submitted document include any identification of water quality improvements or degradation, including monitoring data? *

- Yes
- No
- Audited during report year
- N/A (May not apply for all Phase II MS4s)

Is there an approved TMDL within the MS4's municipal boundaries or any applicable extra-territorial jurisdiction (ETJ)? *

Yes

No

The following certification must be included with your Annual Report and signed/dated in accordance with permit requirements:

"I certify by my signature below, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

File Upload *

Please upload up to three (3) Annual Report document(s) below.

SWMP Assessment Permit Year 1 - Final.pdf

59.44KB

PDF only (no larger than 100 MB each)

By checking the box and signing box below, I certify that:

- I have given true, accurate, and complete information on this form and in the uploaded Annual Report document(s);
- I agree that submission of this MS4 Annual Report Upload form is a "transaction" subject to Chapter 66, Article 40 of the NC General Statutes (the "Uniform Electronic Transactions Act");
- I agree to conduct this transaction by electronic means pursuant to Chapter 66, Article 40 of the NC General Statutes (the "Uniform Electronic Transactions Act");
- I understand that an electronic signature on this upload form has the same legal effect and can be enforced in the same way as a written signature;
- I intend to electronically sign and submit this MS4 Annual Report Upload form; AND
- I have the authority to submit this Annual Report on behalf of this MS4 Permittee.

Signature *



Full Name *

Deanna Gambino Graham

Name of person submitting this form.

Title *

Stormwater Compliance Coordinator

Title of person submitting this form.

Organization *

City of Monroe

Phone Number *

7042824535

Phone number where we can reach you.

E-mail *

dgraham@monroenc.org

You will receive an email confirmation of this submission.

Date

2025-08-13



STAFF REPORT

TO: Public Enterprise Committee
VIA: Mark Watson, City Manager
DATE: November 4, 2025
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Lisa Hollowell, Assistant City Manager
SUBJECT: Maintenance Contract Award

SUMMARY STATEMENT

The City of Monroe is seeking to offer routine aircraft mechanic and inspection services for its Airport-based customers and other customers and users of the Charlotte-Monroe Executive Airport. This proposed service is a result of base customer requests for these mechanic services on-site and the Airport’s desire to offer more amenities to its customers. The City believes by providing this service, it will enhance customer satisfaction and keep customers at the Airport for the purchase of these type of routine maintenance and repair services to their aircraft.

REVIEW

The City of Monroe issued a Request for Qualifications (RFQ) on August 12, 2025, to secure a qualified firm to provide services at the Charlotte-Monroe Executive Airport for Maintenance Repair and Overhaul (MRO). The purpose of the RFQ is to establish a reliable, responsive aircraft mechanic partner to ensure continued compliance with FAA and NCDOT standards for the Airport’s base aircraft and customers.

The RFQ invited qualified firms to provide comprehensive aircraft maintenance and inspection services at the Charlotte-Monroe Executive Airport. Six proposals were received and evaluated on experience, technical qualifications, and the ability to deliver timely, cost-effective services under an annual agreement. A four-member City review panel representing Finance, Purchasing, and Operations unanimously recommended awarding the contract to Davinci Jets LLC.

RECOMMENDATION

Staff recommends that PEC recommend approval to City Council the award of the Airport Mechanic Services contract to Davinci Jets LLC, as the most qualified and responsive firm following the RFQ process issued on August 12, 2025. And allow City Administration to negotiate the terms of the contract and lease agreement. The contract will provide MRO services to EQY base customers and others, beginning January 2026.



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: November 4, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: Budget Ordinance, Contract Authorization and Grant Award for Wildlife Perimeter Fence Repair Project

SUMMARY STATEMENT

Bids for the Wildlife Perimeter Fence Repair Project were advertised on May 6, 2025, to restore and reinforce the Airport's perimeter fencing for wildlife hazard compliance. Staff recommends awarding the project to the lowest responsive bidder, approving the design contract with Talbert, Bright and Ellington, LLC, approving a Budget Ordinance to establish the project funding and accepting the associated NCDOT grant funding to proceed with construction.

REVIEW

The Wildlife Perimeter Fence Repair Project at the Charlotte-Monroe Executive Airport is a safety and compliance initiative designed to restore and reinforce the existing airport boundary fencing system in accordance with FAA wildlife hazard management guidelines. The project aims to prevent unauthorized wildlife intrusion onto airfield operations areas, enhancing both aircraft and personnel safety.

The repair scope includes replacement of the fence to 10 feet, realignment of fence lines where needed, installation of wildlife-resistant fabric and gates, and clearing of vegetation along the perimeter. Once completed, the fence will bring EQY into full wildlife hazard compliance and reduce runway incursions by deer and other large animals that have previously been observed near the airfield.

The project was advertised for bid in May 2025, with construction scheduled to begin upon receipt of FAA and NCDOT Division of Aviation funding authorization through the Airport Improvement Program (AIP) and State Block Grant. Initially, only one bid was received; therefore, the City through Talbert Bright and Ellington re-advertised the project, resulting in the submission of three bids. Two of the bids were responsive as follows:



- | | |
|---------------------------|----------------|
| 1. Armen Construction LLC | \$735,930.00 |
| 2. Fence Builders, Inc. | \$1,828,521.00 |
| 3. Maner Builders Supply | non-responsive |

The City wishes to award the contract to the low bidder, Armen Construction, LLC in the amount of \$735,930.00. The City also wishes to utilize the services of Talbert, Bright & Ellington, LLC, the engineer of record at the Charlotte-Monroe Executive Airport to provide design-bidding services, and construction administration. The total contract price for these services is \$298,810.90.

Grant funding for this project will be provided from the Federal Aviation Administration and North Carolina Division of Aviation in the amount of \$968,062.00. The City's match will be \$66,679.00 and will be provided from the City's designated fund balance identified for Airport grant acceptance. A Budget Ordinance is included to establish a project account and provide appropriate funding for this project.

RECOMMENDATION

Staff recommends award of the fence replacement contract to Armen Construction LLC in the amount of \$735,930, authorization of the contract with Talbert, Bright and Ellington, LLC in the amount of \$298,810.90, acceptance of the NCDOT grant awards totaling \$968,062, approval of Budget Ordinance BO-2025-23 and authorization for the City Manager to execute all necessary documents.

Attachments: Bid Tabulation
Budget Ordinance BO-2025-23

BID TABULATION
WILDLIFE PERIMETER FENCE REPAIR - EAST SIDE
CHARLOTTE-MONROE EXECUTIVE AIRPORT
NCDOA Project No.: TBD
TBE Project No.: 3212-2502
June 6, 2025

ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	ARMEN CONSTRUCTION, LLC		FENCE BUILDERS, INC.		NONRESPONSIVE MANER BUILDERS SUPPLY		ENGINEER'S ESTIMATE	
					UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL
1	C-102	TEMPORARY STABILIZED CONSTRUCTION ENTRANCE	1	EA	\$7,500.00	\$7,500.00	\$89,000.00	\$89,000.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00
2	C-102	INSTALLATION AND REMOVAL OF SILT FENCE	6,050	LF	\$7.00	\$42,350.00	\$16.00	\$96,800.00	\$0.00	\$0.00	\$5.00	\$30,250.00
3	C-102	TEMPORARY ROCK PIPE INLET PROTECTION	2	EA	\$950.00	\$1,900.00	\$3,500.00	\$7,000.00	\$0.00	\$0.00	\$1,500.00	\$3,000.00
4	C-102	OUTLET PROTECTION	2	EA	\$650.00	\$1,300.00	\$7,850.00	\$15,700.00	\$0.00	\$0.00	\$1,600.00	\$3,200.00
5	C-102	TEMPORARY SEEDING AND MULCHING	6	AC	\$6,000.00	\$36,000.00 *	\$9,350.00	\$56,100.00	\$0.00	\$0.00	\$2,200.00	\$13,200.00
6	C-105	MOBILIZATION	1	LS	\$54,500.00	\$54,500.00	\$166,186.00	\$166,186.00	\$0.00	\$0.00	\$97,300.00	\$97,300.00
7	P-101	REMOVE EXISTING METAL PIPE (ANY SIZE)	35	LF	\$20.00	\$700.00	\$215.00	\$7,525.00	\$0.00	\$0.00	\$60.00	\$2,100.00
8	P-151	CLEARING AND GRUBBING	5	AC	\$9,000.00	\$45,000.00	\$35,000.00	\$175,000.00	\$0.00	\$0.00	\$10,000.00	\$50,000.00
9	P-151	TREE REMOVAL	50	EA	\$800.00	\$40,000.00	\$2,300.00	\$115,000.00	\$0.00	\$0.00	\$1,200.00	\$60,000.00
10	P-162	REMOVAL OF EXISTING FENCE	5,970	LF	\$4.00	\$23,880.00	\$15.00	\$89,550.00	\$0.00	\$0.00	\$12.00	\$71,640.00
11	P-162	10' CHAIN-LINK FENCE WITH 3 STRAND BARBED WIRE AND WILDLIFE SKIRT	5,220	LF	\$65.00	\$339,300.00	\$135.00	\$704,700.00	\$0.00	\$0.00	\$120.00	\$626,400.00
12	P-162	16' X 10' DOUBLE SWING GATE	4	EA	\$5,200.00	\$20,800.00	\$8,500.00	\$34,000.00	\$0.00	\$0.00	\$6,000.00	\$24,000.00
13	T-901	PERMANENT SEEDING	8	AC	\$6,000.00	\$48,000.00	\$8,660.00	\$69,280.00 *	\$0.00	\$0.00	\$2,400.00	\$19,200.00
14	T-908	PERMANENT MULCHING	8	AC	\$3,500.00	\$28,000.00	\$6,800.00	\$54,400.00	\$0.00	\$0.00	\$1,600.00	\$12,800.00
15	D-701	24-INCH REINFORCED CONCRETE PIPE, CLASS III	136	LF	\$250.00	\$34,000.00	\$630.00	\$85,680.00	\$0.00	\$0.00	\$240.00	\$32,640.00
16	D-751	24-INCH CONCRETE FLARED END SECTION	2	EA	\$2,850.00	\$5,700.00	\$8,300.00	\$16,600.00	\$0.00	\$0.00	\$4,600.00	\$9,200.00
17	D-751	24-INCH HEADWALL WITH GALVANIZED SAFETY GRATE	2	EA	\$3,500.00	\$7,000.00	\$23,000.00	\$46,000.00	\$0.00	\$0.00	\$4,800.00	\$9,600.00
TOTAL BID AMOUNT						\$735,930.00 **		\$1,828,521.00 **		\$0.00		\$1,070,030.00

*Error in extended total submitted.

** Error in Total Bid Amount.

I HEREBY CERTIFY THIS TABULATION OF BIDS TO BE CORRECT.



TALBERT, BRIGHT & ELLINGTON, INC.

6/9/2025
DATE

**CITY OF MONROE, NORTH CAROLINA
 CAPITAL PROJECT BUDGET ORDINANCE
 CHARLOTTE-MONROE EXECUTIVE AIRPORT
 WILDLIFE PERIMETER FENCE REPAIR PROJECT
 BO-2025-23**

WHEREAS, the Talbert, Bright & Ellington is the engineer of record at the Charlotte-Monroe Executive Airport; and

WHEREAS, the City desires to reinforce perimeter fencing for wildlife hazard compliance at the Charlotte-Monroe Executive Airport; and

WHEREAS, the City utilize \$968,062.00 from the Airport Improvement Program and State Block Grant from the NC Department of Transportation Division of Aviation to fund this project. The City wishes to utilize \$66,679.00 of the City’s designated fund balance identified for Airport grant acceptance to provide the required matching funds for the grant; and

WHEREAS, the City wishes to award the bid for perimeter fence replacement to Armen Construction, LLC in the amount of \$735,930.00; and

WHEREAS, the City wishes to authorize Talbert, Bright & Ellington to provide design/bid services and construction administration for this project in the amount of \$298,810.90.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe applies these grant funds and the associated local match, toward the capital project titled ‘Wildlife Perimeter Fence Repair Project’:

General Fund:

Revenue:		
Appropriation from Designated Fund Balance	\$66,679	
Expense:		
Transfer to Airport Capital Project Fund	\$66,679	

Airport Capital Project Fund:

Revenue:		
Transfer from General Fund	\$66,679	
Restricted Intergovernmental	\$968,062	
Expense:		
Capital Project for Wildlife Perimeter Fence Repair	\$1,034,741	

Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: November 4, 2025

FROM: Robert Miller, General Manager of Energy Services and Water Resources

PREPARED BY: Richard Riser, Assistant Director of Water Resources

SUBJECT: Water and Sewer Extensions Policy Amendments

SUMMARY STATEMENT

The proposed policy amendments are for information only prior to presenting to City Council. Feedback and discussion are welcome for any additional revisions that may be deemed necessary by the Public Enterprise Committee.

REVIEW

The City's Water and Sewer Extensions Policy provides for the orderly extensions and installation of water and sewer mains and system facilities (infrastructure) to serve the needs of the City and future economic development. It coordinates the master planning of water and sewer infrastructure with development interests and proposals. It also defines financing responsibility for installing water and sewer infrastructure.

Staff has identified some needed changes to the policy. The proposed changes are highlighted in red on the attached draft Policy. A summary of the changes is as follow:

I. Purpose of Policy and Definitions

- Added paragraph A which included language requiring the determination of a possible Infrastructure Agreement at the time of annexation and/or zoning/rezoning process providing information is available to provide City Council information for the annexation consideration
- Added several additional definitions
 - Betterments
 - Developer
 - Donated Assets

II. Financing and Responsibility for Extensions of Water and/or Sewer Infrastructure

- Revised paragraph II.B.2 to simplify explanation of what qualifies for a City financed water and/or sewer extensions

III. Extensions and Facilities provided by the City of Monroe

- Removed reference to rear lot line when easement is noted
- Revised Water and Sewer Mast Plans and Capital Improvement Plans to be adopted utility planning principles, engineering analyses, and design standards in effect at the time

IV. Extensions Initiated by Property Owner or Developer

- Revised paragraph IV.A, added sentence describing infrastructure installed for a new developer as donated assets.
- Revised paragraph IV.B to replace role with utility and Capital Improvement Plans with adopted planning documents or current engineering analyses
- Revised paragraph IV.C to revise Water and Sewer Mast Plans and Capital Improvement Plans to be adopted utility planning principles, engineering analyses, and design standards in effect at the time
- Paragraph IV.D, replaced subdivision homeowner with HOA at multiple locations
- Paragraph IV.D.3.c, removed last sentence in paragraph that referred to initial testing of a grinder pump

VII. Sizing of Water and Sewer Infrastructure and Infrastructure Agreements

- Revised paragraph VII.A to reference review of annexation and/or zoning/re-zoning plans and to define the process to be followed
- Revised paragraph VII.A to reference betterment where oversizing is used

IX. Water and Sewer Extensions to Areas Annexed into the City Limits


- Revised paragraph IX.B to reference timeframe of when determination of an Infrastructure Agreement will be made if information is available
- Revised paragraph IX.B to remove all reference to involuntary annexations

RECOMMENDATION

This item is for discussion and feedback for suggested revisions to the policy. Staff recommends forwarding this item to the City Council Strategic Meeting on November 10th, 2025.

Attachments:

Draft – Water and Sewer Extensions Policy WR - 09

	Policy: Water and Sewer Extensions	Effective Date: November 5, 1985
		Revision Effective Date: November 10, 2025 , July 21, 2020; December 12, 2006; January 21, 2003
	Policy Number: WR-09	Page 1 of 12
	William Watson E.L. Faison, City Manager	Water Resources Responsible Party

I. Purpose of Policy and Definitions

The City of Monroe desires to provide an equitable means of financing the orderly extension and installation of water and sewer mains and system facilities (infrastructure) to serve the growing needs and orderly development of the community. The purpose of this policy is to provide the methods to accomplish this objective.

A. Infrastructure Evaluation at Time of Annexation or Zoning

When reviewing voluntary annexation or zoning applications for property expected to require City utility service, the Water Resources Department shall provide a preliminary infrastructure assessment identifying:

1. The anticipated extensions, upgrades, or improvements necessary to provide water and/or sewer service to the development area based on the highest and best use or the most intense development reasonably allowable under the zoning classification being considered or approved, using available system mapping, hydraulic data, and known capacity constraints.
2. Whether any portion of the required infrastructure would reasonably qualify as a City “betterment” or oversizing consistent with Section VII of this policy.
3. Whether an infrastructure or cost-recapture agreement may be advisable based on the potential for future service to surrounding properties.

- B.** Except as the context specifically indicates otherwise, the following terms and phrases, as used in this policy, shall have the meanings hereinafter designated:

“Betterments” shall mean water or sewer infrastructure that exceeds the minimum size, material class, or configuration required solely to serve a development, where such additional capacity, durability, or reach is determined by the City of Monroe to be necessary to accommodate existing or future system needs consistent with standard design criteria, adopted utility planning documents, or other engineering analyses approved by the City.

“Development” shall mean the subdivision, construction, or improvement of land for residential, commercial, industrial, or mixed-use purposes that results in the need for new or expanded utility infrastructure.

“Donated Assets” shall mean public water or sewer infrastructure installed at private expense and constructed in accordance with City-approved plans and specifications, which, upon final inspections, certification by a North Carolina Professional Engineer, and acceptance by the City, becomes the property of the City of Monroe for operation, maintenance, and replacement. Donated assets shall include all associated easements, record drawings, and documentation necessary for public ownership.

“Small subdivision” shall mean a subdivision of property in which the average size of each lot in the subdivision is one acre or less.

II. Financing and Responsibility for Extensions of Water and/or Sewer Infrastructure.

Extensions of water and/or sewer infrastructure to the City of Monroe systems may be made as follows:

- A. Private Financing and Responsibility – Included are extensions for which a private property owner or developer is responsible for all financing, engineering, permitting, construction, record drawings, and warranty as required to complete the extensions. For property outside the City limits, such requests are subject to the approval of City Council and such approval may be denied or subject to further conditions. Extension may be allowed under the following:
1. By a property owner or developer who desires to serve one or more lots of an existing subdivision and/or undivided tract(s) of land greater than one acre in size.
 2. In accordance with the City of Monroe Unified Development Ordinance for extensions within proposed new subdivisions or developments.
 3. By a contract approved by the City of Monroe between two or more owners and/or developers who desire to serve two or more lots of a new or existing subdivision and/or undivided tracts greater than one acre in size, with the contract clearly delineating the shared responsibilities between the parties for financing, engineering, permitting, construction, record drawings, and warranty as required to complete the extensions. The City's approval of the contract is as to appropriate legal form and compliance with all provisions of this policy, and is not intended to dictate the financial sharing of costs and responsibilities reasonably negotiated and agreed between the owners or developers.
- B. City Financing and Responsibility – Included are extensions for which the City of Monroe is responsible for all financing, engineering, permitting, construction, record drawings, and warranty as required to complete the extensions.
1. By the City of Monroe as outlined in Section III of this policy.

2. Within the corporate limits of the City, by written petition of a minimum of 25% of the property owners owning a minimum of 25% of the front footage as measured along both sides along a public street in an approved developed or developing small subdivision when the requests are by owners who have purchased individual lots in the subdivision and not the developer of the subdivision or the developer's successors. As part of the request, each petitioning Owner shall commit in writing to pay all fees required by the City's Fee Schedule in advance of the design and construction of the extensions (except when financing is permitted under Section IX of this policy). The City's commitment to install water and sewer mains under this paragraph may be limited annually based on funding appropriated, and ~~is may be~~ limited to subdivisions where the respective existing water and/or sewer main is adjacent to or within 400 feet of the outer boundary of the particular subdivision. ~~The City's commitment shall also be limited to qualified (25% of owners and frontage as defined above) sections with a minimum length of 1000 feet along the public street, except where the street length from the existing main to the end of the subdivision or end of a cul-de-sac is less than 1000 feet, or in the case of sewer, if topographic or geographic conditions limit extensions of a single main along the public street to less than 1000 feet from the existing main. If a subdivision crosses the same public street in two or more separate locations with a gap between which is outside the subdivision and measures greater than 400 feet in length along the street, the City is not obligated to extend a main across this area outside the subdivision to serve the further sections of the subdivision until such time as the further sections come within 400 feet of the existing main as measured along the street.~~ In some cases, as determined by the ~~Director of~~ Water Resources utility, where lots in an approved small subdivision are lower than the public street, a sewer collector main may be installed in a dedicated easement along the rear of the lots instead of within the street, and are considered the same as mains in a public street for the purposes of this policy provided that they serve the same purpose. Owners of lots outside the City limits are not eligible to petition for water or sewer mains under this provision.
3. By declaration of the City Council that an extension of water and/or sewer is in the overall best interest of the City and the public, as defined in Section VI of this policy.

III. Extensions and Facilities provided by the City of Monroe

The City of Monroe will provide the basic facilities for the water and sewer system necessary to provide service within the corporate limits of the City of Monroe. These basic facilities may include water and wastewater treatment plants, elevated and ground water storage tanks, high service and water booster pump stations, water transmission

mains, water facilities needed for fire protection in accordance with the City's water system design standards, sewer interceptors and outfalls which are necessary to connect sewer collector mains serving adjoining property from public streets (or in an easement ~~along the rear lot lines~~ which serve the same purpose as service from the public street) to the major trunk sewer lines transporting wastewater to a treatment plant, including wastewater lift stations and force mains which serve the same purpose as an interceptor or outfall. The City of Monroe will finance and install these basic facilities as ~~provided in City's Water and Sewer Master Plans and Capital Improvement Plans~~ determined through adopted utility planning principles, engineering analyses, and design standards in effect at the time, consistent with budgeted resources and legal requirements.

IV. Extensions Initiated by Property Owner or Developer

- A. Property owners or their agents may request approval from the ~~City's Director of Water Resources-utility~~ to install water and/or sewer infrastructure to serve existing development, a proposed new development, or a proposed new subdivision. Said infrastructure shall be considered donated assets upon certification of operation. Such requests shall be in the form of a written letter and shall include property maps of sufficient detail to identify the service location(s) for the extensions. Requests to serve property outside the City limits ~~may~~ shall be subject to approval by the City Council and the City Council reserves the right to refuse approval when deemed not in the best interest of the City to serve.
- B. For extensions under Section II A of this policy, the owner/developer shall provide for all engineering, surveying, preparation of permit applications, right-of-way acquisition, construction with a one-year warranty, testing, engineering certification of completed construction in substantial compliance with approved plans, and record drawings. Engineering plans shall be approved by the ~~City's Director of Water Resources-utility~~ and shall be permitted under regulations of the State of North Carolina prior to beginning construction. All engineering design and construction shall conform to the City's design standards and technical specifications. All other applicable permits or right-of-way agreements required for construction, including but not limited to sediment and erosion control permits, Section 401 water quality certification and Section 404 Nationwide Permit, NCDOT and/or CSX Transportation Encroachments, encroachments in City of Monroe streets from the City Engineer, and utility easements from adjoining property owners, shall be obtained before construction affected by the governing requirement begins.

Any request to install a wastewater lift station as part of a new development or sewer main extension shall be subject to review and approval of the ~~Director-utility~~. If a future lift station is identified in the City's ~~Capital Improvement Plan~~ adopted planning documents or current engineering analyses, at or near the same location, the ~~Director-utility~~ may authorize the pump station but require it be sized to meet the City's long term needs, subject to sizing consistent with section VII. If the proposed pump station would not be necessary for future

service to the developing property with the addition of gravity interceptors or outfalls, the ~~Director-utility~~ may reject the request for the pump station or may condition approval upon the following: (1) the Applicant shall finance 100% of the cost of the pump station and force main; (2) the ~~Director-utility~~ shall determine the discharge point for the force main after concluding that the additional wastewater flow from the proposed pump station will not adversely impact either the short-term or long-term capacity of the downstream sewer to serve the development of property within the drainage basin it was designed to serve; (3) the ~~Director-utility~~ shall determine that septic conditions will not result from the operation of the proposed pump station and force main; and (4) the Applicant agrees to pay a one-time fee to the City at time of City acceptance of the lift station and force main, calculated by the ~~Director-utility~~ based on the present worth of the cost for the City to operate and maintain, rehabilitate, and repair the pump station and force main in perpetuity under industry standards for reasonable care.

- C. To the maximum extent practical, new water and sewer extensions shall be in public street rights-of-way. However, when not feasible as reviewed and agreed by the City, extensions may be provided in utility easements assigned to the City of Monroe. Water and sewer main extensions shall be completed to the developing parcel as needed to serve all areas of the development. General public utility easements shall be dedicated as part of the recorded plat of all developing parcels as required to facilitate potential future main extensions to other properties. Water and sewer main extensions shall be sized in accordance with the [City of Monroe Master Plans, Capital Improvement Plans, Standard Specifications and Details's adopted utility planning principles, design standards, current engineering evaluations](#), and as outlined in Section VII.
- D. The City of Monroe Water Resources Department will consider the installation of a low-pressure grinder pump system provided the following criteria are met.
1. Administrative and Design Requirements:
 - a. Developer shall contract the services of a North Carolina Professional Engineer to evaluate the proposed subdivision and submit plans, specifications and a hydraulic model demonstrating the designed low pressure grinder pump system is in accordance with NCDEQ design criteria. Design shall include all necessary gravity sewer mains; pump stations and force mains required for the conveyance of the sanitary sewer to an existing City owned gravity sewer main or pump station.
 - b. It shall be demonstrated by the Developer's Engineer that proposed gravity sewer to serve all lots in the subdivision is not feasible due either to depth of sewer main installation or inadequate topographic slope to serve all subdivision lots with gravity sewer

connections. If gravity sewer is installed within the subdivision it shall be capable of providing all homes with a conventional 4-inch gravity service lateral connection to the lot property line.

- c. If the subdivision is outside existing city limits, voluntary annexation of the development shall be required per the City's Planning Department requirements.
- d. Developer shall grant additional easement sites for pump stations and gravity sewer mains and force mains within the subdivision when determined by the City to be necessary for future collection system infrastructure consistent with the collection of sanitary sewer for the larger drainage basin area containing the proposed subdivision.
- e. The Developer shall be responsible for the cost of extending gravity sewer mains and force mains to the subdivision other than the low pressure system that are integral to the City plans to provide sewer service to the subdivision and the larger drainage basin area.

2. Construction Requirements:

- a. Developer shall hire a licensed North Carolina Utility Contractor and shall be responsible for all construction and testing costs to install the low pressure force mains, designated shut off valves and check valves, service line connections and the minimum number of grinder pump units required to meet scour velocities in accordance with the NCDEQ regulations.
- b. Contractor shall install the Pressure Grinder Pump Systems in accordance with written City of Monroe Specifications covering this type of collection system. Specification shall limit the type of manufacturer of the grinder pumps to a specific brand and model (or approved equal).
- c. Contractor shall construct of all convention gravity sewer, pump stations and force mains necessary for the conveyance of the sanitary sewer to an existing City owned gravity sewer main or pump station.
- d. Grinder pumps and service lines not installed by the Contractor, shall be the responsibility of the Home Builders to install per the City of Monroe Specifications.
- e. Contractor or Home Builder shall be responsible for all testing

costs of grinder pump and service in accordance with City of Monroe Specifications.

3. Maintenance:

- a. City of Monroe Water Resources Department shall be responsible for the maintenance and operation of the low-pressure force mains within the subdivision and service lines up to the right-of-way and property line of each lot where a shut off valve and check valve shall be installed. Maintenance of the shut off valve and check valve shall be the Water Resources Department's responsibility. Maintenance of the individual grinder pump and service to the end of the property and the right-of-way shall be the responsibility of the subdivision homeowner.
- b. Subdivision homeowners shall be required to sign a Users Agreement with the City of Monroe outlining their responsibilities pertaining to the grinder pumps. Agreement shall grant the City right-of-entry on the property to correct any all situations with the operation of the grinder pump that effect operations and maintenance of the City Water Reservoirs and/or danger to the Public Health.
- c. Subdivisions Home Owners, at their expense, shall be required to sign a service agreement with a service company actively engaged in the maintenance of grinder pump systems. The Maintenance Service Company shall be selected from an approved list provided by the City of Monroe. City of Monroe shall review the maintenance service agreement and grant approval prior to its execution. An executed service agreement and maintenance agreement shall be required before a certificate of occupancy is released on the building permit of each home with the subdivision. The maintenance agreement shall have an annual roll over clause, whereby every year the contract is extended an additional year. Homeowner shall have the right to terminate the maintenance agreement contract; however, a new agreement with another company from the City approved list must be signed prior to termination. Maintenance agreement shall include the initial testing of the grinder pump unit and service line prior to acceptance by the City.
- d. Subdivision homeowners shall be responsible for notification of the yearly roll over of the maintenance service agreement. Notification shall be sent to the Water Resources Department for verification. Failure to renew the maintenance service agreement by the established and specified date will result in the disruption of

water service until such time as the service agreement is renewed.

- e. Subdivision homeowner shall be responsible for the replacement of a grinder pump that has been damaged due to negligence, natural disaster, or age and all such other causes not specifically listed.

V. Commercial and Industrial Development Economic Infrastructure Grants

- A. Cost participation by the City for commercial and industrial development projects shall be consistent with the City's Economic Development Infrastructure Grant Program.

VI. Extensions Directed by City Council in the Public Interest

- A. In special circumstances where it is necessary to serve the overall public interest, as determined by the City Council, water and sewer infrastructure may be funded in whole or in part by the City of Monroe. Such circumstances shall be specifically defined in a resolution adopted by the City Council, including the public interest issues, which are satisfied. Such issues may include, but are not limited to the following: (1) remedy for a public health emergency; (2) substantial development which will spur significant growth in the local economy, job market, or both; or (3) when the service of water and sewer to a property provides substantial or strategic overall benefit to the City, such as by substantial or strategic growth of other City utility services or by strategic annexation. The City Council shall designate in the adopted resolution as part of this approval the source of funding for the City's contribution to the cost of these extensions.
- B. If determined to be in the best interest of the City of Monroe, the City Council may authorize the purchase of part of or all of another water and/or sewer utility system, whether publicly or privately owned, and authorize the necessary extensions by the City of Monroe to connect such purchased systems to the City's system. Prior to such approval, the City shall investigate the integrity of such system(s) and appraise the appropriate value of such system(s) in order to determine a fair price.

VII. Sizing of Water and Sewer Infrastructure and Infrastructure Agreements

- A. During the City's review of annexation, zoning, or engineering plans for developing properties, the utility, shall determine the appropriate size and configuration of water and sewer infrastructure to be installed in accordance with City-approved design standards, utility planning principles, and current engineering evaluations.

The developer shall install the required infrastructure at their cost pursuant to Section II.A of this policy. Where the City determines that a portion of the infrastructure must be oversized beyond the minimum capacity necessary to serve

the proposed development in order to accommodate existing or future system needs, such oversizing shall be deemed a City betterment. The City may participate in the incremental cost of such betterments consistent with North Carolina General Statute 160A-320 and this policy, through capacity-fee credits or other compensation of equivalent value.

The developer shall provide documentation of competitive unit pricing showing:

1. The minimum pipe or facility size required to serve the proposed development; and
2. The incremental cost attributable to the oversizing required by the City.

The City's participation amount shall be based on this verified cost differential, subject to available appropriated funding. Reimbursement or credit will occur only after the City has accepted the infrastructure, including submission of all required certifications and record drawings by a North Carolina Professional Engineer.

When water or sewer infrastructure installed by a developer has the potential to provide service benefits to adjoining or nearby properties, the City may, at its discretion, enter into an Infrastructure Agreement with the developer. All developer agreements will require City Council approval. Such agreement may allow for the recovery of a pro-rated share of the verified installation costs, less any City betterment contribution, from subsequently connecting benefiting properties. The utility shall determine eligible benefiting properties and the cost allocation method based on factors such as drainage basins, elevation, frontage, acreage, offsets, and development potential.

Payments from benefiting properties shall become due only upon voluntary connection to the developer-installed infrastructure. Each Infrastructure Agreement shall specify the recapture methodology, financial terms, benefiting parcel identification, exemptions, and agreement duration, and must receive City Council approval prior to execution.

~~During the City's review of engineering plans for developing properties, the Director of Water Resources shall determine the appropriate size of water and sewer infrastructure to be installed consistent with the City's Master Plans, Capital Improvement Plans, and Standard Specifications and Details. The required water and sewer infrastructure sizing shall be installed by the developer pursuant to Section II A. Where water or sewer infrastructure is sized at a capacity/size greater than the minimum size required to serve a proposed development, the City will participate in the oversizing cost consistent with North Carolina General Statutes, using capacity fee credits or other compensation equivalent to or greater than the required credits. The developer will submit documentation of competitive bids showing the cost for the minimum required size and the added cost for oversizing. The cost will be broken down on unit cost basis for all infrastructure considered for oversizing payments. The oversizing will be subject to available budgeted funding or approved appropriation of City Council. No~~

~~payments will be made until the water and/or sewer infrastructure is installed and the required engineer certification submitted and approved.~~

~~Where water and sewer infrastructure installed by the developing property has the potential to provide future service benefits to other surrounding properties, the City will consider executing an infrastructure agreement with the developing property's owner(s). Said agreement will allow possible recapture of a prorated share of the capital costs associated with the water and sewer infrastructure components installed by the developing property (less any oversizing cost paid by the city), that provide benefit to other properties. The determination of which, if any, surrounding properties may benefit from the developer installed infrastructure will be at the sole discretion of the Director of Water Resources, after considering engineering and regulatory requirements, topographic basins, property acreage, frontage, offsets, and future development potential. Monetary payments made by benefiting properties under an infrastructure agreement shall be due only upon voluntary connection by the benefiting properties to the infrastructure installed by the developing property. The infrastructure agreement shall clearly define the method of prorated cost allocation, financial terms and conditions, benefiting parcel numbers, exemptions, and the term of the agreement. All infrastructure agreements shall be subject to City Council approval.~~

VIII. Petitioning for Connection to City System for the Purpose of Extending a Private Water and Sewer System

- A. A property owner or owner's agent may petition for a connection to the City's water and sewer system for the purpose of extending private water and sewer system if permitted, operated, and maintained in compliance with all State regulations, provided that such proposed extension is exempt from all of the criteria stated in Paragraph VIII.B. The private system shall be confined to a single tract of property and development and may not extend beyond the boundaries of the single tract, nor may connections to serve adjoining property be made. ~~Unless said adjoining parcels are owned by the same property owner, and/or adjoining parcels are landlocked without access to water/sanitary sewer. The City shall install a~~ "master meter" ~~and sewer lateral shall be installed at the~~ and ~~connection~~ to the public system. ~~and t~~The owner of the private system shall be solely responsible to the City of Monroe for the payment of all fixed and usage charges for both water and sewer based upon metered usage at the "master meter". The City of Monroe is never under any obligation to accept as public in the future any private system, and the City may be permitted to accept private systems only after such systems are upgraded to meet all City water and sewer design standards in effect at the time of such request and new water meters are appropriately installed at the total expense of the private owner.
- B. Water and sewer extensions which meet any of the criteria stated below shall be designed and constructed for dedication to the City as a donated assetan extension to the City's public system:

1. Extensions in public streets or in public rights-of-way;
2. Extensions which cross property lines, or may serve connections to more than one property;
3. Extensions which may be further extended in the future to adjoining property and thereby extend City service to such property; and
4. Extensions that may be further extended in the future to provide a system benefit, such as the “looping” of a water main.

IX. Water and Sewer Extensions to Areas Annexed into the City Limits

A. ~~A.~~—Extensions to property annexed into the City of Monroe by voluntary petitions, including both contiguous and satellite annexations, shall be in accordance with Section II.A of this policy, except to the extent conditions of Section V and /or VII of this policy apply or when City Council deems that City financial participation is in the public interest as defined in Section VI of this policy. The specific interpretation of these conditions for the particular site shall be specifically defined in the terms of the annexation on which the City Council acts to approve the annexation.

B. During the review of any voluntary annexation request, the Water Resources Department shall evaluate, to the extent practical with the information available, the anticipated infrastructure improvements required to serve the property with City water and/or sewer service. This evaluation shall include identification of any potential oversizing (betterments) that may be advisable to support future system needs and whether a future infrastructure or cost-recapture agreement could be applicable.

The results of this evaluation shall be provided to City Council as part of the annexation staff report for informational purposes only, to ensure Council is aware of any potential future utility participation or agreement that could be considered after annexation.

Any actual infrastructure or cost-sharing agreement shall be considered separately and approved by City Council in accordance with Section VII of this policy and North Carolina General Statute §160A-320.

~~B. When the City of Monroe involuntarily annexes new territory into the corporate limits, the City of Monroe shall extend the basic facilities to serve the annexed area as defined in paragraph III.A. of this policy or as otherwise specifically defined by the requirements of North Carolina Annexation law. These basic facilities shall be specifically defined in the written Annexation Plan and approved by City Council. Extensions beyond the requirements of Paragraph III.A shall be in accordance with applicable provisions of Section II and other applicable sections of this policy. The City Council may establish financing plans for the payment of connection fees.~~

X. Water Pressure Zone Service Policy

- A. It shall be the City's policy to serve all properties with a land elevation of 640 feet or below from the City's "~~eastern~~~~lower~~" water distribution system ~~pressure~~ zone. This is synonymous with the 763-foot reservoir overflow gradient. Any property above the 640-foot ground elevation contour desiring service from the ~~eastern~~~~lower~~~~pressure~~ zone shall obtain the approval of the ~~Water Resources Director~~~~utility~~ only after demonstration of adequate fire flow capacity and meeting minimum State requirements. These properties shall also have recorded on their final plat and any building permits a condition requiring the owner or developer to install pressure boosting equipment on each customer water service if they desire water pressure higher than supplied from the City system.



STAFF REPORT

TO: Public Enterprise Committee
VIA: Mark Watson, City Manager
DATE: November 4, 2025
FROM: Lisa Strickland, Finance Director
Robert Miller, General Manager of Energy Services and Water Resources
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Budget Ordinance to Adjust Water/Sewer Capital Projects

SUMMARY STATEMENT

A budget ordinance is necessary to amend the fiscal year 2026 budget in order to combine and adjust water and sewer projects in an effort to simplify the ongoing project structure and eliminate similar projects. All adjustments are outlined below.

REVIEW

The following projects are transferring their remaining balance and are being combined with similar existing projects that are being renamed as follows:

- WR 0706 Lake Dredging \$50,000
- WR 1001 Quarry Purchase \$50,000
- To WR 2502 Source Water Asset Management \$100,000

- WR 1226 John Glenn Water Treatment Plant Expansion \$1,900,759
- WR 2344 Water Pump St. #1 Switchgear Replacement \$1,451,860
- WR 2601 WTP Lab/Admin Reno Construction \$250,000
- To WR 2501 Water Treatment Plant Improvements \$3,602,619

- WR 2333 Walkup Ave 10” Water Main Replacement \$250,000
- To WR 2402 Water Main Replacement/Rehab \$250,000

• WR 2303 Unionville Indian Trail PS Parallel	\$51,303
• To WR 2302 Water Main Extensions and System Reinforcements	\$51,303
• SR 2304 Hwy 601/W. Roosevelt Blvd Interchange	\$275,000
• SR 2305 N. Charlotte/MLK Intersection Improvements	\$375,000
• To SR 2026 Sewer – NCDOT Relocation Projects	\$650,000
• SR 2027 Land for WWTP Expansion	\$1,726,299
• SR 2127 Flow Equalization Basin	\$30,220
• SR 2343 WWTP Admin Building Renovation	\$7,855
• SR 2506 Clarifier Rehab #2	\$725,000
• To SR 2301 Waste Water Treatment Plant Improvements	\$2,489,374
• SR 2227 Hillsdale Creek Lift Station Updates	\$350,000
• To SR2226 Stewart Creek Pump Station	\$23,280
• To SR 2511 Pump Station/Lift Station Modernization	\$326,720
• SR 1727 Richardson Creek Outfall	\$803,407
• SR 2436 W. Franklin Street Sewer Realignment	\$337,000
• SR 2501 Upper Richardson Creek Sewer Syst Ph I	\$500,000
• To SR 2401 Sewer Main Replacement/Rehab	\$1,640,407

RECOMMENDATION

Staff recommends that the Public Enterprise Committee forward to full Council the recommendation for approval of the proposed budget ordinance to adjust water and sewer project balances for Fiscal Year 2026.

Attachment: Budget Ordinance BO-2025-22

**CAPITAL PROJECT BUDGET ORDINANCE
ADJUST WATER AND SEWER CAPITAL PROJECTS
BO-2025-22**

WHEREAS, certain projects that have been funded in prior years are similar in nature;

WHEREAS, the following projects should be closed and transferred and combined with similar existing projects that are being renamed as follows:

- WR 0706 Lake Dredging \$50,000
- WR 1001 Quarry Purchase \$50,000
- To WR 2502 Source Water Asset Management \$100,000

- WR 1226 John Glenn Water Treatment Plant Expansion \$1,900,759
- WR 2344 Water Pump St. #1 Switchgear Replacement \$1,451,860
- WR 2601 WTP Lab/Admin Reno Construction \$250,000
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- WR 2303 Unionville Indian Trail PS Parallel \$51,303
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- SR 2436 W. Franklin Street Sewer Realignment \$337,000
- SR 2501 Upper Richardson Creek Sewer Syst Ph I \$500,000
- To SR 2401 Sewer Main Replacement/Rehab \$1,640,407

NOW BE IT ORDAINED, that an amendment to the various capital fund budgets for FY 2025-2026 is approved to adjust funding based on the available balance remaining in the projects listed above and transfer to the project as listed above.

Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: November 4, 2025

FROM: Jay Voyles, Deputy General Manager of Energy Services and Water Resources

PREPARED BY: Jay Voyles, Deputy General Manager of Energy Services and Water Resources

SUBJECT: Departmental Integration: Damage Prevention Division

SUMMARY STATEMENT

The Department of Energy Services and Water resources will be presenting information regarding recent changes in North Carolina Damage Prevention Law as well as an update on third party infrastructure deployment occurring throughout Monroe and the greater utility service territory.

REVIEW

Effective October 1st, 2025 the North Carolina Damage Prevention Law introduced several changes impacting local utility operations. These changes coincide with an unprecedented volume of fiber installations in and around Monroe by several private providers in addition to continued residential, commercial and industrial development occurring in the City.

Staff is presenting a solution that will involve unifying efforts of both Energy Services and Water Resources under the newly unified Department structure.

RECOMMENDATION

It is the recommendation of Staff that the Public Enterprise Committee approve:

- The reclassification of four existing Energy Services Utility Locator positions to Damage Prevention Specialists.
- The creation of (3) Damage Prevention Specialist positions and (1) Critical Assets Lead
- Place this request on the November 10th City Council Strategic Meeting.

Attachments:

Damage Prevention Division 11-4-25.ppt

City of Monroe Damage Prevention

Energy Services & Water Resources

11/4/2025

Presentation Contents

- The Current Issue
 - Changes in Damage Prevention Law
 - 3rd Party Installations
 - Increased Demand
- The Long-Term Solution
 - Purpose of Damage Prevention
 - Current & Future State
 - What's Being Requested

Current Issue-Changes to Damage Prevention Law

- **Mandatory Hand/Soft Dig near Critical Assets**
 - Utility representative needs to be on-site when digging around critical assets occur.
 - **Critical Assets:**
 - 43-mile Gas Transmission (Mooresville to Monroe)
 - 275psi Gas Distribution (22 Miles)
 - Electric Transmission (19 Miles)
 - 24"+ Water Distribution
 - 36"+ Sewer Collection
 - Fiber Communications
- **Extended Ticket Validity**
 - Was 15 Working Days, Now 28 Calendar Days.
 - Requiring additional remarks.
- **Marking Lead Time**
 - Was within three days after notice, now within three days prior to excavation start date.
- **Changes went into effect October 1st, 2025.**
 - Notification provided in September.

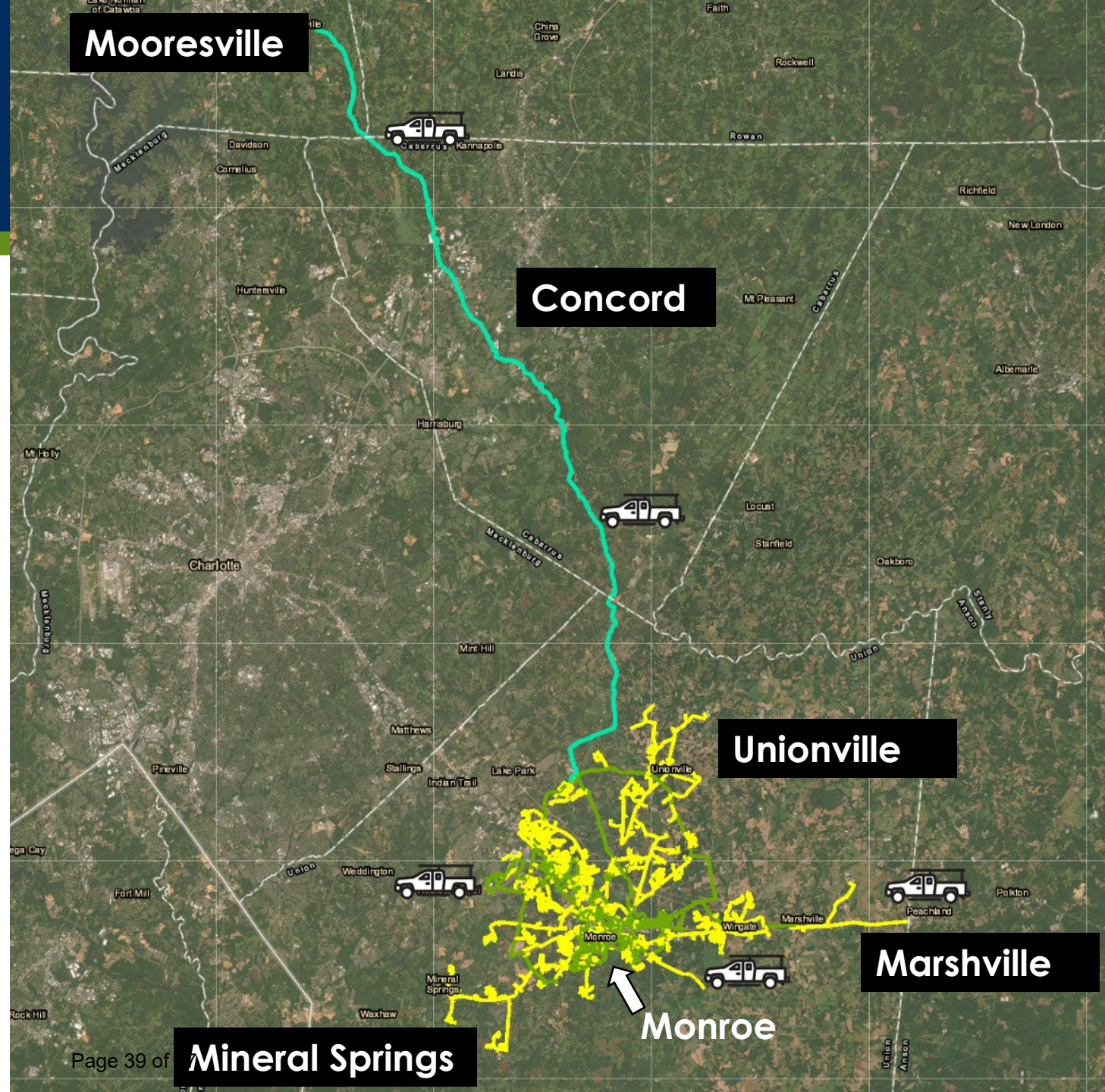


Current Issue-3rd Party Installers

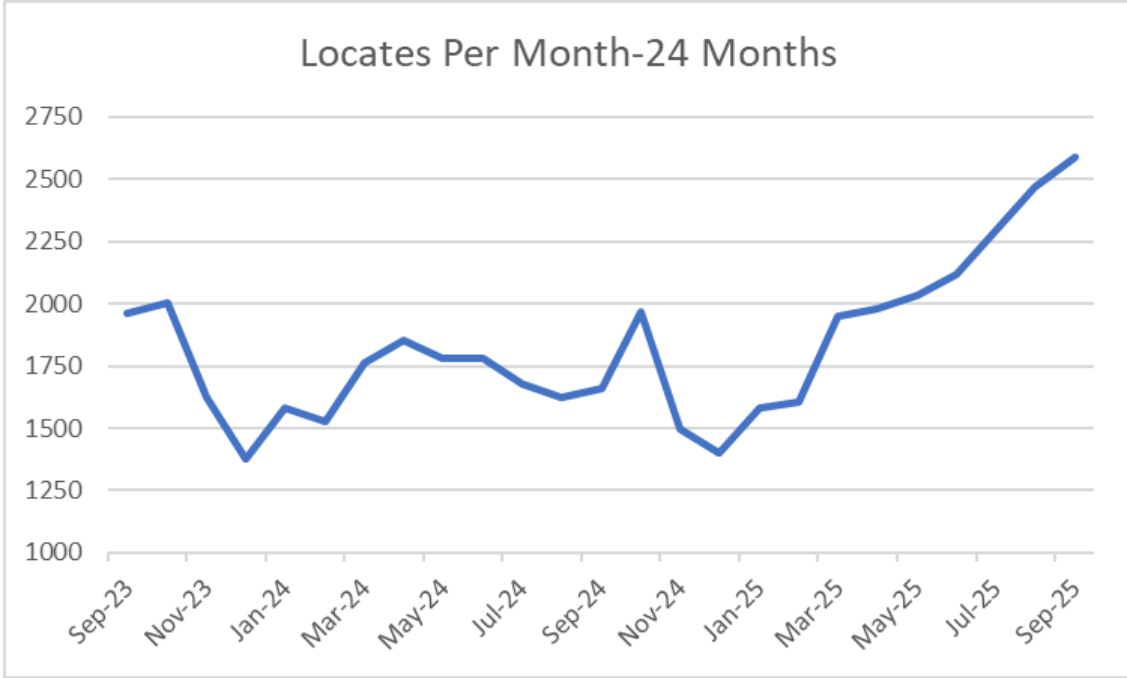
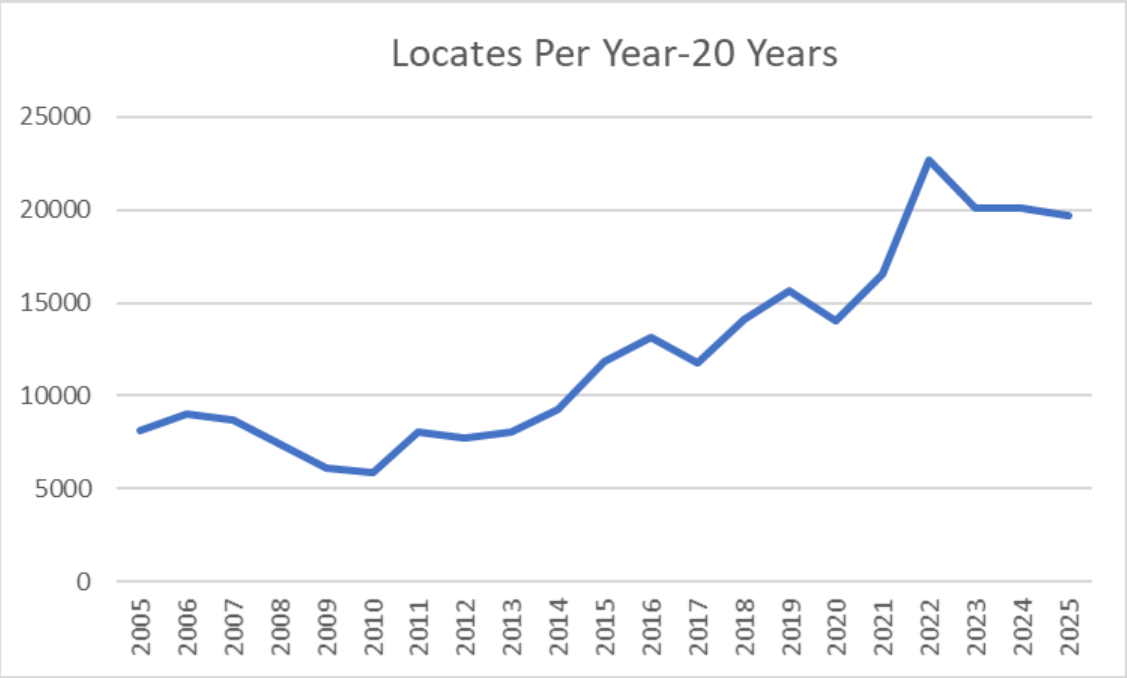
- Fiber Installations
 - Seven fiber utilities currently installing fiber within City of Monroe.
 - Ripple & Gigapower have **each** communicated 550,000 linear feet of fiber installation by December 2026, equating to 15,000 linear feet per week.
 - Ability to control speed of deployment **only** on City maintained roads.
 - Unable to control pace on State maintained road and outside City limits.
 - Lines hit by installers initiates emergencies & disruption to residents & industry.
 - Emergencies = Potential for Explosion, Electrocution & System Shutdowns
 - This is all in addition to other residential, commercial, & industrial development occurring in service territory.

Service Territory Map

- Utility system spanning three counties in the fast growing Charlotte metropolitan region.



Current Issue-Increased Demand



Purpose of Damage Prevention

Responsibilities

Safety

- Public: Lives & Property
- Employees
- Contractors
- Assets

Prevention

- Service Disruption
- Uncontrolled Expenses
- Revenue Loss
- Loss of Time/Production



Liabilities

Fiber

- Loss of City Communications
- County services (911 Dispatch)

Gas

- Public Safety; Explosion

Electric

- Power Loss, Other Facilities Lose Function (Water Pumps)
- Electrocutation

Water

- System Pressure Loss = Boil Water Advisory

Sewer

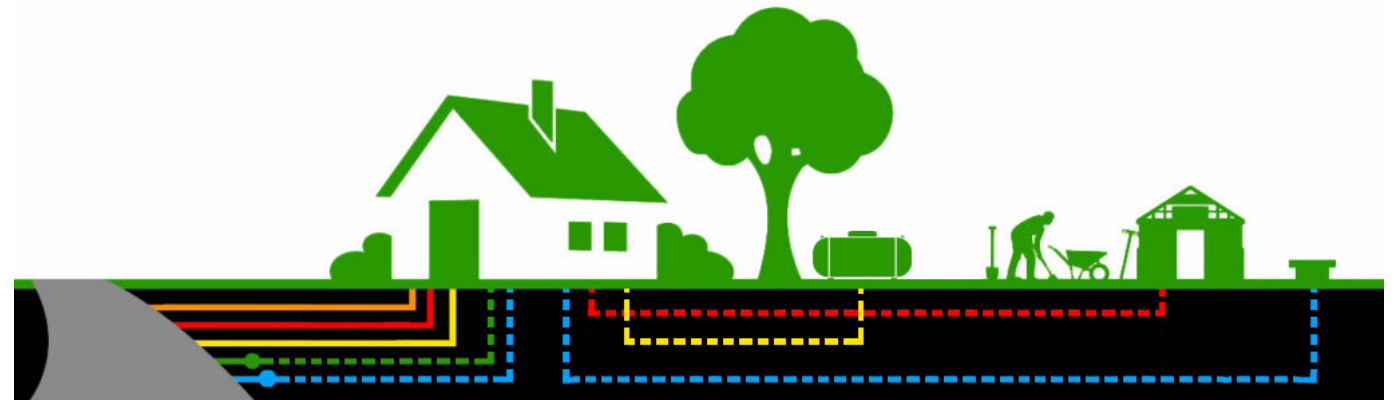
- Environmental/Public Health Hazard

Purpose of Damage Prevention

- NC 811 Damage Prevention Law Compliance
 - Utility Locates- Gas, Electric, Water, Sewer, Fiber
- 49 CFR 192 Compliance (Gas)
 - Operator Qualifications
- 3rd Party Damage Investigations & Inspections
- Inter-Departmental/Agency Engagement
 - City Engineering (Encroachment Agreements)
 - NCDOT Encroachment Approvals
- GIS Map Accuracy
- After-Hours Coverage & Response
- Critical Asset Markers
- Pipeline Responsibilities
 - Right of Way Maintenance



**Know what's below.
Call before you dig.**

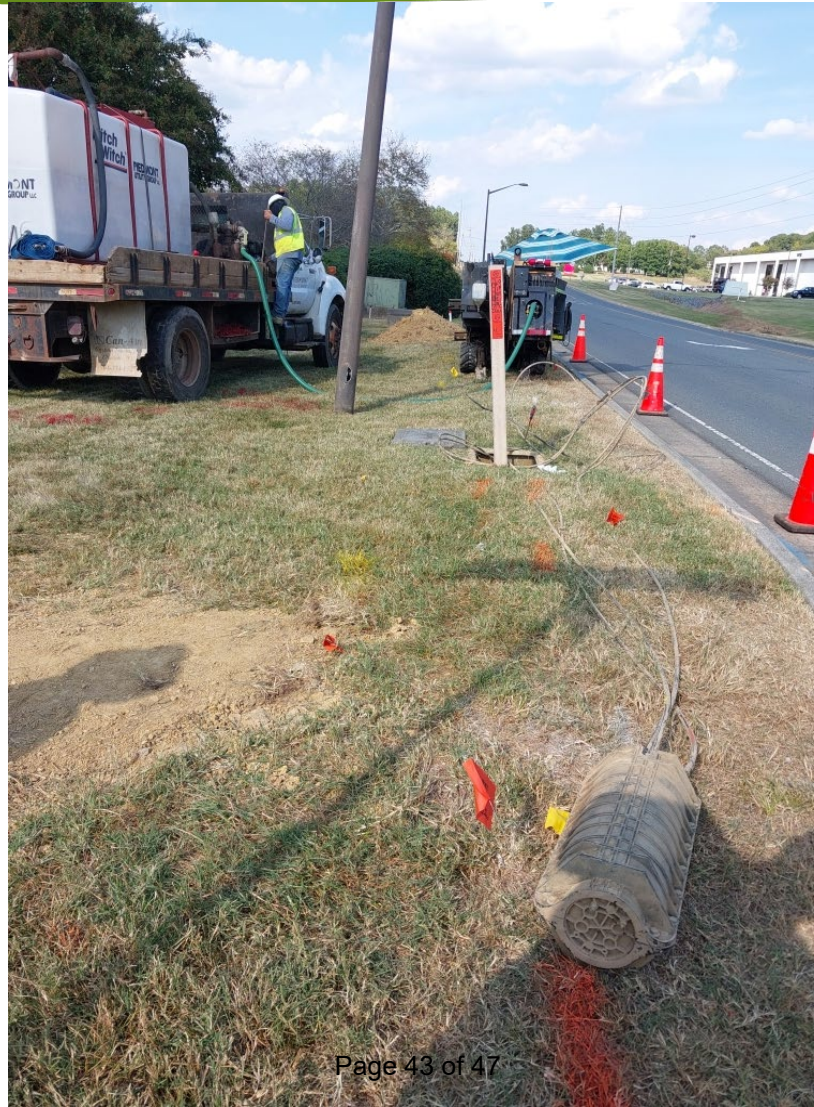


Public utilities that will be marked by calling 811 are indicated with solid lines above. Dashed lines indicate privately managed utilities.

Current State

Water Resources

- **No Dedicated Utility Locators**
- **Locate Work Supplemented By:**
 - (1) Crew Leader
 - (1) Equipment Operator
- 100% Funded by Water/Sewer Fund



Energy Services

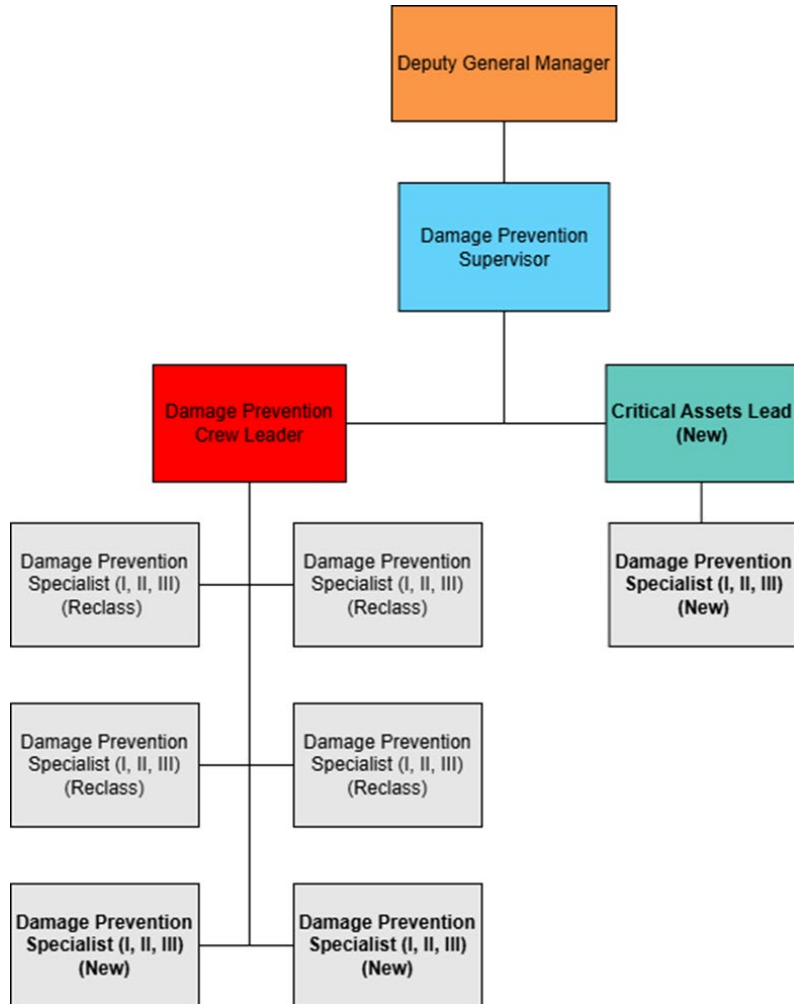
- (1) Damage Prevention Supervisor
- (1) Crew Leader
- (4) Electric, Gas, Fiber Locators
- 100% Funded by Natural Gas Fund

Contracted Assistance Option

Contracted Assistance

- Sought informal proposals to add contracted assistance.
- \$1.2m-\$1.5m for 2 years, for 2 locators.
- Contracted assistance would require heavy oversight and training by staff.
- Liability cannot be easily transferred, contractors rely on accurate City resources.

Future State-Damage Prevention Team



- Reduced truck rolls through consolidated locates.
 - Single visit marks all utilities.
- Appropriate coverage and oversight of Monroe's most critical utility assets.
- Unified team = streamlined and coordinated scheduling, fewer refresh tickets, reduced overlap, and stronger alignment with compliance standards and contractor timelines.
- Cross-trained staff proficient un multi-utility locating.

What's Being Requested

- Under New Unified Department Structure
 - (4) Energy Services Utility Locators Reclassified to Damage Prevention Specialists.
 - New: (3) Damage Prevention Specialists & (1) Critical Assets Lead
- Estimated Budget Increase: \$322,000/year
 - Water & Sewer Fund: \$107,333
 - Electric Fund: \$107,333
 - Natural Gas Fund: \$107,333

Questions?



Requesting Approval Of:

- Reclassification of existing Energy Services Utility Locator roles to Damage Prevention Specialists.
- New: (3) Damage Prevention Specialists & (1) Critical Assets Lead
- Estimated Budget Increase: \$322,000/year
 - Water & Sewer Fund: \$107,333
 - Electric Fund: \$107,333
 - Natural Gas Fund: \$107,333