

**CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
NOVEMBER 10, 2025 – 4:00 P.M.**

AGENDA

www.monroenc.org

1. Downtown Hotel Project Update
2. Water Resources Department and Energy Services Department Damage Prevention Division
 - A. Reclassification of Existing Energy Services Utility Locator Roles to Damage Prevention Specialists
 - B. Damage Prevention Specialists Positions
 - C. Critical Assets Lead Position
3. Roadside Beautification
4. Reserved Parking Program Lot Design
5. Fiscal Year 2027 Budget Schedule
6. Code of Ethics Policy Amendments

- **All 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: November 10, 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.

The Public Enterprise Committee reviewed this request at the 11-4-2025 meeting.

RECOMMENDATION

It is the recommendation of Staff that the City Council 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

Attachments:

Damage Prevention Division 11-10-25.ppt

City of Monroe Damage Prevention

Energy Services & Water Resources

11/10/2025



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 (Mooreville 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.



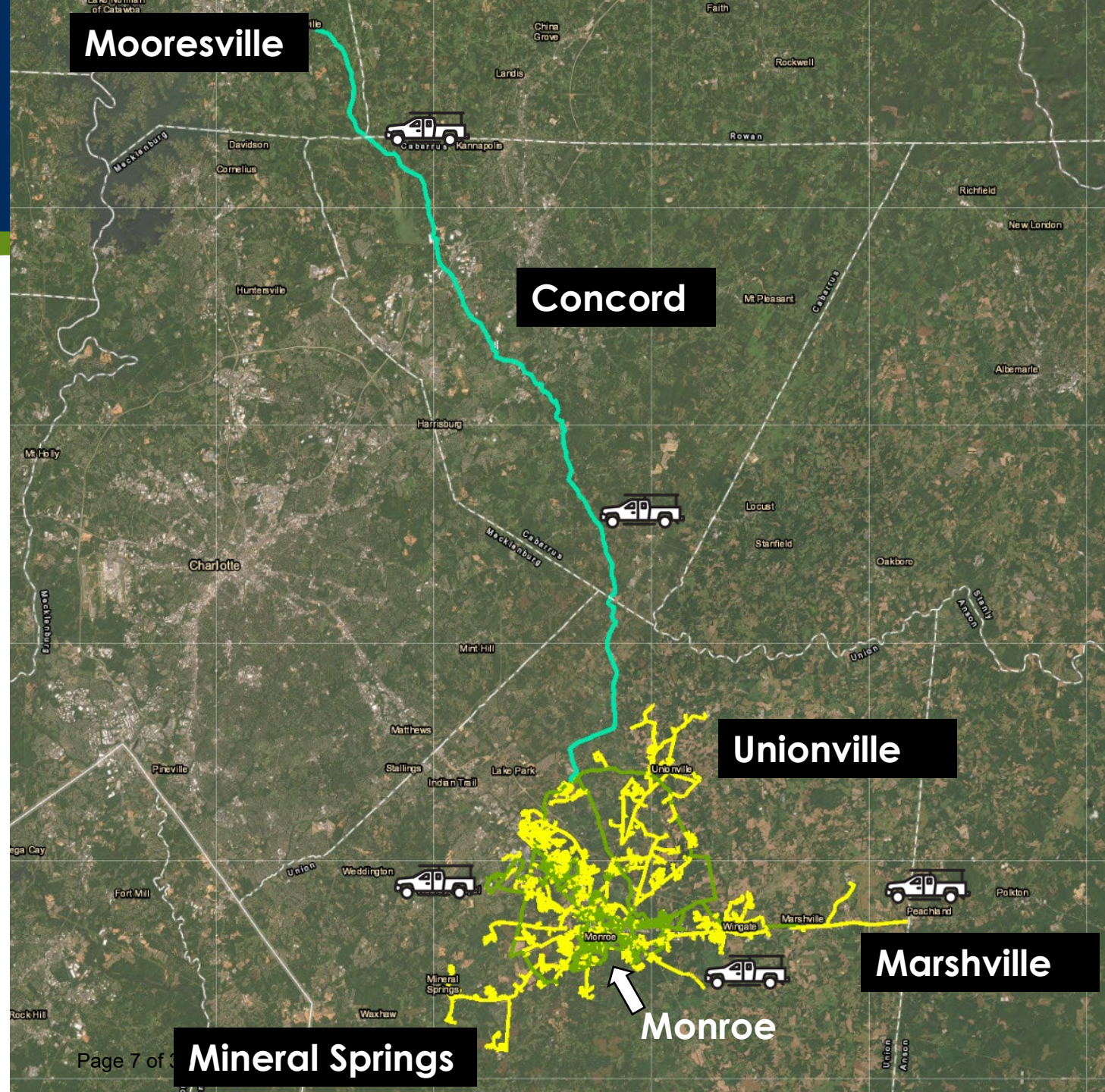
Current Issue-3rd Party Installers

- Fiber Installations

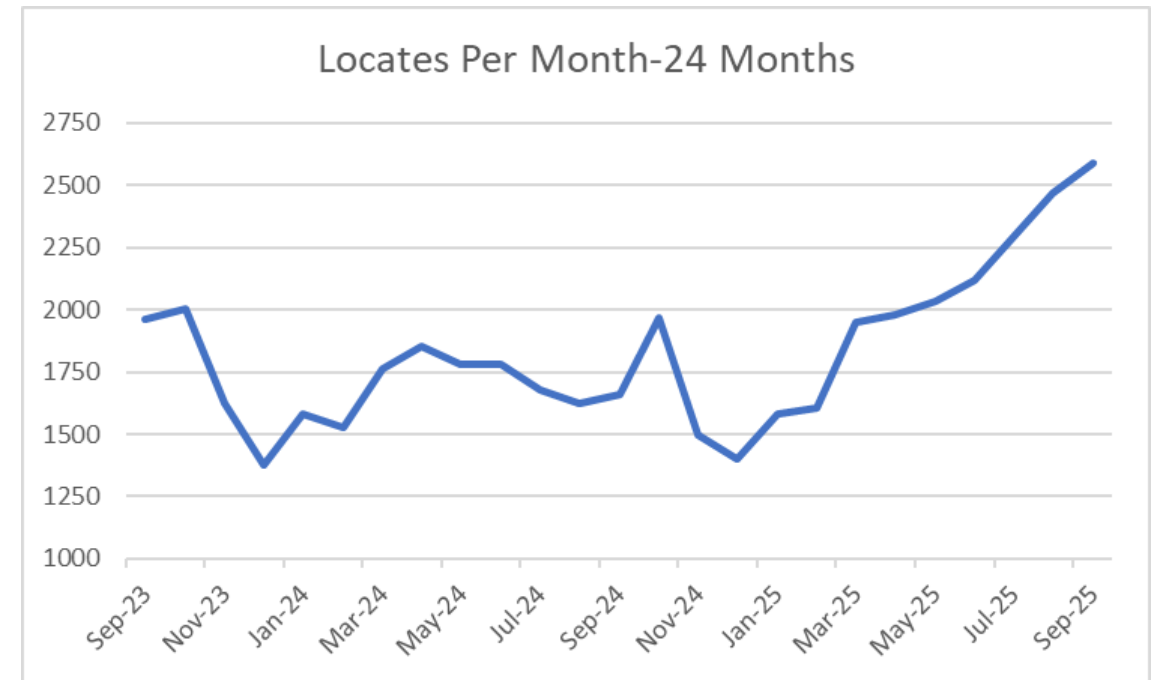
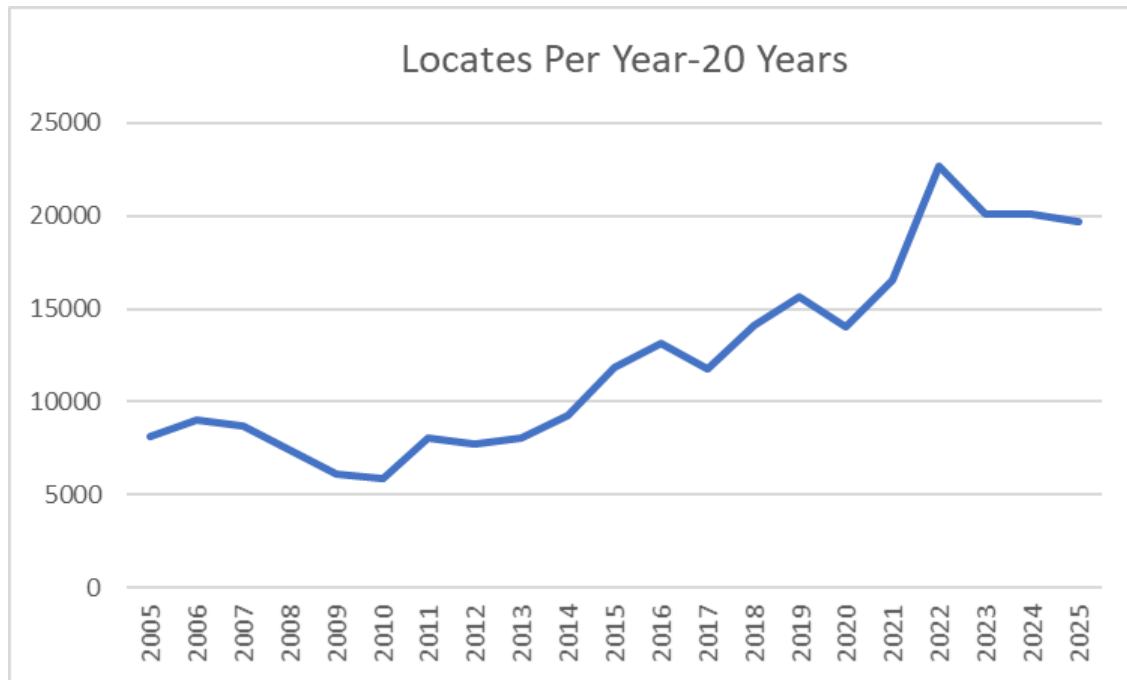
- Seven fiber utilities currently installing fiber within City of Monroe.
 - Ripple & Gigapower have **each** communicated 550,000 linear feet of fiber installation by December 2026, equating to 15,000 linear feet per week.
- Ability to control speed of deployment **only** on City maintained roads.
 - 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)
- Electrocution

Water

- System Pressure Loss = Boil Water Advisory

Sewer

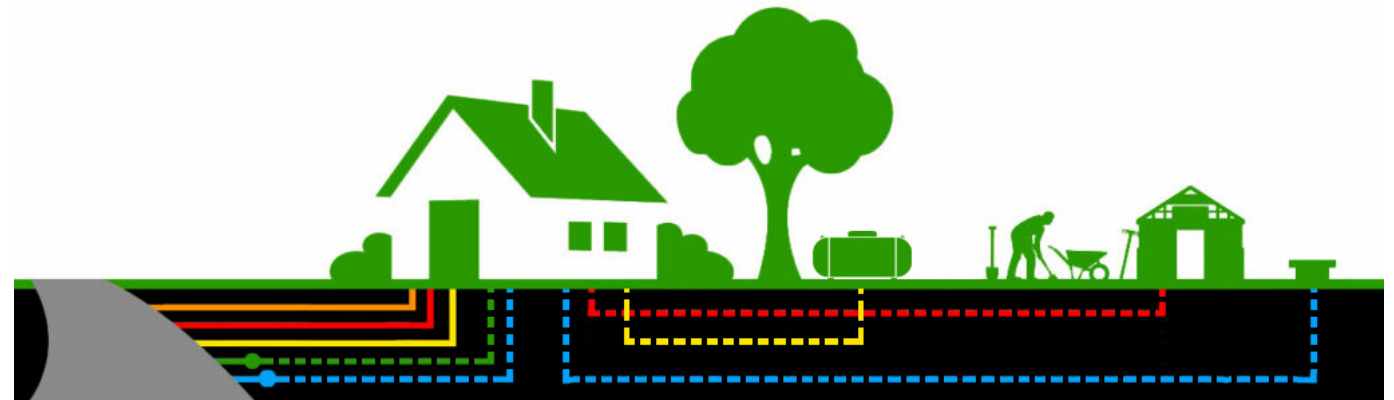
- Environmental/Public Health Hazard

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

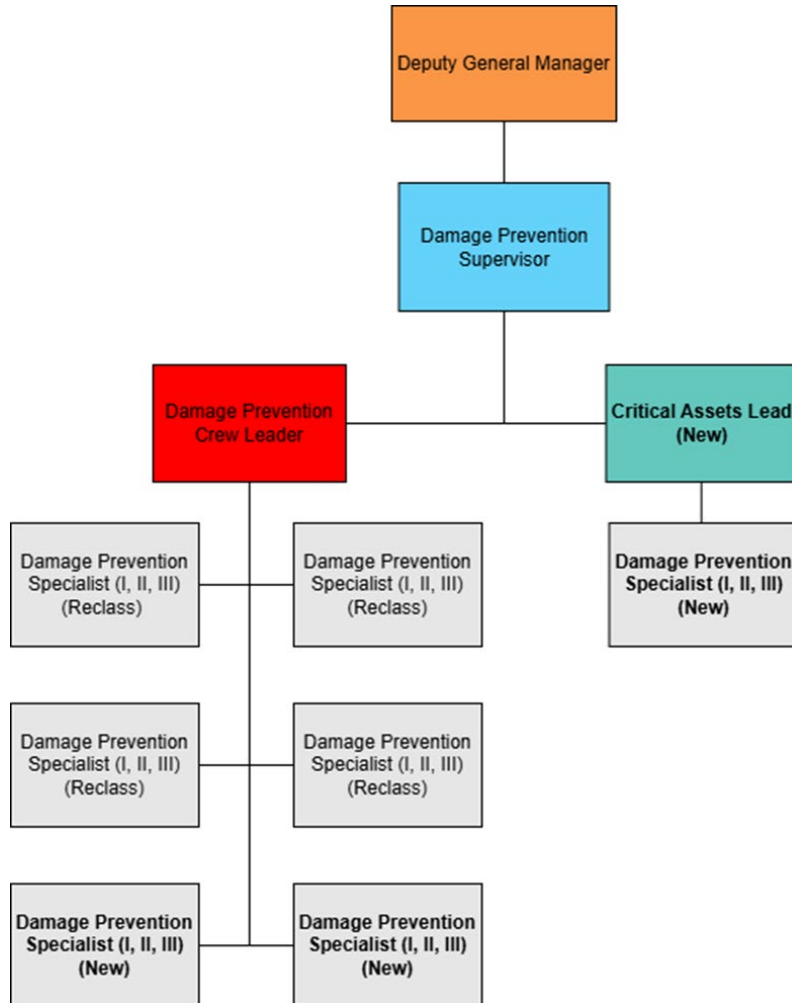
- (1) Damage Prevention Supervisor
- (1) Crew Leader
- (4) Electric, Gas, Fiber Locators
- 100% Funded by Natural Gas Fund

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



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 10, 2025

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Jeff Wells, Assistant City Manager

SUBJECT: Roadside Beautification: Retreat Follow Up

SUMMARY STATEMENT

City Council was presented information at the September 2025 retreat concerning roadside beautification.

REVIEW

Staff shared existing programs for roadside beautification, including: right-of-way mowing, street sweeping, illegal sign removal, illegal dumping removal, and litter pickup. The plans for Skyway Drive and Concord Avenue were also reviewed.

Council directed staff to deliberate new roadside beautification opportunities and bring the ideas back to Council for discussion and consideration.

Staff will review some existing programs with ideas on how to enhance the programs as well as presenting new ideas.

RECOMMENDATION

Item is informational. Staff will welcome direction from Council on any presentation items discussed.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 10, 2025

FROM: Jeffrey Wells, Assistant City Manager

PREPARED BY: Jeffrey Wells, Assistant City Manager

SUBJECT: Reserved Parking Program Lot Design

SUMMARY STATEMENT

At the September 2025 retreat, City Council directed staff to review the Reserved Parking Program (Hayne/E Crowell Street) parking lot to determine the feasibility of additional parking spaces.

REVIEW

Engineering staff reviewed the site and determined the existing parking configuration would not safely net additional parking spaces if the Hayne Street driveway entrance was removed. Staff also reviewed options that changed the traffic circulation and parking configuration. Neither option netted additional parking spaces.

RECOMMENDATION

Staff recommends keeping the existing parking configuration and traffic circulation.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 10, 2025

FROM: Lisa Strickland, Finance Director

PREPARED BY: Angela Duncan, Senior Budget Analyst

SUBJECT: FY 2027 Budget Schedule

SUMMARY STATEMENT

The purpose of this report is to share the Budget Schedule for fiscal year 2027.

REVIEW

The Budget Schedule is being presented to City Council for review for fiscal year 2027.

RECOMMENDATION

The budget schedule is being provided for information purposes only.

Attachment: FY2027 Budget Schedule

Preliminary

Budget Schedule Fiscal Year 2027

Overview

Base Budget	10/01-10/31/2025
Capital	10/01-12/01/2025
Personnel	10/01-12/15/2025
Operating	11/17/2025-1/16/2026

Fee Schedule Update

General Fund
01/23/2026

Enterprise Funds
03/16/2026

Date	Time	Event
09/16/2025	8:00 AM	City Council Budget Retreat
10/01/2025	5:00 PM	Munis budget projection 27100 FY27 Budget - Level 2 will be available for review only
10/08/2025	10:00 AM	Budget Kickoff via Zoom
10/08/2025	5:00 PM	Distribute electronic copy of budget manual
10/31/2025	5:00 PM	All base budget adjustments w/appropriate documentation are due to the Budget Team
11/07/2025	5:00 PM	Purchasing and IT Staff: vehicle cost estimates, and PC cost estimates and replacements
11/11/2025	6:00 PM	City Manager and Finance Director to present FY27 Budget Schedule to City Council.
11/14/2025	5:00 PM	Career Ladders (new and amended) and position reclassifications are due to Human Resources. Contact Human Resources for more information
11/20/2025	10:00 AM	Manager's budget meeting with Finance
12/01/2025	10:00 AM	Kickoff for Outside Agency funding application process via Zoom
12/01/2025	5:00 PM	5-Year Capital Budget to be completed in ClearGov (for Capital Projects and Capital Outlay)
12/12/2025	10:00 AM	Manager's budget meeting with Finance
12/15/2025	5:00 PM	Senior Budget Analyst will provide General Fund Base Budget and Revenue Forecast to City Manager
12/15/2025	5:00 PM	Personnel Decision Packages Due
12/19/2025	10:00 AM	Manager's budget meeting with Finance
01/05/2026	5:00 PM	Compare Munis position control to payroll projections (Finance Staff)
01/07/2026	3:00 PM	Manager's budget meeting with Finance
01/09/2026	5:00 PM	Senior Budget Analyst to generate projection run 1270 FY27 Payroll (reviewed by HR and Finance staff)
01/16/2026	5:00 PM	Operating Budget requests due in Munis Central Budget Entry projection 27100 FY27 Budget - Level 4
01/20/2026	5:00 PM	Outside Agency Requests Due from Applicants
01/21/2026	2:00 PM	Manager's budget meeting with Finance
01/21/2026	5:00 PM	Human Resources/City Manager to complete review of Career Ladder packages and return to department with a determination
01/23/2026	5:00 PM	GENERAL FUND Proposed Fee Schedule changes
01/30/2026	5:00 PM	Career ladder based increases due to Finance staff
01/30/2026	5:00 PM	Payroll projection reports to departments for review

02/01-02/28/2026	As Scheduled	Department meetings with Budget Team to discuss final requests
02/04/2026	5:00 PM	Career Ladder approvals will be entered in the payroll projections
02/05/2026	4:00 PM	General Services committee determination on Outside Agency funding
02/06/2026	2:00 PM	Manager's budget meeting with Finance
02/16/2026	5:00 PM	Roll verified payroll projections into Budget (Finance and HR) with any corrections/changes.
02/20/2026	2:00 PM	Manager's budget meeting with Finance
03/16/2026	5:00 PM	ENTERPRISE FUND Proposed Fee Schedule changes
03/31/2026	5:00 PM	**NO CHANGES WILL BE CONSIDERED AFTER APRIL 1ST**** Proposed 2027 Budget Developed
04/01-7/2026	5:00 PM	Balance Budget - Finance
04/8-13/2026	n/a	Manager's Review of balanced budget
04/13/2026	10:00 AM	Manager's budget meeting with Finance (ad valorem revenue)
04/14-17/2026	As Scheduled	Department meetings with Finance and Management Team
04/21/2026	4:00 PM	Budget Workshop, Presentation at Special Meeting
04/21/2026	4:00 PM	City Council Budget Workbooks ready for distribution
05/06/2026	TBD	Budget wrap-up meeting - City Manager Assistant City Managers, Finance Director, Senior Budget Analyst, Budget Analyst
05/12/2026	4:00 PM	Presentation of FY27 Budget at Strategic meeting
05/12/2026	6:00 PM	Budget Message on consent agenda; Adopt fee schedules; Call for Public Hearing
05/13/2026	12:00 PM	Public Hearing Notice to EJ (Saturday, May 16th publication)
05/26/2026	6:00 PM	Budget Public Hearing & Adoption of Budget Ordinance and Resolution by Council
07/01/2026	n/a	FY 2027 Begins



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: November 10, 2025

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Proposed Amendments to GA-13 City Council Code of Ethics

SUMMARY STATEMENT

City Council recently discussed the applicability of the Code of Ethics, including expressed requirements regarding conflicts of interest, and the need for Council Members to disclose personal financial matters. Council directed staff to prepare amendments to the Code of Ethics in keeping with the discussion and bring them back for review, consideration, and approval.

REVIEW

City Council recently asked for clarification regarding whether the Code of Ethics applied to the Mayor and Mayor Pro Tempore based on the language in the Code. While it is generally thought the Code of Ethics applies to both as members of City Council, the proposed amendment expressly includes and applies to both the Mayor and Mayor Pro Tempore.

City Council questioned whether conflicts of interest are adequately addressed in the Code, so an amendment was included to express the need for City Council Members to abide by the conflict of interest requirement and outlines the various conflict of interest laws required by the various state statutes.

Also, City Council asked about City Council Members being required to fill out and disclose personal financial matters. The amendment requires Council Members to fill out a Statement of Economic Interest annually, and staff has prepared such statement for review and consideration by City Council. The statement generally follows the State of North Carolina financial disclosure statement for all state elected officials and appointees to state boards and commissions.

Lastly, the amendment includes a statement that Council Members shall comply with the ethics training as required by North Carolina General Statutes § 160A-87 as part of the educational requirements of the Code of Ethics.

RECOMMENDATION

City Council is requested to consider and adopt the attached proposed amendments to GA-13, Code of Ethic Policy and consider adoption of the City of Monroe Statement of Economic Interest form.

Attachment: Proposed Amendment to GA-13 Code of Ethics Policy and City of Monroe Statement of Economic Interest

	Policy: Code of Ethics	Effective Date: December 7, 2010
		Revision Effective Date: November 10, 2025
	Policy Number: GA-13	Page 1 of 5
	Robert A. Burns, Mayor	<u>City Attorney</u> Responsible Party

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,” and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem,” and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this City, and with obeying the law.

NOW, THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the City of Monroe, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Monroe City Council, Mayor, and Mayor Pro Tempore do hereby adopt the following General Principles and Code of Ethics to guide the City Council in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials;
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure;
- Council Members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent;
- Council Members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens;
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions;
 - As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations;

Policy No.: GA-13	Policy Name: Code of Ethics	Page 2 of 5
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- Council Members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly;
- Council Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Monroe City Council, and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a Council Member's best judgment. Where the term Monroe City Council, Council Member, or Council appears throughout this Code of Ethics, it includes and applies to all duly elected and installed City Council Members, the Mayor, and the Mayor Pro Tempore.

Section 1. Council Members should obey all laws applicable to their official actions as members of the council. Council Members should be guided by the spirit as well as the letter of the law in whatever they do. At the same time, Council Members should feel free to assert policy positions and opinions without fear of reprisal from fellow Council Members or citizens. To declare that a Council Member is behaving unethically because one disagrees with that Council Member on a question of policy (and not because of the Council Member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Council Members shall timely comply with the ethics training after each election as required by North Carolina General Statute § 160A-87. Also, Council Members should endeavor to keep up to date, through the council's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the council may receive concerning specific situations that arise.

Section 2. Council Members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Behaving consistently and with respect toward everyone with whom they interact;
- Exhibiting trustworthiness;
- Living as if they are on duty as elected officials regardless of where they are or what they doing;

Policy No.: GA-13	Policy Name: Code of Ethics	Page 3 of 5
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- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other Council Members and the public with respect and honoring the opinions of others even when Council Members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly;
- Recognizing that individual Council Members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

Section 3.

- (a) Council Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Council Member's action would conclude that the action was inappropriate.
- (b) If a Council Member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4.

Council Members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Council Members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the council has authority. Council Members should be willing to bear their fair share of the council's

workload. To the extent appropriate, they should be willing to put the council's interests ahead of their own.

Section 5.

Council Members should conduct the affairs of the council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Council Members or their employees. In order to ensure strict compliance with the laws concerning openness, Council Members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Section 6.

Council Members should be aware of their duty and obligation to comply with state law regarding conflicts of interest. As holder of the public trust, Council Members shall disclose any potential conflicts of interest to City Council prior to discussing and taking action, including voting, on any matter before City Council. North Carolina General Statutes expressly define the conflict of interest prohibitions as follows:

- Section 160A-75 requires that a City Council Member shall not vote on any matter involving the consideration of the member's own financial interest or official conduct and comply with General Statute § 160D-109 and General Statute §14-234. A Council Member shall disclose such potential conflicts of interest and be excused from voting or participating in a matter by a majority vote of City Council prior to any action taken.
- Section 160D-109 expressly prohibits a Council Member from voting on any legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. It also prohibits a member from voting on any zoning amendment or text amendment if the landowner subject to the rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.
- Section 14-234 makes a Council Member subject to criminal prosecution for making, administering, or attempting to influence a contract on behalf of the City in which the Council Member will derive a direct benefit from the contract or solicit or receive any gift, reward, promise of reward, favor, or service in exchange for recommending, influencing, or attempting to influence the making or award of a City contract.

Policy No.: GA-13	Policy Name: Code of Ethics	Page 5 of 5
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Section 7. City Council Members will fill out and disclose personal financial matters by completing the City of Monroe Statement of Economic Interest at the beginning of each calendar year.

2025 STATEMENT OF ECONOMIC INTEREST

Contact Information

SEND YOUR SIGNED ORIGINAL TO:

Bridgette H. Robinson
City of Monroe, City Clerk
PO Box 69
Monroe, NC 28111

For Staff Use Only
Date Received:

**Please review and confirm
that all questions are
answered before submitting.
Incomplete SEIs will not be
accepted.**

Filer's Name (First, Middle, Last)				
Prefix	First Name	Middle Name	Last Name	Suffix
Mailing Address (Required)				
Address		City	State	Zip
Daytime Phone Number (Required)		Alternate Phone Number		
E-Mail Address (Required)		Date of Birth (MM/DD/YYYY)		
*Please provide an email address which is regularly monitored and may be used to communicate regarding your SEI.				
Home Address (Required)				
☐ Same as mailing address				
Address		City	State	Zip

This contact information page is a public record.

2025 STATEMENT OF ECONOMIC INTEREST

For Staff Use Only

Date Received:

Please review carefully and confirm
that all questions are answered.
Incomplete SEIs will not be accepted.

Filer's Name (First, Middle, Last)				
Prefix	First Name	Middle Name	Last Name	Suffix
Current Employer			Job Title	
Nature or Type of Business				
A. Do any immediate family members** currently reside in your household?				
☐ No ☐ Yes				
***"Immediate family" includes your spouse (unless legally separated) and unemancipated minor children (under 18). It also includes members of your extended family (your and your spouse's children, grandchildren, parents, grandparents, and siblings, and the spouses of each of those persons) who reside in your household.				
If yes, list the full name of all immediate family members residing in your household.				
List only initials of unemancipated minors (under 18) in section 'B' below and full names on "Confidential Form" at the end of SEI.				
Immediate Family Member	Relationship	Employer	Job Title	Nature of Business
B. List only the initials of all unemancipated minors in your household below. A minor is a child under 18 years old.				
List the full name of each minor child on the Confidential Form at the end of SEI.				
Initials of Unemancipated Minors	Relationship	Employer	Job Title	Nature of Business

Property Interests

1. As of December 31, 2025, did you or any members of your immediate family:

A. have an ownership interest in real estate located within the City of Monroe (including your residence) with a market value of \$10,000 or more?

☐ Yes ☐ No

Owner of Real Estate	% Ownership Interest

B. lease or rent real estate or personal property to or from the City of Monroe with a market value of \$10,000 or more?

☐ Yes ☐ No

Name of Lessor	Name of Lessee (Renter)	If Real Estate, Location by City & County	If Personal Property, Describe

2. At any time during 2024 or 2025, did you or any member of your immediate family sell or buy personal property to or from the City of Monroe with a market value of \$10,000 or more?

☐ Yes ☐ No

Name of Purchaser	Name of Seller	Type of Property

Financial Interests

3. As of December 31, 2025, did you or any members of your immediate family own any of the following financial interests valued at \$10,000 or more?

A. Stock in a publicly owned company?

☐ Yes ☐ No

List the *name* of each company in which you own holdings of \$10,000 or more. Do not list the number of shares/options, or the value of your holdings.

► Include stocks held individually or in a portfolio managed by a financial services company.

► Do not list interests in a widely held investment fund (including mutual funds, regulated investment companies, or pension or deferred compensation plans) if:

1. the fund is publicly traded, or its assets are widely diversified; **and**

2. neither you nor an immediate family member are able to control the fund's assets.

Owner of Interest	Full Name of Company or ticker symbol

B. Stock options in a company or business? ☐ Yes ☐ No		
Owner of Stock Option	Full Name of Company or ticker symbol	
C. Interests in a non-publicly owned company or business entity. These include interests in sole partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations. ☐ Yes ☐ No - If "No," proceed to question 4.		
Owner of Interest	Name of Company or Business Entity	
C (1). For each company or business entity identified in question 3.C. (the "primary company"), please list the names of <i>any other</i> companies or business entities in which the primary company owns securities or equity interests valued at over \$10,000, if known.		
Non-Publicly Owned Company or Business Entity (the Primary Company listed in 3.C.)	Other Companies in which the Primary Company Owns Security or Equity Interests	
☐ None or not known		
C (2). If you know that any entity listed in 3.C or 3.C (1) above has any material business dealings or business contracts with the City of Monroe, or is regulated by the City, briefly describe that business activity.		
Name of Company or Business Entity	Description of Business Activity with the City	
☐ None or not known		
4. As of December 31, 2025, were you or any members of your immediate family the beneficiaries of a vested trust with a value of \$10,000 or more that you created, established, or controlled? ► Do not list assets held in blind trusts. Definitions for "Vested Trust" and "Blind Trust" can be found under "SEIs / SEI Helpful Tips" at https://ethics.nc.gov/seis/sei-helpful-tips ☐ Yes ☐ No		
Name and Address of Trustee	Description of the Trust	Your Relationship to the Trust

5. As of December 31, 2025, did you or any members of your immediate family have liabilities of \$10,000 or more, excluding the mortgage on your primary personal residence? Examples include but are not limited to credit card debts, auto loans, student loans, personal loans, and intra-family debt.

☐ Yes ☐ No

Name of Debtor	List Type of Creditor (e.g., "commercial bank," "credit union," "individual," etc.)

6. List each source of income (**not specific monetary amounts**) of more than \$5,000 received by you or any members of your immediate family during 2025. Include salary, wages, state/local government retirement income, professional fees, honoraria, interest, dividends, rental income, business income, and any other types of income required to be reported on your State *and/or* federal income tax returns.

- **Attention! You must disclose salary or wages received from any governmental or private entity, including employers that you may have already listed in response to other SEI questions.**
- **Do not attach tax returns.**
- **Do not** include income received from the following sources: capital gains; federal government or military retirement benefits; or Social Security retirement, survivors, or disability benefits.

Recipient of Income	Name of Person or Entity from Which Income Was Received	Type of Business/ Industry	Type of Income
☐ I had no reportable income over \$5,000 in 2025.			

Professional and Civic Relationships

7(a). During 2025, were you or any members of your immediate family a director, officer, governing board member, employee, independent contractor, or registered lobbyist of a **nonprofit corporation or organization** operating in the City of Monroe primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes?

☐ Yes ☐ No - If "No," proceed to question 8.

► Do not list organizations of which you are a mere member.

Name of Person	Position	Name of Nonprofit Corporation or Organization	Nature or Purpose of Organization

7(b). If the nonprofit corporations or organizations listed above do business with the City of Monroe or receive funds from the City of Monroe, briefly describe the nature of that business, if known or with due diligence could reasonably be known.

Name of Nonprofit Corporation or Organization	Describe Nature of Business
☐ None or Not Known	

8. During 2025, were you or any members of your immediate family a director, officer, or governing board member of any society, organization, or advocacy group with an interest in matters over which the City of Monroe may exercise jurisdiction?

► Do not list organizations of which you are only a member and do not serve in a leadership role.

Name of Person	Name of Society, Organization, or Advocacy Group	Leadership Position (Director, Officer, Board Member)

9(a). As of December 31, 2025, were you or a member of your immediate family an employee, director, partner, officer, proprietor, or member or manager of a for profit business?

Name of Person	Relationship to Filer	Name of Company	Role of Person
☐ Yes ☐ No - If "No," proceed to question 10.			

9(b). If you know that any entity listed in 9(a) above had any material business dealings or business contracts with the City of Monroe or was regulated by the City of Monroe as of December 31, 2025, briefly describe that activity.

Name of Company or Business Entity	Description of Business Activity with the City
☐ None or Not Known	

10. Are you a practicing attorney?

☐ Yes ☐ No ☐ Judicial Officer/State Attorney ☐ In House Attorney

If "Yes," check each category of legal representation in which you or the law firm with which you are affiliated has earned legal fees of more than \$10,000 during 2025.

- | | | | |
|---|--|---|-----------------------------------|
| ☐ Administrative | ☐ Admiralty | ☐ Corporate | ☐ Criminal |
| ☐ Decedent's Estates | ☐ Environmental | ☐ Insurance | ☐ Labor |
| ☐ Local Government | ☐ Real Property | ☐ Securities | ☐ Tax |
| ☐ Tort litigation (including negligence) | ☐ Utilities Regulator | ☐ Other Category | |

11. During 2025, were you a licensed professional (other than an attorney) or did you provide consulting services individually or as a member of a professional association for which you charged or were paid over \$10,000?

☐ Yes ☐ No

Type of Business	Nature of Services Rendered

12. Are you or your employer, or any members of your immediate family, or their employers currently:

- licensed by the City of Monroe or
- regulated by the City of Monroe or
- in a business relationship with the City of Monroe?

If "yes," provide the following information.

Name of Person	Name of Employer (if applicable)	Type of Relationship (Licensing, Regulatory, Business)

13. Have you ever been convicted of a felony for which you have not received either: (i) a pardon; or (ii) an order of expungement?

☐ Yes ☐ No

Offense	Date of Conviction	County of Conviction	State of Conviction

14. Are you aware of any other information that *you believe* may be relevant to properly determine your compliance with the City of Monroe's Ethics Policy, NCGS § 160A-75, NCGS § 14-234, and/or NCGS § 160D-109?

☐ Yes ☐ No If yes, please provide that information below.

Affirmation

The information provided in this Statement of Economic Interest and any attachments are true, complete, and accurate to the best of my knowledge and belief.

I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments except for the Confidential Form regarding Unemancipated Children are public records.

I affirm under penalty of perjury that the foregoing is true and correct.

Signature

Date

Printed Name

Submit signed, original documents only. Do not fax or e-mail this form.

Confidential Form

Unemancipated Children

2025 Statement of Economic Interest

Confidential: Not a public record

Name of Person Filing SEI _____

Please list the full names of those children who were identified by initials on your Statement of Economic Interest.

Initials	Child's Full Name

Signature of Person Filing Supplement

Date