



Council Meeting

AGENDA

Tuesday, November 12, 2024

6:00 PM

City Hall

I. CALL TO ORDER

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
 - [a.](#) October 8, 2024 City Council Minutes
 - [b.](#) October 8, 2024 Executive Session Minutes
 - [c.](#) September 17, 2024 Planning Commission Minutes
 - [d.](#) September 24, 2024 Historic Preservation Commission Minutes
 - [e.](#) September 12, 2024 Downtown Development Authority Minutes
 - [f.](#) September 12, 2024 Conventions & Visitors Bureau Minutes

II. PUBLIC FORUM

- 1. Public Presentation(s)**
- 2. Public Comment(s)**

III. BUSINESS ITEMS

- 1. City Administrator Update**
- 2. Assistant City Administrator Update**

IX. DEPARTMENT REPORTS & INFORMATION

- [1.](#) EnterTextHere
- [2.](#) Code Department Report
- [3.](#) Economic Development Report
- [4.](#) Monthly Finance Report
- [5.](#) Fire Department Report
- [6.](#) Monthly Police Report
- [7.](#) Monthly Streets & Transportation Report
- [8.](#) Monthly Solid Waste Report
- [9.](#) Monthly Telecom Report
- [10.](#) Monthly Water, Sewer, Gas & Electric Monthly Reports

11. Department Requests

- [a.](#) Approval to award 500,000 gallon elevated water tank

V. NEW BUSINESS

1. Public Hearing(s)

- [a.](#) 1st Reading - Ordinance to Amend & Adopt the Zoning Ordinance of the City of Monroe
- [b.](#) 1st Reading - Ordinance to Amend Chapter 90 - Taxation, Article IV - Occupational Taxes

2. New Business

- [a.](#) City Hall Chiller Replacement
- [b.](#) 2nd Reading - Alcoholic Beverage Ordinance Amendment
- [c.](#) 2nd Reading - GMEBS Restated Defined Benefit Retirement Plan Ordinance Amendment
- [d.](#) 1st Reading - Ordinance to Amend & Adopt the Zoning Ordinance of the City of Monroe
- [e.](#) 1st Reading - Ordinance to Amend Chapter 90 - Taxation, Article IV - Occupational Taxes
- [f.](#) Beer & Wine Consumption on Premise - Moringa - 130 S. Broad St.
- [g.](#) Beer/Wine/Distilled Spirits Consumption on Premise - Thai Won On - 129 N. Wayne St.

[h.](#) Brewery - Elixir Brew Co - 123 N. Lumpkin St.

VI. DISTRICT ITEMS

- 1. District Items**
- 2. Mayoral Update**

VII. EXECUTIVE SESSION

1. Legal Issue (s)
2. Personnel Issues (s)

VIII. ADJOURN

The Mayor and Council met for their regular meeting.

Those Present:	John Howard	Mayor
	Lee Malcom	Vice-Mayor
	Charles Boyce	Council Member
	Julie Sams	Council Member
	Adriane Brown	Council Member
	Tyler Gregory	Council Member
	Greg Thompson	Council Member
	David Dickinson	Council Member
	Myoshia Crawford	Council Member
	Logan Propes	City Administrator
	Beverly Harrison	Interim City Clerk
	Paul Rosenthal	City Attorney
	Russell Preston	City Attorney

Absent: None

Staff Present: Danny Smith, Jeremiah Still, R.V. Watts, Andrew Dykes, Chris Croy, Mike McGuire, Rodney Middlebrooks, Brad Callender, Chris Bailey, Les Russell, Brian Wilson, Amylee Hammond, Kaitlin Stubbs, Sandra Daniels, Laura Wilson

Visitors: Andrea Gray, Tara Polson, Kim Jolly, Douglas Segars, Amber Segars, Nancy Nelson, Lee Rowell, Joe Dixon, Erica Guertin

I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Nick Chambers from 1025 Church gave the invocation.

2. Roll Call

Mayor Howard noted that all Council Members were present; there was a quorum.

3. Approval of Agenda

Switch Rezone 1125 N. Broad St. from Public Hearing to Old Business; Removal of New Business item 2a—1125 N. Broad St.

*Motion by Brown, seconded by Malcom.
Passed Unanimously*

4. Approval of Consent Agenda

- a. August 6, 2024 11:00am Council Minutes
- b. August 6, 2024 6:00pm Council Minutes
- c. September 10, 2024 Council Minutes
- d. September 10, 2024 Executive Session Minutes
- e. September 14, 2024 Council Minutes
- f. August 20, 2024 Planning Commission Minutes
- g. August 27, 2024 Historic Preservation Commission Minutes
- h. July 11, 2024 Downtown Development Authority Minutes

- i. August 12, 2024 Downtown Development Authority Minutes
- j. July 11, 2024 Conventions & Visitors Bureau Minutes

To approve the consent agenda as presented.

*Motion by Thompson, seconded by Boyce.
Passed Unanimously*

II. PUBLIC FORUM

1. Public Presentations—No Action

- a. National Walk to a Park Proclamation presented by Mayor John Howard
- b. Pearce Giles Proclamation presented by Mayor John Howard

2. Public Comments—None

III. BUSINESS ITEMS

1. City Administrator Update

City Administrator Logan Propes announced the City was awarded Plan First designation by the Department of Community Affairs.

2. Assistant City Administrator Update

Assistant City Administrator Chris Bailey stated approximately 15,000 people attend the summer concert series at the Town Green. In the upcoming holiday season On Stage will produce a play on the Town Green, musical programs, and Fall Fest. Keep up with the holiday schedule on social medial. Thank you to all the departments for helping with Hurricane Helene.

3. Department Reports—general discussion only; no action taken

- a. Monthly Central Services Report
- b. Monthly Code Report
- c. Monthly Economic Development Report
- d. Monthly Finance Report
- e. Monthly Fire Report
- f. Monthly Police Report
- g. Monthly Solid Waste Report
- h. Monthly Streets & Transportation Report
- i. Monthly Telecom Report
- j. Monthly Water, Sewer, Gas & Electric Report

4. Department Requests

a. Utilities: Bid Award for High Pressure Gas Main Extension

Mr. Rodney Middlebrooks recommended approval to award the 4-inch high-pressure gas mainline extension to Southern Pipeline for \$1,118,016.

To approve the bid for Southern Pipeline

*Motion by Thompson, seconded by Sams.
Passed Unanimously.*

b. Utilities: Bid Award for Water Transmission Main

Mr. Rodney Middlebrooks recommended approval to award the 16-inch water transmission main extension to UWS for \$2,278,434.

To approve the bid for UWS

*Motion by Thompson, seconded by Gregory.
Passed Unanimously.*

IV. OLD BUSINESS

1. Rezone – 1125 North Broad Street—applicant is Rowell Family Partnership
Mr. Brad Callender presented the rezone request from B-3 (Highway Commercial District) to PRD (Planned Residential District) and PCD (Planned Commercial District) in order to develop a mixed-use development with a variety of housing, commercial, and natural and civic areas. The item was tabled at the September Council Meeting. Since then minor changes have been made to the pattern book related to Large-Scale Multifamily buildings as referenced on pages 66, 100, 101, 151, and 152 of the pattern book. Staff recommendation is approval with the conditions recommended by the Planning Commission:

- a. Prior to Preliminary Plat submittal, the developer shall perform a traffic study for the development. Any and all necessary improvements identified in the traffic study shall be represented on the Preliminary Plat and all subsequent plans and plats.
- b. Prior to Preliminary Plat submittal, the developer shall enter into a fully executed development agreement with the City of Monroe.
- c. Existing trees shall be retained and preserved throughout the areas in the development designated as Character Area-1 Natural Area or Open Space. Existing trees shall be retained and preserved in areas designated as Character Area-CV or Civic Area wherever practical retention of the trees are possible.

To approve with conditions

*Motion by Dickinson, seconded by Gregory.
Passed Unanimously.*

V. NEW BUSINESS

1. Final Plat—Bookland Commons 961 Good Hope Rd
Mr. Brad Callender presented the request for final plat approval for Brookland Commons ±43.420 acres encompassing 142 residential units (98 SF detached houses and 44 townhomes); most of the lots are rear loaded access with two main entrances off of Good Hope Rd. The streets will be dedicated to the city with the alleys remaining private to be maintained by the homeowner's association.

To approve

*Motion by Dickinson, seconded by Brown.
Passed Unanimously.*

2. Library board appointment—Ms. Andrea Dowdy for a 6yr term to expire on June 30, 2026

*Motion by Malcom, seconded by Crawford.
Passed Unanimously.*

3. Appointments (2) – Housing Authority

To reappoint Mary Watson for a five (5) year term to expire October 6, 2029.

*Motion by Gregory, seconded by Sams.
Passed Unanimously.*

To reappoint Meketa Swords for a five (5) year term to expire October 6re, 2029.

*Motion by Gregory, seconded by Sams.
Passed Unanimously.*

4. Renewal of Health and Ancillary Insurance

Mr. Les Russell presented the health insurance renewal that will take effect January 1, 2025. The city again partnered with MSI Benefits Group. Mr. John Leggett with MSI Benefits Group gave an overview of the benefits renewal and reviewed the employee bi-weekly contributions schedule. Medical will stay with Meritain, vision will stay with Metlife, switch to VeracityRx for pharmacy, switch to Delta Dental for dental insurance, add a copay for urgent care and ER visits, and increase OPP to \$3,500/\$7,000. A FSA (flexible spending account) will be put into place for next year as well.

To approve

*Motion by Gregory, seconded by Malcom.
Passed Unanimously.*

5. Resolution—Georgia Outdoor Stewardship Program Grant

Mr. Chris Bailey recommended acceptance of the Resolution as required for the reapplication documentation for the Georgia Stewardship Program grant process through the Georgia Department of Natural Resources; 3 million dollar grant for the start of the river park with a 1.1 million dollar match; resolution read by Mr. Paul Rosenthal

To approve

*Motion by Dickinson, seconded by Gregory.
Passed Unanimously.*

6. 1st Reading—GMEBS Restated Defined Benefit Retirement Plan Ordinance Amendment

Mr. Logan Propes explained the City is required to adopt amendments to the restated Georgina Municipal Employees Benefit System (GMEBS) Defined Benefit Plan. The amendment is to comply with the PATH Act and other applicable federal laws and guidance under the IRS Notice. The new language must be adopted for all pension plans.

No action taken

7. 1st Reading – Temporary Moratorium on All Rezones, Annexation, Conditional Use, Variance, and Certificate of Appropriateness applications in the City Limits.

Mr. Logan Propes explained the temporary moratorium on all Rezone Applications, Annexation Applications, Conditional Use Applications, Variance Applications, and Certificate of Appropriateness Applications for all properties located in the City Limits of Monroe. The moratorium will last until January 31, 2025.

To waive the second reading, per Section 2-96 of the City of Monroe Code of Ordinances.

*Motion by Gregory, seconded by Dickinson.
Passed Unanimously.*

To adopt the Temporary Moratorium Ordinance as presented.

*Motion by Gregory, seconded by Thompson.
Passed Unanimously.*

8. 1st Reading—Special Events Ordinance

Mr. Paul Rosenthal explained the amendment to the City Ordinances to add Chapter 84—Special Events; the new ordinance covers private events on private spaces as well as public spaces and the role of city services in those events; Rosenthal read the ordinance

To waive the second reading, per Section 2-96 of the City of Monroe Code of Ordinances.

*Motion by Malcom, seconded by Gregory.
Passed Unanimously.*

To approve

*Motion by Sams, seconded by Malcom.
Passed Unanimously.*

9. 1st Reading—Alcoholic Beverage Ordinance Amendment

Mr. Paul Rosenthal explained the amendment to Alcoholic Beverage Ordinance; the ordinance was first passed at the July 9, 2024 meeting with a waiving of the second reading; due to a legal matter, the ordinance will be passed again; Rosenthal read the ordinance

No action taken

VI. DISTRICT ITEMS

1. District Items

Council Member Adrian Brown stated there is a quarterly clean up at Monroe Estates and the neighborhood would like to form an HOA to deal with their street issues. The Pine Valley community on Baker St is having a Halloween Event on 10/31.

Council Member Tyler Gregory thanked city staff again for all their hard work during the storm.

Council Member David Dickinson promoted the SWAT Trot.

2. Mayoral Update

Mayor John Howard stated the city did an excellent job with storm prep.

VII. ADJOURN TO EXECUTIVE SESSION

1. Legal Issue (s)

*Motion by Thompson, seconded by Gregory.
Passed Unanimously.*

RETURN TO REGULAR SESSION

VIII. ADJOURN

*Motion by Malcom, seconded by Thompson.
Passed Unanimously.*

MAYOR

CITY CLERK

MAYOR AND COUNCIL MEETING**OCTOBER 8, 2024****6:00 P.M.**

The Mayor and Council met for an Executive Session

Those Present:

John Howard
 Lee Malcom
 Charles Boyce
 Julie Sams
 Adriane Brown
 Tyler Gregory
 Greg Thompson
 David Dickinson
 Myoshia Crawford
 Logan Propes
 Paul Rosenthal

Mayor
 Vice-Mayor
 Council Member
 Council Member
 Council Member
 Council Member
 Council Member
 Council Member
 Council Member
 City Administrator
 City Attorney

Staff Present

Brad Callender
 Les Russell

I. Call to Order—John Howard**1. Roll Call**

Mayor Howard noted that all Council Members were present. There was a quorum.

II. Real Estate Issue (s)

Real Estate matters were discussed, including attorney-client discussions.

III. Personnel Issue (s)

Personnel matters were discussed.

IV. Adjourn to Regular Session

*Motion by Sams, seconded by Malcom.
 Passed Unanimously.*

MAYOR

CITY CLERK

**MONROE PLANNING COMMISSION
MEETING MINUTES—September 17, 2024**

Present: Rosalind Parks, Mike Eckles, Shauna Mathias, Kim Jolly

Absent: Randy Camp

Staff: Brad Callender—City Planner
Laura Wilson—Code Administration

Visitors: Erik Frandsen

Call to Order by Chairman Eckles at 6:00 pm.

Motion to Approve the Agenda

Motion Mathias. Second Parks.
Motion carried

Chairman Eckles asked for any changes, corrections or additions to the August 20, 2024 minutes.

Motion to approve

Motion Parks. Second Mathias.
Motion carried

Code Report: Welcome Kim Jolly to the Planning Commission. The Form Based Code is under public review. Comments from the public to staff are due by 9/28. It is likely the Form Base Code will be on the agenda for the October planning commission meeting.

Old Business: None

New Business:

The First Item of Business is a request for Certificate of Appropriateness Case #00003397, a request for an addition at 2151 W. Spring St.; Piedmont Walton Hospital. The addition will occur in an existing courtyard and match the architecture of the existing building. Staff recommends approval without conditions. Architect Erik Frandsen spoke in favor of the project. The addition will be a storage space for the hospital.

Commissioner Jolly: Will the space always be used for storage? Could it be used for beds in the future?

Frandsen: Not that we have discussed but it is always a possibility; there will be a future mezzanine

Chairman Eckles: Anyone here to speak against the application? No

Motion to approve

Motion Mathias. Second Parks.
Motion approved

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn

Motion Parks. Second Mathias
Meeting adjourned; 6:06 pm

Historic Preservation Commission
Meeting Minutes
Regular Meeting—September 24, 2024

Present: Elizabeth Jones, Jane Camp, Laura Powell, Chuck Bradley, Marc Hammes

Absent: None

Staff: Brad Callender, Director of Planning & Development

Visitors: John & Audrey Hawkins

Meeting called to order at 6:00 P.M.

Motion to approve agenda as submitted

Motion Camp, Second Hammes

Motion carried

Chairman Jones asked if there were any changes or corrections to the August 27, 2024 minutes.

To approve minutes as submitted.

Motion by Powell, Second by Bradley

Motion carried

Old Business: None

New Business:

The First Item of New Business: Request for COA #3401, a request for construction of a new single-family residence at 305 Milledge Ave. in the East Church Street Historic District. 305 Milledge Ave. is currently an undeveloped lot that was originally part of the parcel directly to the north at 400 East Church St. The western edge of the district, the area closest to downtown was developed in the late 19th century predominately in the Folk Victorian style. Dominate characteristics of this style include deep, wide front porches, interior chimneys, horizontal siding, and front facing gables. The house plan presented by the applicant does not display the characteristics of the East Church Street Historic District. Therefore staff recommends denial of the COA. John (Corant), the area manager for My Home Communities, spoke in favor of the application. The reason that particular house plan was chosen is because the façade matches the new houses along Milledge Ave. My Home Communities would like the opportunity to make some changes and resubmit. Discussion followed about the characteristics of the East Church Street Historic District and the timeline for resubmittal. Chairman Jones reference page 54 in the Preservation Primer which focuses on new construction in historic districts.

Note: Commissioner Bradley purchased his residence at 400 East Church Street from the applicant. He has recused himself from this item.

Chairman Jones: Any questions from the public? No

Callender: The setbacks on the lot are fairly small; you can go all the way to edge if you need to get more room for a wide house plan.

Motion to table until the meeting on October 22, 2024

Motion by Hammes, Second by Camp
Motion carried with Bradley abstaining

The Second Item of New Business: Request for COA #3402, a request for signage, lighting, and painting at 135 S. Broad St. in the Monroe Commercial Historic District. The most recent tenant in the space was Winged Foot athletic shoes and apparel. The new tenant is Nerd Street Games. John Hawkins, applicant and owner of the store, spoke in favor of the project. The idea of the business is to create a community space to play board games and card games.

Commissioner Powell: Will you be opening up windows?

Hawkins: There used to be windows across the front like the rest of the building. The glass is there behind the boards. It will just need to be replaced. We also want to add lighting to match the existing light fixtures on either side of our space. Lastly, we want to paint the exterior of the building two colors.

Commissioner Powell: Will the Nerd Street sign be painted on?

Hawkins: No, it will be more of an actual street sign

Discussion continued regarding painting the brick exterior of the building; Epiphany next door is painted; the top of building appears to have modern mortar in the brick so the brick may have already been altered

Motion to approve as submitted including the request for lighting and painting the brick (because of the two different types of brick)

Motion by Camp, Second by Powell
Motion carried

Motion to adjourn

Motion by Hammes, Second by Powell
Motion carried

Adjourned at 6:24 pm

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
SEPTEMBER 12, 2024 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Clayton Mathias	Chairman Vice-Chairman Secretary Board Member Board Member
Those Absent:	Brittany Palazzo Chris Collin Lee Malcom	Board Member Board Member City Council Representative
Staff Present:	Chris Bailey, Beth Thompson, Beverly Harrison, Laura Beth Caudell, Brian Wilson, Mark Harrison, Les Russell, Audrey Fuller	
Visitors:	John Hawkins	

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present, except Board Members Brittany Palazzo and Chris Collin. City Council Representative Lee Malcom was also absent. There was a quorum.

2. Approval of Previous Meeting Minutes

a. July 11, 2024 Minutes

To approve the minutes as presented.

*Motion by Gray, seconded by Mathias.
Passed Unanimously*

b. August 12, 2024 Minutes

To approve the minutes as presented.

*Motion by Malcom, seconded by Holder.
Passed Unanimously*

3. Approval of Financial Statements

a. June Financials

To approve the June 2024 Financials.

*Motion by Malcom, seconded by Gray.
Passed Unanimously*

b. July Financials

To approve the July 2024 Financials.

*Motion by Mathias, seconded by Holder.
Passed Unanimously*

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

Assistant City Administrator Chris Bailey discussed the old Police Department parking lot being worked on at the same time as the Wayne Street parking lot expansion. The streetscape element for the project is starting, along with the incorporation of a dumpster coral.

IV. COUNTY UPDATE

There was no update from the County.

V. ECONOMIC DEVELOPMENT UPDATE

Mr. Brian Wilson discussed the Downtown Hotel Feasibility Study; the final study is being compiled and is expected in late October. He discussed the T-Mobile Hometown Grant and the City of Monroe not receiving the grant.

VI. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

The old City Hall building should be done within the next few weeks, and the monument sign is in progress.

2. Redevelopment Projects

There were no redevelopment projects.

3. Entertainment Draws

Mr. Chris Bailey discussed the number of attendees for the first season at the Town Green, the Theater on the Green, and Fall Fest.

Chairman Anderson gave an update of the events for November and December. Fall Fest has about 250 applications and will be extended from Midland Avenue to Washington Street.

VII. PROGRAMS

1. Farmers Market

Ms. Audrey Fuller gave an update. She discussed the Communities for Agriculture boxes in detail.

The Committee, Mr. Bailey, and Ms. Fuller discussed the workload that will be involved with the boxes. The consensus was that Ms. Fuller will let the Committee and Mr. Bailey know if the work becomes too much for her.

Mr. Bailey will get Ms. Fuller some volunteer help from City staff.

VIII. FUNDING

1. Sponsorship

Ms. Laura Beth Caudell discussed getting Christmas sponsorships from the local businesses. The Sponsorship Cards will be loaded onto the website next week. She discussed Save the Date Flyers for the Car Show.

2. Community Event Grants

There were no community event grants.

IX. NEW BUSINESS

There was no new business.

X. ANNOUNCEMENTS

1. Next Meeting – October 10, 2024 at 8:00 at City Hall

XI. ADJOURN

*Motion by Holder, seconded by Malcom.
Passed Unanimously*

**CITY OF MONROE
CONVENTION & VISITORS BUREAU AUTHORITY
SEPTEMBER 12, 2024 – 9:00 A.M.**

The Convention & Visitors Bureau Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Clayton Mathias	Chairman Vice-Chairman Secretary Board Member Board Member
Those Absent:	Brittany Palazzo Chris Collin Lee Malcom	Board Member Board Member City Council Representative
Staff Present:	Chris Bailey, Beth Thompson, Beverly Harrison, Laura Beth Caudell, Brian Wilson, Mark Harrison, Les Russell, Audrey Fuller	
Visitors:	John Hawkins	

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present, except Board Members Brittany Palazzo and Chris Collin. City Council Representative Lee Malcom was also absent. There was a quorum.

2. Approval of Previous Meeting Minutes

a. July 11, 2024 Minutes

To approve the minutes as presented.

*Motion by Mathias, seconded by Gray.
Passed Unanimously*

3. Approval of Financial Statements

a. June Financials

To approve the June 2024 Financials.

*Motion by Mathias, seconded by Malcom.
Passed Unanimously*

b. July Financials

To approve the July 2024 Financials.

*Motion by Holder, seconded by Mathias.
Passed Unanimously*

II. CHAIRMAN UPDATE

Chairman Anderson discussed going to Thomasville to accept the award for the Town Green.

III. DIRECTOR UPDATE

Chairman Anderson stated that she and Ms. Daniels are working on the items that will be sold in the Welcome Center.

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

The Committee discussed the Museum and Welcome Center.

VI. ANNOUNCEMENTS

1. Next Meeting – October 10, 2024 at 9:00 am at City Hall

VII. ADJOURN

*Motion by Holder, seconded by Gray.
Passed Unanimously*



**CENTRAL SERVICES, BUILDINGS
& GROUNDS, PARKS, GUTA,
AND AIRPORT
MONTHLY REPORT
November
2024**

CENTRAL SERVICES

MONTHLY REPORT

NOVEMBER 2024

	2024 January	2024 February	2024 March	2024 April	2024 May	2024 June	2024 July	2024 August	2024 September	2024 October	2023 October	2023 November	2023 December	Monthly Average	Yearly Totals
SAFETY PROGRAMS															
Facility Inspections	7	5	4	7	8	7	9	13	2	8	5	2	7	6.5	84
Vehicle Inspections	0	0	0	0	0	0	1	0	0	0	1	3	0	0.4	5
Equipment Inspections	0	0	0	0	0	0	0	0	0	0	0	3	0	0.2	3
Worksite Inspections	14	10	17	15	2	1	4	1	4	17	0	1	0	6.6	86
Employee Safety Classes	4	11	8	12	9	7	7	8	8	8	7	8	8	8.1	105
Attendance	17	37	53	49	55	35	24	31	42	38	27	40	42	37.7	490
PURCHASING															
P-Card Transactions	442	468	564	614	511	522	494	553	625	539	533	517	381	520.2	6,763
Purchase Orders	106	117	94	114	87	121	101	109	52	131	83	85	107	100.5	1,307
Total Purchases	548	585	658	728	598	643	595	662	677	670	616	602	488	620.8	8,070
Sealed Bids/Proposals	3	3	2	2	2	4	2	4	4	1	4	4	1	2.8	36
INFORMATION TECHNOLOGY															
Workorder Tickets	66	66	43	57	51	52	64	70	48	59	55	58	67	58.2	756
Phishing Fail Percentage	0.4%	2.6%	2.3%	1.9%	0.8%	1.5%	1.5%	2.6%	0.7%	N/A	1.9%	0.7%	1.0%	1.5%	
MARKETING															
Job Vacancies	4	7	7	6	6	9	10	12	11	10	4	6	7	7.6	99
Social Media Updates	13	15	21	37	32	41	40	38	41	23	13	7	9	25.4	330
GROUNDS & FACILITIES															
Contractor Acres Mowed	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	2,452.9
Trash Collection	3,820	2,440	4,320	4,170	2,900	4,150	3,960	2,940	3,450	3,440	2,645	1,920	2,460	3,278.1	42,615.0
Street Sweeper Utilization	42.2%	40.4%	55.1%	59.8%	39.4%	19.1%	20.7%	14.7%	47.3%	16.5%	-834.5%	48.1%	15.6%	-32.0%	-415.7%
Crew Acres Mowed	98.6	98.6	98.6	98.6	98.6	102.6	102.6	102.6	102.6	102.6	98.6	98.6	98.6	100.1	1,301.8

PROJECTS & UPDATES

FACILITIES & GROUNDS MAINTENANCE

Currently the City maintains all rights-of-way, facilities, and parks with a combination of City staff and contractor labor. This has allowed for the most efficient approach to maintaining all areas in a timely manner. During the month of October, the grounds and parks crews collected 3,440 pounds of trash and debris while also maintaining approximately 102.6 acres of rights-of-way and grounds at facilities and parks. Contractor labor was able to maintain an additional 188.7 acres of rights-of-way and grounds at facilities and parks. Central Services crews and contractor labor continue to focus weekly on maintaining a beautiful, safe, and inviting downtown, along with surrounding areas.

Visitor Center Project:

Exterior restoration is almost complete! The contractor has a few remaining items to complete. Expected completion is the end of November.



PROCUREMENT

[Information regarding our current bids and proposals can be found on the City of Monroe website.](#)

INFORMATION TECHNOLOGY

Since 2004, the President of the United States and Congress have declared October to be Cybersecurity Awareness Month. The City of Monroe recognizes the importance of cybersecurity and in an effort to bring awareness has created a training for all Monroe domain users.



There have many additions and changes to our cybersecurity functions throughout the City per guidelines for our insurance renewals. If you see the message, *CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders*, understand that it is part of our standard text with any emails that may or may not come from an external source to our city email server.

Parks

Childers Park

Starting toward the end of October, city staff will begin the process of staging the 12 Days of Christmas light displays throughout Childers Park. Please be patient during the installation period, we will have trucks and equipment through out the park.

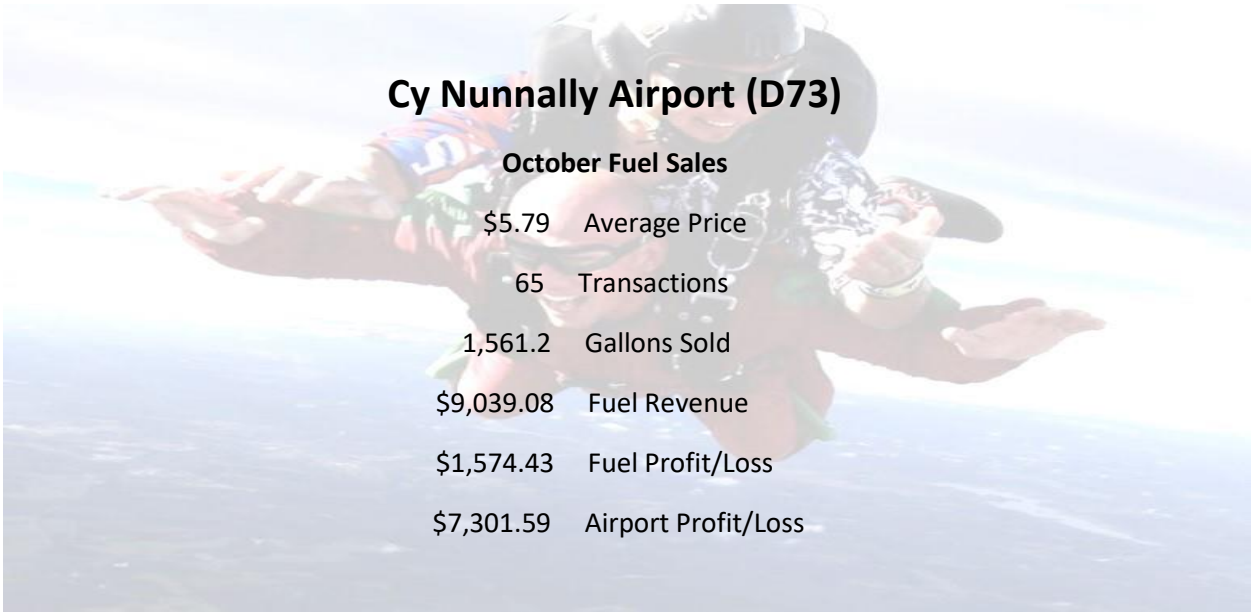


Monument Park

Monument Park is well underway and is finally taking shape. City crews started demo of the site the middle of October to prepare for the contractor to start. Construction is expected to be completed early December.



AIRPORT



Cy Nunnally Airport (D73)

October Fuel Sales

\$5.79	Average Price
65	Transactions
1,561.2	Gallons Sold
\$9,039.08	Fuel Revenue
\$1,574.43	Fuel Profit/Loss
\$7,301.59	Airport Profit/Loss

The terminal building is now OPEN! The terminal building is open 24 hours a day, seven days a week for the convenience of pilots using our airport. The new facility includes restrooms, a kitchen, lounge, and flight planning station.



T-Hangar

Construction has started for the 10 and 12 bay T-hangar private/public project. City staff completed the demolition of the site and started grading in September. Completion of the project is expected to be summer of 2025.

AIRPORT

MONTHLY REPORT

NOVEMBER 2024

	2024 January	2024 February	2024 March	2024 April	2024 May	2024 June	2024 July	2024 August	2024 September	2024 October	2023 October	2023 November	2023 December	Monthly Average	Yearly Totals
100LL AVGAS															
100LL AvGas Sale Price	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	\$5.79	
Transactions	20	58	46	67	83	57	60	77	63	65	95	66	67	63.4	824
Gallons Sold	502.7	1,427.9	1,085.0	1,438.5	1,887.8	1,306.7	1,486.1	1,887.0	1,249.8	1,561.2	2,343.3	1,630.8	1,483.0	1483.8	19,289.7
AvGas Revenue	\$2,910.70	\$8,267.54	\$6,282.01	\$8,328.63	\$10,930.35	\$7,565.83	\$8,598.92	\$10,928.89	\$7,236.47	\$9,039.08	\$13,567.71	\$9,442.23	\$8,586.38	\$8,591.13	\$111,684.74
AvGas Profit/Loss	\$430.41	\$1,250.12	\$946.27	\$2,765.30	\$1,256.47	\$865.10	\$980.54	\$1,258.69	\$1,257.45	\$1,574.43	\$2,063.04	\$1,429.88	\$1,298.90	\$1,336.66	\$17,376.60
GENERAL REVENUE/EXPENSE															
Hangar Rental	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,446.15	\$57,800.00
Lease Agreements	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,477.57	\$4,427.57	\$4,427.57	\$4,427.57	\$4,466.03	\$58,058.41
Grounds Maintenance	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$3,535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$9,955.00
Buildings Maintenance	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$530.00	\$6,890.00
Equipment Maintenance	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$126.90	\$1,649.70
Airport Profit/Loss	\$5,357.57	\$6,177.28	\$5,873.43	\$7,692.46	\$6,183.63	\$5,792.26	\$6,707.70	\$3,985.85	\$6,984.61	\$7,301.59	\$6,940.20	\$6,307.04	\$6,176.06	\$6,267.67	\$81,479.68

9-Sep-24	1315 Meadowal Dr	tall grass and weeds	citation		closed
9-Sep-24	1908 Brookland Ct	land use regulations	citation		closed
9-Sep-24	833 Fawnfield Dr	vehicles parked on improper surface	RC	23-Sep-24	closed
9-Sep-24	312 Glen Iris Dr	tall grass and weeds	RC	23-Sep-24	closed
9-Sep-24	514 Wellington Dr	neighborhood standards	RC	23-Sep-24	closed
10-Sep-24	Parcel# M0010012	open outdoor storage	RC	24-Sep-24	closed
10-Sep-24	145 Mountan View Dr	neighborhood standards	RC	24-Sep-24	closed
10-Sep-24	1226 Claywheel Cir	neighborhood standards	RC	24-Sep-24	closed
10-Sep-24	531 Landers St	tall grass and weeds	RC	24-Sep-24	closed
10-Sep-24	529 Landers St	tall grass and weeds	RC	24-Sep-24	closed
10-Sep-24	524 Landers St	neighborhood standards	RC	24-Sep-24	closed
11-Sep-24	311 Stokes St	no valid CO	RC	25-Sep-24	closed
11-Sep-24	311 Stokes St	unregistered accessory dwelling	RC	25-Sep-24	closed
11-Sep-24	311 Stokes St	unpermitted accessory structures	RC	25-Sep-24	closed
11-Sep-24	311 Stokes St	accessory structures exceed allowable square footage	RC	25-Sep-24	closed
11-Sep-24	311 Stokes St	land use regulations	RC	25-Sep-24	closed
11-Sep-24	311 Stokes St	unhealth and unsanitary	RC	25-Sep-24	closed
11-Sep-24	142 South Hubbard St	tree debris	RC	25-Sep-24	closed
11-Sep-24	142 South Hubbard St	yard debris	RC	25-Sep-24	closed
11-Sep-24	701 East Church St	uncultivated veg	RC	25-Sep-24	closed
11-Sep-24	312 S Lumpkin St	tall grass and weeds	RC	25-Sep-24	closed
11-Sep-24	329 Woodland Rd	junk vehicle	RC	25-Sep-24	closed
11-Sep-24	227 Glen Iris Dr	yard sale permit required	RC	25-Sep-24	closed
11-Sep-24	227 Glen Iris Dr	yard sale frequency of sales	RC	25-Sep-24	closed
11-Sep-24	227 Glen Iris Dr	yard sale hours of sale	RC	25-Sep-24	closed
13-Sep-24	lot 20 skyview estates	neighborhood standards	RC	27-Sep-24	closed
13-Sep-24	lot 20 skyview estates	unhealth and unsanitary	RC	27-Sep-24	closed
13-Sep-24	lot 20 skyview estates	skirting	RC	27-Sep-24	closed
13-Sep-24	lot 20 skyview estates	windows	RC	27-Sep-24	closed
13-Sep-24	lot 20 skyview estates	exposed wires	RC	27-Sep-24	closed
13-Sep-24	207 Hubbard St	land use regulations	RC	28-Sep-24	closed
13-Sep-24	325 Edwards St	tree debris	RC	28-Sep-24	closed
13-Sep-24	129 5th St	tall grass and weeds	RC	28-Sep-24	closed
13-Sep-24	125 6th St	tall grass and weeds	RC	28-Sep-24	closed
13-Sep-24	104 6th St	neighborhood standards	RC	28-Sep-24	closed
13-Sep-24	500 Great Oaks Plaza	liquor tax	N/A		closed
13-Sep-24	132 North Broad St	liquor tax	N/A		closed
16-Sep-24	116 N Broad St	court ordered re-inspection	N/A		closed
16-Sep-24	232A N Hammond Dr	court ordered re-inspection	N/A		closed
16-Sep-24	409 East Church St	court ordered re-inspection	N/A		closed
16-Sep-24	129A Perry St	court ordered re-inspection	N/A		closed

16-Sep-24	129B Perry St	court ordered re-inspection	N/A		closed
16-Sep-24	1120 East Church St	court ordered re-inspection	N/A		closed
16-Sep-24	2027 West Spring St	court ordered re-inspection	N/A		closed
16-Sep-24	1135 East Church St	court ordered re-inspection	N/A		closed
16-Sep-24	136 6th St	court ordered re-inspection	N/A		closed
16-Sep-24	1133 East Church St	court ordered re-inspection	N/A		closed
16-Sep-24	315 South Madison Ave	neighborhood standards	RC	30-Sep-24	closed
16-Sep-24	315 South Madison Ave	exterior walls	RC	30-Sep-24	closed
16-Sep-24	315 South Madison Ave	exterior surface treatment	RC	30-Sep-24	closed
16-Sep-24	315 South Madison Ave	tree debris	RC	30-Sep-24	closed
16-Sep-24	315 South Madison Ave	porches and railings	RC	30-Sep-24	closed
16-Sep-24	315 South Madison Ave	exterior doors and windows	RC	30-Sep-24	closed
16-Sep-24	507 Landers St	neighborhood Standards	citation		closed
16-Sep-24	507 Landers St	tree debris	citation		closed
16-Sep-24	507 Landers St	tall grass and weeds	citation		closed
16-Sep-24	333 Walker Dr	neighborhood standards	citation		closed
16-Sep-24	333 Walker Dr	tall grass and weeds	citation		closed
16-Sep-24	333 Walker Dr	porches-damaged screening	citation		closed
16-Sep-24	333 Walker Dr	exterior walls and siding	citation		closed
16-Sep-24	333 Walker Dr	exterior surface treatments	citation		closed
16-Sep-24	333 Walker Dr	soffett	citation		closed
17-Sep-24	452 North Broad St	neighborhood standards	RC	1-Oct-24	closed
17-Sep-24	915 Tigers Way	tall grass and weeds	RC	1-Oct-24	closed
17-Sep-24	626 Oakwood Ln	neighborhood standards	RC	1-Oct-24	closed
17-Sep-24	411 Walker Dr	neighborhood standards	RC	1-Oct-24	closed
17-Sep-24	425 North Broad St	tall grass and weeds	RC	1-Oct-24	closed
17-Sep-24	427 North Broad St	tall grass and weeds	RC	1-Oct-24	closed
18-Sep-24	814 Windsor Dr	junk vehicle	RC	2-Oct-24	closed
18-Sep-24	814 Windsor Dr	vehicles parked on improper surface X3	RC	2-Oct-24	closed
18-Sep-24	805 Windsor Dr	junk vehicle	RC	2-Oct-24	closed
18-Sep-24	805 Windsor Dr	vehicles parked on improper surface X2	RC	2-Oct-24	closed
18-Sep-24	625 Windsor Dr	vehicle parked on improper surface	RC	2-Oct-24	closed
18-Sep-24	613 Windsor Dr	tree debris	RC	2-Oct-24	closed
18-Sep-24	404 Windsor Dr	vehicle parked on improper surface	RC	2-Oct-24	closed
18-Sep-24	620 East Marabel St	neighborhood standards	RC	2-Oct-24	closed
19-Sep-24	711 Cloverdale Dr	tall grass and weeds	RC	3-Oct-24	closed
19-Sep-24	711 Cloverdale Dr	vehicle parked on improper surface	RC	3-Oct-24	closed
19-Sep-24	707 Cloverdale Dr	tall grass and weeds	RC	3-Oct-24	closed
19-Sep-24	511 Kelton Rd	vehicle parked on improper surface	RC	3-Oct-24	closed
19-Sep-24	624 Laveview Dr	vehicle parked on improper surface	RC	3-Oct-24	closed
19-Sep-24	624 Laveview Dr	tall grass and weeds	RC	3-Oct-24	closed

19-Sep-24	602 Kelton Rd	neighborhood standards	RC	3-Oct-24	closed
19-Sep-24	602 Kelton Rd	tall grass and weeds	RC	3-Oct-24	closed
19-Sep-24	602 Kelton Rd	uncultivated veg	RC	3-Oct-24	closed
19-Sep-24	328 Geln Iris Dr	tall grass and weeds	RC	3-Oct-24	closed
20-Sep-24	608 Gatewood Way	junk vehicle	RC	4-Oct-24	open
20-Sep-24	608 Gatewood Way	tall grass and weeds	RC	4-Oct-24	open
20-Sep-24	608 Gatewood Way	open outdoor storage	RC	4-Oct-24	open
20-Sep-24	648 Gatewood Way	neighborhood standards	RC	4-Oct-24	open
20-Sep-24	516 Gatewood Way	tall grass and weeds	RC	4-Oct-24	open
20-Sep-24	512 Gatewood Way	neighborhood standards	RC	4-Oct-24	open
20-Sep-24	1029 Windsor Dr	neighborhood standards	RC	4-Oct-24	open
20-Sep-24	449 North Broad St	unsafe roof on aux structure	RC	21-Oct-24	open
24-Sep-24	601 East Church St	tree debris	RC	8-Oct-24	open
24-Sep-24	824 Fawnfield Dr	tall grass and weeds	RC	8-Oct-24	open
24-Sep-24	1210 Claywheel Cir	neighborhood standards	RC	8-Oct-24	open
24-Sep-24	1210 Claywheel Cir	junk vehicle	RC	8-Oct-24	open
24-Sep-24	1210 Claywheel Cir	vehicle parked on improper surface	RC	8-Oct-24	open
24-Sep-24	850 Fawnfield Dr	neighborhood standards	RC	8-Oct-24	open
24-Sep-24	512 Landers St	neighborhood standards	RC	8-Oct-24	open
24-Sep-24	531 Landers St	tall grass and weeds	RC	8-Oct-24	open
25-Sep-24	Parcel# M0110045	tall grass and weeds	RC	9-Oct-24	open
25-Sep-24	404 Mill St	tall grass and weeds	RC	9-Oct-24	open
25-Sep-24	401 Mill St	uncultivated veg	RC	9-Oct-24	open
25-Sep-24	401 Mill St	tree debris	RC	9-Oct-24	open
25-Sep-24	710 Lawrence St	neighborhood standards	RC	9-Oct-24	open
25-Sep-24	710 Lawrence St	junk vehicle X2	RC	9-Oct-24	open
25-Sep-24	710 Lawrence St	roofs	RC	9-Oct-24	open
25-Sep-24	710 Lawrence St	exterior surface treaments	RC	9-Oct-24	open
25-Sep-24	710 Lawrence St	uncultivated veg	RC	9-Oct-24	open
25-Sep-24	507 North Broad St	land use regulations	RC	9-Oct-24	open
25-Sep-24	508 East Washington St	neighborhood standards	RC	9-Oct-24	open
26-Sep-24	parcel# M0040005A00	tall grass and weeds	RC	10-Oct-24	open
26-Sep-24	609 Hill St	neighborhood standards	RC	10-Oct-24	open
26-Sep-24	609 Hill St	vehicle parked on improper surface	RC	10-Oct-24	open
26-Sep-24	525 Maple St	neighborhood standards	RC	10-Oct-24	open
26-Sep-24	520 Maple St	neighborhood standards	RC	10-Oct-24	open
26-Sep-24	520 Maple St	tall grass and weeds	RC	10-Oct-24	open
26-Sep-24	520 Maple St	tree debris	RC	10-Oct-24	open
26-Sep-24	540 Roosevelt St	neighborhood standards	RC	10-Oct-24	open
30-Sep-24	311 Stokes St	no valid CO	RC	14-Oct-24	open
30-Sep-24	311 Stokes St	unregistered accessory dwelling	RC	14-Oct-24	open

30-Sep-24	311 Stokes St	unpermitted accessory structures	RC	14-Oct-24	open
30-Sep-24	311 Stokes St	accessory structures exceed allowable square footage	RC	14-Oct-24	open
30-Sep-24	335 Turner St	neighborhood standards	RC	14-Oct-24	open
30-Sep-24	335 Turner St	tall grass and weeds	RC	14-Oct-24	open
30-Sep-24	338 Turner St	tall grass and weeds	RC	14-Oct-24	open
30-Sep-24	340A Turner St	neighborhood standards	RC	14-Oct-24	open
30-Sep-24	306 East Marable St	vehicle parked on improper surface	RC	14-Oct-24	open
30-Sep-24	713 East Church St	tree debris	RC	14-Oct-24	open



CODE

DEPARTMENT

MONTHLY REPORT

November

2024

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of September 1, 2024 thru September 30, 2024.

Statistics:

- Code Inspections: 75
- Total Permits Written: 48
- Amount collected for permits: \$ 17,935.36
- Check postings for General Ledger: 82

New Alcohol Licenses: 1

- Oak & Vine—Wine Shop—114 S. Broad St.

New Businesses: 9

- Sweet Jane Cottage – 315 Milledge Ave (**Short Term Rental**)
- D Kendall Enterprise – 815 Stewart Ct (**Residential**)
- Complete Restaurant Works – 910 E Spring St, Suite B
- Piedmont Physicians Bariatric Surgery Walton – 2151 W Spring St, Suite B240
- Highland Vine LLC – 114 S Broad St (**DDA**)
- Active Soles Running Company LLC – 141 S Broad St (**DDA**)
- DaVi Nails Salon 780 – 2050 W Spring St, inside Walmart (**New Ownership**)
- Storage of Monroe – 155 Etten Dr
- Brown Veterinary Services – 2120 W Spring St, Suite 100

Closed Businesses: 7

- MC Health MSO – 2042 W Spring St, inside Walmart
- Mc Medical LLC – 2042 W Spring St, inside Walmart
- Mc Dental LLC – 2042 W Spring St, inside Walmart
- Davi Nails TL LLC – 2050 W Spring St, inside Walmart (**Change of Ownership**)
- Artemis Wax Monroe LLC – 1030 Pavilion Pkwy
- McGriff Insurance Services – 216 S Broad St (**DDA**)
- Accounting Concepts and Finance Services – 104 Baker St

City Marshal September 2024:

- Patrolled city daily.
- Removed 51 signs from road way.
- 262 repair/cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- “O” Investigations for utility tampering and theft cases.
- 11 citations issued
- Represented City Marshals office in Municipal Court.
- Assisted with two liquor tax delinquent businesses
- Assisted with Monroe PD hurricane response
- Placed or retrieved Re-zoning / Historical Zoning Signs as needed
- Military orders 2-6 Sept 2024

Historic Preservation Commission October 2024:

- COA—305 Milledge Ave.—New Single Family Residence—Approved
- COA—319 S. Madison Ave.—Fence—Approved
- COA—141 S. Broad St.—Signs/Awning—Approved
- COA—229/231 E. Marable St.—2 New SF Residences—Approved
- COA—116 S. Broad St.—Signage—Approved

Planning Commission October 2024:

- Zoning Ordinance Amendment—Recommended Approval

Code Department Daily Activities:

- Receiving business license payments, affidavits and identification.
- Processing business license renewals
- Processing paperwork for alcohol licenses and special event permits
- Checking turn-on list from utilities and contacting businesses that have not purchased business licenses
- Checking all businesses for delinquent city and county personal property taxes prior to issuing business licenses
- Updating spread sheets regarding business licenses, number of employees, E-Verify #'s etc.
- Applications for PTVR registrations and renewals
- Following up on golf cart permits that have not been renewed
- Verifying status for non-citizens thru the SAVE program
- Receipting payments for business licenses, building permits, miscellaneous funds
- Learning & implementing new all online process for State issued alcohol permits
- Process cemetery payments for grave openings and lot purchases
- Issuing permits for Building, Electrical, Plumbing and HVAC
- Receiving and preparing Rezones, variances, Conditional Uses, COA's, etc. for Meetings.
- Preparing and mailing letters to adjoining properties for Zoning Changes.
- Scheduling inspections for contractors.
- Preparing agenda items for Planning Commission and Historic Preservation Meetings.
- Scheduling Planning Commission and Historic Preservation meetings and attending
- Taking minutes for Planning & Zoning and Historic Preservation meetings and preparing them
- Taking and recording complaints.
- Researching Zoning Inquiries.
- Preparing all permit reports for County Tax Dept.
- Entering data for inspections being done into Incode software.
- Processing Open Records Requests
- Mail RC notices & citations for the City Marshals
- Staff training



**ECONOMIC
DEVELOPMENT
DEPARTMENT
MONTHLY REPORT
November
2024**

ITEMS OF INTEREST

I. *Downtown Hotel Feasibility Study*

- a. RFP to solicit interest from hotel brands/developers is with the City Administrator for review; Expected posting timeline is mid-to-late November.

II. *Economic Development Facebook Page*

- a. Currently at 596 followers (up from 539 at last report).
- b. Two new space available posts; one new job available post for October.

III. *City and Downtown Business Activity*

- a. Limited availability of Downtown properties; Milner-Aycock building is nearing being fully leased and National Bank building has a new owner pending.
- b. Some small retail spaces off Broad still available along with several downtown office spaces.
- c. **Business License Additions – 4; Number of Jobs Added (13) - DDA (1)**
 - Sozo Athens DBA Epiphany – 133 S Broad St (**DDA – Change of Ownership**)
 - Pemberton Law LLC – 218 Alcovy St
 - 10878 LLC DBA Popeyes Louisiana Kitchen – 955 E Spring St (**Change of Ownership**)
 - Universal Events DBA Sip of Joy Café & Latin Grill – 2120 W Spring St
- d. **Business License Deletions – 4; Number of Jobs Lost (17) - DDA (1)**
 - Epiphany – 133 S Broad St (**DDA – Change of Ownership**)
 - Tiger Moon Interiors – 908 Cherokee Ave (**Residential**)
 - Check into Cash Georgia – 1025 W Spring St, Ste D
 - Bareen Banu DBA Popeyes – 955 E Spring St (**Change of Ownership**)

City of Monroe Quarterly Vibrancy Report Tracking – FY24

2024	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
New Businesses	33	25	28	4	+90
Closed Businesses	37	24	19	4	-84

2024 DDA ONLY	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
New Businesses	6	9	7	1	+23
Closed Businesses	8	5	5	1	-19

Summary Financials September 2024

General Fund

General Fund revenue collections are at 54% & expenses are at 80% of budget for the year. The majority of General Fund revenues come from property tax and insurance premium tax collections, which is not collected until the fourth quarter.

LOST collections are right at budget as of September.

Year to date SPLOST collections are @ \$100k slightly below budget

Collections for building permits & business license have exceeded budget YTD

Transfers in from the Utility Fund are at budget as of September

Utility Fund

Utility revenues are at 83% of budget for the year, while expenses are at 73%. Monthly utility bill collections are at 96%, while only \$16,707 were turned over to the collection agency.

11,384 utility bills were mailed out

585 utility bill extensions granted

\$6,259,724 YTD Utility CIP & bond expenditures

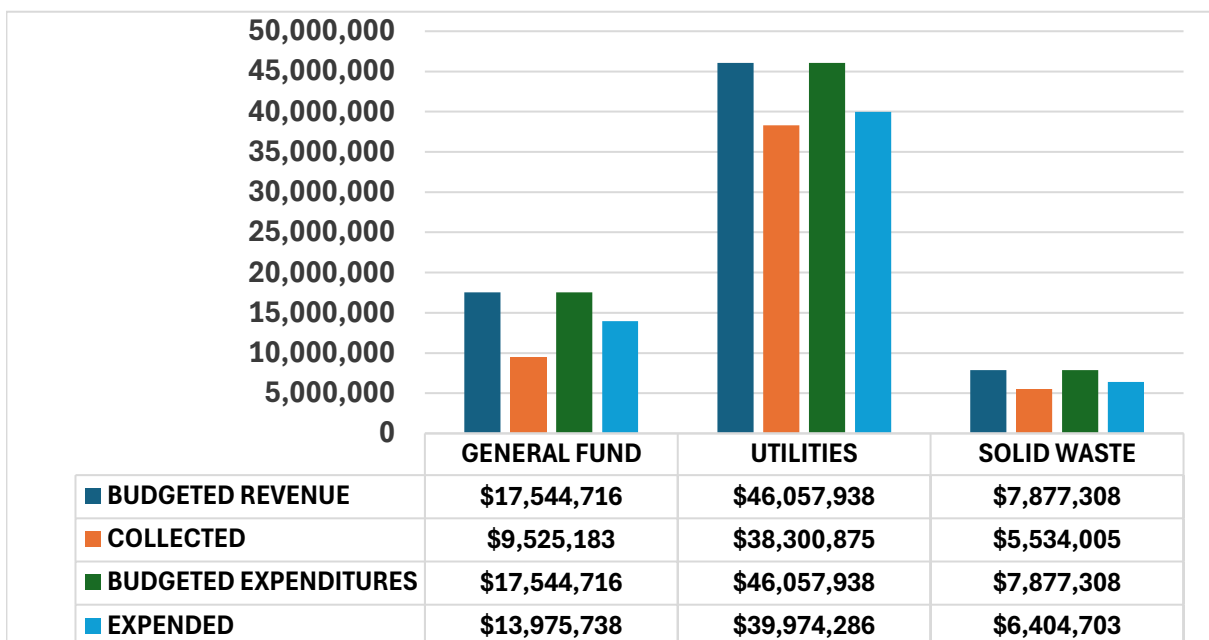
96% of monthly extensions paid on time

Solid Waste Fund

Solid Waste overall revenues are at 70% of budget for the year, while expenses are at 73%. Capital expenses total \$646,471 from Solid Waste CIP.

6,855 residential & commercial customers

Transfer Station collections remain @ \$446k below budget as of September





Financial Report as of September 2024

Online financial reports are available here
<https://cleargov.com/georgia/walton/city/monroe>

GENERAL FUND SUMMARY

GENERAL FUND REVENUES

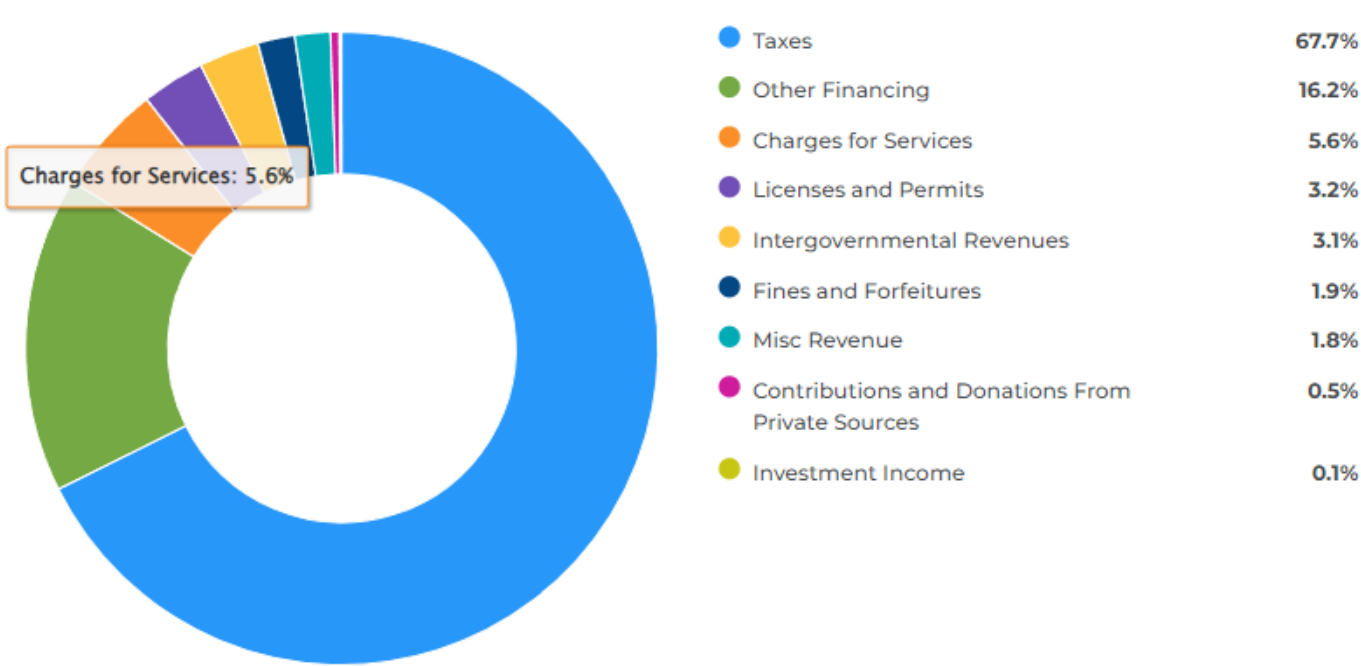


TOTAL BUDGETED
\$17,544,716

COLLECTED TO DATE
(54% of budgeted collected to date)

\$9,525,183

General Fund year-to-date revenues for the month totaled \$9,525,183 which is 54% of total budgeted revenues \$17,544,716 for 2024. Property Tax & Insurance Premium Tax collections make up @ 40% of total General Fund Revenues, which is not collected until the fourth quarter of each year.



GENERAL FUND EXPENDITURES



TOTAL BUDGETED

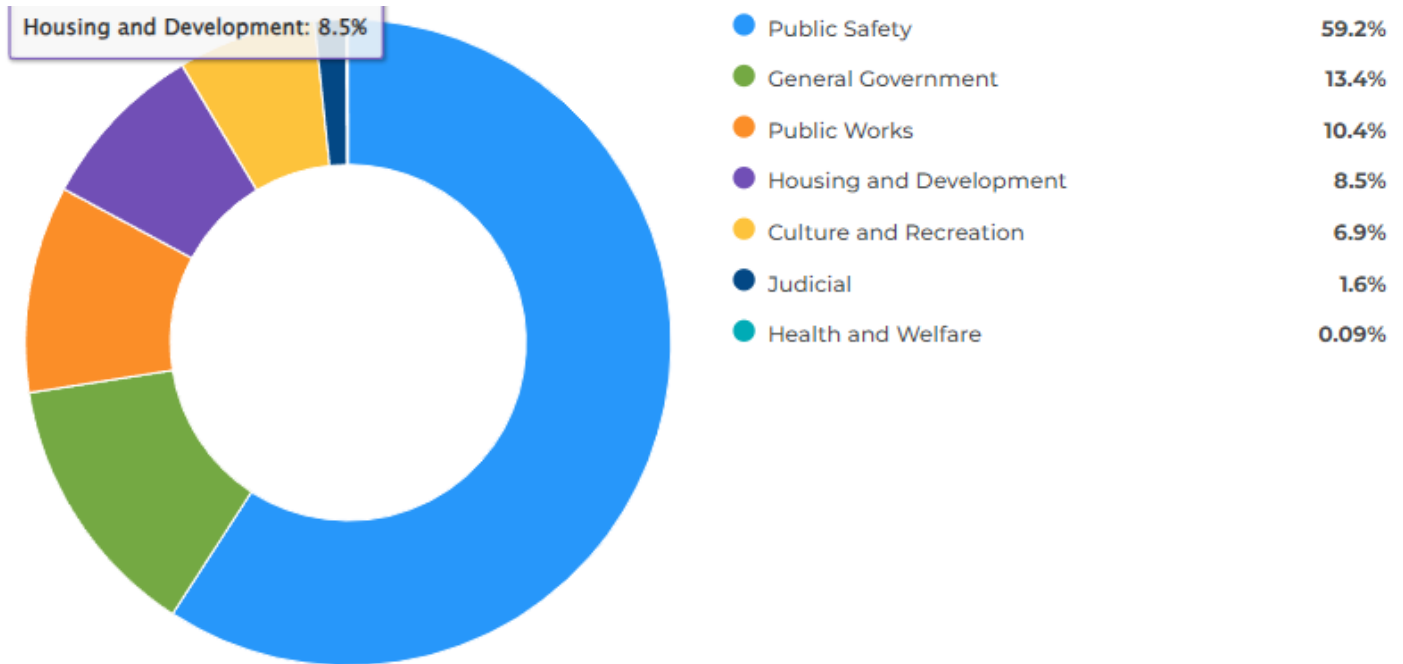
\$17,544,716

EXPENDED TO DATE

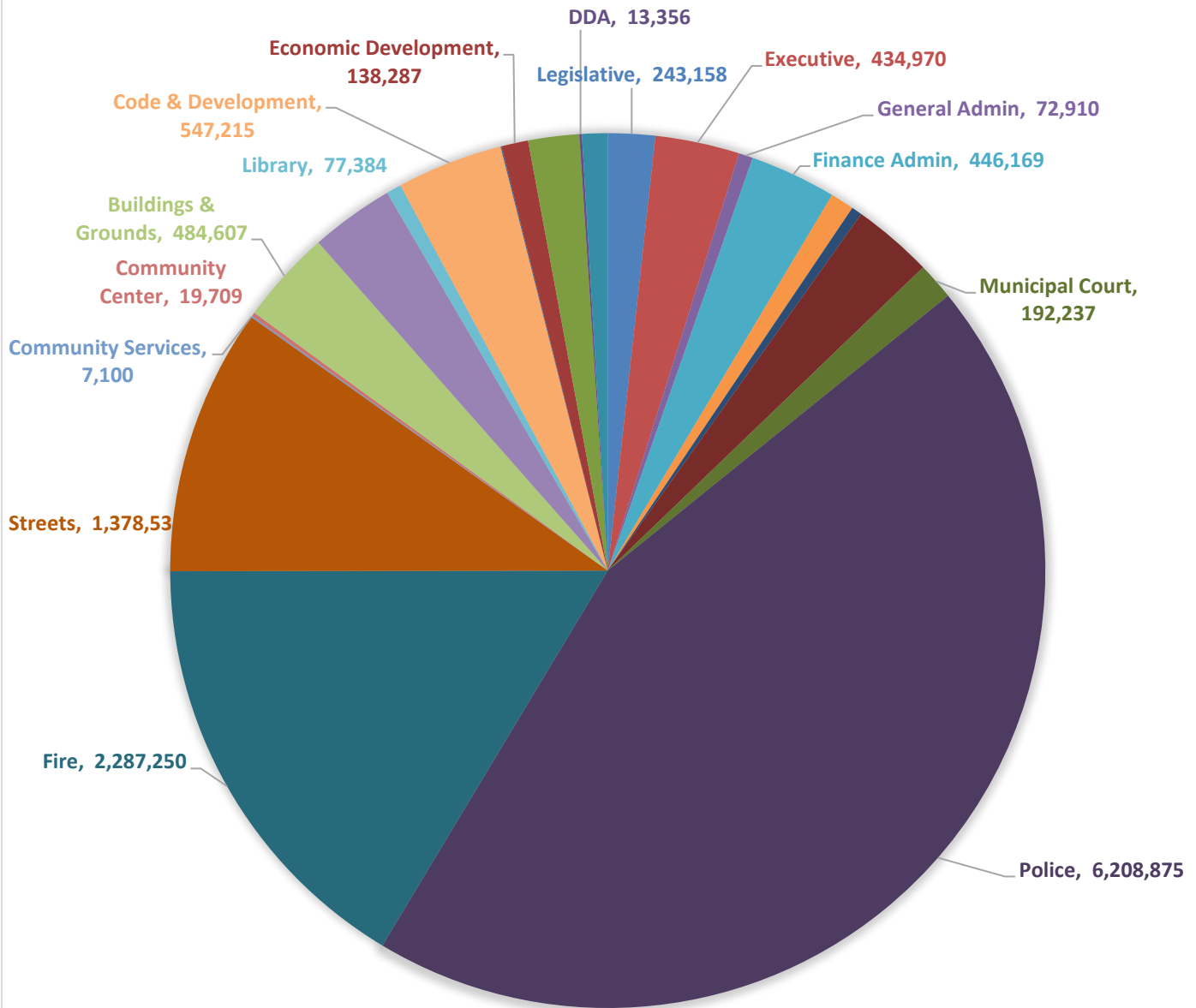
(80% of budgeted used to date)

\$13,975,738

General Fund year-to-date expenses for the month totaled \$13,975,738 which is 80% of total budgeted expenses of \$17,544,716 for 2024.



GENERAL FUND EXPENSE YTD



UTILITY FUND SUMMARY

UTILITY FUND REVENUES



TOTAL BUDGETED

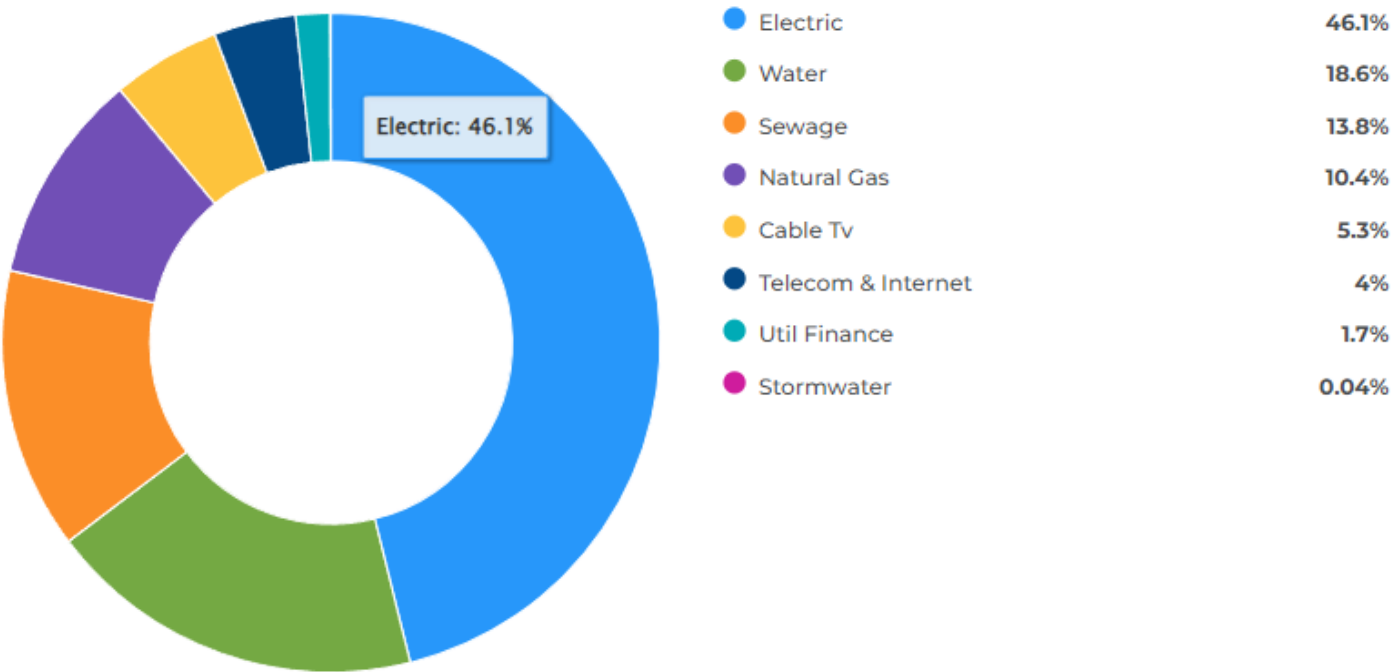
\$46,057,938

COLLECTED TO DATE

(83% of budgeted collected to date)

\$38,300,875

Utility Fund year-to-date operating revenues for the month totaled \$38,048,406 (*excluding capital revenue*). This is 83% of total budgeted revenues \$46,057,938 for 2024. Capital revenues total \$252,468.



UTILITY FUND EXPENDITURES



TOTAL BUDGETED

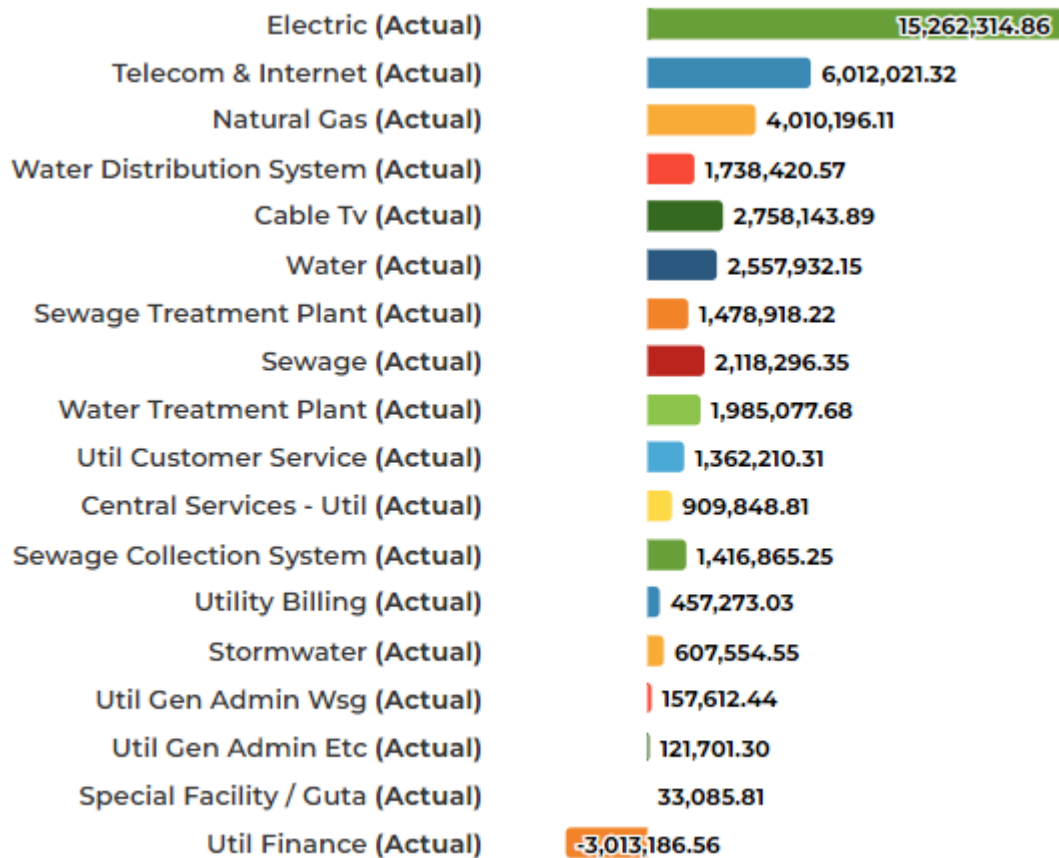
\$46,057,938

EXPENDED TO DATE

(87% of budgeted used to date)

\$39,974,286

Utility Fund year-to-date operating expenses for the month totaled \$33,714,512 *(excluding capital expense)* which is 73% of total budgeted expenses of \$46,057,938 for 2024. Year-to-date capital expenses totaled \$6,259,724 which include Utility Bond expenditures.



SOLID WASTE FUND SUMMARY

SOLID WASTE FUND REVENUES



TOTAL BUDGETED

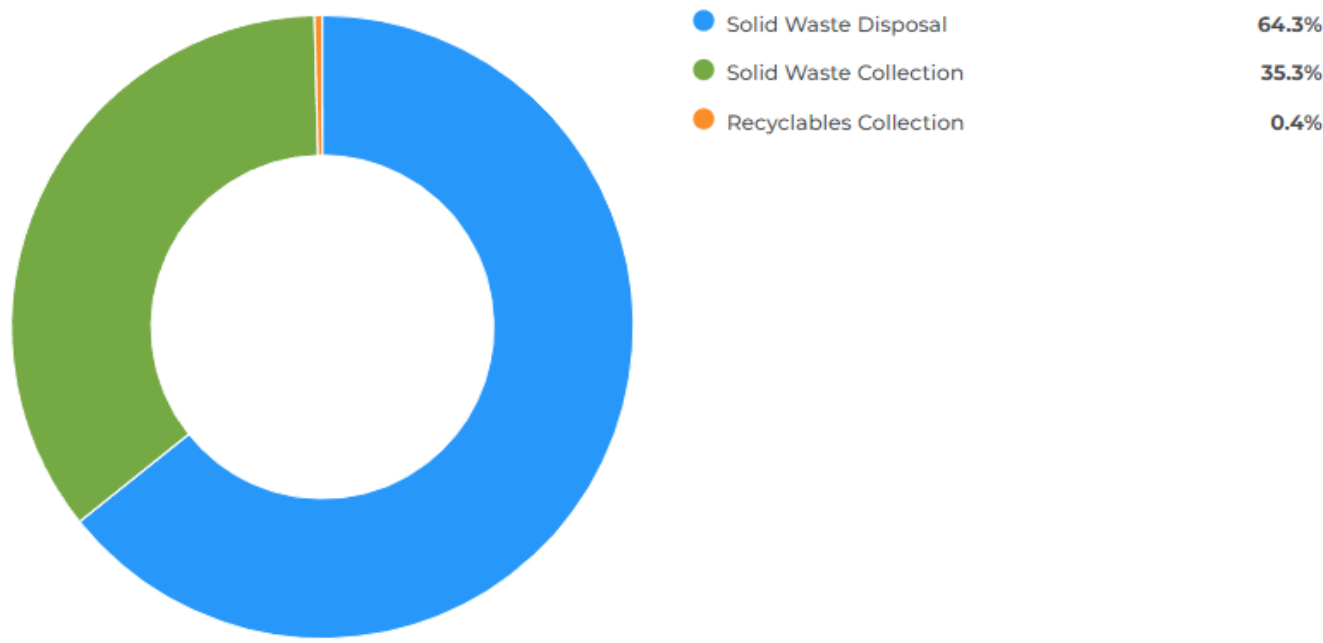
\$7,877,308

COLLECTED TO DATE

(70% of budgeted collected to date)

\$5,534,005

Solid Waste year-to-date revenues for the month totaled \$5,534,005. This is 70% of total budgeted revenues \$7,877,308 for 2024.



SOLID WASTE FUND EXPENDITURES



TOTAL BUDGETED

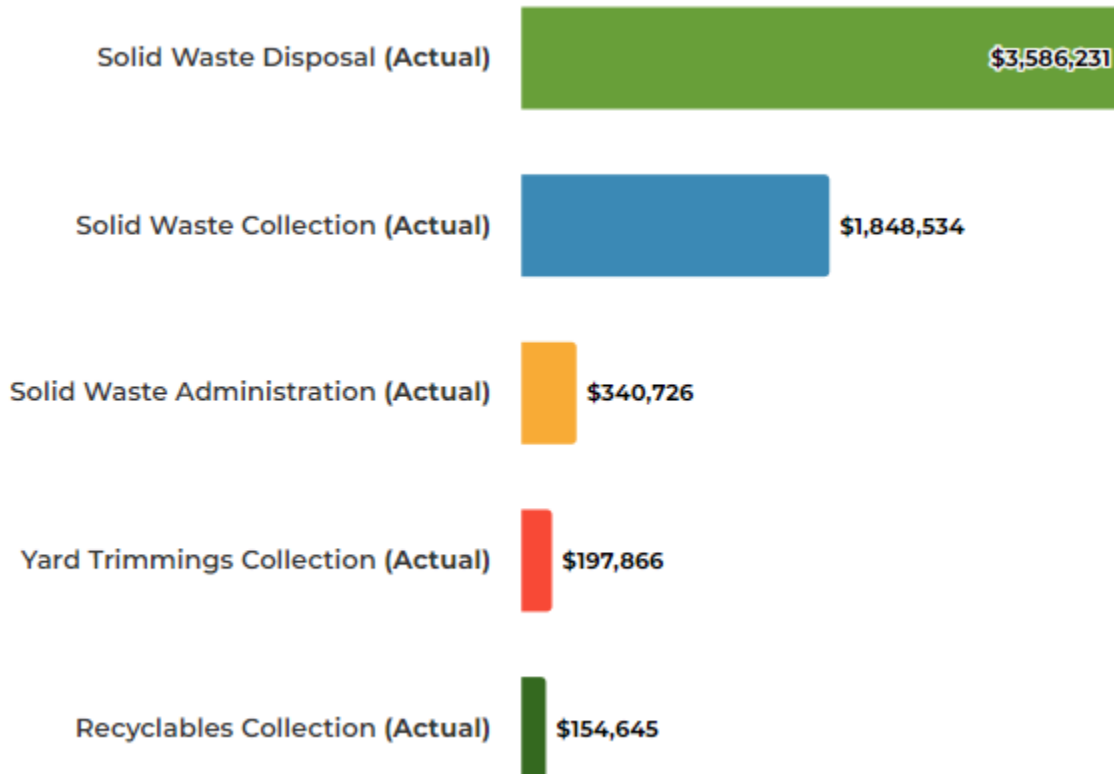
\$7,877,308

EXPENDED TO DATE

(81% of budgeted used to date)

\$6,404,703

Solid Waste year-to-date expenses for the month totaled \$5,758,232 (*excluding capital expense*) which is 73% of total budgeted expenses \$7,877,308. Year-to-date capital expenses totaled \$646,471.



Cash balances for the City of Monroe at month end totaled **\$57,016,735** including the utility bond funds.
The following table shows the individual account balances for the major funds

GOVERNMENTAL FUND

General Fund Checking	82,746.87
Group Health Insurance Claims (Insurance Trust)	45,879.63

CAPITAL PROJECTS FUND

Capital Improvement - General Government	2,739.99
SPLOST 2013	6,551.04
SPLOST 2019	5,398,973.47

SPECIAL REVENUE FUND

Hotel/Motel	27,002.77
DEA Confiscated Assets Fund	68,420.47
Seized Fund Checking	71,599.34
Forfeiture Fund Checking	36,549.15
American Rescue Plan	424,120.41

ENTERPRISE FUND

Solid Waste	1,194,780.56
Solid Waste Capital	478,196.06
Utility Revenue	2,610,048.70
Utility MEAG Short-Term Investment	8,753,434.17
Utility MEAG Intermediate Extended Investment	8,826,407.39
Utility MEAG Intermediate Portfolio Investment	4,632,493.25
Utility Tap Fees	2,782,938.30
2020 Util Bond Sinking Fund	640,840.46
2020 Bond Fund	18,665,019.92
Utility Customer Deposits (Restricted)	679,890.33
Utility Customer Deposits (Investment)	1,588,102.97

The total Utility Capital funds available at month end, \$7,725,145 as broken down in the section below:

Utility Capital Improvement Cash Balance	3,942,207
Utility Revenue Reserve Cash Balance	1,000,000
Tap Fees Cash Balance	2,782,938
Total Current Funds Available	7,725,145

Utility Transfers Out

	Capital	
	Improvement	General Fund
January	\$ 288,503	\$ 203,225
February	\$ 322,165	\$ 228,798
March	\$ 307,048	\$ 218,107
April	\$ 267,500	\$ 189,112
May	\$ 252,762	\$ 180,237
June	\$ 256,082	\$ 183,342
July	\$ 279,367	\$ 204,203
August	\$ 303,370	\$ 226,018
September	\$ 291,545	\$ 21,847
October		
November		
December		
YTD Total	\$ 2,568,342	\$ 1,654,890

Utility 2020 Bond Funds

	Original Budget	Updated Budget	Expenditures	Balance	
Alcovy Sewer Line Extension	4,000,000	4,000,000	2,113,771	1,886,229	
Loganville Water Transmission Line Extension	5,580,000	5,580,000	5,580,000		-
Broadband Fiber Extension	12,700,000	12,700,000	11,293,105	1,406,895	
Blaine Station Telecom Building	478,648	633,193	633,193		-
Wastewater Treatment Plant Upgrades	7,500,000	5,500,564	5,508,768		-
Raw Water Line Upgrades	3,520,000	11,203,242	1,868,676	9,334,566	
Water Tank Industrial Park & Line Extension	3,000,000	4,065,000	361,498	3,703,502	
East Walton Gas Line Extension	1,000,000	1,000,000	323,895	676,105	
Future Water Transmission Line Extensions	1,700,000	1,601,831	1,601,831		-
Future Expansion Projects	5,771,352		-		-
Water Plant System Upgrades	3,000,000	4,614,282	4,614,282		-
Water Tank Northside of System	1,750,000		-		-
Bond Closing Fees from Bond Proceeds			435,942	(435,942)	
	\$50,000,000	\$50,898,112	\$34,334,961	\$15,665,039	

SPLOST Budgets

2013 SPLOST	Original Budget	Total Revenue Received Amended Budget	Expenditures	Reimbursements	Balance
Transportation	\$5,785,964	\$5,953,753	\$9,787,127	\$3,839,925	\$6,551
Public Safety	1,200,000	1,210,933	1,230,827	19,894	0
Solid Waste	2,513,544	2,119,133	2,119,132		0
	\$9,499,508	\$9,283,819	\$13,137,086	\$3,859,819	\$6,551

2019 SPLOST	Updated Budget	Total Revenue Received	Expenditures	Reimbursements	Balance
Transportation	\$9,000,000	\$11,657,580	\$9,633,611	\$2,547,991	\$4,571,960
Parks	8,000,000	4,996,106	6,312,883	2,127,113	810,335
	\$17,000,000	\$16,653,686	\$15,946,494	\$4,675,104	\$5,382,296



General Fund

For Fiscal Period Ending: September 2024

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Dec	Oct- Projected Year End 2024	Final Year End 2023
Revenue							
1500 - GENERAL ADMIN	-	-	-	13,350	6,275	19,625	6,275
1510 - FINANCE ADMIN	15,635,893	15,635,893	779,568	7,255,770	8,136,972	15,392,742	15,566,801
1519 - INTERGOVERNMENTAL	246,000	246,000	20,000	216,071	-	216,071	522,217
1565 - WALTON PLAZA	3,473	3,473	289	2,605	854	3,459	3,335
2650 - MUNICIPAL COURT	300,000	300,000	51,729	342,230	66,887	409,117	280,912
3200 - POLICE	85,262	85,262	31,785	124,098	76,469	200,567	1,748,189
3500 - FIRE OPERATIONS	28,644	28,644	-	13,935	-	13,935	59,270
3510 - FIRE PREVENTION/CRR	25,000	25,000	300	44,827	600	45,427	28,230
4200 - STREETS & TRANSPORTATION	200,898	200,898	20,992	448,282	-	448,282	225,145
5530 - COMMUNITY CENTER	55,000	55,000	4,583	41,250	13,788	55,038	49,205
6100 - PARKS	-	-	-	42,580	21,018	-	23,755
6200 - BLDGS & GROUNDS	-	-	21,360	21,360	-	21,360	17,835
7200 - CODE & DEVELOPMENT	590,000	590,000	-	643,864	25,634	669,498	717,827
7520 - ECONOMIC DEVELOPMENT	-	-	-	350	-	350	9,379
7521 - MAINSTREET	164,500	164,500	14,886	167,617	8,750	176,367	35,000
7563 - AIRPORT	210,100	210,100	15,561	146,994	60,993	207,987	228,347
Revenue Total:	17,544,770	17,544,770	961,053	9,525,182	8,418,240	17,879,824	19,521,722
Expense							
1100 - LEGISLATIVE	284,530	284,530	21,201	243,158	49,628	292,786	260,814
1300 - EXECUTIVE	634,474	634,474	42,511	434,969	121,853	556,822	477,081
1400 - ELECTIONS	-	-	-	-	-	-	23,342
1500 - GENERAL ADMIN	78,984	78,984	6,325	72,910	22,438	95,349	87,904
1510 - FINANCE ADMIN	546,900	546,900	399,455	446,169	45,414	491,583	520,594
1530 - LAW	160,000	160,000	24,455	122,181	49,343	171,524	153,840
1560 - AUDIT	50,000	50,000	-	54,870	-	54,870	40,000
1565 - WALTON PLAZA	589,598	589,598	-	415,845	147,844	563,688	591,839
2650 - MUNICIPAL COURT	275,324	275,324	23,945	192,237	71,005	263,242	259,436
3200 - POLICE	7,476,039	7,476,039	580,258	6,208,876	1,922,602	8,131,478	9,433,870
3500 - FIRE OPERATIONS	2,796,871	2,796,871	197,930	2,209,164	741,460	2,950,625	2,855,763
3510 - FIRE PREVENTION/CRR	105,933	105,933	10,821	78,086	14,599	92,685	123,846
4200 - STREETS & TRANSPORTATION	1,818,531	1,818,531	132,461	1,378,534	398,254	1,776,789	1,683,954
5500 - COMMUNITY SERVICES	5,800	5,800	-	7,100	-	7,100	11,431
5530 - COMMUNITY CENTER	9,130	9,130	203	19,709	1,317	21,026	12,728
6100 - PARKS	433,234	433,234	54,596	431,934	109,982	541,916	322,167
6200 - BLDGS & GROUNDS	624,374	624,374	52,135	484,607	215,308	699,915	715,899
6500 - LIBRARIES	156,943	156,943	137	77,384	38,757	116,141	159,322
7200 - CODE & DEVELOPMENT	723,678	723,678	58,149	547,215	163,810	711,025	888,132
7400 - PLANNING AND ZONING	4,844	4,844	4,844	4,844	-	4,844	4,844
7520 - ECONOMIC DEVELOPMENT	211,809	211,809	5,368	138,287	138,500	276,787	548,323
7521 - MAINSTREET	265,935	265,935	47,418	262,496	-	-	-
7550 - DOWNTOWN DEVELOPMENT	26,408	26,408	98	13,355	15,350	28,706	25,926
7563 - AIRPORT	265,377	265,377	9,247	131,809	77,969	209,778	240,147
Expense Total:	17,544,716	17,544,716	1,671,556	13,975,739	4,345,436	18,058,679	19,441,203
Report Surplus (Deficit):				(4,450,556)		(178,855)	80,520



Monroe, GA

49

General Fund Monthly Budget Report

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

DEP...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Revenue									
R1: 31 - TAXES									
1510 - FINANCE ADMIN	989,035.14	448,913.55	-540,121.59	-54.61%	8,901,316.26	4,436,099.39	-4,465,216.87	-50.16%	11,873,171.00
Total R1: 31 - TAXES:	989,035.14	448,913.55	-540,121.59	-54.61%	8,901,316.26	4,436,099.39	-4,465,216.87	-50.16%	11,873,171.00
R1: 32 - LICENSES & PERMITS									
7200 - CODE & DEVELOPMENT	47,231.10	21,134.77	-26,096.33	-55.25%	425,079.90	644,816.64	219,736.74	51.69%	567,000.00
Total R1: 32 - LICENSES & PERMITS:	47,231.10	21,134.77	-26,096.33	-55.25%	425,079.90	644,816.64	219,736.74	51.69%	567,000.00
R1: 33 - INTERGOVERNMENTAL									
1519 - INTERGOVERNMENTAL	20,491.80	20,000.00	-491.80	-2.40%	184,426.20	216,070.99	31,644.79	17.16%	246,000.00
3200 - POLICE	4,103.52	3,473.20	-630.32	-15.36%	36,931.68	26,727.18	-10,204.50	-27.63%	49,262.00
3500 - FIRE OPERATIONS	2,386.04	0.00	-2,386.04	-100.00%	21,474.36	13,751.05	-7,723.31	-35.97%	28,644.00
4200 - STREETS & TRANSPORTATION	16,734.80	0.00	-16,734.80	-100.00%	150,613.20	200,898.62	50,285.42	33.39%	200,898.00
7200 - CODE & DEVELOPMENT	1,249.50	0.00	-1,249.50	-100.00%	11,245.50	13,420.29	2,174.79	19.34%	15,000.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	0.00	0.00	0.00%	0.00	350.00	350.00	0.00%	0.00
Total R1: 33 - INTERGOVERNMENTAL:	44,965.66	23,473.20	-21,492.46	-47.80%	404,690.94	471,218.13	66,527.19	16.44%	539,804.00
R1: 34 - CHARGES FOR SERVICES									
1510 - FINANCE ADMIN	71,554.70	70,163.66	-1,391.04	-1.94%	643,992.30	685,992.01	41,999.71	6.52%	859,000.00
3200 - POLICE	333.20	-652.00	-985.20	-295.68%	2,998.80	3,347.30	348.50	11.62%	4,000.00
3500 - FIRE OPERATIONS	0.00	0.00	0.00	0.00%	0.00	183.75	183.75	0.00%	0.00
3510 - FIRE PREVENTION/CRR	2,082.50	300.00	-1,782.50	-85.59%	18,742.50	44,826.95	26,084.45	139.17%	25,000.00
7200 - CODE & DEVELOPMENT	666.40	225.00	-441.40	-66.24%	5,997.60	6,987.00	989.40	16.50%	8,000.00
7521 - MAINSTREET	7,039.15	12,681.80	5,642.65	80.16%	63,352.35	90,411.91	27,059.56	42.71%	84,500.00
7563 - AIRPORT	83.30	85.00	1.70	2.04%	749.70	765.00	15.30	2.04%	1,000.00
Total R1: 34 - CHARGES FOR SERVICES:	81,759.25	82,803.46	1,044.21	1.28%	735,833.25	832,513.92	96,680.67	13.14%	981,500.00
R1: 35 - FINES & FORFEITURES									
2650 - MUNICIPAL COURT	24,990.00	51,729.33	26,739.33	107.00%	224,910.00	342,229.55	117,319.55	52.16%	300,000.00
3200 - POLICE	2,665.60	9,633.00	6,967.40	261.38%	23,990.40	71,897.75	47,907.35	199.69%	32,000.00
Total R1: 35 - FINES & FORFEITURES:	27,655.60	61,362.33	33,706.73	121.88%	248,900.40	414,127.30	165,226.90	66.38%	332,000.00
R1: 36 - INVESTMENT INCOME									
1510 - FINANCE ADMIN	1,666.00	1,897.63	231.63	13.90%	14,994.00	38,669.57	23,675.57	157.90%	20,000.00
Total R1: 36 - INVESTMENT INCOME:	1,666.00	1,897.63	231.63	13.90%	14,994.00	38,669.57	23,675.57	157.90%	20,000.00
R1: 37 - CONTRIBUTIONS & DONATIONS									
4200 - STREETS & TRANSPORTATION	0.00	20,992.00	20,992.00	0.00%	0.00	245,992.00	245,992.00	0.00%	0.00

Monthly Budget Report

DEP...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
7521 - MAINSTREET	6,664.00	2,204.24	-4,459.76	-66.92%	59,976.00	77,204.77	17,228.77	28.73%	80,000.00
Total R1: 37 - CONTRIBUTIONS & DONATIONS:	6,664.00	23,196.24	16,532.24	248.08%	59,976.00	323,196.77	263,220.77	438.88%	80,000.00
R1: 38 - MISCELLANEOUS REVENUE									
1500 - GENERAL ADMIN	0.00	0.00	0.00	0.00%	0.00	13,350.00	13,350.00	0.00%	0.00
1510 - FINANCE ADMIN	4,165.00	723.05	-3,441.95	-82.64%	37,485.00	2,651.89	-34,833.11	-92.93%	50,000.00
1565 - WALTON PLAZA	289.30	289.41	0.11	0.04%	2,603.70	2,604.69	0.99	0.04%	3,473.00
3200 - POLICE	0.00	19,330.68	19,330.68	0.00%	0.00	22,126.02	22,126.02	0.00%	0.00
4200 - STREETS & TRANSPORTATION	0.00	0.00	0.00	0.00%	0.00	1,391.40	1,391.40	0.00%	0.00
5530 - COMMUNITY CENTER	4,581.50	4,583.33	1.83	0.04%	41,233.50	41,249.97	16.47	0.04%	55,000.00
7563 - AIRPORT	17,418.03	15,476.08	-1,941.95	-11.15%	156,762.27	146,229.39	-10,532.88	-6.72%	209,100.00
Total R1: 38 - MISCELLANEOUS REVENUE:	26,453.83	40,402.55	13,948.72	52.73%	238,084.47	229,603.36	-8,481.11	-3.56%	317,573.00
R1: 39 - OTHER FINANCING SOURCES									
1510 - FINANCE ADMIN	236,044.53	257,869.61	21,825.08	9.25%	2,124,400.77	2,092,357.68	-32,043.09	-1.51%	2,833,668.00
6100 - PARKS	0.00	0.00	0.00	0.00%	0.00	42,579.89	42,579.89	0.00%	0.00
Total R1: 39 - OTHER FINANCING SOURCES:	236,044.53	257,869.61	21,825.08	9.25%	2,124,400.77	2,134,937.57	10,536.80	0.50%	2,833,668.00
Total Revenue:	1,461,475.11	961,053.34	-500,421.77	-34.24%	13,153,275.99	9,525,182.65	-3,628,093.34	-27.58%	17,544,716.00
Expense									
1100 - LEGISLATIVE	23,701.32	21,201.07	2,500.25	10.55%	213,311.88	243,158.14	-29,846.26	-13.99%	284,530.00
1300 - EXECUTIVE	52,851.62	42,511.49	10,340.13	19.56%	475,664.58	434,970.05	40,694.53	8.56%	634,474.00
1500 - GENERAL ADMIN	6,579.33	6,325.07	254.26	3.86%	59,213.97	72,910.19	-13,696.22	-23.13%	78,984.00
1510 - FINANCE ADMIN	45,556.73	399,455.30	-353,898.57	-776.83%	410,010.57	446,168.75	-36,158.18	-8.82%	546,900.00
1530 - LAW	13,328.00	24,454.83	-11,126.83	-83.48%	119,952.00	122,181.00	-2,229.00	-1.86%	160,000.00
1560 - AUDIT	4,165.00	0.00	4,165.00	100.00%	37,485.00	54,870.00	-17,385.00	-46.38%	50,000.00
1565 - WALTON PLAZA	49,113.51	0.00	49,113.51	100.00%	442,021.59	415,844.79	26,176.80	5.92%	589,598.00
2650 - MUNICIPAL COURT	22,934.45	23,944.80	-1,010.35	-4.41%	206,410.05	192,236.89	14,173.16	6.87%	275,324.00
3200 - POLICE	622,754.00	580,257.55	42,496.45	6.82%	5,604,786.00	6,208,875.04	-604,089.04	-10.78%	7,476,039.00
3500 - FIRE OPERATIONS	232,979.31	197,929.61	35,049.70	15.04%	2,096,813.79	2,209,164.78	-112,350.99	-5.36%	2,796,871.00
3510 - FIRE PREVENTION/CRR	8,824.19	10,821.21	-1,997.02	-22.63%	79,417.71	78,084.97	1,332.74	1.68%	105,933.00
4200 - STREETS & TRANSPORTATION	151,483.61	132,460.68	19,022.93	12.56%	1,363,352.49	1,378,534.03	-15,181.54	-1.11%	1,818,531.00
5500 - COMMUNITY SERVICES	483.14	0.00	483.14	100.00%	4,348.26	7,100.00	-2,751.74	-63.28%	5,800.00
5530 - COMMUNITY CENTER	760.52	203.43	557.09	73.25%	6,844.68	19,709.15	-12,864.47	-187.95%	9,130.00
6100 - PARKS	36,088.35	54,595.75	-18,507.40	-51.28%	324,795.15	431,934.28	-107,139.13	-32.99%	433,234.00
6200 - BLDGS & GROUNDS	52,010.30	52,135.03	-124.73	-0.24%	468,092.70	484,606.82	-16,514.12	-3.53%	624,374.00
6500 - LIBRARIES	13,073.35	136.94	12,936.41	98.95%	117,660.15	77,383.96	40,276.19	34.23%	156,943.00
7200 - CODE & DEVELOPMENT	60,282.31	58,149.08	2,133.23	3.54%	542,540.79	547,214.84	-4,674.05	-0.86%	723,678.00
7400 - PLANNING AND ZONING	403.50	4,844.25	-4,440.75	-1,100.56%	3,631.50	4,844.25	-1,212.75	-33.40%	4,844.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	17,643.65	5,367.97	12,275.68	69.58%	158,792.85	138,286.97	20,505.88	12.91%	211,809.00
7521 - MAINSTREET	22,152.34	47,417.77	-25,265.43	-114.05%	199,371.06	262,495.33	-63,124.27	-31.66%	265,935.00
7550 - DOWNTOWN DEVELOPMENT	2,199.78	97.50	2,102.28	95.57%	19,798.02	13,355.72	6,442.30	32.54%	26,408.00
7563 - AIRPORT	22,105.84	9,246.50	12,859.34	58.17%	198,952.56	131,808.51	67,144.05	33.75%	265,377.00

Monthly Budget Report

For Fiscal: 2024 Period Ending: 09/51/24

DEP...	September Budget	September Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
Total Expense:	1,461,474.15	1,671,555.83	-210,081.68	-14.37%	13,153,267.35	13,975,738.46	-822,471.11	-6.25%	17,544,716.00
Report Total:	0.96	-710,502.49	-710,503.45		8.64	-4,450,555.81	-4,450,564.45		0.00



Monroe, GA

General Fund Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

DEPT	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
1500 - GENERAL ADMIN	0.00	0.00	0.00	13,350.00	-13,350.00
1510 - FINANCE ADMIN	15,635,839.00	15,635,839.00	779,567.50	7,255,770.54	8,380,068.46
1519 - INTERGOVERNMENTAL	246,000.00	246,000.00	20,000.00	216,070.99	29,929.01
1565 - WALTON PLAZA	3,473.00	3,473.00	289.41	2,604.69	868.31
2650 - MUNICIPAL COURT	300,000.00	300,000.00	51,729.33	342,229.55	-42,229.55
3200 - POLICE	85,262.00	85,262.00	31,784.88	124,098.25	-38,836.25
3500 - FIRE OPERATIONS	28,644.00	28,644.00	0.00	13,934.80	14,709.20
3510 - FIRE PREVENTION/CRR	25,000.00	25,000.00	300.00	44,826.95	-19,826.95
4200 - STREETS & TRANSPORTATION	200,898.00	200,898.00	20,992.00	448,282.02	-247,384.02
5530 - COMMUNITY CENTER	55,000.00	55,000.00	4,583.33	41,249.97	13,750.03
6100 - PARKS	0.00	0.00	0.00	42,579.89	-42,579.89
7200 - CODE & DEVELOPMENT	590,000.00	590,000.00	21,359.77	665,223.93	-75,223.93
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	0.00	0.00	350.00	-350.00
7521 - MAINSTREET	164,500.00	164,500.00	14,886.04	167,616.68	-3,116.68
7563 - AIRPORT	210,100.00	210,100.00	15,561.08	146,994.39	63,105.61
Revenue Total:	17,544,716.00	17,544,716.00	961,053.34	9,525,182.65	8,019,533.35
Expense					
1100 - LEGISLATIVE	284,530.00	284,530.00	21,201.07	243,158.14	41,371.86
1300 - EXECUTIVE	634,474.00	634,474.00	42,511.49	434,970.05	199,503.95
1500 - GENERAL ADMIN	78,984.00	78,984.00	6,325.07	72,910.19	6,073.81
1510 - FINANCE ADMIN	546,900.00	546,900.00	399,455.30	446,168.75	100,731.25
1530 - LAW	160,000.00	160,000.00	24,454.83	122,181.00	37,819.00
1560 - AUDIT	50,000.00	50,000.00	0.00	54,870.00	-4,870.00
1565 - WALTON PLAZA	589,598.00	589,598.00	0.00	415,844.79	173,753.21
2650 - MUNICIPAL COURT	275,324.00	275,324.00	23,944.80	192,236.89	83,087.11
3200 - POLICE	7,476,039.00	7,476,039.00	580,257.55	6,208,875.04	1,267,163.96
3500 - FIRE OPERATIONS	2,796,871.00	2,796,871.00	197,929.61	2,209,164.78	587,706.22
3510 - FIRE PREVENTION/CRR	105,933.00	105,933.00	10,821.21	78,084.97	27,848.03
4200 - STREETS & TRANSPORTATION	1,818,531.00	1,818,531.00	132,460.68	1,378,534.03	439,996.97
5500 - COMMUNITY SERVICES	5,800.00	5,800.00	0.00	7,100.00	-1,300.00
5530 - COMMUNITY CENTER	9,130.00	9,130.00	203.43	19,709.15	-10,579.15
6100 - PARKS	433,234.00	433,234.00	54,595.75	431,934.28	1,299.72
6200 - BLDGS & GROUNDS	624,374.00	624,374.00	52,135.03	484,606.82	139,767.18
6500 - LIBRARIES	156,943.00	156,943.00	136.94	77,383.96	79,559.04
7200 - CODE & DEVELOPMENT	723,678.00	723,678.00	58,149.08	547,214.84	176,463.16
7400 - PLANNING AND ZONING	4,844.00	4,844.00	4,844.25	4,844.25	-0.25
7520 - ECONOMIC DEVELOPMENT & PLANNNG	211,809.00	211,809.00	5,284.73	138,286.97	73,522.03
7521 - MAINSTREET	265,935.00	265,935.00	47,417.77	262,495.33	3,439.67
7550 - DOWNTOWN DEVELOPMENT	26,408.00	26,408.00	97.50	13,355.72	13,052.28
7563 - AIRPORT	265,377.00	265,377.00	9,246.50	131,808.51	133,568.49
Expense Total:	17,544,716.00	17,544,716.00	1,671,472.59	13,975,738.46	3,568,977.54
Total Surplus (Deficit):	0.00	0.00	-710,419.25	-4,450,555.81	



Monroe, GA

General Fund Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 09/30/2024

53

DEP...	2023 Sept. Activity	2024 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023 YTD Activity	2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Revenue								
1500 - GENERAL ADMIN	0.00	0.00	0.00	0.00%	0.00	13,350.00	13,350.00	0.00%
1510 - FINANCE ADMIN	787,581.24	779,567.50	-8,013.74	-1.02%	7,310,989.30	7,255,770.54	-55,218.76	-0.76%
1519 - INTERGOVERNMENTAL	13,507.40	20,000.00	6,492.60	48.07%	1,605,148.80	216,070.99	-1,389,077.81	-86.54%
1565 - WALTON PLAZA	275.63	289.41	13.78	5.00%	2,480.67	2,604.69	124.02	5.00%
2650 - MUNICIPAL COURT	30,621.23	51,729.33	21,108.10	68.93%	214,024.20	342,229.55	128,205.35	59.90%
3200 - POLICE	228,810.18	31,784.88	-197,025.30	-86.11%	518,558.30	124,098.25	-394,460.05	-76.07%
3500 - FIRE OPERATIONS	1,000.00	0.00	-1,000.00	-100.00%	55,401.47	13,934.80	-41,466.67	-74.85%
3510 - FIRE PREVENTION/CRR	5.00	300.00	295.00	5,900.00%	27,630.47	44,826.95	17,196.48	62.24%
4200 - STREETS & TRANSPORTATION	40,752.41	20,992.00	-19,760.41	-48.49%	219,677.62	448,282.02	228,604.40	104.06%
5530 - COMMUNITY CENTER	4,583.33	4,583.33	0.00	0.00%	35,416.66	41,249.97	5,833.31	16.47%
6100 - PARKS	0.00	0.00	0.00	0.00%	0.00	42,579.89	42,579.89	0.00%
6200 - BLDGS & GROUNDS	0.00	0.00	0.00	0.00%	17,834.60	0.00	-17,834.60	-100.00%
7200 - CODE & DEVELOPMENT	144,357.03	21,359.77	-122,997.26	-85.20%	675,549.44	665,223.93	-10,325.51	-1.53%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	0.00	0.00	0.00%	9,379.00	350.00	-9,029.00	-96.27%
7521 - MAINSTREET	0.00	14,886.04	14,886.04	0.00%	26,250.00	167,616.68	141,366.68	538.54%
7563 - AIRPORT	21,329.22	15,561.08	-5,768.14	-27.04%	164,975.49	146,994.39	-17,981.10	-10.90%
Revenue Total:	1,272,822.67	961,053.34	-311,769.33	-24.49%	10,883,316.02	9,525,182.65	-1,358,133.37	-12.48%
Expense								
1100 - LEGISLATIVE	13,296.26	21,201.07	-7,904.81	-59.45%	194,087.46	243,158.14	-49,070.68	-25.28%
1300 - EXECUTIVE	36,044.73	42,511.49	-6,466.76	-17.94%	351,296.79	434,970.05	-83,673.26	-23.82%
1500 - GENERAL ADMIN	8,117.07	6,325.07	1,792.00	22.08%	63,304.99	72,910.19	-9,605.20	-15.17%
1510 - FINANCE ADMIN	12,733.12	399,455.30	-386,722.18	-3,037.14%	470,870.38	446,168.75	24,701.63	5.25%
1530 - LAW	0.00	24,454.83	-24,454.83	0.00%	103,409.41	122,181.00	-18,771.59	-18.15%
1560 - AUDIT	0.00	0.00	0.00	0.00%	52,030.00	54,870.00	-2,840.00	-5.46%
1565 - WALTON PLAZA	27,087.50	0.00	27,087.50	100.00%	443,995.14	415,844.79	28,150.35	6.34%
2650 - MUNICIPAL COURT	18,446.08	23,944.80	-5,498.72	-29.81%	184,038.92	192,236.89	-8,197.97	-4.45%
3200 - POLICE	915,534.58	580,257.55	335,277.03	36.62%	6,228,798.34	6,208,875.04	19,923.30	0.32%
3500 - FIRE OPERATIONS	242,820.98	197,929.61	44,891.37	18.49%	2,055,760.75	2,209,164.78	-153,404.03	-7.46%
3510 - FIRE PREVENTION/CRR	19,370.72	10,821.21	8,549.51	44.14%	75,050.91	78,084.97	-3,034.06	-4.04%
4200 - STREETS & TRANSPORTATION	214,750.89	132,460.68	82,290.21	38.32%	1,234,366.94	1,378,534.03	-144,167.09	-11.68%
5500 - COMMUNITY SERVICES	0.00	0.00	0.00	0.00%	11,431.00	7,100.00	4,331.00	37.89%
5530 - COMMUNITY CENTER	421.48	203.43	218.05	51.73%	11,410.75	19,709.15	-8,298.40	-72.72%
6100 - PARKS	26,536.60	54,595.75	-28,059.15	-105.74%	201,425.88	431,934.28	-230,508.40	-114.44%
6200 - BLDGS & GROUNDS	53,283.15	52,135.03	1,148.12	2.15%	491,874.06	484,606.82	7,267.24	1.48%
6500 - LIBRARIES	38,444.63	136.94	38,307.69	99.64%	120,565.26	77,383.96	43,181.30	35.82%

General Fund Prior-Year Comparative Income Statement

For the Period Ending 09/30/2

54

DEP...	2023	2024	Sept. Variance	Variance %	2023	2024	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
7200 - CODE & DEVELOPMENT	198,145.55	58,149.08	139,996.47	70.65%	711,197.03	547,214.84	163,982.19	23.06%
7400 - PLANNING AND ZONING	4,844.25	4,844.25	0.00	0.00%	4,844.25	4,844.25	0.00	0.00%
7520 - ECONOMIC DEVELOPMENT & PLANNING	44,508.82	5,284.73	39,224.09	88.13%	382,706.70	138,286.97	244,419.73	63.87%
7521 - MAINSTREET	0.00	47,417.77	-47,417.77	0.00%	0.00	262,495.33	-262,495.33	0.00%
7550 - DOWNTOWN DEVELOPMENT	90.24	97.50	-7.26	-8.05%	13,155.29	13,355.72	-200.43	-1.52%
7563 - AIRPORT	18,005.00	9,246.50	8,758.50	48.64%	159,680.14	131,808.51	27,871.63	17.45%
Expense Total:	1,892,481.65	1,671,472.59	221,009.06	11.68%	13,565,300.39	13,975,738.46	-410,438.07	-3.03%
Total Surplus (Deficit):	-619,658.98	-710,419.25	-90,760.27	-14.65%	-2,681,984.37	-4,450,555.81	-1,768,571.44	-65.94%



Monroe, GA

55

General Fund Budget Report

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
1500 - GENERAL ADMIN	0.00	0.00	0.00	13,350.00	13,350.00	0.00%
1510 - FINANCE ADMIN	15,635,839.00	15,635,839.00	779,567.50	7,255,770.54	-8,380,068.46	53.60%
1519 - INTERGOVERNMENTAL	246,000.00	246,000.00	20,000.00	216,070.99	-29,929.01	12.17%
1565 - WALTON PLAZA	3,473.00	3,473.00	289.41	2,604.69	-868.31	25.00%
2650 - MUNICIPAL COURT	300,000.00	300,000.00	51,729.33	342,229.55	42,229.55	14.08%
3200 - POLICE	85,262.00	85,262.00	31,784.88	124,098.25	38,836.25	45.55%
3500 - FIRE OPERATIONS	28,644.00	28,644.00	0.00	13,934.80	-14,709.20	51.35%
3510 - FIRE PREVENTION/CRR	25,000.00	25,000.00	300.00	44,826.95	19,826.95	79.31%
4200 - STREETS & TRANSPORTATION	200,898.00	200,898.00	20,992.00	448,282.02	247,384.02	123.14%
5530 - COMMUNITY CENTER	55,000.00	55,000.00	4,583.33	41,249.97	-13,750.03	25.00%
6100 - PARKS	0.00	0.00	0.00	42,579.89	42,579.89	0.00%
7200 - CODE & DEVELOPMENT	590,000.00	590,000.00	21,359.77	665,223.93	75,223.93	12.75%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	0.00	0.00	350.00	350.00	0.00%
7521 - MAINSTREET	155,500.00	164,500.00	14,886.04	167,616.68	3,116.68	1.89%
7563 - AIRPORT	210,100.00	210,100.00	15,561.08	146,994.39	-63,105.61	30.04%
Revenue Total:	17,535,716.00	17,544,716.00	961,053.34	9,525,182.65	-8,019,533.35	45.71%
Expense						
1100 - LEGISLATIVE	284,530.00	284,530.00	21,201.07	243,158.14	41,371.86	14.54%
1300 - EXECUTIVE	634,474.00	634,474.00	42,511.49	434,970.05	199,503.95	31.44%
1500 - GENERAL ADMIN	78,984.00	78,984.00	6,325.07	72,910.19	6,073.81	7.69%
1510 - FINANCE ADMIN	546,900.00	546,900.00	399,455.30	446,168.75	100,731.25	18.42%
1530 - LAW	160,000.00	160,000.00	24,454.83	122,181.00	37,819.00	23.64%
1560 - AUDIT	50,000.00	50,000.00	0.00	54,870.00	-4,870.00	-9.74%
1565 - WALTON PLAZA	589,598.00	589,598.00	0.00	415,844.79	173,753.21	29.47%
2650 - MUNICIPAL COURT	275,324.00	275,324.00	23,944.80	192,236.89	83,087.11	30.18%
3200 - POLICE	7,476,039.00	7,476,039.00	580,257.55	6,208,875.04	1,267,163.96	16.95%
3500 - FIRE OPERATIONS	2,796,871.00	2,796,871.00	197,929.61	2,209,164.78	587,706.22	21.01%
3510 - FIRE PREVENTION/CRR	105,933.00	105,933.00	10,821.21	78,084.97	27,848.03	26.29%
4200 - STREETS & TRANSPORTATION	1,818,531.00	1,818,531.00	132,460.68	1,378,534.03	439,996.97	24.20%
5500 - COMMUNITY SERVICES	5,800.00	5,800.00	0.00	7,100.00	-1,300.00	-22.41%
5530 - COMMUNITY CENTER	9,130.00	9,130.00	203.43	19,709.15	-10,579.15	-115.87%
6100 - PARKS	433,234.00	433,234.00	54,595.75	431,934.28	1,299.72	0.30%
6200 - BLDGS & GROUNDS	624,374.00	624,374.00	52,135.03	484,606.82	139,767.18	22.39%
6500 - LIBRARIES	156,943.00	156,943.00	136.94	77,383.96	79,559.04	50.69%
7200 - CODE & DEVELOPMENT	723,678.00	723,678.00	58,149.08	547,214.84	176,463.16	24.38%
7400 - PLANNING AND ZONING	4,844.00	4,844.00	4,844.25	4,844.25	-0.25	-0.01%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	211,809.00	211,809.00	5,367.97	138,286.97	73,522.03	34.71%
7521 - MAINSTREET	265,935.00	265,935.00	47,417.77	262,495.33	3,439.67	1.29%
7550 - DOWNTOWN DEVELOPMENT	26,408.00	26,408.00	97.50	13,355.72	13,052.28	49.43%
7563 - AIRPORT	265,377.00	265,377.00	9,246.50	131,808.51	133,568.49	50.33%
Expense Total:	17,544,716.00	17,544,716.00	1,671,555.83	13,975,738.46	3,568,977.54	20.34%
Report Surplus (Deficit):	-9,000.00	0.00	-710,502.49	-4,450,555.81	-4,450,555.81	0.00%



Utilities Fund

For Fiscal Period Ending: September 2024

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Oct-Dec	Projected Year End 2024	Final Year End 2023
Revenue							
4002 - WATER	8,085,138	8,085,138	1,004,001	6,109,732	1,893,897	8,003,629	7,647,796
4003 - SEWER	6,035,167	6,035,167	1,279,034	4,917,510	1,238,550	6,156,060	5,145,173
4004 - STORMWATER	15,000	15,000	650	3,677	650	4,327	2,950
4005 - GAS	4,617,132	4,617,132	178,579	3,734,790	730,430	4,465,220	4,651,559
4006 - GUTA	35,000	35,000	3,910	50,669	16,635	67,304	46,354
4008 - ELECTRIC	20,305,167	20,305,167	2,223,412	17,372,101	5,381,112	22,753,214	21,754,115
4009 - TELECOM & INTERNET	4,460,167	4,460,167	419,541	3,502,679	1,158,249	4,660,928	4,438,272
4010 - CABLE TV	2,505,167	2,505,167	62,425	1,583,147	593,945	2,177,092	2,636,866
4012 - UTIL FINANCE	-	-	-	774,101	50,059	824,159	405,111
4015- CENTRAL SERVICES	-	-	-	-	-	-	-
Revenue Total:	46,057,938	46,057,938	5,171,551	38,048,406	11,063,527	49,111,933	46,728,196
Expense							
4002 - WATER	7,508,091	7,508,091	543,928	5,227,873	1,747,895	6,975,768	6,810,789
4003 - SEWER	5,751,710	5,751,710	428,198	3,978,171	1,218,651	5,196,821	5,127,365
4004 - STORMWATER	502,802	502,802	40,336	401,692	182,801	584,493	583,456
4005 - GAS	5,213,422	5,213,422	276,987	3,602,185	666,067	4,268,252	4,555,638
4006 - GUTA	51,750	51,750	4,157	33,086	16,361	49,447	55,988
4007 - GEN ADMIN WSG	213,675	213,675	14,785	157,612	98,184	255,796	310,586
4008 - ELECTRIC	18,377,891	18,377,891	1,726,604	14,676,276	4,266,119	18,942,395	19,407,415
4009 - TELECOM & INTERNET	3,962,481	3,962,481	339,758	3,100,724	883,648	3,984,373	3,547,059
4010 - CABLE TV	4,086,423	4,086,423	196,801	2,752,052	1,099,405	3,851,456	4,198,524
4011 - GEN ADMIN ELEC/TELECOM	78,979	78,979	5,438	121,701	121,819	243,521	280,126
4012 - UTIL FINANCE	(2,680,717)	(2,680,717)	(300,994)	(3,013,187)	(835,138)	(3,848,325)	(3,474,409)
4013 - UTIL CUST SVC	1,500,428	1,500,428	150,491	1,327,975	541,906	1,869,882	1,667,705
4014 - UTIL BILLING	543,777	543,777	38,138	457,273	187,305	644,579	564,023
4015 - CENTRAL SERVICES	947,226	947,226	86,589	891,078	299,948	1,191,026	1,011,909
CAPITAL	-	-	-	-	-	-	-
Expense Total:	46,057,938	46,057,938	3,551,216	33,714,511	10,494,971	44,209,482	44,646,173
Report Surplus (Deficit):				4,333,895		4,902,451	2,082,023



Monroe, GA

Utility Fund **Monthly Budget Report**
Group Summary
For Fiscal: 2024 Period Ending: 09/30/2024
without Capital

ACTIVIT...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Revenue									
4002 - WATER	673,491.99	1,004,000.54	330,508.55	49.07%	6,061,427.91	6,109,732.17	48,304.26	0.80%	8,085,138.00
4003 - SEWER	502,729.41	1,279,034.39	776,304.98	154.42%	4,524,564.69	4,917,509.54	392,944.85	8.68%	6,035,167.00
4004 - STORMWATER	1,249.50	650.00	-599.50	-47.98%	11,245.50	3,677.05	-7,568.45	-67.30%	15,000.00
4005 - GAS	384,607.09	178,578.55	-206,028.54	-53.57%	3,461,463.81	3,734,789.85	273,326.04	7.90%	4,617,132.00
4006 - GUTA	2,915.50	3,910.00	994.50	34.11%	26,239.50	50,669.48	24,429.98	93.10%	35,000.00
4008 - ELECTRIC	1,691,420.41	2,223,412.07	531,991.66	31.45%	15,222,783.69	17,372,101.22	2,149,317.53	14.12%	20,305,167.00
4009 - TELECOM & INTERNET	371,531.91	419,540.56	48,008.65	12.92%	3,343,787.19	3,502,679.23	158,892.04	4.75%	4,460,167.00
4010 - CABLE TV	208,680.41	62,424.64	-146,255.77	-70.09%	1,878,123.69	1,583,146.75	-294,976.94	-15.71%	2,505,167.00
4012 - UTIL FINANCE	0.00	0.00	0.00	0.00%	0.00	774,100.76	774,100.76	0.00%	0.00
Total Revenue:	3,836,626.22	5,171,550.75	1,334,924.53	34.79%	34,529,635.98	38,048,406.05	3,518,770.07	10.19%	46,057,938.00
Expense									
4002 - WATER	625,423.87	543,927.89	81,495.98	13.03%	5,628,814.83	5,227,873.34	400,941.49	7.12%	7,508,091.29
4003 - SEWER	479,117.28	428,198.36	50,918.92	10.63%	4,312,055.52	3,978,170.57	333,884.95	7.74%	5,751,710.01
4004 - STORMWATER	41,883.39	40,335.63	1,547.76	3.70%	376,950.51	401,691.65	-24,741.14	-6.56%	502,802.00
4005 - GAS	434,278.00	276,987.09	157,290.91	36.22%	3,908,502.00	3,602,185.54	306,316.46	7.84%	5,213,422.60
4006 - GUTA	4,310.76	4,157.36	153.40	3.56%	38,796.84	33,085.81	5,711.03	14.72%	51,750.00
4007 - GEN ADMIN WSG	17,799.08	14,785.48	3,013.60	16.93%	160,191.72	157,612.44	2,579.28	1.61%	213,675.00
4008 - ELECTRIC	1,530,878.26	1,726,604.20	-195,725.94	-12.79%	13,777,904.34	14,676,275.65	-898,371.31	-6.52%	18,377,891.00
4009 - TELECOM & INTERNET	330,074.63	339,757.77	-9,683.14	-2.93%	2,970,671.67	3,100,724.68	-130,053.01	-4.38%	3,962,481.00
4010 - CABLE TV	340,398.91	196,800.66	143,598.25	42.19%	3,063,590.19	2,752,051.55	311,538.64	10.17%	4,086,422.10
4011 - GEN ADMIN ELEC/TELECOM	6,578.91	5,437.59	1,141.32	17.35%	59,210.19	121,701.30	-62,491.11	-105.54%	78,979.00
4012 - UTIL FINANCE	-223,303.75	-300,993.69	77,689.94	-34.79%	-2,009,733.75	-3,013,186.56	1,003,452.81	-49.93%	-2,680,717.00
4013 - UTIL CUST SVC	124,985.62	150,491.28	-25,505.66	-20.41%	1,124,870.58	1,327,975.54	-203,104.96	-18.06%	1,500,428.00
4014 - UTIL BILLING	45,296.59	38,137.61	7,158.98	15.80%	407,669.31	457,273.03	-49,603.72	-12.17%	543,777.00
4015 - CENTRAL SERVICES	78,903.87	86,589.12	-7,685.25	-9.74%	710,134.83	891,077.66	-180,942.83	-25.48%	947,226.00
Total Expense:	3,836,625.42	3,551,216.35	285,409.07	7.44%	34,529,628.78	33,714,512.20	815,116.58	2.36%	46,057,938.00
Report Total:	0.80	1,620,334.40	1,620,333.60		7.20	4,333,893.85	4,333,886.65		0.00



Monroe, GA

Utility Fund Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

ACTIVITY	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
4002 - WATER	8,085,138.00	8,085,138.00	1,020,200.54	6,277,757.12	1,807,380.88
4003 - SEWER	6,035,167.00	6,035,167.00	1,279,034.39	4,998,930.70	1,036,236.30
4004 - STORMWATER	15,000.00	15,000.00	650.00	3,677.05	11,322.95
4005 - GAS	4,617,132.00	4,617,132.00	178,578.55	3,734,789.85	882,342.15
4006 - GUTA	35,000.00	35,000.00	3,910.00	50,669.48	-15,669.48
4008 - ELECTRIC	20,305,167.00	20,305,167.00	2,223,184.07	17,375,123.57	2,930,043.43
4009 - TELECOM & INTERNET	4,460,167.00	4,460,167.00	419,540.56	3,502,679.23	957,487.77
4010 - CABLE TV	2,505,167.00	2,505,167.00	62,424.64	1,583,146.75	922,020.25
4012 - UTIL FINANCE	0.00	0.00	0.00	774,100.76	-774,100.76
Revenue Total:	46,057,938.00	46,057,938.00	5,187,522.75	38,300,874.51	7,757,063.49
Expense					
4002 - WATER	7,508,091.29	7,508,091.29	618,786.87	6,281,430.40	1,226,660.89
4003 - SEWER	5,751,710.01	5,751,710.01	462,401.48	5,014,079.82	737,630.19
4004 - STORMWATER	502,802.00	502,802.00	40,335.63	607,554.55	-104,752.55
4005 - GAS	5,213,421.60	5,213,422.60	285,099.59	4,010,196.11	1,203,226.49
4006 - GUTA	51,750.00	51,750.00	4,157.36	33,085.81	18,664.19
4007 - GEN ADMIN WSG	213,675.00	213,675.00	14,785.48	157,612.44	56,062.56
4008 - ELECTRIC	18,377,891.00	18,377,891.00	1,840,578.20	15,262,314.86	3,115,576.14
4009 - TELECOM & INTERNET	3,962,481.00	3,962,481.00	532,818.09	6,011,971.33	-2,049,490.33
4010 - CABLE TV	4,086,423.00	4,086,422.10	196,800.66	2,758,143.89	1,328,278.21
4011 - GEN ADMIN ELEC/TELECOM	78,979.00	78,979.00	5,437.59	121,701.30	-42,722.30
4012 - UTIL FINANCE	-2,680,717.00	-2,680,717.00	-300,993.69	-3,013,186.56	332,469.56
4013 - UTIL CUST SVC	1,500,428.00	1,500,428.00	150,491.28	1,362,210.31	138,217.69
4014 - UTIL BILLING	543,777.00	543,777.00	38,137.61	457,273.03	86,503.97
4015 - CENTRAL SERVICES	947,226.00	947,226.00	86,589.12	909,848.81	37,377.19
Expense Total:	46,057,937.90	46,057,938.00	3,975,425.27	39,974,236.10	6,083,701.90
Total Surplus (Deficit):	0.10	0.00	1,212,097.48	-1,673,361.59	



Monroe, GA

59

Utility Fund Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 09/30/2024

ACTIVIT...	2023 Sept. Activity	2024 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023 YTD Activity	2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Revenue								
4002 - WATER	712,112.17	1,020,200.54	308,088.37	43.26%	5,773,589.97	6,277,757.12	504,167.15	8.73%
4003 - SEWER	524,490.11	1,279,034.39	754,544.28	143.86%	3,906,622.99	4,998,930.70	1,092,307.71	27.96%
4004 - STORMWATER	0.00	650.00	650.00	0.00%	2,300.00	3,677.05	1,377.05	59.87%
4005 - GAS	195,446.29	178,578.55	-16,867.74	-8.63%	3,921,128.64	3,734,789.85	-186,338.79	-4.75%
4006 - GUTA	3,020.00	3,910.00	890.00	29.47%	33,595.00	50,669.48	17,074.48	50.82%
4008 - ELECTRIC	2,154,713.68	2,223,184.07	68,470.39	3.18%	16,415,823.56	17,375,123.57	959,300.01	5.84%
4009 - TELECOM & INTERNET	375,362.34	419,540.56	44,178.22	11.77%	3,280,023.09	3,502,679.23	222,656.14	6.79%
4010 - CABLE TV	214,158.01	62,424.64	-151,733.37	-70.85%	2,042,921.28	1,583,146.75	-459,774.53	-22.51%
4012 - UTIL FINANCE	192.20	0.00	-192.20	-100.00%	355,052.69	774,100.76	419,048.07	118.02%
Revenue Total:	4,179,494.80	5,187,522.75	1,008,027.95	24.12%	35,731,057.22	38,300,874.51	2,569,817.29	7.19%
Expense								
4002 - WATER	598,353.90	618,786.87	-20,432.97	-3.41%	8,336,548.92	6,281,430.40	2,055,118.52	24.65%
4003 - SEWER	462,883.93	462,401.48	482.45	0.10%	4,720,948.75	5,014,079.82	-293,131.07	-6.21%
4004 - STORMWATER	51,002.93	40,335.63	10,667.30	20.92%	437,809.74	607,554.55	-169,744.81	-38.77%
4005 - GAS	268,696.77	285,099.59	-16,402.82	-6.10%	3,916,875.39	4,010,196.11	-93,320.72	-2.38%
4006 - GUTA	4,713.13	4,157.36	555.77	11.79%	38,722.08	33,085.81	5,636.27	14.56%
4007 - GEN ADMIN WSG	32,120.08	14,785.48	17,334.60	53.97%	218,447.30	157,612.44	60,834.86	27.85%
4008 - ELECTRIC	1,735,989.24	1,840,578.20	-104,588.96	-6.02%	15,861,592.29	15,262,314.86	599,277.43	3.78%
4009 - TELECOM & INTERNET	557,119.85	532,818.09	24,301.76	4.36%	7,346,755.30	6,012,021.32	1,334,733.98	18.17%
4010 - CABLE TV	326,671.44	196,800.66	129,870.78	39.76%	3,112,357.55	2,758,143.89	354,213.66	11.38%
4011 - GEN ADMIN ELEC/TELECOM	23,031.35	5,437.59	17,593.76	76.39%	168,982.58	121,701.30	47,281.28	27.98%
4012 - UTIL FINANCE	-250,765.73	-300,993.69	50,227.96	20.03%	-2,444,023.39	-3,013,186.56	569,163.17	23.29%
4013 - UTIL CUST SVC	141,011.96	150,491.28	-9,479.32	-6.72%	1,161,174.10	1,362,210.31	-201,036.21	-17.31%
4014 - UTIL BILLING	40,269.80	38,137.61	2,132.19	5.29%	411,983.43	457,273.03	-45,289.60	-10.99%
4015 - CENTRAL SERVICES	91,150.67	86,589.12	4,561.55	5.00%	741,894.33	909,848.81	-167,954.48	-22.64%
Expense Total:	4,082,249.32	3,975,425.27	106,824.05	2.62%	44,030,068.37	39,974,286.09	4,055,782.28	9.21%
Total Surplus (Deficit):	97,245.48	1,212,097.48	1,114,852.00	1,146.43%	-8,299,011.15	-1,673,411.58	6,625,599.57	79.84%



Monroe, GA

60

Utility Fund Budget Report

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

without Capital

ACTIVIT...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
4002 - WATER	8,085,138.00	8,085,138.00	1,004,000.54	6,109,732.17	-1,975,405.83	24.43%
4003 - SEWER	6,035,167.00	6,035,167.00	1,279,034.39	4,917,509.54	-1,117,657.46	18.52%
4004 - STORMWATER	15,000.00	15,000.00	650.00	3,677.05	-11,322.95	75.49%
4005 - GAS	4,617,132.00	4,617,132.00	178,578.55	3,734,789.85	-882,342.15	19.11%
4006 - GUTA	35,000.00	35,000.00	3,910.00	50,669.48	15,669.48	44.77%
4008 - ELECTRIC	20,305,167.00	20,305,167.00	2,223,412.07	17,372,101.22	-2,933,065.78	14.44%
4009 - TELECOM & INTERNET	4,460,167.00	4,460,167.00	419,540.56	3,502,679.23	-957,487.77	21.47%
4010 - CABLE TV	2,505,167.00	2,505,167.00	62,424.64	1,583,146.75	-922,020.25	36.80%
4012 - UTIL FINANCE	0.00	0.00	0.00	774,100.76	774,100.76	0.00%
Revenue Total:	46,057,938.00	46,057,938.00	5,171,550.75	38,048,406.05	-8,009,531.95	17.39%
Expense						
4002 - WATER	7,508,091.29	7,508,091.29	543,927.89	5,227,873.34	2,280,217.95	30.37%
4003 - SEWER	5,751,710.01	5,751,710.01	428,198.36	3,978,170.57	1,773,539.44	30.83%
4004 - STORMWATER	502,802.00	502,802.00	40,335.63	401,691.65	101,110.35	20.11%
4005 - GAS	5,213,421.60	5,213,422.60	276,987.09	3,602,185.54	1,611,237.06	30.91%
4006 - GUTA	51,750.00	51,750.00	4,157.36	33,085.81	18,664.19	36.07%
4007 - GEN ADMIN WSG	213,675.00	213,675.00	14,785.48	157,612.44	56,062.56	26.24%
4008 - ELECTRIC	18,377,891.00	18,377,891.00	1,726,604.20	14,676,275.65	3,701,615.35	20.14%
4009 - TELECOM & INTERNET	3,962,481.00	3,962,481.00	339,757.77	3,100,724.68	861,756.32	21.75%
4010 - CABLE TV	4,086,423.00	4,086,422.10	196,800.66	2,752,051.55	1,334,370.55	32.65%
4011 - GEN ADMIN ELEC/TELECOM	78,979.00	78,979.00	5,437.59	121,701.30	-42,722.30	-54.09%
4012 - UTIL FINANCE	-2,680,717.00	-2,680,717.00	-300,993.69	-3,013,186.56	332,469.56	-12.40%
4013 - UTIL CUST SVC	1,500,428.00	1,500,428.00	150,491.28	1,327,975.54	172,452.46	11.49%
4014 - UTIL BILLING	543,777.00	543,777.00	38,137.61	457,273.03	86,503.97	15.91%
4015 - CENTRAL SERVICES	947,226.00	947,226.00	86,589.12	891,077.66	56,148.34	5.93%
Expense Total:	46,057,937.90	46,057,938.00	3,551,216.35	33,714,512.20	12,343,425.80	26.80%
Report Surplus (Deficit):	0.10	0.00	1,620,334.40	4,333,893.85	4,333,893.85	0.00%



Monroe, GA

61

Utility Fund Budget Report

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

Capital

ACTIVIT...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
4002 - WATER	0.00	0.00	16,200.00	168,024.95	168,024.95	0.00%
4003 - SEWER	0.00	0.00	0.00	81,421.16	81,421.16	0.00%
4005 - GAS	0.00	0.00	0.00	0.00	0.00	0.00%
4008 - ELECTRIC	0.00	0.00	-228.00	3,022.35	3,022.35	0.00%
4009 - TELECOM & INTERNET	0.00	0.00	0.00	0.00	0.00	0.00%
4010 - CABLE TV	0.00	0.00	0.00	0.00	0.00	0.00%
4015 - CENTRAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	0.00	0.00	15,972.00	252,468.46	252,468.46	0.00%
Expense						
4002 - WATER	0.00	0.00	74,858.98	1,053,557.06	-1,053,557.06	0.00%
4003 - SEWER	0.00	0.00	34,203.12	1,035,909.25	-1,035,909.25	0.00%
4004 - STORMWATER	0.00	0.00	0.00	205,862.90	-205,862.90	0.00%
4005 - GAS	0.00	0.00	8,112.50	408,010.57	-408,010.57	0.00%
4006 - GUTA	0.00	0.00	0.00	0.00	0.00	0.00%
4008 - ELECTRIC	0.00	0.00	113,974.00	586,039.21	-586,039.21	0.00%
4009 - TELECOM & INTERNET	0.00	0.00	193,060.32	2,911,246.65	-2,911,246.65	0.00%
4010 - CABLE TV	0.00	0.00	0.00	6,092.34	-6,092.34	0.00%
4012 - UTIL FINANCE	0.00	0.00	0.00	0.00	0.00	0.00%
4013 - UTIL CUST SVC	0.00	0.00	0.00	34,234.77	-34,234.77	0.00%
4014 - UTIL BILLING	0.00	0.00	0.00	0.00	0.00	0.00%
4015 - CENTRAL SERVICES	0.00	0.00	0.00	18,771.15	-18,771.15	0.00%
Expense Total:	0.00	0.00	424,208.92	6,259,723.90	-6,259,723.90	0.00%
Report Surplus (Deficit):	0.00	0.00	-408,236.92	-6,007,255.44	-6,007,255.44	0.00%



Solid Waste Fund

For Fiscal Period Ending: September 2024

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Oct-Dec	Projected Year End 2024	Final Year End 2023
Revenue							
4510- SOLID WASTE ADMINISTRATION	-	-	-	-	-	-	-
4520 - SOLID WASTE COLLECTION	2,782,802	2,782,802	242,083	2,157,872	698,400	2,856,272	2,665,760
4530 - SOLID WASTE DISPOSAL	5,062,506	5,062,506	389,976	3,350,612	980,282	4,330,894	4,495,778
4540 - RECYCLABLES COLLECTION	32,000	32,000	4,971	25,521	8,647	34,168	34,210
4585- YARD TRIMMINGS COLLECTION	-	-	-	-	-	-	-
Revenue Total:	7,877,308	7,877,308	637,030	5,534,005	1,687,329	7,221,334	7,195,748
Expense							
4510 - SOLID WASTE ADMINISTRATION	575,698	575,698	34,072	330,046	138,169	468,215	421,085
4520 - SOLID WASTE COLLECTION	1,356,552	1,356,552	148,787	1,229,963	440,405	1,670,369	1,523,126
4530 - SOLID WASTE DISPOSAL	4,572,620	4,572,620	411,812	3,569,011	1,595,333	5,164,344	5,173,156
4540 - RECYCLABLES COLLECTION	255,585	255,585	12,013	154,645	47,509	202,155	184,046
4585 - YARD TRIMMINGS COLLECTION	253,869	253,869	19,618	197,866	96,538	294,405	361,158
9003 - SW - OTHER FINANCING USES	862,984	862,984	31,851	276,700	85,899	362,599	361,307
Expense Total:	7,877,308	7,877,308	658,154	5,758,232	2,403,854	8,162,086	8,023,879
Report Surplus (Deficit):			(21,124)	(224,227)		(940,752)	(828,130)



Monroe, GA

Solid Waste Fund

Monthly Budget Report

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

without Capital

DEP...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Revenue									
4520 - SOLID WASTE COLLECTION	231,807.40	242,082.95	10,275.55	4.43%	2,086,266.60	2,157,871.56	71,604.96	3.43%	2,782,802.00
4530 - SOLID WASTE DISPOSAL	421,706.74	389,976.14	-31,730.60	-7.52%	3,795,360.66	3,350,611.97	-444,748.69	-11.72%	5,062,506.00
4540 - RECYCLABLES COLLECTION	2,665.60	4,970.64	2,305.04	86.47%	23,990.40	25,521.39	1,530.99	6.38%	32,000.00
Total Revenue:	656,179.74	637,029.73	-19,150.01	-2.92%	5,905,617.66	5,534,004.92	-371,612.74	-6.29%	7,877,308.00
Expense									
4510 - SOLID WASTE ADMINISTRATION	47,955.58	34,072.07	13,883.51	28.95%	431,600.22	330,046.12	101,554.10	23.53%	575,698.00
4520 - SOLID WASTE COLLECTION	113,000.74	148,787.00	-35,786.26	-31.67%	1,017,006.66	1,229,963.05	-212,956.39	-20.94%	1,356,552.00
4530 - SOLID WASTE DISPOSAL	380,899.20	411,811.84	-30,912.64	-8.12%	3,428,092.80	3,569,010.66	-140,917.86	-4.11%	4,572,620.00
4540 - RECYCLABLES COLLECTION	21,290.18	12,013.16	9,277.02	43.57%	191,611.62	154,645.20	36,966.42	19.29%	255,585.00
4585 - YARD TRIMMINGS COLLECTION	21,147.25	19,617.99	1,529.26	7.23%	190,325.25	197,866.36	-7,541.11	-3.96%	253,869.00
9003 - SW - OTHER FINANCING USES	71,886.56	31,851.49	40,035.07	55.69%	646,979.04	276,700.25	370,278.79	57.23%	862,984.00
Total Expense:	656,179.51	658,153.55	-1,974.04	-0.30%	5,905,615.59	5,758,231.64	147,383.95	2.50%	7,877,308.00
Report Total:	0.23	-21,123.82	-21,124.05		2.07	-224,226.72	-224,228.79		0.00



Monroe, GA

Solid Waste Fund Income Statement

Group Summary

For Fiscal: 2024 Period Ending: 09/30/2024

DEPT	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
4520 - SOLID WASTE COLLECTION	2,782,802.00	2,782,802.00	242,082.95	2,157,871.56	624,930.44
4530 - SOLID WASTE DISPOSAL	5,062,506.00	5,062,506.00	389,976.14	3,350,611.97	1,711,894.03
4540 - RECYCLABLES COLLECTION	32,000.00	32,000.00	4,970.64	25,521.39	6,478.61
Revenue Total:	7,877,308.00	7,877,308.00	637,029.73	5,534,004.92	2,343,303.08
Expense					
4510 - SOLID WASTE ADMINISTRATION	575,698.00	575,698.00	34,072.07	340,726.12	234,971.88
4520 - SOLID WASTE COLLECTION	1,356,552.00	1,356,552.00	148,787.00	1,848,534.03	-491,982.03
4530 - SOLID WASTE DISPOSAL	4,572,620.00	4,572,620.00	411,811.84	3,586,230.74	986,389.26
4540 - RECYCLABLES COLLECTION	255,585.00	255,585.00	12,013.16	154,645.20	100,939.80
4585 - YARD TRIMMINGS COLLECTION	253,869.00	253,869.00	19,617.99	197,866.36	56,002.64
9003 - SW - OTHER FINANCING USES	862,984.00	862,984.00	31,851.49	276,700.25	586,283.75
Expense Total:	7,877,308.00	7,877,308.00	658,153.55	6,404,702.70	1,472,605.30
Total Surplus (Deficit):	0.00	0.00	-21,123.82	-870,697.78	



Monroe, GA

Solid Waste Fund Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 09/30/2024

65

DEP...	2023 Sept. Activity	2024 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023 YTD Activity	2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Revenue								
4520 - SOLID WASTE COLLECTION	224,752.50	242,082.95	17,330.45	7.71%	1,967,360.60	2,157,871.56	190,510.96	9.68%
4530 - SOLID WASTE DISPOSAL	409,085.42	389,976.14	-19,109.28	-4.67%	3,515,495.44	3,350,611.97	-164,883.47	-4.69%
4540 - RECYCLABLES COLLECTION	0.00	4,970.64	4,970.64	0.00%	25,563.06	25,521.39	-41.67	-0.16%
Revenue Total:	633,837.92	637,029.73	3,191.81	0.50%	5,508,419.10	5,534,004.92	25,585.82	0.46%
Expense								
4510 - SOLID WASTE ADMINISTRATION	34,897.60	34,072.07	825.53	2.37%	294,133.60	340,726.12	-46,592.52	-15.84%
4520 - SOLID WASTE COLLECTION	135,206.85	148,787.00	-13,580.15	-10.04%	1,407,868.06	1,848,534.03	-440,665.97	-31.30%
4530 - SOLID WASTE DISPOSAL	434,455.68	411,811.84	22,643.84	5.21%	3,611,463.14	3,586,230.74	25,232.40	0.70%
4540 - RECYCLABLES COLLECTION	9,452.39	12,013.16	-2,560.77	-27.09%	136,536.62	154,645.20	-18,108.58	-13.26%
4585 - YARD TRIMMINGS COLLECTION	42,760.04	19,617.99	23,142.05	54.12%	264,619.89	197,866.36	66,753.53	25.23%
9003 - SW - OTHER FINANCING USES	31,691.90	31,851.49	-159.59	-0.50%	275,407.88	276,700.25	-1,292.37	-0.47%
Expense Total:	688,464.46	658,153.55	30,310.91	4.40%	5,990,029.19	6,404,702.70	-414,673.51	-6.92%
Total Surplus (Deficit):	-54,626.54	-21,123.82	33,502.72	61.33%	-481,610.09	-870,697.78	-389,087.69	-80.79%



Monroe, GA

Solid Waste Fund **Budget Report**
Group Summary
For Fiscal: 2024 Period Ending: 09/30/2024
without Capital

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
4510 - SOLID WASTE ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00%
4520 - SOLID WASTE COLLECTION	2,782,802.00	2,782,802.00	242,082.95	2,157,871.56	-624,930.44	22.46%
4530 - SOLID WASTE DISPOSAL	5,062,506.00	5,062,506.00	389,976.14	3,350,611.97	-1,711,894.03	33.82%
4540 - RECYCLABLES COLLECTION	32,000.00	32,000.00	4,970.64	25,521.39	-6,478.61	20.25%
4585 - YARD TRIMMINGS COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	7,877,308.00	7,877,308.00	637,029.73	5,534,004.92	-2,343,303.08	29.75%
Expense						
4500 - SOLID WASTE & RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00%
4510 - SOLID WASTE ADMINISTRATION	575,698.00	575,698.00	34,072.07	330,046.12	245,651.88	42.67%
4520 - SOLID WASTE COLLECTION	1,356,552.00	1,356,552.00	148,787.00	1,229,963.05	126,588.95	9.33%
4530 - SOLID WASTE DISPOSAL	4,572,620.00	4,572,620.00	411,811.84	3,569,010.66	1,003,609.34	21.95%
4540 - RECYCLABLES COLLECTION	255,585.00	255,585.00	12,013.16	154,645.20	100,939.80	39.49%
4585 - YARD TRIMMINGS COLLECTION	253,869.00	253,869.00	19,617.99	197,866.36	56,002.64	22.06%
9003 - SW - OTHER FINANCING USES	862,984.00	862,984.00	31,851.49	276,700.25	586,283.75	67.94%
Expense Total:	7,877,308.00	7,877,308.00	658,153.55	5,758,231.64	2,119,076.36	26.90%
Report Surplus (Deficit):	0.00	0.00	-21,123.82	-224,226.72	-224,226.72	0.00%



Monroe, GA

67

Solid Waste Fund **Budget Report**
Group Summary
For Fiscal: 2024 Period Ending: 09/30/2024
Capital

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense						
4510 - SOLID WASTE ADMINISTRATION	0.00	0.00	0.00	10,680.00	-10,680.00	0.00%
4520 - SOLID WASTE COLLECTION	0.00	0.00	0.00	618,570.98	-618,570.98	0.00%
4530 - SOLID WASTE DISPOSAL	0.00	0.00	0.00	17,220.08	-17,220.08	0.00%
4585 - YARD TRIMMINGS COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	646,471.06	-646,471.06	0.00%
Report Total:	0.00	0.00	0.00	646,471.06	-646,471.06	0.00%

Performance Indicators	Sep-24	Aug-24	Jul-24	Jun-24	May-24	Apr-24	Mar-24	Feb-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-23
Utilities													
Electric Customers	7,006	7,015	7,000	6,992	7,024	7,003	6,992	6,972	6,972	6,964	6,962	6,950	6,955
Natural Gas Customers	4,483	4,476	4,478	4,467	4,473	4,473	4,479	4,467	4,462	4,441	4,429	4,405	4,407
Water Customers	10,989	10,950	10,955	10,956	10,986	10,931	10,621	10,896	10,903	10,888	10,904	10,888	10,897
Wastewater Customers	7,914	7,922	7,907	7,910	7,920	7,892	7,879	7,840	7,858	7,844	7,846	7,846	7,847
Cable TV Customers	525	1,350	1,427	1,446	1,466	1,485	1,500	1,523	1,547	1,566	1,587	1,616	1,656
Digital Cable Customers	24	95	1,047	106	109	113	117	117	122	125	127	127	133
Internet Customers	3,484	3,419	3,366	2,274	3,423	3,433	3,448	3,431	3,427	3,436	3,053	3,144	3,221
Residential Phone Customers	636	642	642	646	656	666	670	673	679	686	686	692	696
Commercial Phone Customers	254	259	258	260	263	262	270	269	264	266	267	272	272
Fiber Customers	2,735	2,590	2,485	2,406	2,328	2,254	2,178	2,097	2,052	2,006	1,952	1,868	1,748
WiFi Router Customers										-			
Streaming Customers	368	167	66	18									
Work Orders Generated													
Utilities													
Connects	196	190	248	182	283	306	249	256	252	229	210	277	236
Cutoff for Non-Payment	43	62	68	43	80	74	43	45	48	37	41	72	42
Electric Work Orders	55	119	145	86	111	98	76	98	103	58	75	110	138
Water Work Orders	100	103	81	86	141	149	126	151	137	70	93	169	60
Natural Gas Work Orders	17	22	8	32	33	39	28	23	46	31	39	33	35
Disconnects	152	160	201	142	194	224	188	198	182	179	166	185	186
Sewer Work Orders	5	3	4	-	26	11	15	4	21	5	13	3	6
Telecomm Work Orders	374	1,021	1,217	250	261	281	255	260	235	210	243	259	325
Stormwater Work Orders	-	-	-	-	-	-	-	-	4	-	-	-	-
Billing/Collections													
Utilities													
Utility Revenue Billed	\$ 5,230,278	\$ 4,234,331	\$ 3,882,849	\$ 3,549,808	\$ 3,472,782	\$ 3,618,562	\$ 4,441,688	\$ 4,343,200	\$ 3,847,969	\$ 3,448,145	\$ 3,429,163	\$ 3,851,586	\$ 4,214,066
Utility Revenue Collected	\$ 4,963,527	\$ 3,998,513	\$ 3,627,351	\$ 3,312,583	\$ 3,229,367	\$ 3,513,166	\$ 4,188,675	\$ 4,107,270	\$ 3,616,210	\$ 3,000,764	\$ 3,211,321	\$ 3,603,815	\$ 3,973,501
Amount Written Off for Bad Debt	\$ 16,707	\$ 25,776	\$ 24,590	\$ 16,675	\$ 17,580	\$ 12,822	\$ 18,950	\$ 19,658	\$ 15,358	\$ 15,467	\$ 25,304	\$ 18,061	\$ 15,197
Extensions													
Utilities													
Extensions Requested	585	552	545	469	564	599	480	538	608	497	548	587	581
Extensions Pending	82	46	37	27	51	27	18	33	7	107	39	148	45
Extensions Defaulted	22	29	25	18	26	39	19	26	22	16	37	22	17
Extensions Paid per Agreement	527	506	510	477	514	548	475	486	579	413	139	461	519
Percentage of Extensions Paid	96%	95%	95%	96%	95%	93%	96%	95%	96%	97%	93%	96%	97%
Taxes													
Admin Support													
Property Tax Collected	\$ 50,759	\$ 3,309	\$ 8,380	\$ 5,520	\$ 21,058	\$ 51,177	\$ 50,418	\$ 66,594	\$ 3,196,293	\$ 3,196,293	\$ 916,997	\$ 216,602	\$ 63,522
Accounting													
Payroll & Benefits													
Payroll Checks Issued	-	-	-	-	1	3	1	1	1	-	-	-	-
Direct Deposit Advices	675	984	654	654	654	654	971	666	686	771	781	682	1,005
General Ledger													
Accounts Payable Checks Issued	247	296	327	290	362	286	289	287	423	266	301	266	242
Accounts Payable Invoices Entered	335	427	441	410	472	381	383	378	447	366	390	512	324
Journal Entries Processed	93	113	89	88	75	92	85	87	106	148	80	94	88
Miscellaneous Receipts	315	312	331	213	354	457	504	634	529	624	332	321	288
Utility Deposit Refunds Processed	29	203	36	33	51	23	38	48	43	72	50	47	51
Local Option Sales Tax	\$ 270,065	\$ 276,632	\$ 276,460	\$ 267,710	\$ 256,648	\$ 255,063	\$ 260,270	\$ 232,723	\$ 273,794	\$ 251,963	\$ 250,168	\$ 245,199	\$ 247,614
Personnel													
Budgeted Positions	276	276	276	276	276	276	276	276	276	274	274	274	274
Filled Positions	252	254	258	257	259	257	256	255	254	260	261	263	259
Vacancies	24	22	18	19	17	19	21	21	22	14	13	11	15
Unfunded Positions											5	5	5
Airport													
Airport													
Airport Fuel Sales - Gallons	1,166	1,570	1,578	1,436	1,718	1,531	983	1,276	700	1,286	1,459	2,814	2,252
Fuel Sales - Revenue	6,751	10,825	9,137	8,314	9,950	8,865	5,693	7,390	4,053	7,445	8,446	16,296	13,042



**FIRE
DEPARTMENT
CITY COUNCIL
MONTHLY MEETING**

November 2024

City of Monroe Fire Dept

Monroe, GA

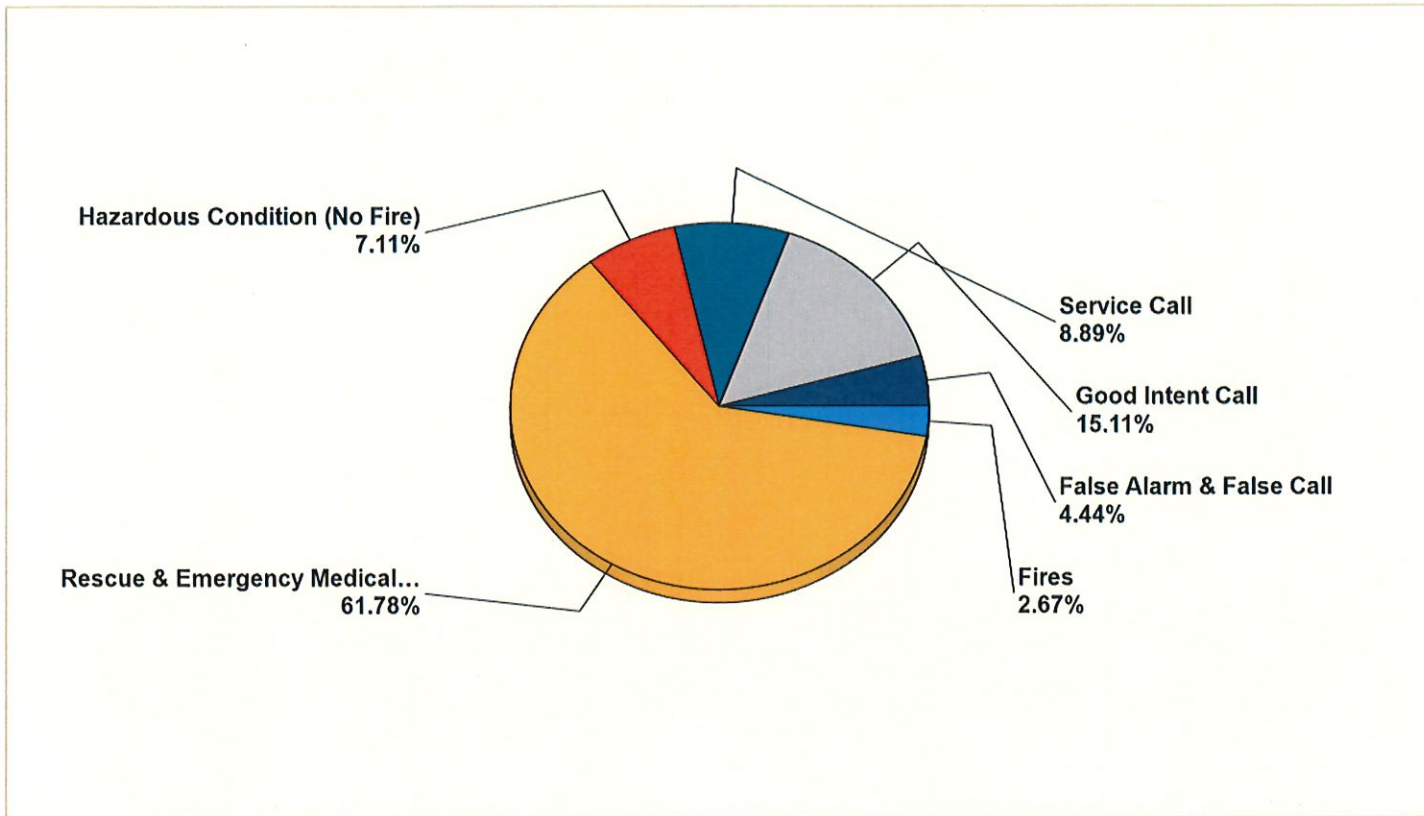
This report was generated on 11/4/2024 10:37:29 AM



70

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2024 | End Date: 09/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	2.67%
Rescue & Emergency Medical Service	139	61.78%
Hazardous Condition (No Fire)	16	7.11%
Service Call	20	8.89%
Good Intent Call	34	15.11%
False Alarm & False Call	10	4.44%
TOTAL	225	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

71

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.33%
131 - Passenger vehicle fire	1	0.44%
140 - Natural vegetation fire, other	1	0.44%
143 - Grass fire	1	0.44%
311 - Medical assist, assist EMS crew	70	31.11%
321 - EMS call, excluding vehicle accident with injury	55	24.44%
322 - Motor vehicle accident with injuries	6	2.67%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.44%
324 - Motor vehicle accident with no injuries.	6	2.67%
353 - Removal of victim(s) from stalled elevator	1	0.44%
400 - Hazardous condition, other	6	2.67%
410 - Combustible/flammable gas/liquid condition, other	1	0.44%
412 - Gas leak (natural gas or LPG)	3	1.33%
422 - Chemical spill or leak	1	0.44%
444 - Power line down	4	1.78%
445 - Arcing, shorted electrical equipment	1	0.44%
522 - Water or steam leak	2	0.89%
550 - Public service assistance, other	1	0.44%
551 - Assist police or other governmental agency	2	0.89%
553 - Public service	1	0.44%
554 - Assist invalid	14	6.22%
611 - Dispatched & cancelled en route	29	12.89%
622 - No incident found on arrival at dispatch address	1	0.44%
671 - HazMat release investigation w/no HazMat	4	1.78%
711 - Municipal alarm system, malicious false alarm	1	0.44%
733 - Smoke detector activation due to malfunction	2	0.89%
735 - Alarm system sounded due to malfunction	3	1.33%
743 - Smoke detector activation, no fire - unintentional	3	1.33%
745 - Alarm system activation, no fire - unintentional	1	0.44%
TOTAL INCIDENTS:	225	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



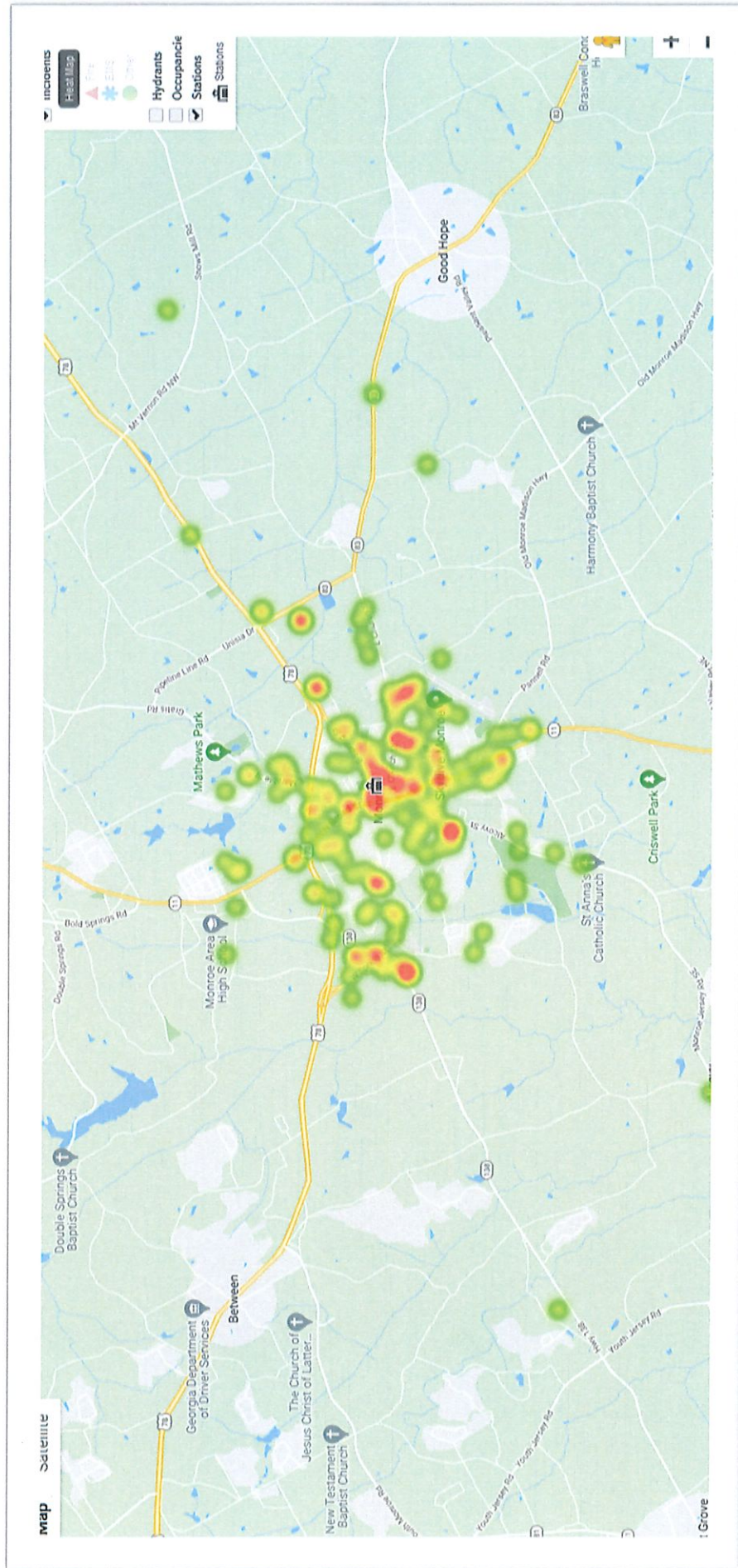
emergencyreporting.com

Doc Id: 553

Page # 2 of 2

City of Monroe Fire Dept

Monroe, GA



September 2024 Incident Distribution Map



Incident Comparison 2020-2024

September	2020	2021	2022	2023	2024
100 - Fire	2	3	6	2	6
200 - Overpressure Rupture, Explosion, Overheat	1	0	0	0	0
300 - Rescue & EMS	114	132	115	143	139
400 - Hazardous Condition	2	6	6	1	16
500 - Service Call	13	4	4	8	20
600 - Good Intent & Canceled Call	62	45	51	24	34
700 - False Alarm & False Call	11	5	16	14	10
800 - Severe Weather & Natural Disaster	0	0	0	0	0
900 - Special Incident Type	0	0	0	0	0
	205	195	198	192	225

City of Monroe Fire Dept

Monroe, GA

This report was generated on 11/4/2024 11:36:26 AM



Average Response Time for Agency for Response Mode for Date Range

Response Mode: Lights and Sirens | Start Date: 09/01/2024 | End Date: 09/30/2024

RESPONSE MODE	INCIDENT COUNT	AVERAGE RESPONSE TIME (Dispatch to Arrived)
AGENCY: City of Monroe Fire Dept		
Lights and Sirens	208	0:05:33

City of Monroe Fire Dept

Monroe, GA

This report was generated on 11/4/2024 11:35:21 AM



75

Count of Overlapping Incidents for Date Range

Start Date: 09/01/2024 | End Date: 09/30/2024

# OVERLAPPING	% OVERLAPPING	TOTAL
66	29.33	225

OVERLAPPING INCIDENT DETAILS					
ALARM	CLEAR/CANCEL	INCIDENT #	INCIDENT TYPE	STATION	ZONE
9/1/2024					
9/1/2024 4:09:42 PM	9/1/2024 4:35:09 PM	2024-1687	311	Monroe (City of) Headquarters	
9/1/2024 4:17:26 PM	9/1/2024 4:42:11 PM	2024-1688	311	Monroe (City of) Headquarters	
9/3/2024					
9/3/2024 4:07:38 AM	9/3/2024 4:24:29 AM	2024-1699	554	Monroe (City of) Headquarters	
9/3/2024 4:09:05 AM	9/3/2024 4:24:42 AM	2024-1700	324	Monroe (City of) Headquarters	
9/3/2024 11:35:15 AM	9/3/2024 1:12:53 PM	2024-1704	111	Monroe (City of) Headquarters	
9/3/2024 12:04:52 PM	9/3/2024 12:17:03 PM	2024-1705	311	Monroe (City of) Headquarters	
9/3/2024 5:48:23 PM	9/3/2024 6:07:15 PM	2024-1708	311	Monroe (City of) Headquarters	
9/3/2024 5:52:36 PM	9/3/2024 6:06:27 PM	2024-1709	311	Monroe (City of) Headquarters	
9/3/2024 6:00:42 PM	9/3/2024 6:32:56 PM	2024-1710	322	Monroe (City of) Headquarters	
9/4/2024					
9/4/2024 5:13:36 AM	9/4/2024 11:15:00 AM	2024-1715	111	Monroe (City of) Headquarters	
9/4/2024 5:35:57 AM	9/4/2024 5:43:55 AM	2024-1716	611	Monroe (City of) Headquarters	
9/4/2024 10:16:52 AM	9/4/2024 10:28:58 AM	2024-1717	321	Monroe (City of) Headquarters	
9/4/2024 10:25:53 AM	9/4/2024 10:42:00 AM	2024-1718	311	Monroe (City of) Headquarters	
9/4/2024 10:38:00 AM	9/4/2024 3:30:00 PM	2024-1728	551	Monroe (City of) Headquarters	
9/9/2024					
9/9/2024 2:47:00 PM	9/9/2024 4:09:23 PM	2024-1750	554	Monroe (City of) Headquarters	
9/9/2024 2:54:09 PM	9/9/2024 2:56:17 PM	2024-1751	611	Monroe (City of) Headquarters	
9/11/2024					
9/11/2024 10:12:13 AM	9/11/2024 10:29:55 AM	2024-1758	321	Monroe (City of) Headquarters	
9/11/2024 10:17:41 AM	9/11/2024 10:35:41 AM	2024-1759	321	Monroe (City of) Headquarters	
9/11/2024 10:49:23 AM	9/11/2024 11:15:00 AM	2024-1760	412	Monroe (City of) Headquarters	

Percentage of incidents overlapping from total incidents in month,year. Compared incident time range as either Alarm to Cancel or Alarm to Clear for incidents that have either Cancel or Clear time recorded. Reviewed calls only. Group by date. Displays date, incident number, incident type (numeric only), zone, and station.

OVERLAPPING INCIDENT DETAILS

76

ALARM	CLEAR/CANCEL	INCIDENT #	INCIDENT TYPE	STATION	ZONE
9/11/2024 11:14:14 AM	9/11/2024 11:20:37 AM	2024-1761	554	Monroe (City of) Headquarters	
9/12/2024					
9/12/2024 8:39:11 PM	9/12/2024 8:54:31 PM	2024-1773	321	Monroe (City of) Headquarters	
9/12/2024 8:41:00 PM	9/12/2024 8:48:57 PM	2024-1774	551	Monroe (City of) Headquarters	
9/13/2024					
9/13/2024 1:37:52 PM	9/13/2024 1:56:23 PM	2024-1782	321	Monroe (City of) Headquarters	
9/13/2024 1:53:19 PM	9/13/2024 2:15:44 PM	2024-1783	321	Monroe (City of) Headquarters	
9/14/2024					
9/14/2024 5:16:00 PM	9/14/2024 5:34:59 PM	2024-1790	554	Monroe (City of) Headquarters	
9/14/2024 5:31:04 PM	9/14/2024 5:37:23 PM	2024-1791	611	Monroe (City of) Headquarters	
9/15/2024					
9/15/2024 6:00:14 PM	9/15/2024 6:16:13 PM	2024-1796	311	Monroe (City of) Headquarters	
9/15/2024 6:04:44 PM	9/15/2024 6:29:16 PM	2024-1797	321	Monroe (City of) Headquarters	
9/17/2024					
9/17/2024 1:58:36 PM	9/17/2024 2:04:00 PM	2024-1807	611	Monroe (City of) Headquarters	
9/17/2024 2:03:21 PM	9/17/2024 2:14:00 PM	2024-1808	321	Monroe (City of) Headquarters	
9/17/2024 10:26:47 PM	9/17/2024 10:50:25 PM	2024-1809	321	Monroe (City of) Headquarters	
9/17/2024 10:29:34 PM	9/17/2024 10:37:03 PM	2024-1810	611	Monroe (City of) Headquarters	
9/18/2024					
9/18/2024 11:03:42 AM	9/18/2024 11:28:11 AM	2024-1813	311	Monroe (City of) Headquarters	
9/18/2024 11:03:46 AM	9/18/2024 11:16:12 AM	2024-1812	311	Monroe (City of) Headquarters	
9/18/2024 1:25:58 PM	9/18/2024 1:41:48 PM	2024-1814	311	Monroe (City of) Headquarters	
9/18/2024 1:38:23 PM	9/18/2024 1:55:19 PM	2024-1815	321	Monroe (City of) Headquarters	
9/21/2024					
9/21/2024 12:57:43 PM	9/21/2024 1:11:26 PM	2024-1828	321	Monroe (City of) Headquarters	
9/21/2024 1:00:00 PM	9/21/2024 2:00:00 PM	2024-1829	553	Monroe (City of) Headquarters	
9/22/2024					
9/22/2024 11:44:12 AM	9/22/2024 11:47:11 AM	2024-1835	611	Monroe (City of) Headquarters	
9/22/2024 11:44:42 AM	9/22/2024 11:53:24 AM	2024-1836	311	Monroe (City of) Headquarters	
9/22/2024 12:02:28 PM	9/22/2024 12:13:30 PM	2024-1837	311	Monroe (City of) Headquarters	
9/22/2024 12:05:36 PM	9/22/2024 12:26:02 PM	2024-1838	321	Monroe (City of) Headquarters	

Percentage of incidents overlapping from total incidents in month, year. Compared incident time range as either Alarm to Cancel or Alarm to Clear for incidents that have either Cancel or Clear time recorded. Reviewed calls only. Group by date. Displays date, incident number, incident type (numeric only), zone, and station.

OVERLAPPING INCIDENT DETAILS						77
ALARM	CLEAR/CANCEL	INCIDENT #	INCIDENT TYPE	STATION	ZONE	
9/22/2024 1:47:25 PM	9/22/2024 1:58:20 PM	2024-1839	735	Monroe (City of) Headquarters		
9/22/2024 1:56:09 PM	9/22/2024 2:09:26 PM	2024-1840	311	Monroe (City of) Headquarters		
9/22/2024 6:25:06 PM	9/22/2024 6:36:42 PM	2024-1843	445	Monroe (City of) Headquarters		
9/22/2024 6:36:42 PM	9/22/2024 6:57:43 PM	2024-1842	422	Monroe (City of) Headquarters		
9/22/2024 6:48:08 PM	9/22/2024 7:03:42 PM	2024-1844	321	Monroe (City of) Headquarters		
9/22/2024 8:47:56 PM	9/22/2024 9:01:36 PM	2024-1845	311	Monroe (City of) Headquarters		
9/22/2024 8:56:15 PM	9/22/2024 9:10:17 PM	2024-1846	321	Monroe (City of) Headquarters		
9/23/2024						
9/23/2024 1:03:07 PM	9/23/2024 1:17:00 PM	2024-1852	321	Monroe (City of) Headquarters		
9/23/2024 1:16:24 PM	9/23/2024 1:42:44 PM	2024-1853	321	Monroe (City of) Headquarters		
9/25/2024						
9/25/2024 2:54:39 PM	9/25/2024 3:15:35 PM	2024-1862	321	Monroe (City of) Headquarters		
9/25/2024 3:04:04 PM	9/25/2024 3:33:31 PM	2024-1863	321	Monroe (City of) Headquarters		
9/26/2024						
9/26/2024 4:50:11 PM	9/26/2024 5:01:08 PM	2024-1869	321	Monroe (City of) Headquarters		
9/26/2024 4:51:04 PM	9/26/2024 5:10:53 PM	2024-1870	321	Monroe (City of) Headquarters		
9/27/2024						
9/27/2024 4:57:51 AM	9/27/2024 5:20:33 AM	2024-1872	444	Monroe (City of) Headquarters		
9/27/2024 5:15:30 AM	9/27/2024 5:29:19 AM	2024-1873	400	Monroe (City of) Headquarters		
9/27/2024 8:01:08 AM	9/27/2024 8:24:37 AM	2024-1876	322	Monroe (City of) Headquarters		
9/27/2024 8:08:28 AM	9/27/2024 8:25:05 AM	2024-1878	444	Monroe (City of) Headquarters		
9/27/2024 8:12:28 AM	9/27/2024 8:23:09 AM	2024-1877	400	Monroe (City of) Headquarters		
9/27/2024 9:08:38 AM	9/27/2024 9:27:00 AM	2024-1880	444	Monroe (City of) Headquarters		
9/27/2024 9:16:00 AM	9/27/2024 9:31:40 AM	2024-1881	400	Monroe (City of) Headquarters		
9/28/2024						
9/28/2024 10:11:49 AM	9/28/2024 10:31:41 AM	2024-1892	311	Monroe (City of) Headquarters		
9/28/2024 10:27:29 AM	9/28/2024 10:33:03 AM	2024-1893	611	Monroe (City of) Headquarters		
9/28/2024 11:00:00 AM	9/28/2024 1:00:00 PM	2024-1894	550	Monroe (City of) Headquarters		
9/28/2024 11:28:10 AM	9/28/2024 11:39:06 AM	2024-1895	554	Monroe (City of) Headquarters		

Percentage of incidents overlapping from total incidents in month,year. Compared incident time range as either Alarm to Cancel or Alarm to Clear for incidents that have either Cancel or Clear time recorded. Reviewed calls only. Group by date. Displays date, incident number, incident type (numeric only), zone, and station.

City of Monroe Fire Dept

Monroe, GA

This report was generated on 11/4/2024 10:48:24 AM



78

Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 09/01/2024 | EndDate: 09/30/2024

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
09/01/2024	2024-1683	3160 Turkey Mountain TRL	111 - Building fire	MFD - Monroe (City of) Headquarters
09/03/2024	2024-1704	981 Laboon RD	111 - Building fire	MFD - Monroe (City of) Headquarters
09/03/2024	2024-1711	2340 highway 83 HWY	311 - Medical assist, assist EMS crew	MFD - Monroe (City of) Headquarters
09/09/2024	2024-1752	1095 Good Hope RD	322 - Motor vehicle accident with injuries	MFD - Monroe (City of) Headquarters
09/11/2024	2024-1766	1027 Nunnally Court	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters
09/23/2024	2024-1854	635 Meadow Lane	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 2.67%

AID TYPE: Automatic aid received				
09/04/2024	2024-1715	234 Boulevard	111 - Building fire	MFD - Monroe (City of) Headquarters
09/04/2024	2024-1715	236 Boulevard	111 - Building fire	MFD - Monroe (City of) Headquarters
09/05/2024	2024-1722	132 E Church ST	410 - Combustible/flammable gas/liquid condition, other	MFD - Monroe (City of) Headquarters
09/22/2024	2024-1843	545 Bridgeport PL	445 - Arcing, shorted electrical equipment	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 1.78%

AID TYPE: Mutual aid given				
09/04/2024	2024-1728	940 HAYMON MORRIS RD	551 - Assist police or other governmental agency	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 0.44%

AID TYPE: Mutual aid received				
09/04/2024	2024-1716	655 Unisia DR	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 0.44%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 952

Page # 1 of 1

City of Monroe Fire Dept

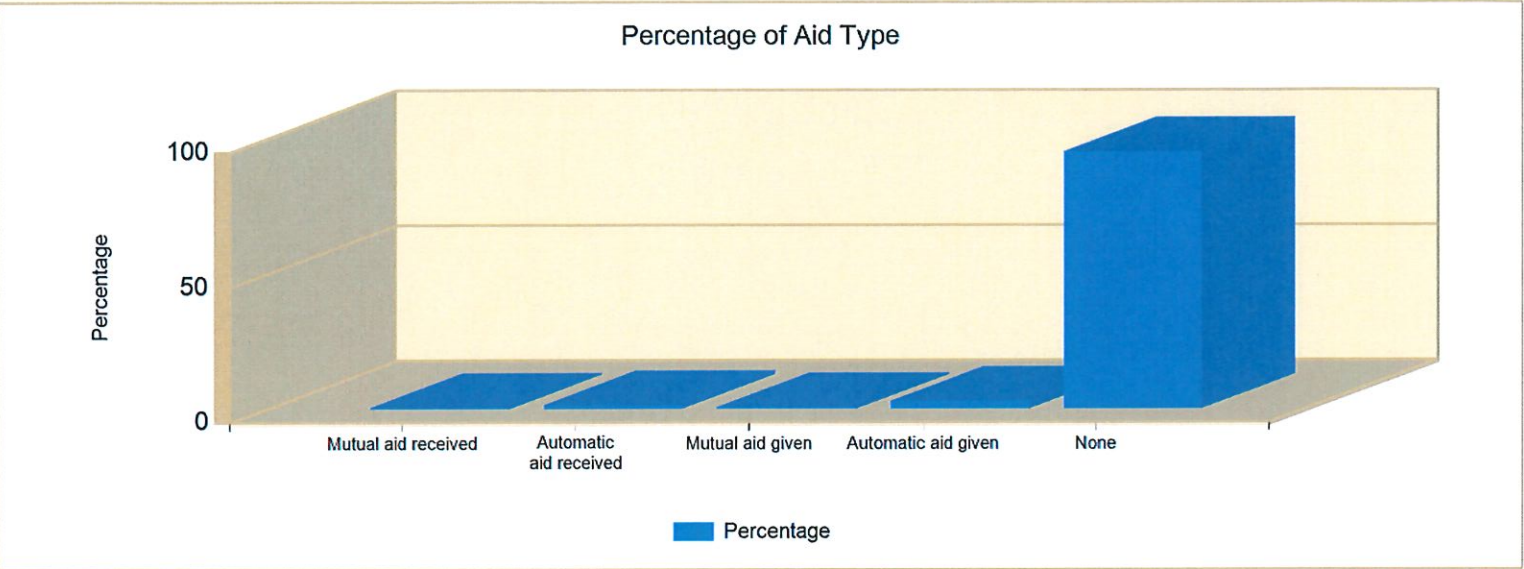
Monroe, GA

This report was generated on 11/4/2024 10:49:53 AM



Count of Aid Given and Received for Incidents for Date Range

Start Date: 09/01/2024 | End Date: 09/30/2024



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	1	0.4%
Automatic aid received	3	1.3%
Mutual aid given	1	0.4%
Automatic aid given	6	2.7%
None	214	95.1%

Only REVIEWED incidents included

City of Monroe Fire Dept

Monroe, GA

This report was generated on 11/4/2024 11:06:30 AM



Detailed Losses For Date Range

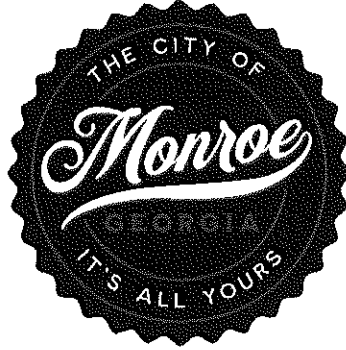
Start Date: 09/01/2024 | End Date: 09/30/2024

# INCIDENTS	TOTAL PRE-INCIDENT PROP. VAL.	TOTAL PRE-INCIDENT CONT. VAL.	TOTAL PRE-INCIDENT VAL.	AVG. VAL.	TOTAL PROP. LOSS	TOTAL CONT. LOSS	TOTAL LOSSES	AVERAGE LOSS
3	\$472,467.00	\$154,750.00	\$627,217.00	\$209,072.00	\$222,967.00	\$5,000.00	\$227,967.00	\$75,989.00

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. LOSS	CONT. LOSS	TOTAL
2024-1715	09/04/2024	111 - Building fire	234 Boulevard Monroe	\$163,567.00	\$5,000.00	\$168,567.00	\$163,567.00	\$5,000.00	\$168,567.00
2024-1715	09/04/2024	111 - Building fire	236 Boulevard Monroe	\$299,500.00	\$149,750.00	\$449,250.00	\$50,000.00	\$0.00	\$50,000.00
2024-1745	09/09/2024	131 - Passenger vehicle fire	215 Highway 138 Monroe	\$9,400.00	\$0.00	\$9,400.00	\$9,400.00	\$0.00	\$9,400.00

Only Reviewed Incidents included.





**POLICE
DEPARTMENT
MONTHLY REPORT
November
2024**

Compairison of September 2023 to September 2024 Activity Reports

	<u>2024</u>			<u>2023</u>		
Calls for Service	2,148			2,202		
Area Checks	9,877			10,690		
Training Hours	1,342			398		
Part A Crimes	97			70		
Part B Crimes	38			15		
Arrest-Adult	96			93		
Juvenile	2			8		

AGENCY	2024 JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
LE CALLS													
WALTON SO	3,546	3,168	3,471	3,433	3,487	3,818	4,151	3,787	3,595				32,456
WCSO AREA CHECKS	10,251	7,183	6,577	5,739	10,046	8,619	9,629	10,884	6,217				75,145
MONROE PD	2,234	2,274	2,316	2,313	2,456	2,356	2,602	2,473	2,148				21,172
MPD AREA CHECKS	11,576	11,632	11,221	11,779	11,380	10,490	12,254	12,075	9,877				102,284
LOGANVILLE PD	811	881	1,044	989	904	862	756	874	820				7,941
LPD AREA CHECKS	1,620	1,636	1,097	951	917	1,224	1,135	967	1,161				10,708
SOCIAL CIRCLE PD	389	376	401	382	454	467	400	450	475				3,794
SPD AREA CHECKS	2,203	2,419	2,156	2,083	2,471	1,462	1,671	1,455	1,561				17,481
TOTALS	32,630	29,569	28,283	27,669	32,115	29,298	32,598	32,965	25,854				270,981
WALTON EMS	1,624	1,517	1,693	1,506	1,700	1,422	1,479	1,571	1,448				13,960
WALTON FIRE	508	494	533	500	457	408	447	462	465				4,274
MONROE FIRE	247	196	196	193	239	194	216	257	225				1,963
LOGANVILLE FIRE	259	234	261	229	227	224	224	193	202				2,053
SOC CIRCLE FIRE	64	69	87	63	51	58	72	72	65				601
TOTALS	1,078	993	1,077	985	974	884	959	984	957	-00	-00	-00	8,891
PHONE CALLS													
ABANDONED	271	239	245	180	215	207	240	280	202				
ADMIN IN	4,661	4,730	5,094	5,403	5,222	5,003	5,203	5,493	5,036				
ADMIN OUT	3,151	2,974	3,471	3,446	3,587	3,255	3,025	3,778	3,193				
911	4,409	4,122	4,651	4,091	4,280	4,312	4,283	4,335	4,013				
TOTAL	12,492	12,065	13,461	13,120	13,304	12,777	12,751	13,886	12,444	-00	-00	-00	116,300

September 2024 Training Hours for Monroe Police Department

GPSTC online training: 76

Conference training: 0

In-service Training: 958 (MPD In – Service, SWAT training, and MPD hosted FTO School)

Off Site Training: 308

Total Training Hours: 1,342



WALTON COUNTY 911

Radio Log Statistical Report, by Unit

<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
310	LAW ENFORCEMENT UNIT	1
314	LAW ENFORCEMENT UNIT	27
316	LAW ENFORCEMENT UNIT	10
321	LAW ENFORCEMENT UNIT	164
325	LAW ENFORCEMENT UNIT	327
327	LAW ENFORCEMENT UNIT	43
328	LAW ENFORCEMENT UNIT	1
329	LAW ENFORCEMENT UNIT	1
333	LAW ENFORCEMENT UNIT	300
336	LAW ENFORCEMENT UNIT	291
337	LAW ENFORCEMENT UNIT	92
340	LAW ENFORCEMENT UNIT	405
341	LAW ENFORCEMENT UNIT	41
342	LAW ENFORCEMENT UNIT	509
343	LAW ENFORCEMENT UNIT	194
344	LAW ENFORCEMENT UNIT	347
346	LAW ENFORCEMENT UNIT	1
347	LAW ENFORCEMENT UNIT	269
348	LAW ENFORCEMENT UNIT	1
349	LAW ENFORCEMENT UNIT	756
351	LAW ENFORCEMENT UNIT	391
352	LAW ENFORCEMENT UNIT	21
354	LAW ENFORCEMENT UNIT	536
355	LAW ENFORCEMENT UNIT	271
356	LAW ENFORCEMENT UNIT	603
357	LAW ENFORCEMENT UNIT	1
358	LAW ENFORCEMENT UNIT	450
359	LAW ENFORCEMENT UNIT	380
360	LAW ENFORCEMENT UNIT	459
361	LAW ENFORCEMENT UNIT	154
364	LAW ENFORCEMENT UNIT	419
365	LAW ENFORCEMENT UNIT	430
366	LAW ENFORCEMENT UNIT	3
368	LAW ENFORCEMENT UNIT	541
369	LAW ENFORCEMENT UNIT	621
370	LAW ENFORCEMENT UNIT	194
372	LAW ENFORCEMENT UNIT	623
Total Radio Logs:		9877

Report Includes:

All dates between `00:00:00 09/01/24` and `23:59:59 09/30/24`, All agencies matching `MPD`, All zones, All units, All tencodes matching `1066`, All shifts



WALTON COUNTY 911

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	2
ANIMAL COMPLAINT	4
VICIOUS ANIMAL	1
PROWLER	1
ATTEMPTED BURGLARY	2
BURGLARY IN PROGRESS	1
BURGLARY REPORT	4
DOMESTIC NON-VIOLENT	27
DOMESTIC VIOLENT	1
WARRANT SERVICE	25
SUBJECT WITH WEAPON	2
SUSPICIOUS PERSON	61
SUSPICIOUS VEHICLE	94
TRAFFIC STOP	2
SUICIDE ATTEMPT	2
SUICIDE THREAT	6
KEYS LOCKED IN VEHICLE	82
SPEEDING AUTO	2
ACCIDENT NO INJURIES	53
INJURY BY COMPLAINT	2
ACCIDENT WITH A DEER	9
ACCIDENT WITH INJURIES	3
OFFICER INVOLVED ACCIDENT	2
PERSON STRUCK WITH AUTO	1
ACCIDENT UNKNOWN INJURIES	8
ROAD HAZARD	9
DRUNK DRIVER	4
INTOXICATED PERSON	3
DIRECT TRAFFIC	2
TRANSPORT FOR BUSINESS	15
FUNERAL ESCORT	6
TRANSPORT	7
DISABLED VEHICLE	23
AREA/BLDG CHECK	47
LITTERING/ILLEGAL DUMPING	1
CHILD ABUSE	2
RAPE	1
SEXUAL ASSAULT	2
CHASE	2
BUSINESS ALARM	40
CHURCH ALARM	1
RESIDENTIAL ALARM	15
SCHOOL ALARM	2
SUBJECT IN CUSTODY	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
THREATS	9
TRAFFIC LIGHT OUT	2
TRAFFIC VIOLATION	1074
TRAILER INSPECTION	2
TREE DOWN	2
TRESPASSING	1
UNKNOWN PRIORTY 1	1
UNKNOWN LAW PROBLEM	7
UNSECURE PREMISES	3
VEHICLE INSPECTION	10
VIOLATION TPO	3
WANTED PERSON	7
WEAPONS OFFENSE	3
WELFARE CHECK	27

Total reported: 2148

Report Includes:

All dates between `00:00:00 09/01/24` and `23:59:59 09/30/24`, All agencies matching `MPD`, All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



**STREETS AND
TRANSPORTATION
DEPARTMENT
MONTHLY REPORT
NOVEMBER
2024**

Public Works Administration

September 2024

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Calls received	799	597	688	797	750	559	714	415	212				5531
Work orders received	97	104	84	117	112	121	135	96	123				989
Work orders completed	90	101	82	114	107	114	128	96	104				936
Permits received/approved -		1											
Road closure						2	4		5				11
Parade													0
Procession													0
Public demonstration													0
Assembly			2	1	6	7		7					23
Picket													0
Road race			1	1					1				3

Fleet Maintenance Division

*Repaired/Service vehicles or equipment for the following departments:

Department	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Airport													0
City Hall													0
Code					1								1
Electric/Cable	2	3		2		4	5	4	4				24
Finance													0
Fire	2	4	2	1	4	2							15
Gas/Water/Sewer	7	6	5	6	5	1	2	4	1				37
GUTA													0
Meter Readers			2			1	2		2				7
Motor Pool													0
Police	25	20	5	11	13	21	19	17	21				152
Public Works	30	23	34	33	13	6	12	13	26				190
TOTAL	66	56	48	53	36	35	40	38	54	0	0	0	426

Street Division

- Sweeper
- 2024 LMIG Cherry Hill Road
- 2024 LMIG Popular Street
- 2024 LMIG Pannell Road
- 2024 LMIG McDaniel Street
- Grading at Towler Street Airport hanger
- Paved parking lot on Wayne Street behind CVS
- Patched parking lot on Wayne Street behind ATM
- Farmers Market prep
- Storm cleanup
- 133.47 tons of asphalt patching for LMIG paving

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Utility Cuts	25	34	28	21	7	6	0	10	0				131
Total Tons	10	55.35	30.56	27.5	9.95	8.26	0	9.9	0				151.5

Stormwater

- Ditch Maintenance
 - S. Madison Ave.
 - Towler Street
- * Catch basin maintenance/structure repair
- Storm pipe install new/Catch basin new
- Pipe repair or replace
- * Inspections
- Pond Maint.
 - Public Works

Storm grate cleaning (City wide)

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Grates	60	24	19	17	10	79	10	32	114				365
Total Tons	3.7	5.03	2.88	1.68	0.67	3.24	0.39	0.41	4.18				22.18

Sign & Marking Division

- General maintenance:

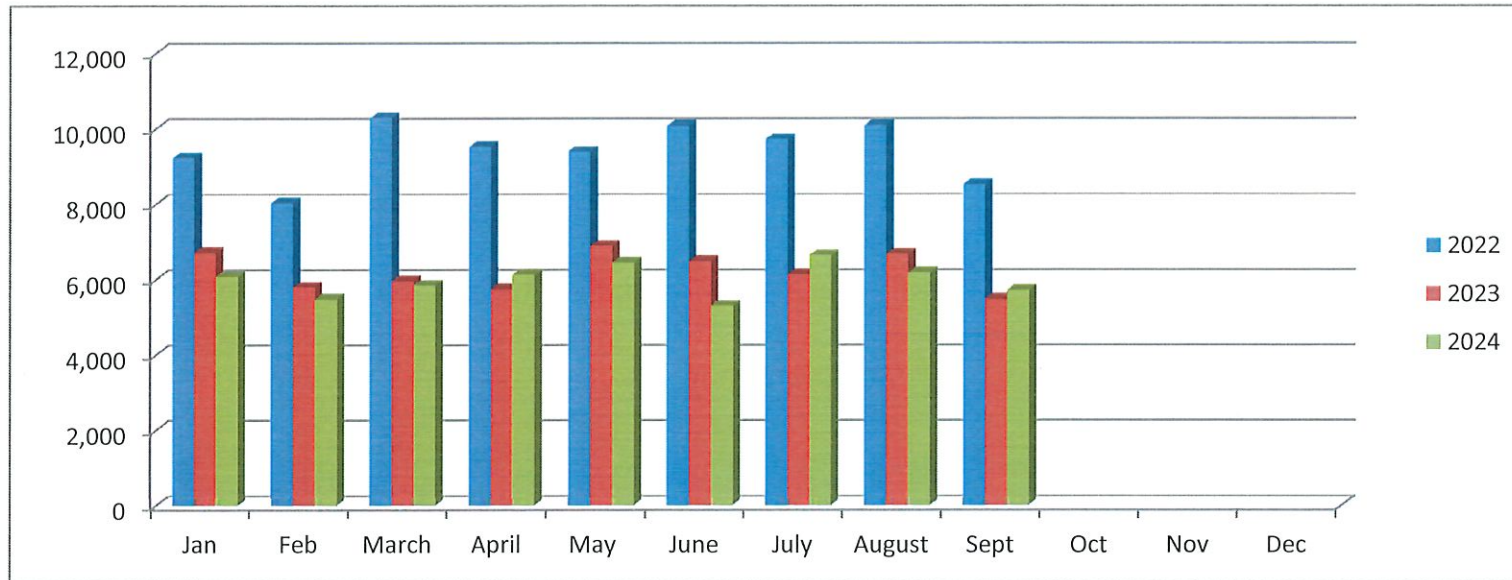
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Signs repaired	9	5	4	7	10	3	16	9	10				73
Signs replaced	9	26	24	30	22	21	36	22	32				222
Sign post replaced/installed	13	19	19	20	23	17	37	32	33				213
New signs	22	21	35	23	34	25	15	44	26				245
Signs cleaned	6		8		9	12	9	8	7				59
Signs installed (new)		2		7				8	4				21
City emblems installed	1	1				1							3
In-lane pedestrian signs	1							1					2
Banners	1	1	1										3
Compaction Test													0
Traffic Studies			1				1	1	3				6
Parking Lot Striped						1		1	1				3
Speed hump installed/repair					2								2
Crosswalk installed								1	1				2
Stop bars installed								1	3				4
Airport Maint.	7	10	9	11	7	10	8	5	5				72
Gate repairs		1				1	2	2					
Traffic Lights-Flashing lights		2	1		2	1	2	2					
Handicap Marking													0
Curb Striped	1					8							9
Locates			7	6	23		26	6	5				
TOTAL	70	88	109	104	132	100	152	143	130	0	0	0	939



**SOLID WASTE
DEPARTMENT
MONTHLY REPORT
NOVEMBER
2024**

**City of Monroe Transfer Station
Customer Inbound Garbage/Trash Tonnage**

Customers	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total:
2022	9,230	8,037	10,290	9526	9395	10,082	9722	10088	8525				84,895.00
2023	6,724	5,801	5,966	5745	6893	6491	6131	6676	5485				55,912.00
2024	6,080	5,486	5,847	6129	6455	5302	6643	6185	5717				53,844.00

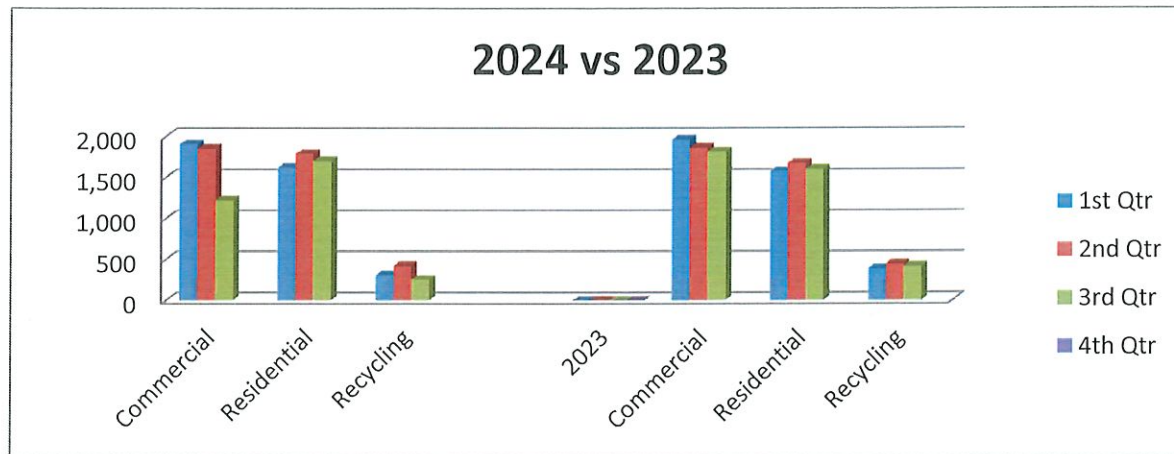


Note: 33% decrease in tonnage since September 2022, due to rate increases in 2023 and 2024.

City of Monroe Tonnage Report
Garbage/Trash vs Recycling Collection

2024	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Commercial	1,904	1851	1223	
Residential	1,618	1789	1702	
Recycling	306	422	253	

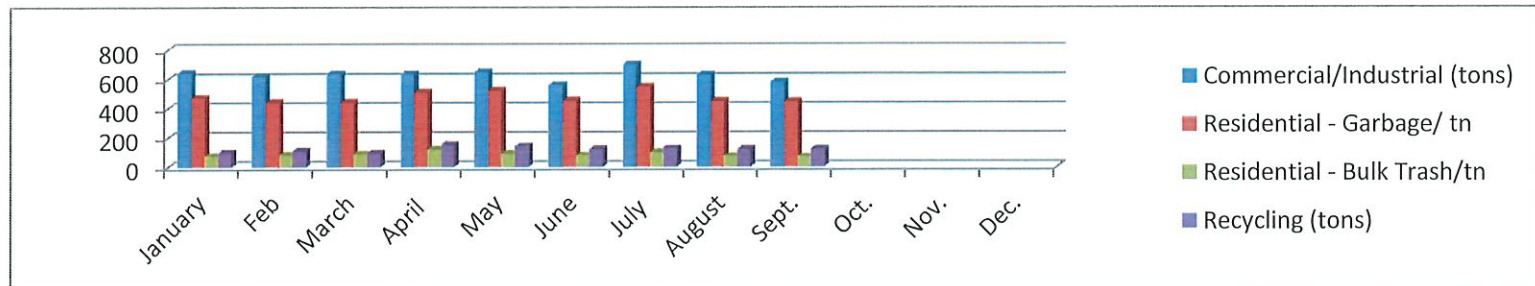
2023	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Commercial	1,961	1861	1813	
Residential	1,569	1673	1602	
Recycling	386	442	416	



Note: 2024 waste diversion rate at 11%

2023 waste diversion rate at 12%

2024	January	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Commercial/Industrial (tons)	645.03	621.92	638.48	637.03	651.08	562.53	703.33	633.33	582.83			
Residential - Garbage/ tn	474.96	443.92	444.05	512.35	524.02	455.19	551.33	451.67	447.46			
Residential - Bulk Trash/tn	77.47	85.31	92.23	120.83	95.25	80.87	102.81	76.87	71.65			
Recycling (tons)	100.90	111.73	97.88	154.98	144.79	122.45	130.97	122.25	124.13			
Transfer Station (tons)	6,080.25	5,486.15	5,847.25	6,129.36	6,455.48	5,301.83	6,642.59	6,185.39	5,717.02			
Customers (TS)	19	19	21	20	20	19	19	18	19			
Sweeper debris (tons)	55.4	70.61	55.54	66.04	45.53	15.07	25.07	13.34	49.93			
Storm drain debris (tons)	1.22	0.42	4.67	2.22	1.24	0.66	0.39		0.77			
2024	January	Feb	March	April	May	June	July	August	Sept.			
Recycling - Yard Waste (tons)	30.49	52.49	54.99	93.99	86.74	73.74	58.69	74.6	76.29			
Recycling - Leaves (tons)	2.95	0.7										
Recycling - Curbside (tons)	28.34	29.21	29.48	35.66	31.23	29.48	46.81	32.01	26.11			
Recycling - Cardboard (tons)	21.82	13.12	7.45	13.23	21.13	9.41	11.17	10.74	11.3			
Recycling - Scrap Metal (tons)	9.26	9.45		6.54		4.95	7.1		6.19			
Recycling - Scrap tires (tons)	122 (2.52)	62 (1.28)	88 (1.82)	22 (0.45)	98 (2.02)	48 (.99)	133 (2.74)	89 (1.84)	10 (0.20)			
Recycling - Glass (tons)	2.11	0.78	1.34	0.8	1.22	0.47	0.88	0.8	1.4			
Recycling - C & D (tons)												
Recycling - Mattresses	124(3.41)	171(4.70)	102(2.80)	157 (4.31)	89 (2.45)	124 (3.41)	130(3.58)	82 (2.26)	96 (2.64)			
95G Garbage carts (each)	52	60	51	57	63	43	48	76	29			
65G Recycling Carts (each)	26	35	23	19	15	19	14	14	5			
18G Recycling bins (each)	3	3	2	2	6	2	2	1				
Dumpsters (each)	8	2	4		3	1	1	6	7			
Cemetery Permits	3	6	3	2	5	1	1	1	3			



Note: 1,152.64 tons of trash /garbage collected and disposed.

124.13 tons of recycled materials collected, including scrap tires & mattresses.

ITEMS OF INTEREST

- I. Mattress Update: **96 mattresses were picked up at curbside in September 2024. Billed for 60 at \$900.00**

- II. The ASL (Automated Side Loader) Truck Update:
Effective October 7, 2024 the Two ASL trucks are in full operation. Customers impacted by the service change, will be notified of the new set out guidelines.

- III. Curbside Recycling Update: A 32% increase in customer participation, using the 65 gallon "Blue" cart, since the program started in **March of 2021.**
The "Oops" tags are being implemented, to help educate citizens and reduce the amount of contamination in the cart.
 - Customers who would like to participate, should call our office at: 770-267-6933 to request a cart. **Service reminder: All acceptable items should be loose inside the cart and not in plastic bags! Oversized cardboard broken down, bundled, and set out next to the cart, for separate collection.**

- IV. Curbside Glass Collection Update: Currently have 417 customers participating. **(1.40 tons collected in September 2024).**
Reminder: Please rinse the glass containers and remove all caps or lids. Also, Items cannot be mixed with other recycling materials! A separate vehicle will collect the glass.

- V. Holiday Schedule: **Thanksgiving!**
Monday, November 25, 2024 – Monday Collection Route!
Tuesday, November 26, 2024 –Tuesday and Wednesday Collection Routes!
Wednesday, November 27, 2024 –Thursday Collection Routes!
Thursday, November 28, 2024 – No Collection!
Friday, November 29, 2024 – No Collection!

- VI. Transfer Station Holiday Schedule: **Thanksgiving!**
Open 5:00am until 4:00pm – Monday, Tuesday, Wednesday and Friday!
Closed Thursday, November 28, 2024!

TELECOM:
MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2024 | FY 2024



COVER	1
EXECUTIVE SUMMARY	2
OVERVIEW	3
CHART 1: REVENUES, EXPENSES & INCOME SUMMARY	4
REVENUES	5
EXPENSES	6-9
CHART 2: REVENUES & EXPENSE	10
RETAIL SALES & REVENUE	11-14
CHART 3: RETAIL REVENUES	15-18

COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was -15.08%

RECOMMENDATIONS

- *
- *
- *
- *

MOST RECENT
12-MONTH

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

FINANCIALS

Revenues

RETAIL SALES	\$	447,741	\$	542,118	\$	4,745,923	\$	4,948,784	\$	6,367,410
OTHER REVENUES		26,070		33,308		246,693		280,003		345,372
ADJUSTMENTS		8,154		14,094		93,210		94,157		123,738
Total Revenues	\$	481,965	\$	589,520	\$	5,085,826	\$	5,322,944	\$	6,836,520

Expenses

PERSONNEL	\$	93,818	\$	93,870	\$	904,921	\$	679,608	\$	1,137,398
PURCHASED & CONTRACTED SVC		12,873		27,107		326,307		332,425		418,981
PURCHASED PROPERTY SERVICES		2,083		6,071		30,838		129,128		60,789
SUPPLIES		39,092		58,522		371,457		352,939		667,116
COST OF GOODS SOLD		130,949		205,884		1,797,859		2,011,588		2,517,863
DEPR, DEBT SVC & OTHER COSTS		138,466		137,157		1,295,317		1,240,125		1,662,938
FUND TRANSFERS		119,278		103,764		1,126,076		1,032,128		1,438,623
Total Combined Expenses	\$	536,558	\$	632,374	\$	5,852,777	\$	5,777,941	\$	7,903,708

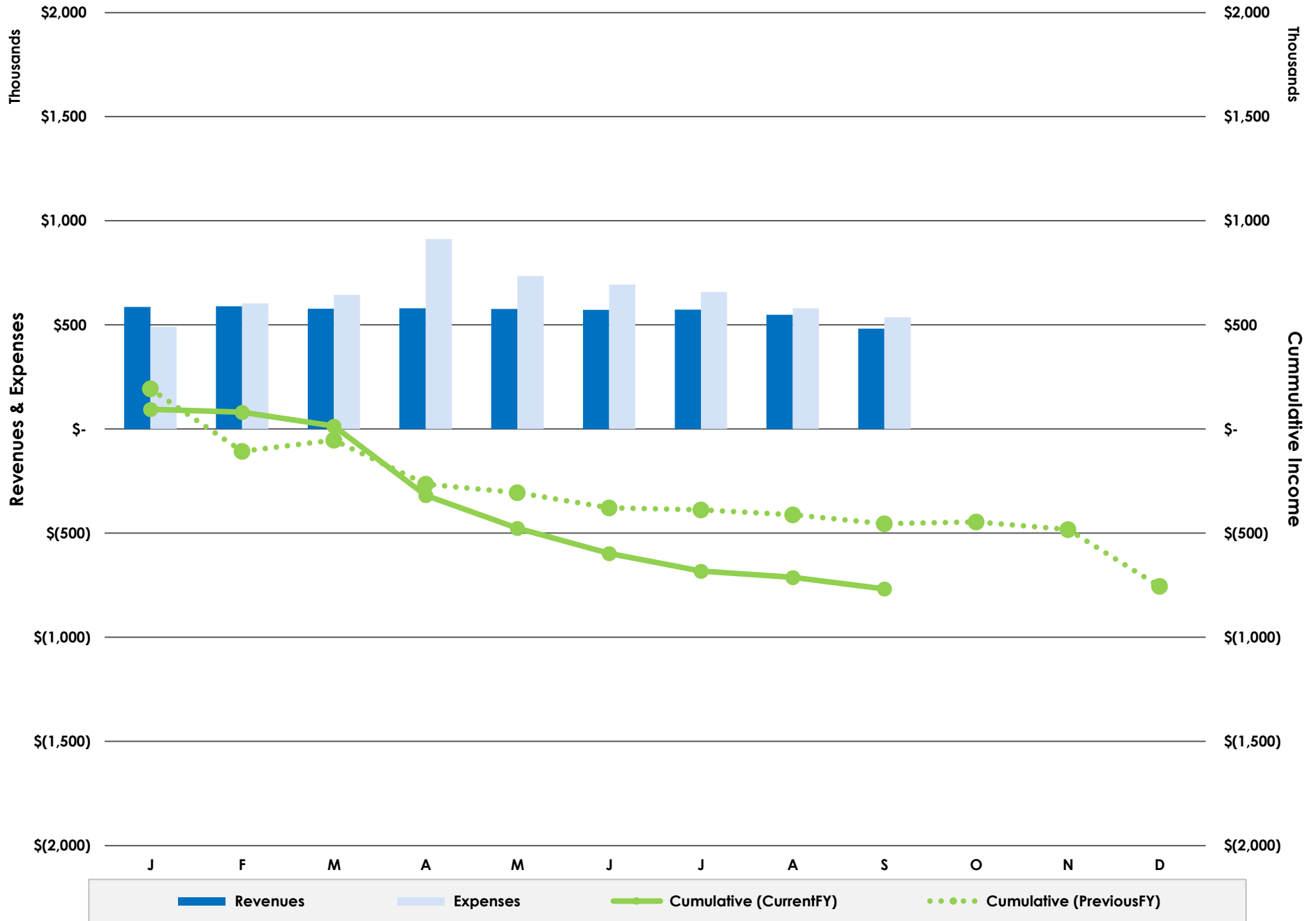
Income

Before Transfer	\$	64,685	\$	60,910	\$	359,125	\$	577,131	\$	371,435
After Transfer	\$	(54,593)	\$	(42,854)	\$	(766,951)	\$	(454,997)	\$	(1,067,188)

Margin

Before Transfer		13.42%		10.33%		7.06%		10.84%		5.43%
After Transfer		-11.33%		-7.27%		-15.08%		-8.55%		-15.61%

CHART 1
MONTHLY DIRECTOR'S REPORT
REVENUE, EXPENSE & INCOME SUMMARY
FISCAL YEAR 2024



MOST RECENT
12-MONTH

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

RETAIL SALES

Note on Telecom Sales: Detail break-down for individual rate class is shown in TELECOM: RETAIL SALES section.

CABLE TELEVISION	\$	40,062	\$	170,496	\$	1,256,168	\$	1,661,783	\$	1,750,973
DVR SERVICE		1,711		16,552		111,895		163,965		159,694
FIBER OPTICS		183,836		128,582		1,487,750		847,632		1,910,454
STREAMING		19,323		-		31,028		-		31,028
INTERNET		160,010		190,192		1,530,430		1,960,590		2,078,638
TELEPHONE		42,564		35,379		321,854		305,100		427,169
SET TOP BOX		234		917		6,798		9,714		9,455
Total RETAIL SALES (ACTUAL)	\$	447,741	\$	542,118	\$	4,745,923	\$	4,948,784	\$	6,367,410

OTHER REVENUES

CATV INSTALL/UPGRADE	\$	(145)	\$	265	\$	19	\$	441	\$	219
MARKETPLACE ADS		-		-		-		-		-
PHONE FEES		630		827		5,989		8,132		8,226
EQUIPMENT SALES		-		-		-		-		-
MODEM RENTAL		4,854		6,058		47,257		63,586		64,477
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		(352)		1,228		4,404		14,226		4,930
ADMIN ALLOCATION		21,083		24,930		189,024		193,667		267,520
OPERATING TRANSFERS IN		-		-		-		-		-
Transfer from CIP		-		-		-		-		-
MISCELLANEOUS		-		-		-		(50)		-
Total OTHER REVENUES ACTUAL	\$	26,070	\$	33,308	\$	246,693	\$	280,003	\$	345,372

Adjustment \$ 8,154 \$ 14,094 \$ 93,210 \$ 94,157 \$ 123,738

Note: Adjustment added to match Financials

TOTAL REVENUES (ACTUAL)	\$	481,965	\$	589,520	\$	5,085,826	\$	5,322,944	\$	6,836,520
--------------------------------	-----------	----------------	-----------	----------------	-----------	------------------	-----------	------------------	-----------	------------------

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
SUMMARY					
Personnel	\$ 93,818	\$ 93,870	\$ 904,921	\$ 679,608	\$ 1,137,398
Purchased & Contracted Svc	12,873	27,107	326,307	332,425	418,981
Purchased Property Services	2,083	6,071	30,838	129,128	60,789
Supplies	39,092	58,522	371,457	352,939	667,116
Cost of Goods Sold	130,949	205,884	1,797,859	2,011,588	2,517,863
Depr, Debt Svc & Other Costs	138,466	137,157	1,295,317	1,240,125	1,662,938
Fund Transfers	119,278	103,764	1,126,076	1,032,128	1,438,623
TOTAL SUMMARY (ACTUAL)	\$ 536,558	\$ 632,374	\$ 5,852,777	\$ 5,777,941	\$ 7,903,708

TELECOM

Personnel

Salaries	\$ 62,598	\$ 77,634	\$ 608,235	\$ 486,851	\$ 782,593
Regular Salaries	26,110	37,436	256,029	236,332	337,921
Overtime Salaries	2,820	1,753	15,877	16,150	22,256
Seasonal Salaries	-	-	-	-	-
REGULAR SALARIES	32,809	34,915	318,872	216,870	399,457
PT/TEMP	-	634	7,433	634	10,791
OVERTIME SALARIES	859	2,896	10,024	16,866	12,168
Benefits	31,220	16,236	296,686	192,757	354,806
Util Labor & Bene to Cap	-	-	-	-	-
Group Insurance	3,502	2,203	68,378	53,660	83,251
Social Security	1,781	2,410	16,728	15,490	20,582
Medicare	416	564	3,912	3,623	4,813
GMEBS Retirement	3,763	3,158	33,868	28,425	43,343
GMEBS-RETIREMENT CONTRIBUTION	5,018	3,158	45,158	28,425	54,633
Unemployment Insurance	-	-	-	-	-
Workers Comp Ins.	-	-	345	-	465
WORKERS COMP INS.	-	-	186	-	186
Medical Exams	\$ 50	\$ -	\$ 50	\$ 48	\$ 50
MEDICAL EXAMS	\$ 50	\$ -	\$ 50	\$ -	\$ 88
EMPLOYEE ASSISTANCE PROGRAM	\$ 55	\$ -	\$ 219	\$ 103	\$ 219
WALTON ATHLETIC MEMBERSHIP	\$ 66	\$ 45	\$ 591	\$ 398	\$ 726
Emp Assistance Program	\$ 41	\$ -	\$ 164	\$ 123	\$ 164
WALTON ATHLETIC MEMBERSHIP	\$ 49	\$ 45	\$ 443	\$ 415	\$ 579
PROFESSIONAL SERVICES	\$ 9,272	\$ -	\$ 10,703	\$ -	\$ 10,703
I/T SVCS - WEB DESIGN, ETC.	\$ -	\$ -	\$ -	\$ 230	\$ 60
GROUP INS	\$ 4,669	\$ 1,836	\$ 91,171	\$ 44,717	\$ 104,879
SOCIAL SECURITY	\$ 2,017	\$ 2,283	\$ 20,036	\$ 13,859	\$ 24,366
MEDICARE	\$ 472	\$ 534	\$ 4,686	\$ 3,241	\$ 5,699
Total Personnel (ACTUAL)	\$ 93,818	\$ 93,870	\$ 904,921	\$ 679,608	\$ 1,137,398

Purchased & Contracted Svc

Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Professional Fees	25	55	399	55	1,213
Web Design	-	-	-	-	-
Consulting - Technical	-	-	-	-	-
HOLIDAY EVENTS	-	-	-	-	-
Lawn Care & Maintenance	-	-	-	-	-
Security Systems	-	-	387	387	1,294
Pest Control	-	-	-	-	-
Maintenance	896	2,107	16,853	12,841	21,319

MOST RECENT

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
Equipment Rents/Leases	188	188	1,878	1,690	2,629
Pole Equip. Rents/Leases	-	-	-	-	-
Equipment Rental	28	-	221	131	333
CONSULTING - TECHNICAL	-	-	-	-	164
LAWN CARE & MAINTENANCE	-	32	-	224	32
HOLIDAY EVENTS	-	-	-	-	1,509
SECURITY SYSTEMS	-	-	1,273	570	1,273
Outside Maintenance	2,630	3,442	114,532	71,543	156,520
EQUIPMENT RENTS / LEASES	-	-	-	-	-
POLE EQUIPMENT RENTS / LEASES	-	-	12,736	-	12,736
MAINTENANCE CONTRACTS	3,788	69	32,492	32,638	35,782
EQUIPMENT RENTAL	37	-	360	109	481
COMMUNICATION SERVICES	3,345	2,397	21,689	20,738	29,764
INTERNET COSTS	-	-	-	-	-
POSTAGE	-	-	-	-	-
MARKETING EXPENSES	-	-	628	-	628
PRINTING	77	-	77	-	77
TRAVEL EXPENSE	-	215	459	1,775	962
DUES/FEES	30	1,275	18,694	25,985	20,890
VEHICLE TAG & TITLE FEE	-	-	54	162	57
FCC FEES	394	14,287	29,849	34,473	50,729
GA DEPT OF REV FEES	1,424	-	63,045	-	63,760
TRAINING & EDUCATION -EMPLOYEE	-	234	1,987	3,820	6,433
CONTRACT LABOR	11	2,806	8,695	125,283	10,395
SOFTWARE EXPENSE	-	-	-	-	-
SHIPPING / FREIGHT	-	-	-	-	-
Total Purchased & Contracted Svc (ACTUAL)	\$ 12,873	\$ 27,107	\$ 326,307	\$ 332,425	\$ 418,981
Purchased Property Services					
Equipment Rep & Maint -Outside	-	-	-	-	-
Equipment Rental	-	-	-	-	-
R & M CATV Studio - Outside	-	-	-	-	-
Equipment Rep & Maint - Inside	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-
Other Contractual Services	-	-	-	-	-
Communication Services	-	394	2,801	3,010	4,048
Postage	-	-	58	-	58
INTERNET COSTS	-	-	-	-	2,000
Public Relations	-	-	-	-	-
Marketing Expense	-	-	-	-	-
Printing	-	-	1,750	-	1,750
Dues & Subscriptions	-	-	-	-	-
Fees	-	-	434	761	434
FCC Fees	-	-	-	-	-
Training & Education	-	-	-	-	-
General Liability Insurance	-	-	-	-	-
CATV Video Production	-	-	-	-	9,775
Vehicle Tag & Title Fee	-	-	-	-	-
GA Dept Revenue Fee	-	-	-	-	250
Uniform Rental	-	-	-	-	-
Contract Labor	2,083	5,678	25,795	125,357	42,474
Fines/Late Fee	-	-	-	-	-
Shipping/Freight	-	-	-	-	-
Total Purchased Property Services (ACTUAL)	\$ 2,083	\$ 6,071	\$ 30,838	\$ 129,128	\$ 60,789

TELECOM (Continued)

Supplies

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	-	-	-	-	1,346
Postage	-	-	-	-	-
Auto Parts	129	226	399	752	746
CONSTRUCTION MATERIALS	-	-	-	-	-
Damage Claims - CableTV	-	-	-	-	350
EXPENDABLE FLUIDS	-	-	22	195	22
Tires	-	-	-	1,865	-
Uniform Expense	-	-	-	-	-
Janitorial Supplies	270	155	1,491	2,336	2,264
Computer Equipment	-	-	-	-	115
Equipment Parts	129	310	508	2,339	1,104
R&M Building - Inside	-	-	-	-	-
Equipment R&M - Inside	-	-	-	-	-
System R&M - Inside	1,124	1,029	15,159	14,178	213,628
Sys R&M - Inside/Shipping	-	-	650	-	650
COVID-19 EXPENSES	-	-	-	-	-
Utility Cost for Other Funds	-	-	-	-	-
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	1,353	1,829	11,251	9,963	16,595
Food	90	38	1,157	708	1,712
Small Tools & Minor Equipment	143	738	1,520	2,002	2,708
Small Operating Supplies	-	291	14,696	2,274	15,110
EMPLOYEE RECOGNITION	-	-	-	619	66
Uniform Expense	-	-	-	-	-
Equipment Pur (Less than \$5M)	-	-	-	-	-
OFFICE SUPPLIES & EXPENSES	594	286	5,202	1,192	9,338
AUTO PARTS	-	-	2,535	1,025	2,535
CONSTRUCTION MATERIALS	-	-	-	479	-
EXPENDABLE FLUIDS	-	-	-	-	-
SAFETY/MEDICAL SUPPLIES	-	-	-	178	-
UNIFORM EXPENSE	85	630	4,682	4,668	4,682
TIRES	-	-	4,043	-	4,043
JANITORIAL SUPPLIES	-	-	50	-	70
COMPUTER EQUIP NON-CAP	625	1,298	7,207	7,032	10,909
SYS R & M - INSIDE/SHIPPING	9	63	9	63	9
REPAIRS & MAINTENANCE	14,770	34,679	116,205	150,351	148,359
COVID-19 EXPENSES	-	-	-	-	-
UTILITY COSTS	1,969	1,958	16,130	15,596	23,756
FOOD	-	-	213	-	246
SMALL TOOLS & MINOR EQUIPMENT	3,875	2,218	36,272	28,279	44,863
SMALL OPERATING SUPPLIES	852	2,163	22,754	11,105	24,071
DEPRECIATION EXPENSE	7,872	5,598	66,989	46,941	78,184
EQUIPMENT	-	-	-	-	-
Total Supplies (ACTUAL)	\$ 39,092	\$ 58,522	\$ 371,457	\$ 352,939	\$ 667,116
Cost of Goods Sold					
Internet Costs	-	-	-	-	-
Cost of Sales Telephone	-	-	-	-	-
Cost of Sales Fiber	-	-	-	-	-
Cost of Sales Electricity	-	-	-	-	-

MOST RECENT

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
Cost of Sales Telephone	17,822	18,431	163,838	167,069	219,961
Cost of Sales CATV	36,236	163,972	1,159,227	1,562,541	1,683,165
Cost of Sales Internet	34,385	9,899	304,596	205,847	403,760
Cost of Sales Internet	-	-	-	-	-
Cost of Sales Fiber	7,361	8,024	63,304	65,028	87,325
Cost of Sales Streaming	35,146	5,558	106,895	11,104	123,651
Cost of Programming CATV	-	-	-	-	-

Total Cost of Goods Sold (ACTUAL)	\$	130,949	\$	205,884	\$	1,797,859	\$	2,011,588	\$	2,517,863
--	-----------	----------------	-----------	----------------	-----------	------------------	-----------	------------------	-----------	------------------

Depr, Debt Svc & Other Costs

Damage Claims - CableTV	\$	-	\$	-	\$	-	\$	-	\$	-
Damage Claims - Telecom	\$	-	\$	15,381	\$	-	\$	60,304	\$	3,400
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Utility Cashiers (Over)/Short	-	-	-	-	-	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-	-	-	-	-	-
Depreciation Expense	15,572	15,470	139,942	139,380	170,883					
INTEREST EXP - 2020 REV BONDS	43,089	43,089	387,803	387,803	517,070					
Amortization Exp	-	-	-	-	-					
Admin. Allocation - Adm Exp	88,010	71,939	842,204	731,150	1,070,999					
Utility Bad Debt Expense	-	-	-	-	-					
AMORT 2020 BOND PREMIUM	(8,723)	(8,723)	(78,511)	(78,511)	(104,681)					
Debt Service Interest	-	-	-	-	-					
Other Interest Expense	-	-	-	-	-					
Construction in Progress	-	-	-	-	-					
CAPITAL LEASE	-	-	-	-	1,031					
CAPITAL LEASE INTEREST	-	-	-	-	357					
LEASE LIABILITY INTEREST	518	-	3,879	-	3,879					
Capital Exp - Capital Lease	518	-	3,879	-	5,267					
Capital Exp - Equipment	-	-	-	-	-					

Total Depr, Debt Svc & Other Costs (ACTUAL)	\$	138,466	\$	137,157	\$	1,295,317	\$	1,240,125	\$	1,662,938
--	-----------	----------------	-----------	----------------	-----------	------------------	-----------	------------------	-----------	------------------

Fund Transfers

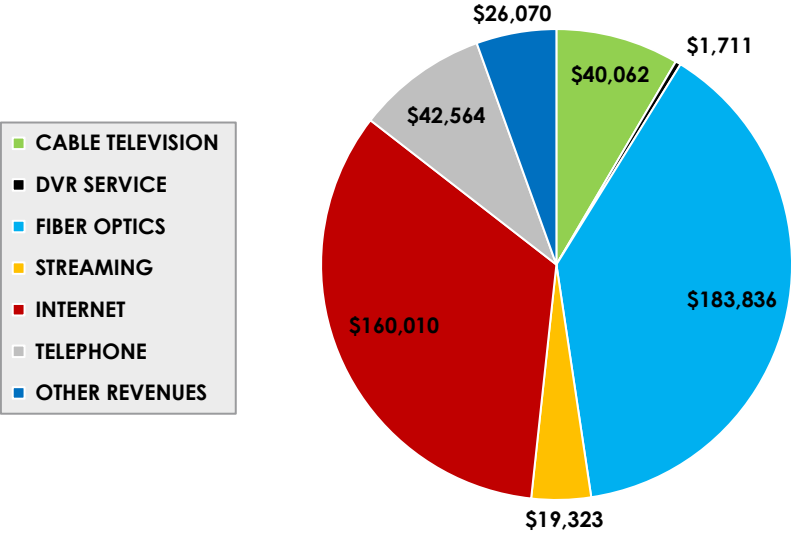
Trans Out 5% to Gen Fund - CABLE TV	8,768	11,436	89,808	113,646	116,758
Trans Out 5% to Gen Fund - TELECOM	22,500	20,389	194,064	187,332	250,866
Intergovernmental-Walton County	-	-	-	-	-
ADMIN ALLOC - ADMIN EXPENSES	88,010	71,939	842,204	731,150	1,070,999

Total Fund Transfers (ACTUAL)	\$	119,278	\$	103,764	\$	1,126,076	\$	1,032,128	\$	1,438,623
--------------------------------------	-----------	----------------	-----------	----------------	-----------	------------------	-----------	------------------	-----------	------------------

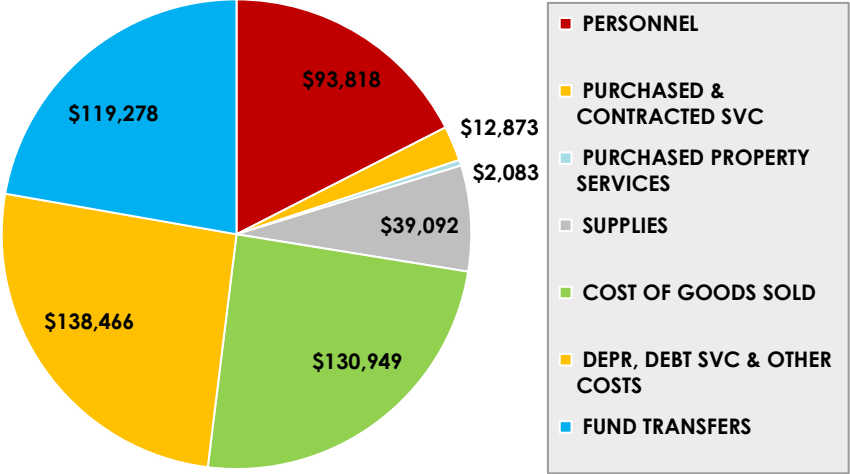
TOTAL TELECOM EXPENSES (ACTUAL)	\$	536,558	\$	632,374	\$	5,852,777	\$	5,777,941	\$	7,903,708
--	-----------	----------------	-----------	----------------	-----------	------------------	-----------	------------------	-----------	------------------

CHART 5
MONTHLY DIRECTOR'S REPORT
REVENUES & EXPENSES

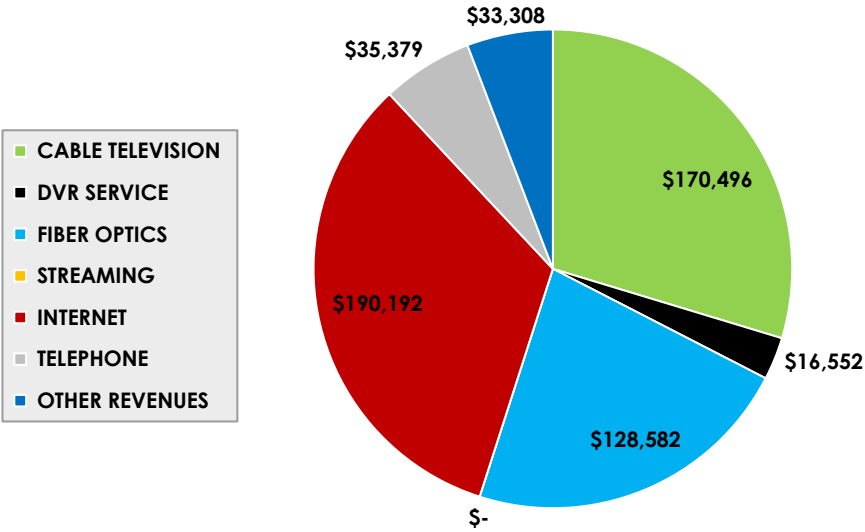
REVENUES [Sep 2024]



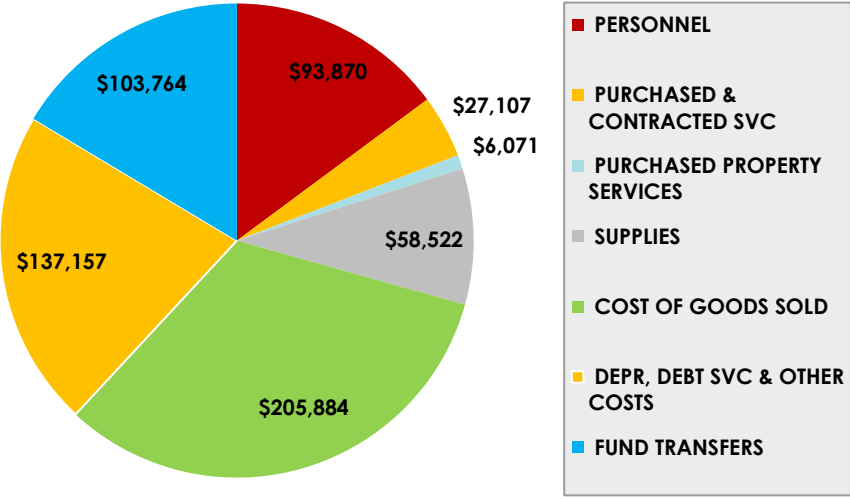
EXPENSES [Sep 2024]



REVENUES [Sep 2023]



EXPENSES [Sep 2023]



	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	MOST RECENT 12-MONTH
BASIC & EXPANDED BASIC					
Number of Bills	442	1,379	10,333	13,461	14,328
Revenue (\$)	\$ 37,755	\$ 157,716	\$ 1,167,621	\$ 1,540,027	\$ 1,626,084
Revenue Per Bill (\$)	\$ 85	\$ 114	\$ 113	\$ 114	\$ 113
MINI BASIC					
Number of Bills	83	270	1,901	2,526	2,656
Revenue (\$)	\$ 2,252	\$ 10,184	\$ 71,392	\$ 95,825	\$ 100,226
Revenue Per Bill (\$)	\$ 27	\$ 38	\$ 38	\$ 38	\$ 38
BOSTWICK					
Number of Bills	-	7	35	81	54
Revenue (\$)	\$ -	\$ 805	\$ 4,033	\$ 9,277	\$ 6,196
Revenue Per Bill (\$)	\$ -	\$ 115	\$ 115	\$ 115	\$ 115
BULK CATV/MOTEL					
Number of Bills	-	4	32	36	44
Revenue (\$)	\$ -	\$ 1,310	\$ 10,144	\$ 11,790	\$ 14,074
Revenue Per Bill (\$)	\$ -	\$ 328	\$ 317	\$ 328	\$ 320
SHOWTIME					
Number of Bills	-	3	11	27	20
Revenue (\$)	\$ -	\$ 44	\$ 174	\$ 396	\$ 306
Revenue Per Bill (\$)	\$ -	\$ 15	\$ 16	\$ 15	\$ 15
SHOW/HBO					
Number of Bills	-	1	5	16	8
Revenue (\$)	\$ -	\$ 13	\$ 63	\$ 197	\$ 100
Revenue Per Bill (\$)	\$ -	\$ 13	\$ 13	\$ 12	\$ 13
BULK SHOWTIME/MOTEL					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
CINEMAX					
Number of Bills	-	2	9	18	15
Revenue (\$)	\$ -	\$ 29	\$ 129	\$ 264	\$ 217
Revenue Per Bill (\$)	\$ -	\$ 15	\$ 14	\$ 15	\$ 14

MOST RECENT
12-MONTH

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

HBO

Number of Bills	4	13	98	132	137
Revenue (\$)	\$ 35	\$ 190	\$ 1,402	\$ 1,913	\$ 1,973
Revenue Per Bill (\$)	\$ 9	\$ 15	\$ 14	\$ 14	\$ 14

HBO

Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -

MAX/HBO

Number of Bills	-	-	-	7	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ 84	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ 12	\$ -

PLAYBOY

Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -

STARZ

Number of Bills	3	14	86	140	126
Revenue (\$)	\$ 21	\$ 205	\$ 1,211	\$ 2,012	\$ 1,797
Revenue Per Bill (\$)	\$ 7	\$ 15	\$ 14	\$ 14	\$ 14

DVR

Number of Bills	15	102	707	995	994
Revenue (\$)	\$ 1,532	\$ 12,039	\$ 83,550	\$ 118,561	\$ 117,922
Revenue Per Bill (\$)	\$ 102	\$ 118	\$ 118	\$ 119	\$ 119

NON DVR

Number of Bills	9	31	200	313	292
Revenue (\$)	\$ 78	\$ 3,720	\$ 22,807	\$ 37,335	\$ 33,897
Revenue Per Bill (\$)	\$ 9	\$ 120	\$ 114	\$ 119	\$ 116

SET TOP BOX

Number of Bills	26	75	558	804	774
Revenue (\$)	\$ 234	\$ 917	\$ 6,798	\$ 9,714	\$ 9,455
Revenue Per Bill (\$)	\$ 9	\$ 12	\$ 12	\$ 12	\$ 12

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	MOST RECENT 12-MONTH
ADD'L DVR BOX					
Number of Bills	9	46	338	447	470
Revenue (\$)	\$ 78	\$ 661	\$ 4,637	\$ 6,728	\$ 6,577
Revenue Per Bill (\$)	\$ 9	\$ 14	\$ 14	\$ 15	\$ 14
ADD'L NON DVR BOX					
Number of Bills	4	13	91	127	130
Revenue (\$)	\$ 23	\$ 132	\$ 901	\$ 1,340	\$ 1,298
Revenue Per Bill (\$)	\$ 6	\$ 10	\$ 10	\$ 11	\$ 10
FIBER					
Number of Bills	2,735	1,748	21,125	9,692	26,951
Revenue (\$)	\$ 183,836	\$ 128,582	\$ 1,487,750	\$ 847,632	\$ 1,910,454
Revenue Per Bill (\$)	\$ 67	\$ 74	\$ 70	\$ 87	\$ 71
INTERNET					
Number of Bills	2,669	3,221	25,175	33,586	34,347
Revenue (\$)	\$ 149,509	\$ 185,377	\$ 1,454,468	\$ 1,930,428	\$ 1,985,071
Revenue Per Bill (\$)	\$ 56	\$ 58	\$ 58	\$ 57	\$ 58
BASIC STREAM					
Number of Bills	58	-	87	-	87
Revenue (\$)	\$ 1,427	\$ -	\$ 1,919	\$ -	\$ 1,919
Revenue Per Bill (\$)	\$ 25	\$ -	\$ 22	\$ -	\$ 22
EXPAND STREAM					
Number of Bills	98	-	146	-	146
Revenue (\$)	\$ 3,915	\$ -	\$ 7,200	\$ -	\$ 7,200
Revenue Per Bill (\$)	\$ 40	\$ -	\$ 49	\$ -	\$ 49
Premium Stream					
Number of Bills	186	-	346	-	346
Revenue (\$)	\$ 12,781	\$ -	\$ 19,840	\$ -	\$ 19,840
Revenue Per Bill (\$)	\$ 69	\$ -	\$ 57	\$ -	\$ 57
Everything Stream					
Number of Bills	26	-	40	-	40
Revenue (\$)	\$ 1,200	\$ -	\$ 2,068	\$ -	\$ 2,068
Revenue Per Bill (\$)	\$ 46	\$ -	\$ 52	\$ -	\$ 52
WIRELESS INTERNET					
Number of Bills	815	339	5,630	1,686	6,885
Revenue (\$)	\$ 10,501	\$ 4,816	\$ 75,962	\$ 30,162	\$ 93,566
Revenue Per Bill (\$)	\$ 13	\$ 14	\$ 13	\$ 18	\$ 14

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	MOST RECENT 12-MONTH
RESIDENTIAL PHONE					
Number of Bills	636	696	5,910	6,403	7,974
Revenue (\$)	\$ 18,214	\$ 9,146	\$ 99,437	\$ 68,183	\$ 128,165
Revenue Per Bill (\$)	\$ 29	\$ 13	\$ 17	\$ 11	\$ 16
COMMERCIAL PHONE					
Number of Bills	254	272	2,359	2,457	3,164
Revenue (\$)	\$ 16,962	\$ 17,924	\$ 152,055	\$ 160,745	\$ 204,269
Revenue Per Bill (\$)	\$ 67	\$ 66	\$ 64	\$ 65	\$ 65
TOTAL REVENUES	\$ 440,352	\$ 533,810	\$ 4,675,561	\$ 4,872,612	\$ 6,272,675

CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR



CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

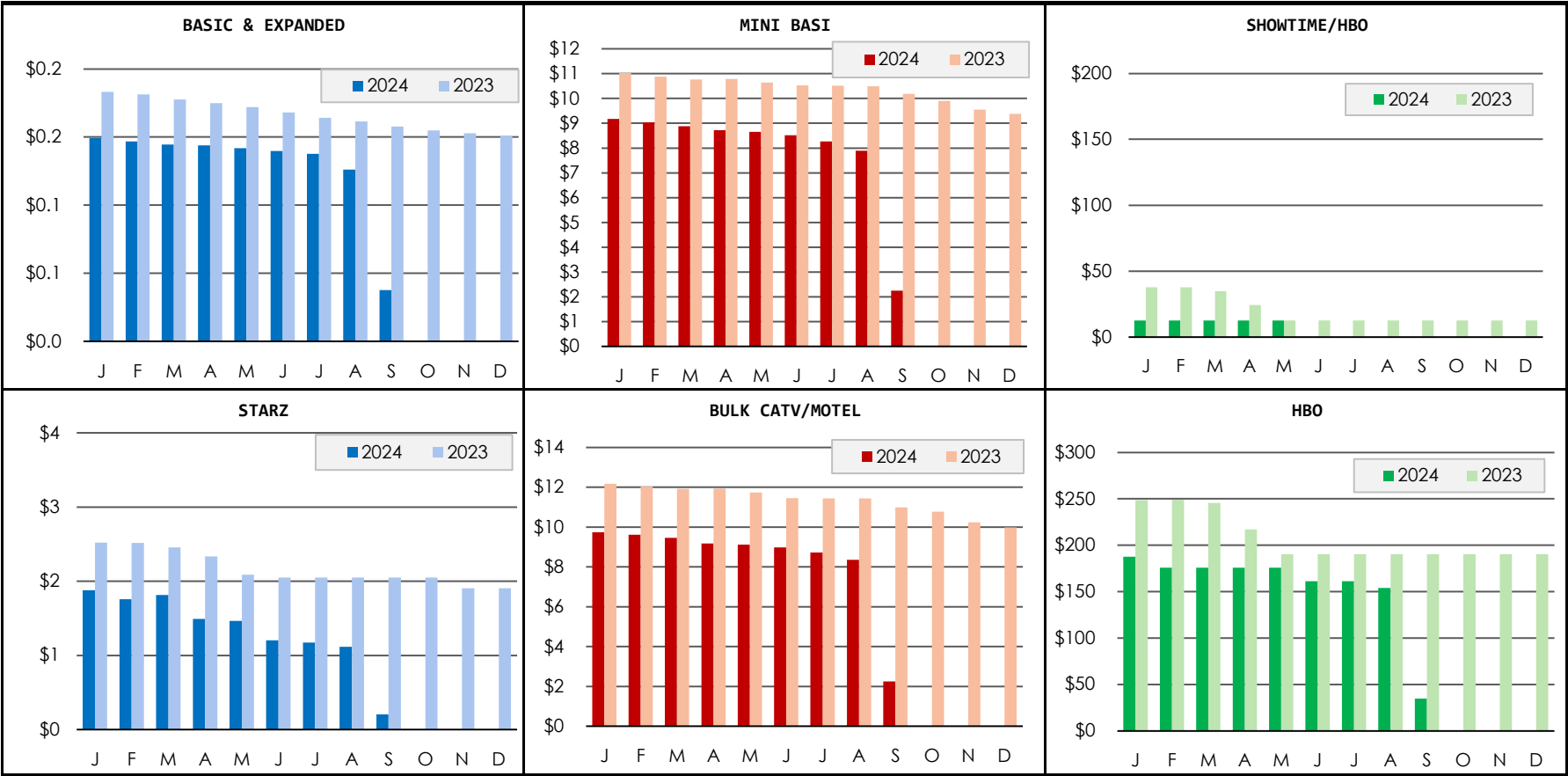


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

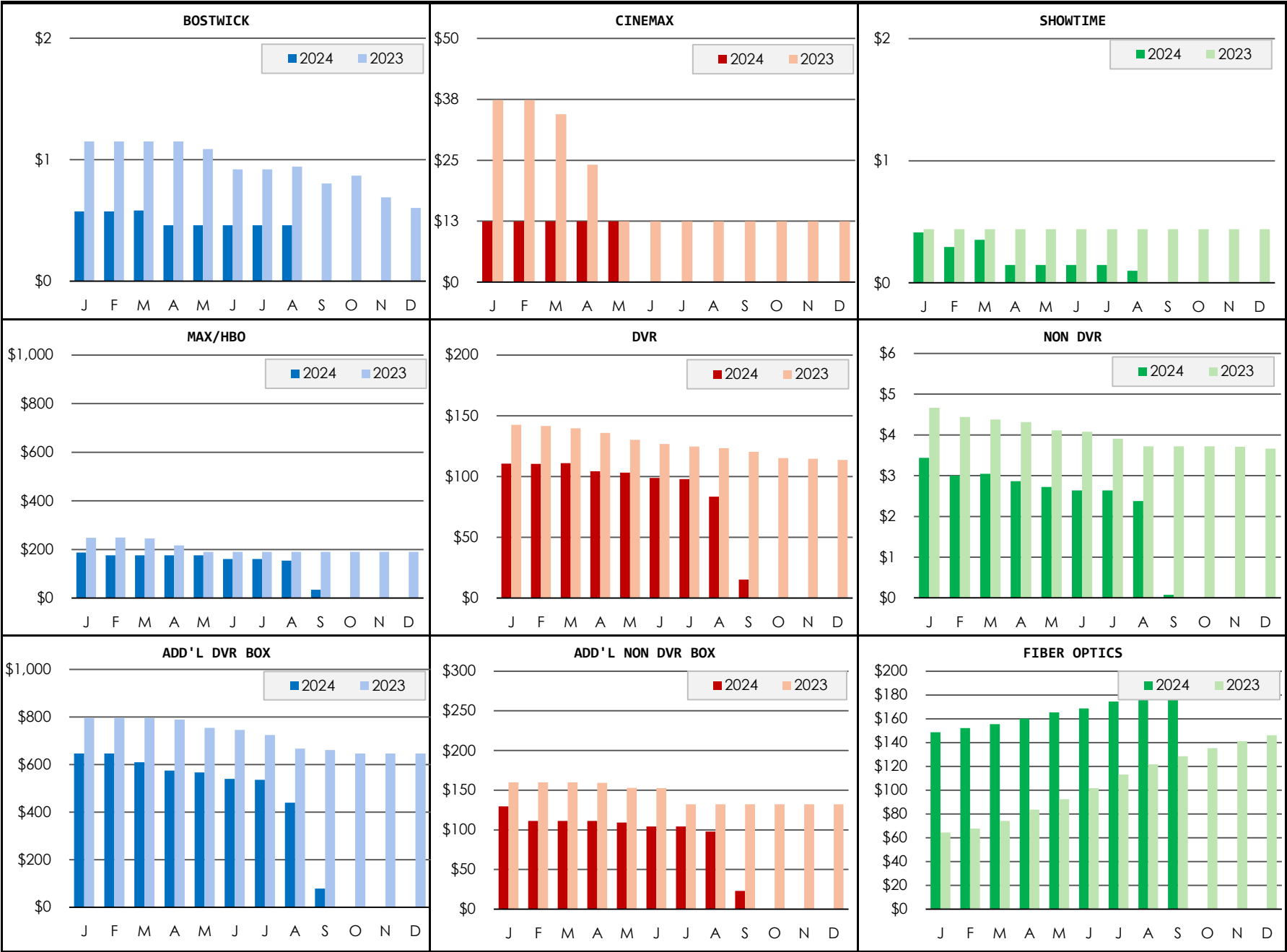
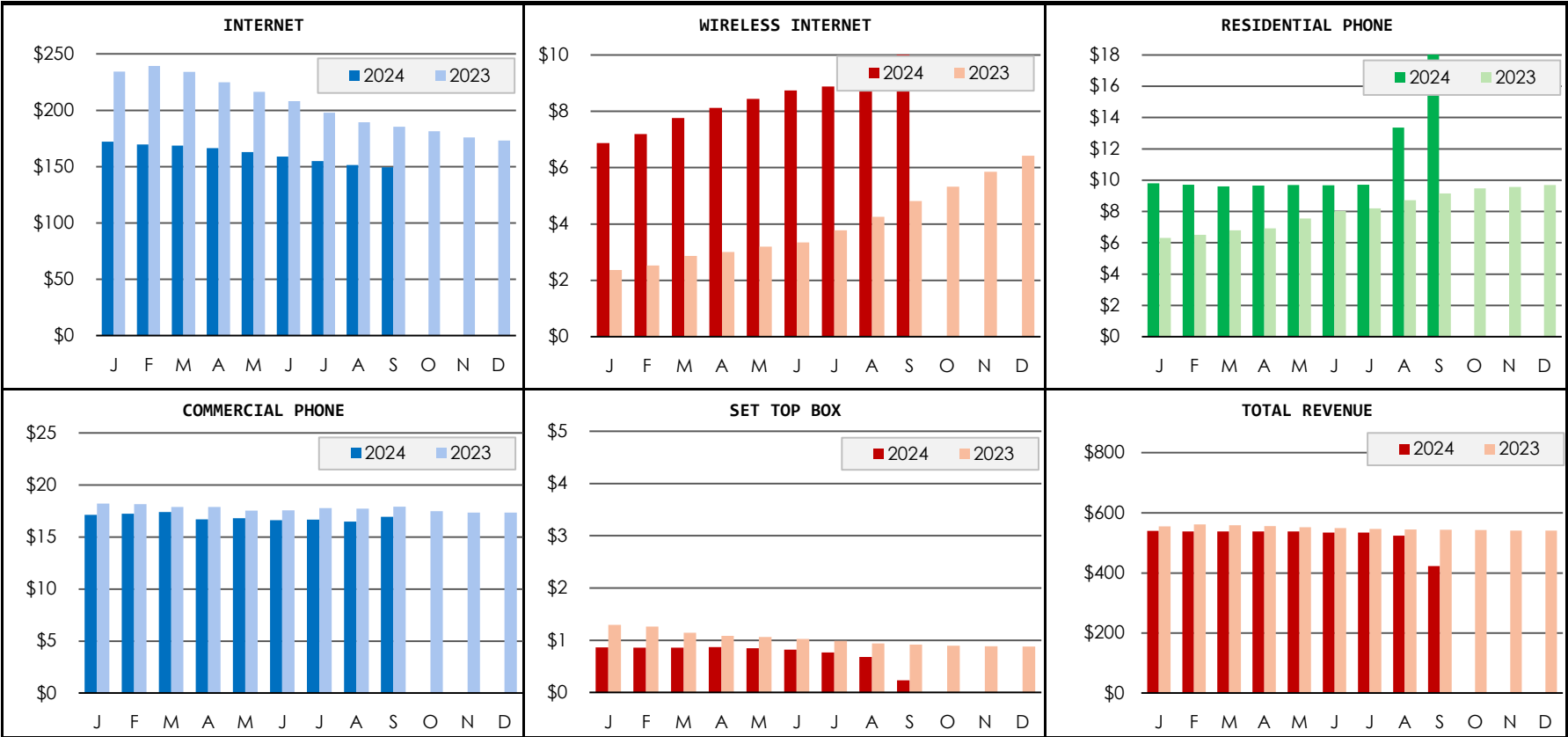
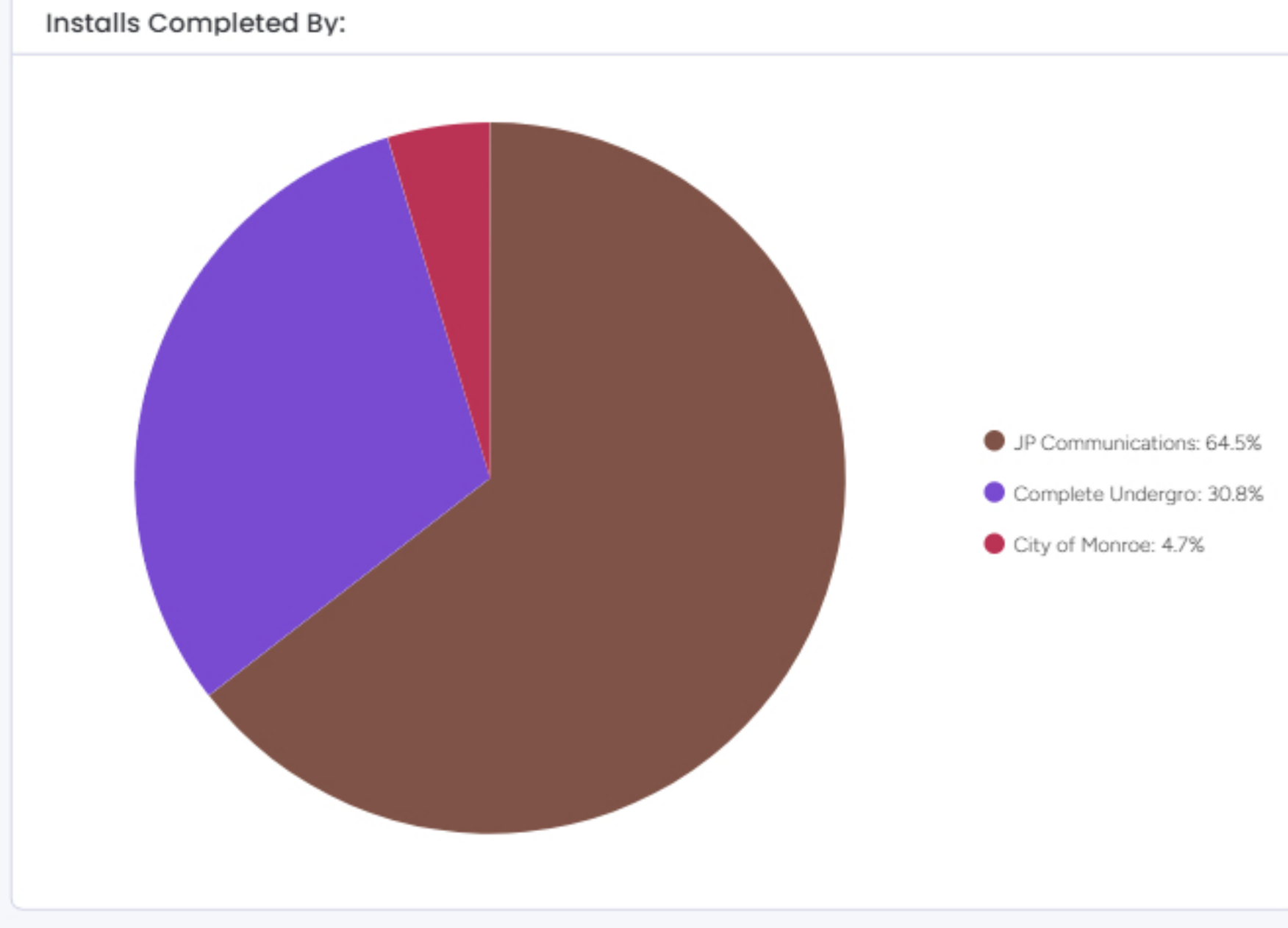
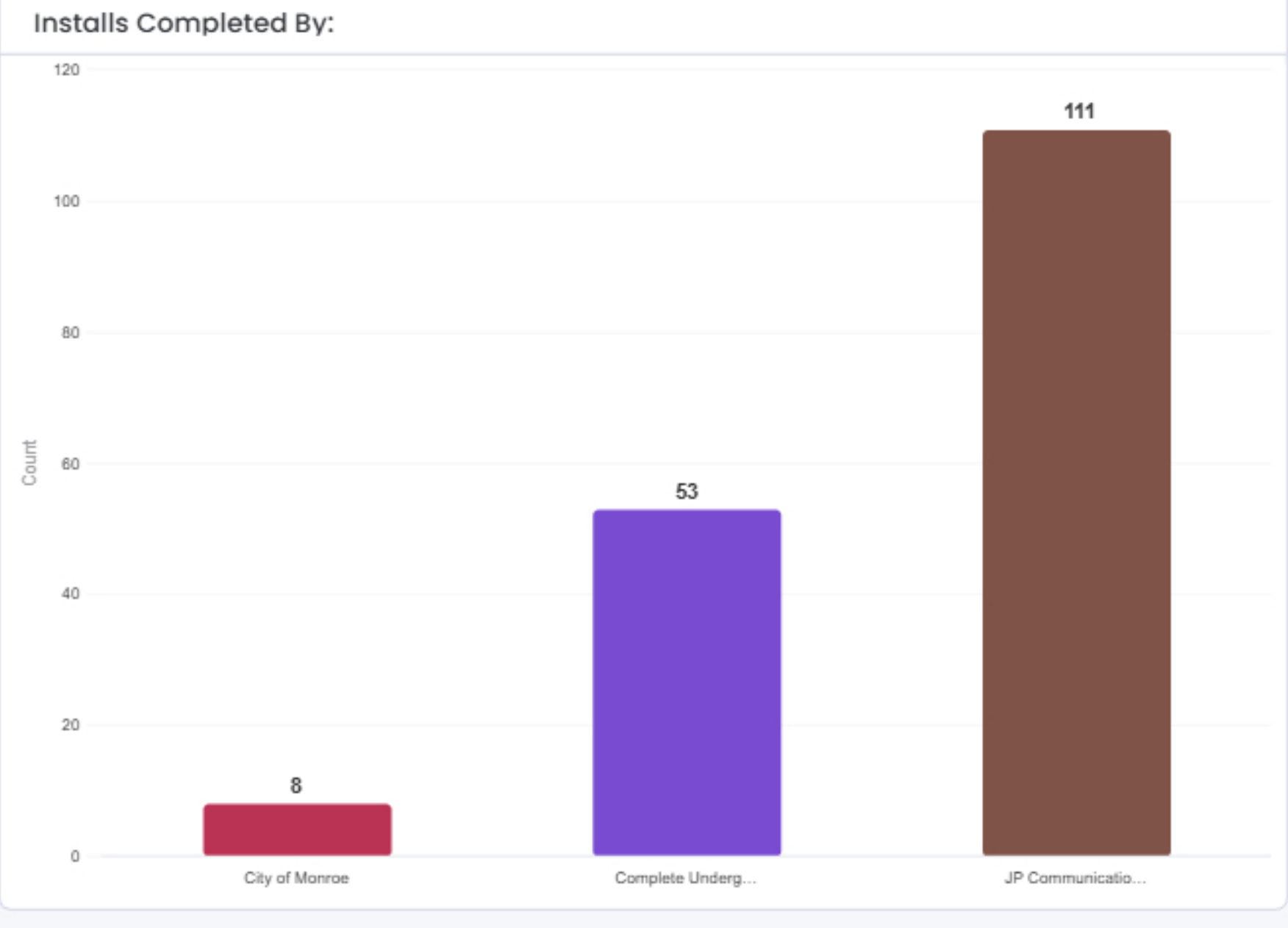
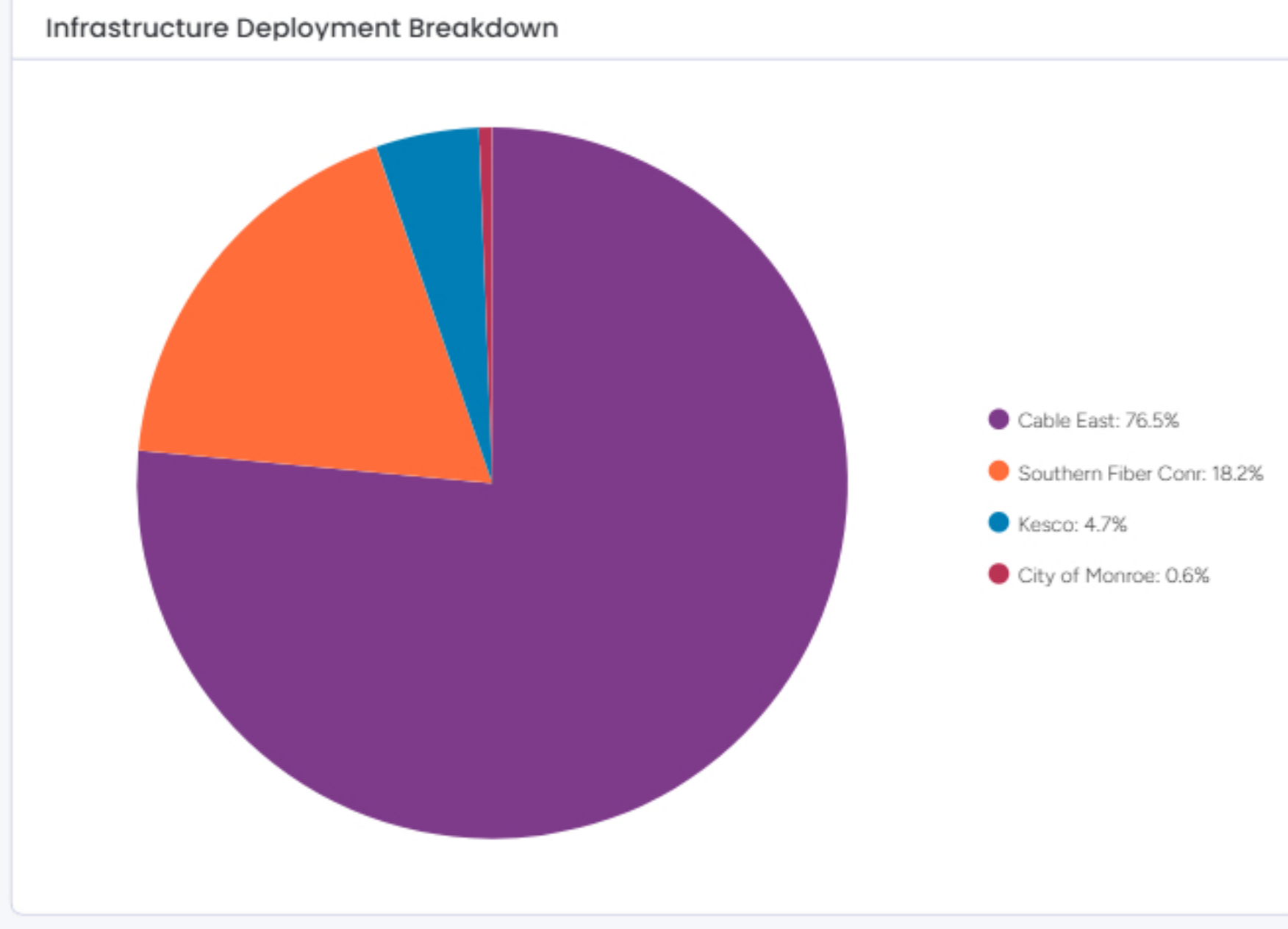
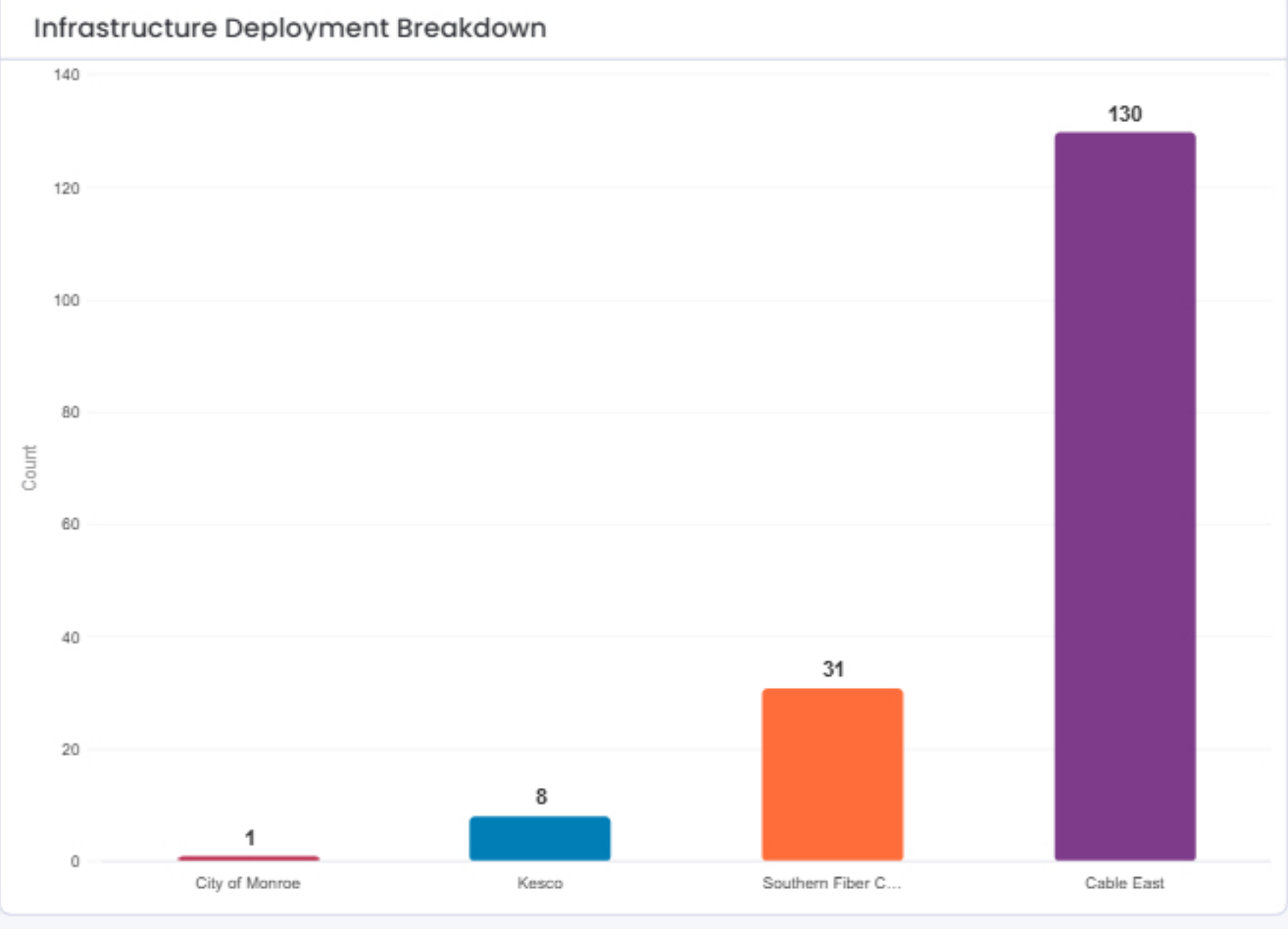
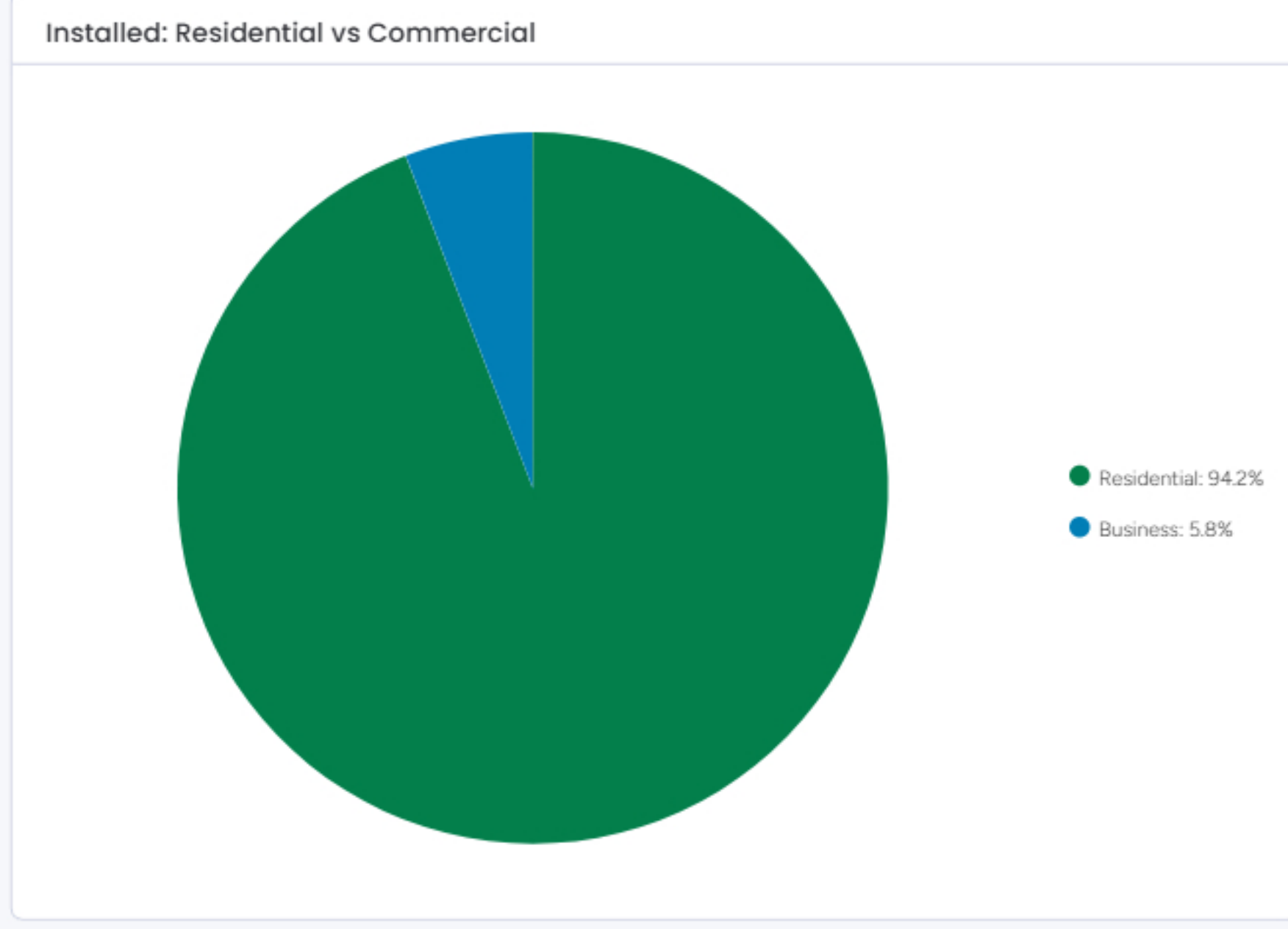
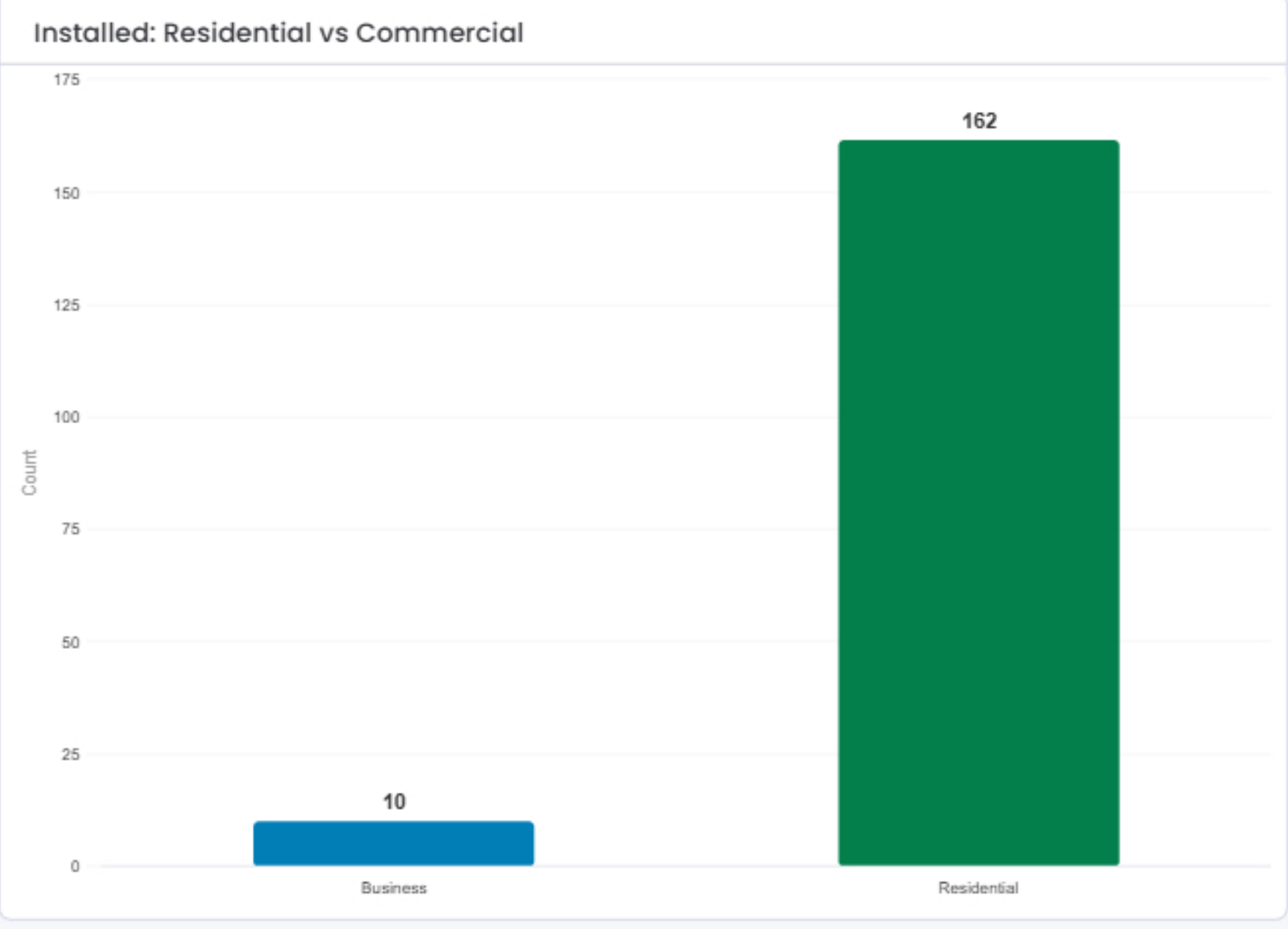
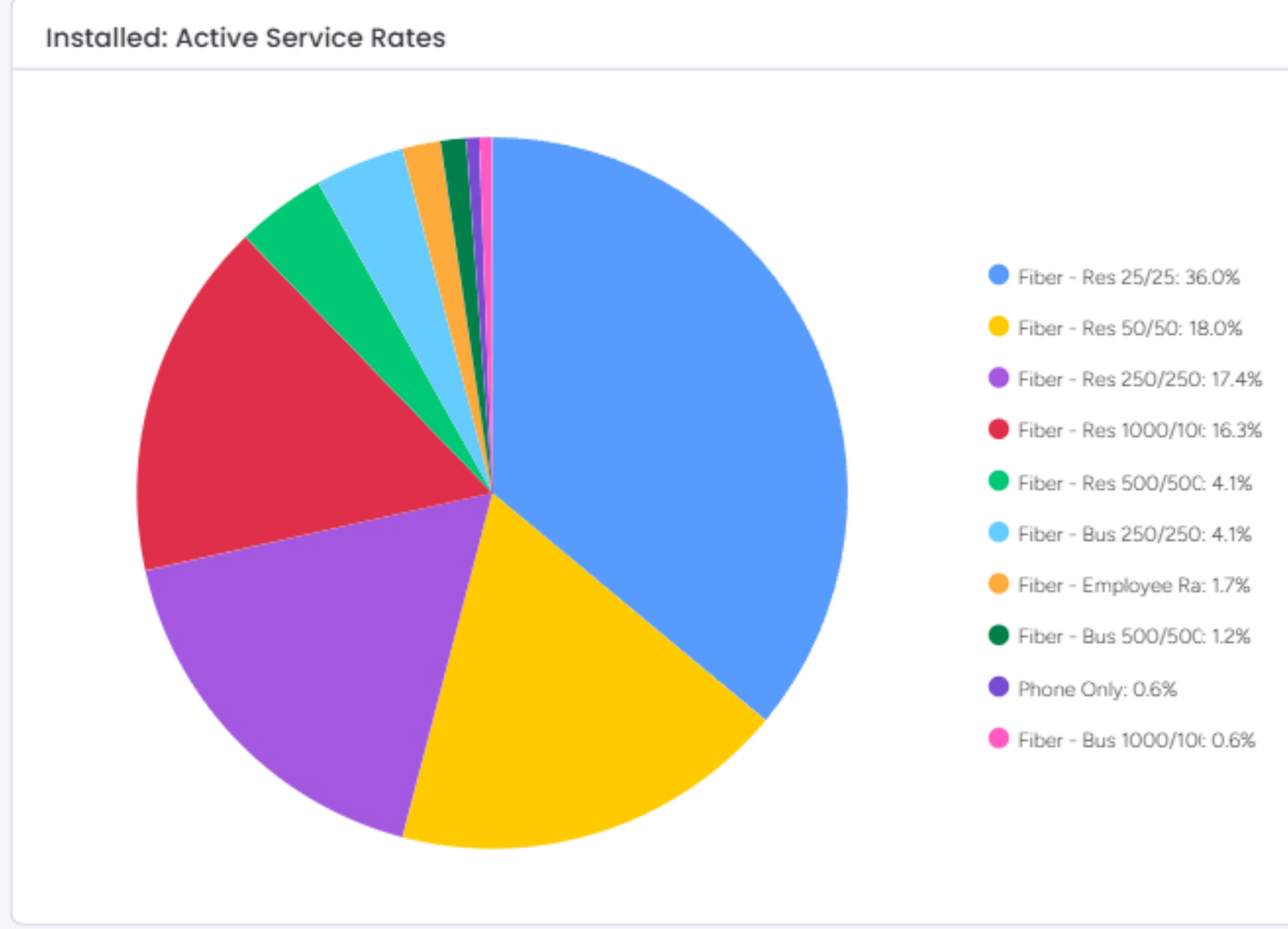
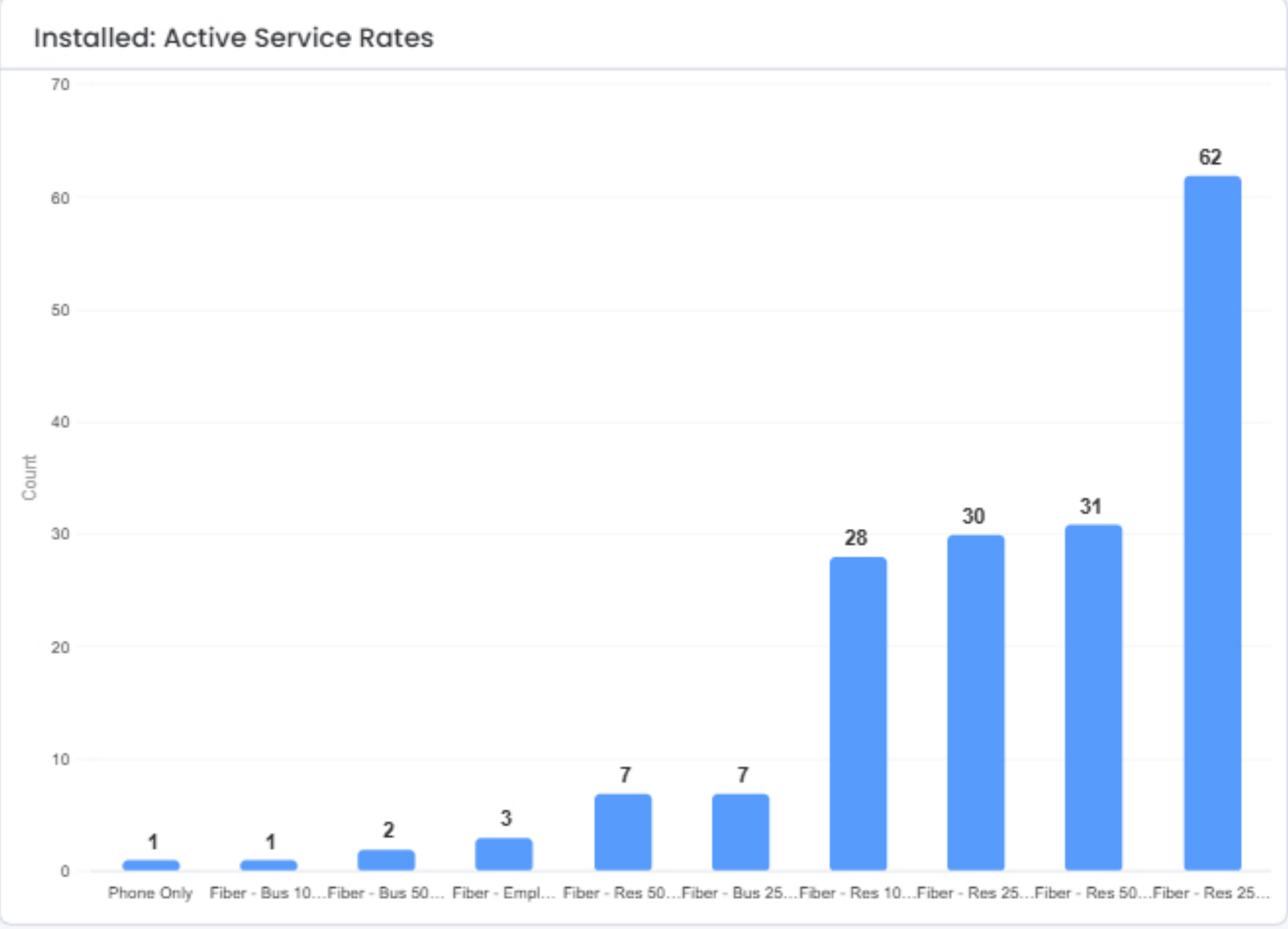
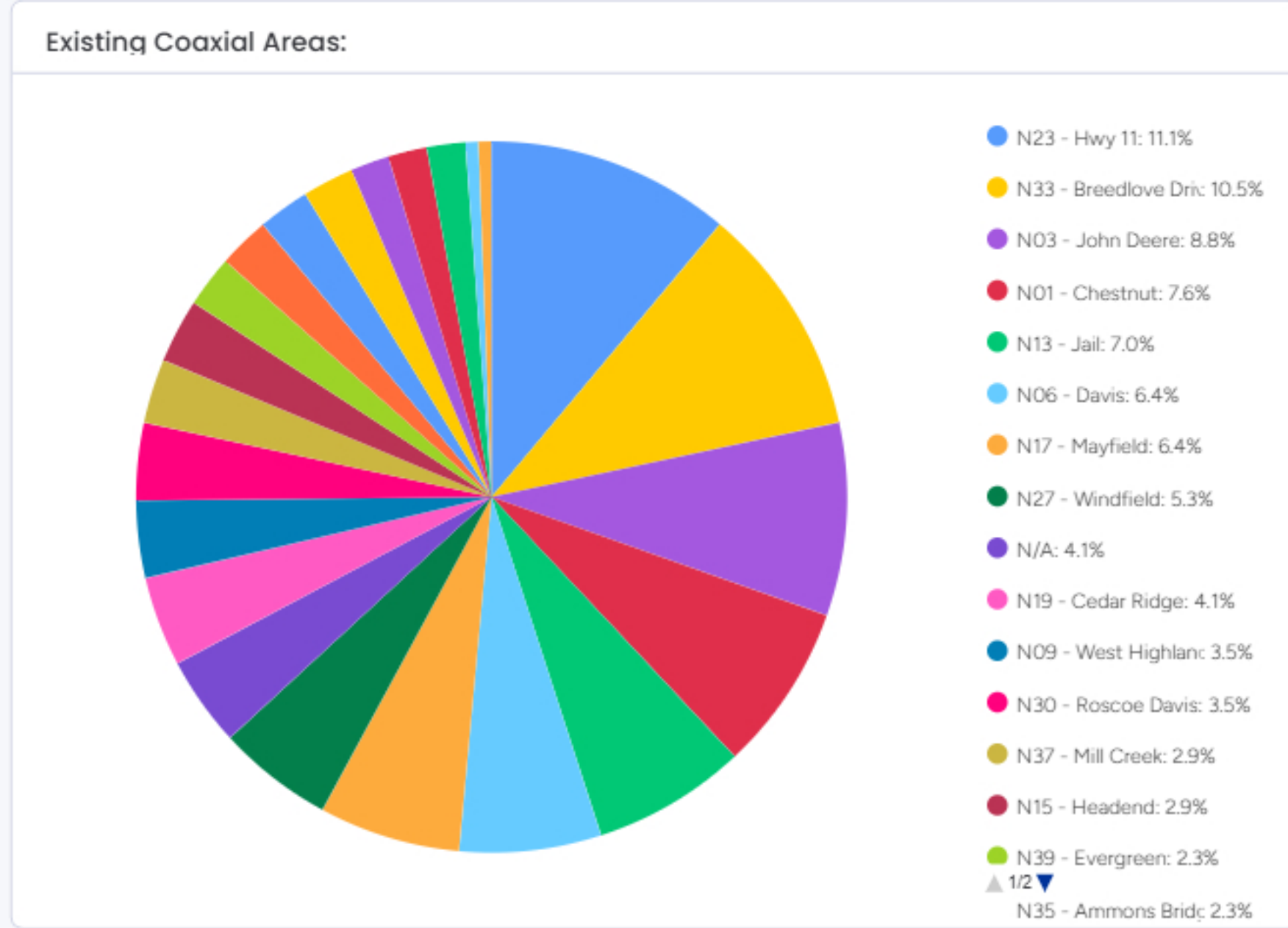
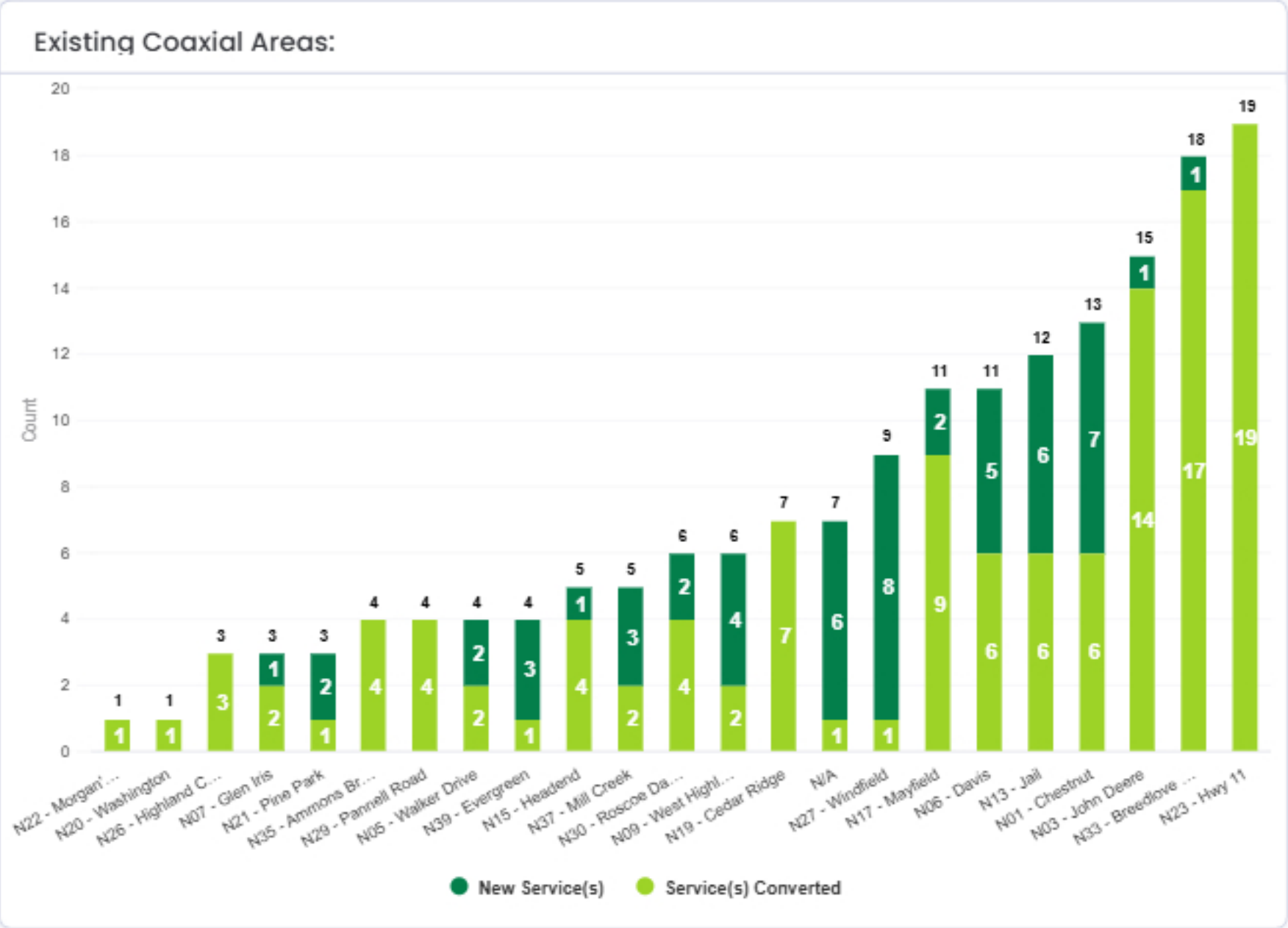
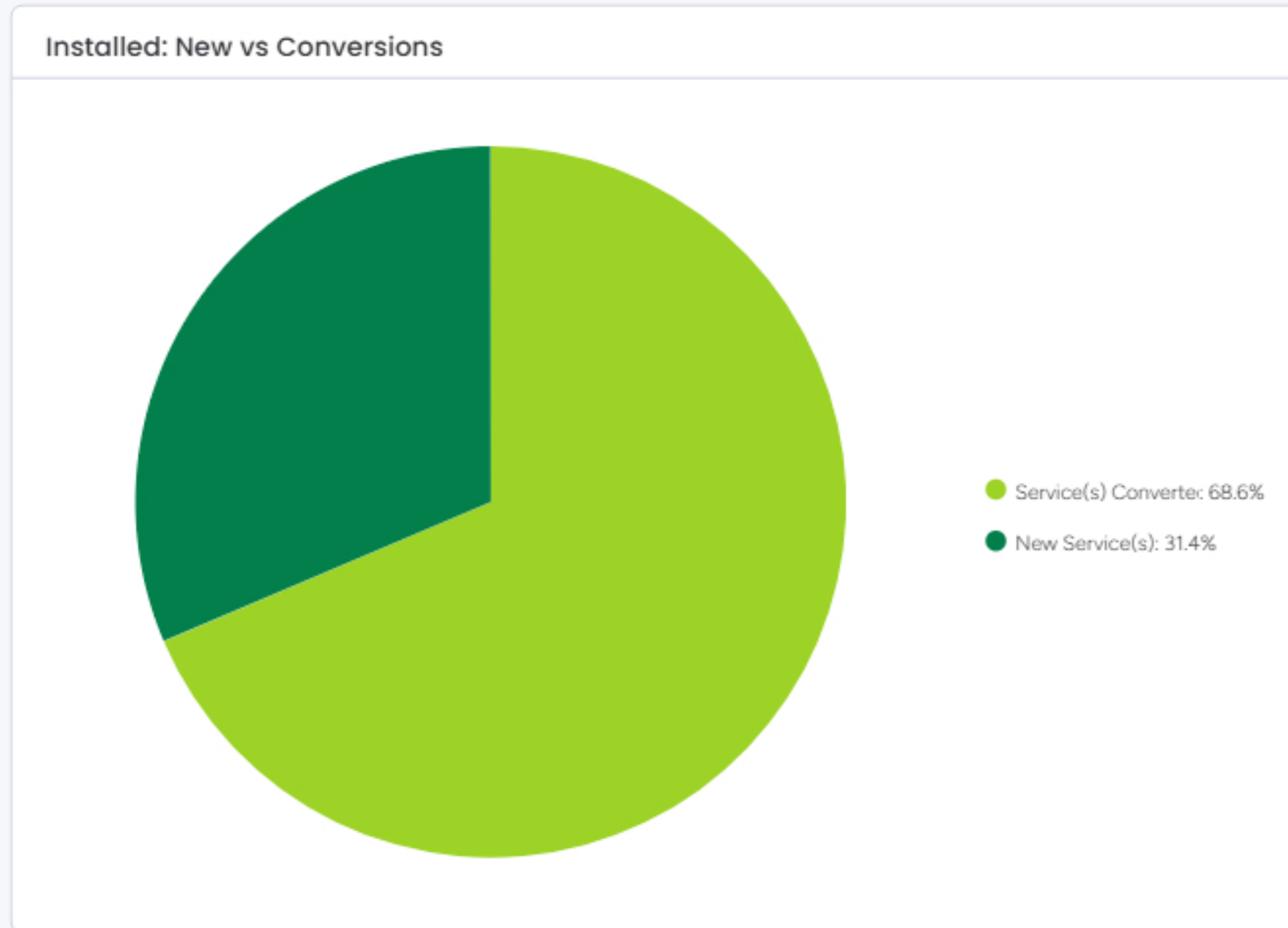
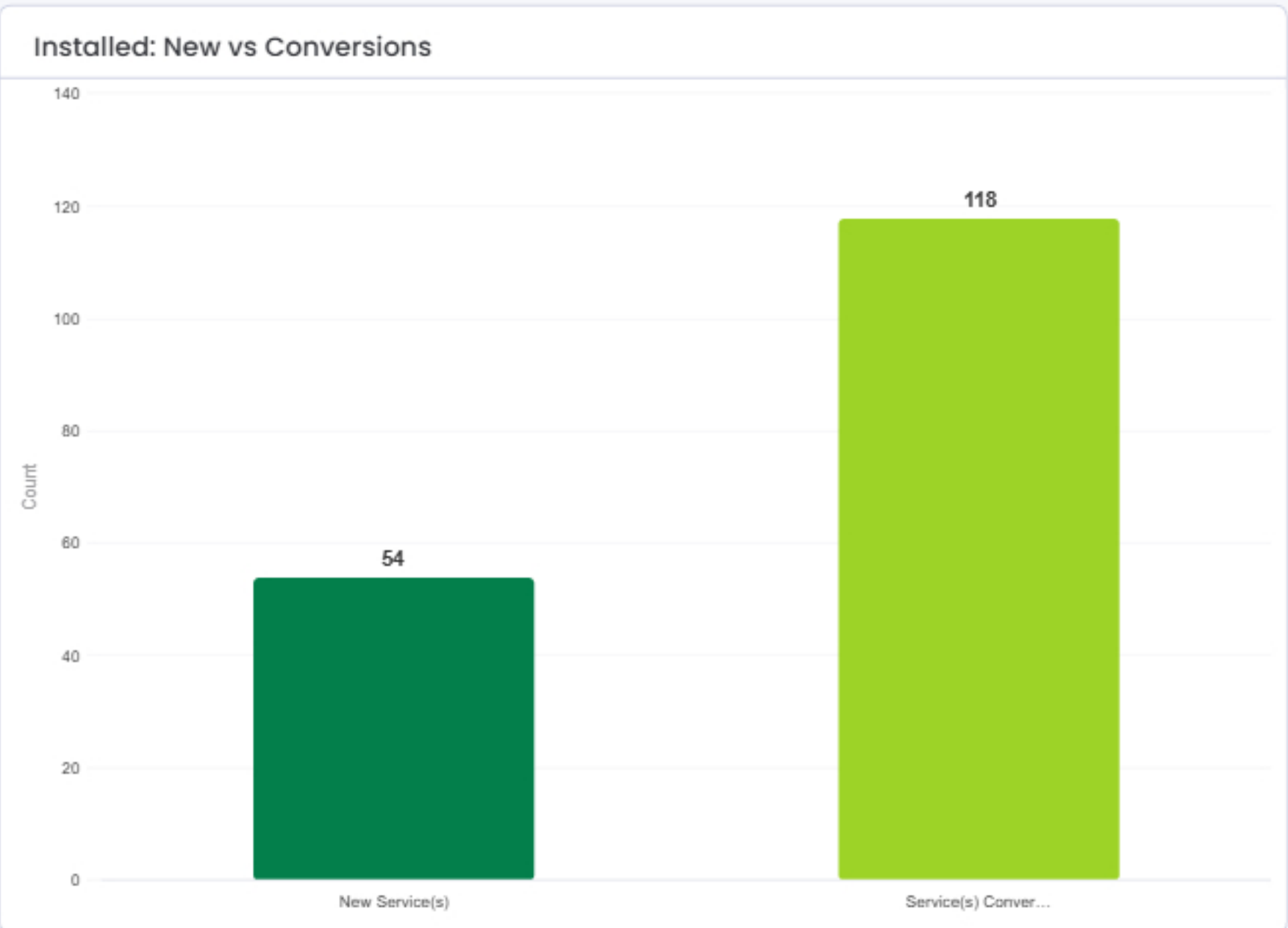


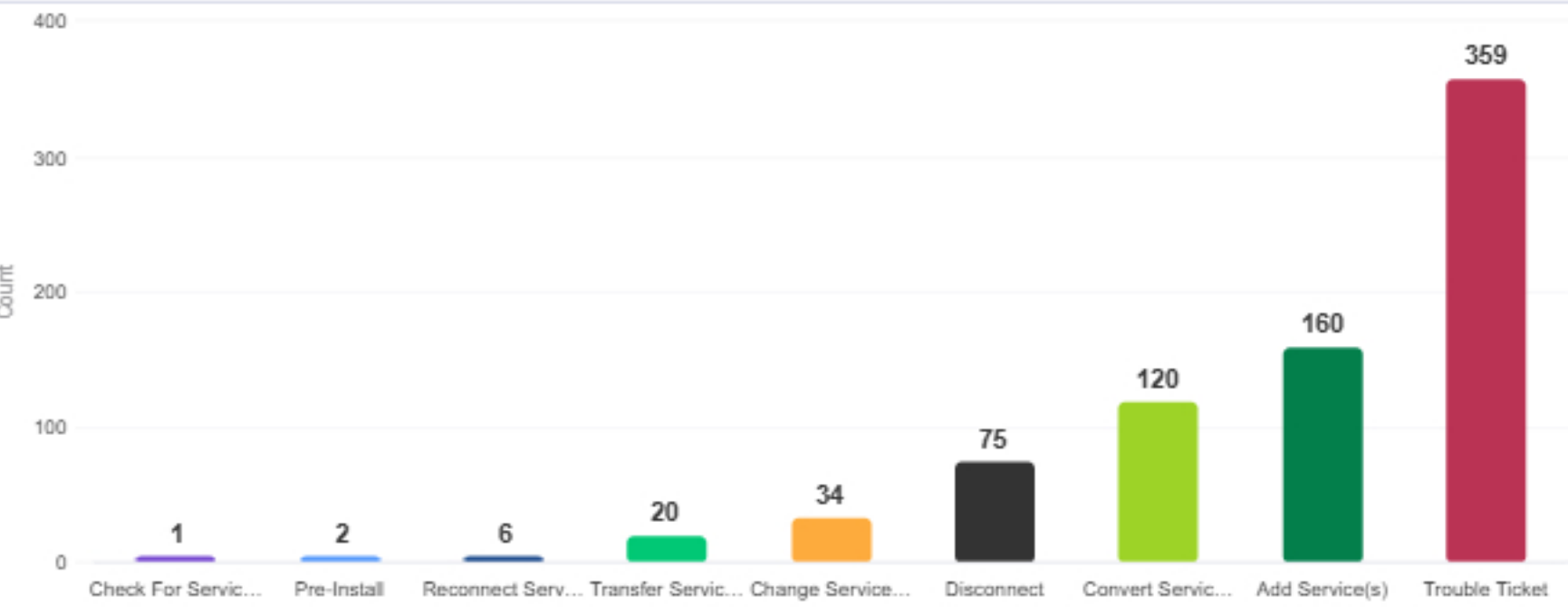
CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR





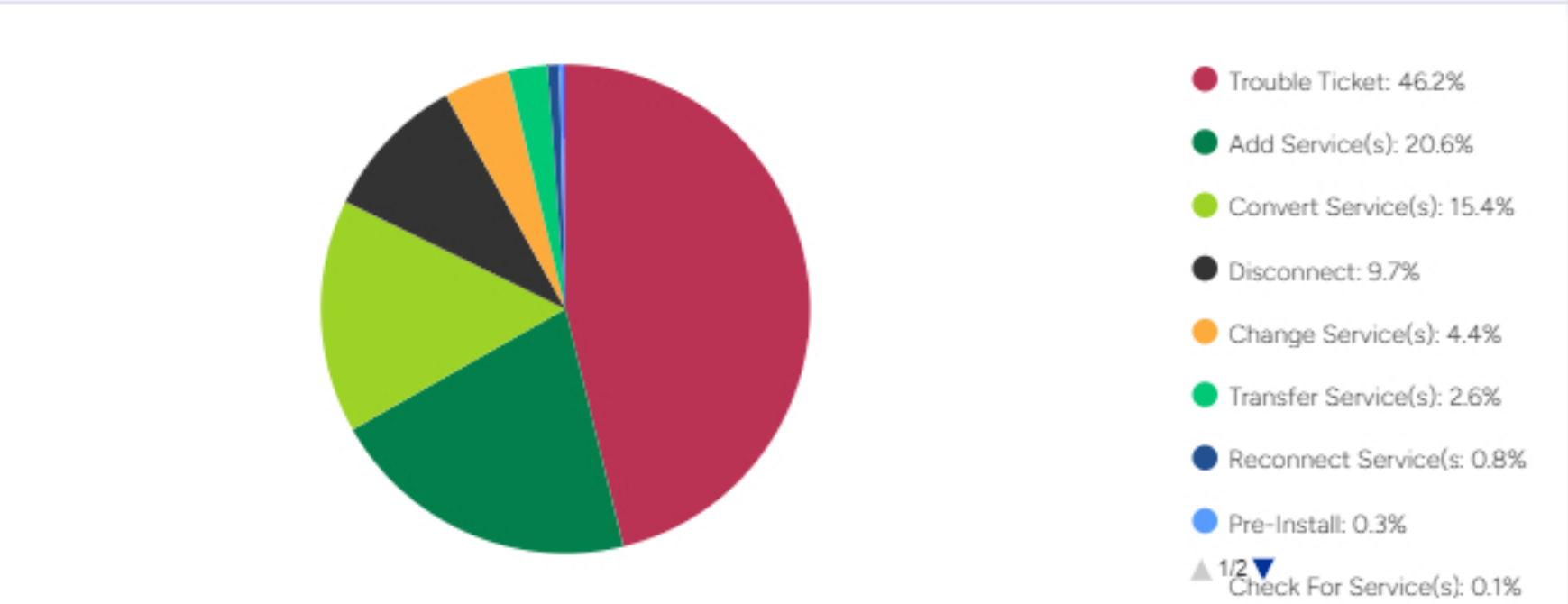
Work Orders Completed (By Type)

3m ago



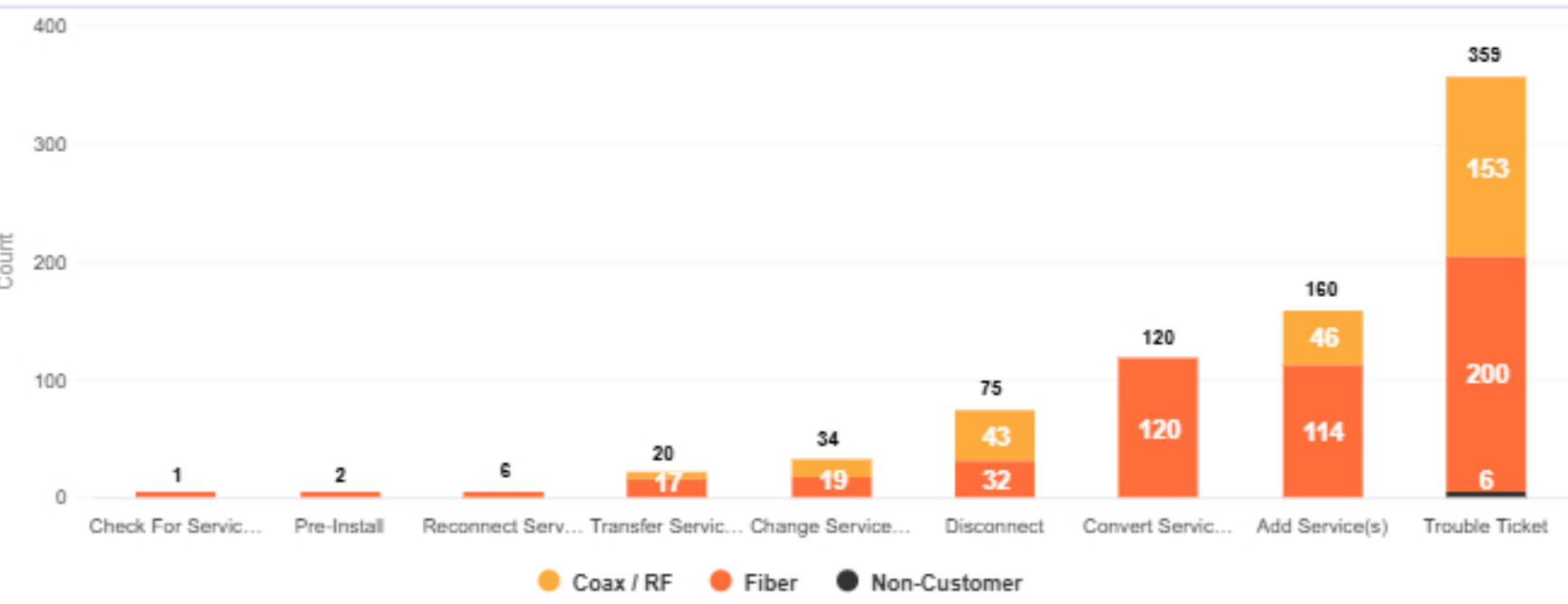
Work Orders Completed (By Type)

3m ago



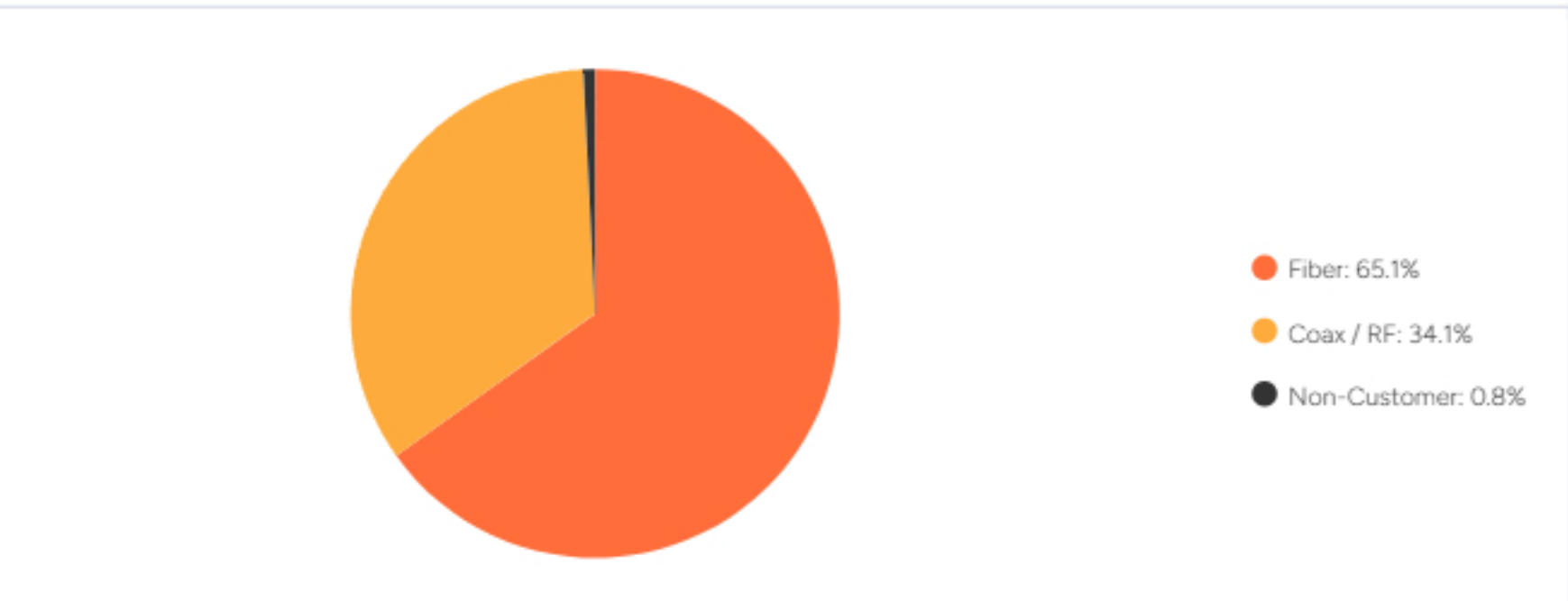
Work Orders Completed (By Service Delivery)

3m ago



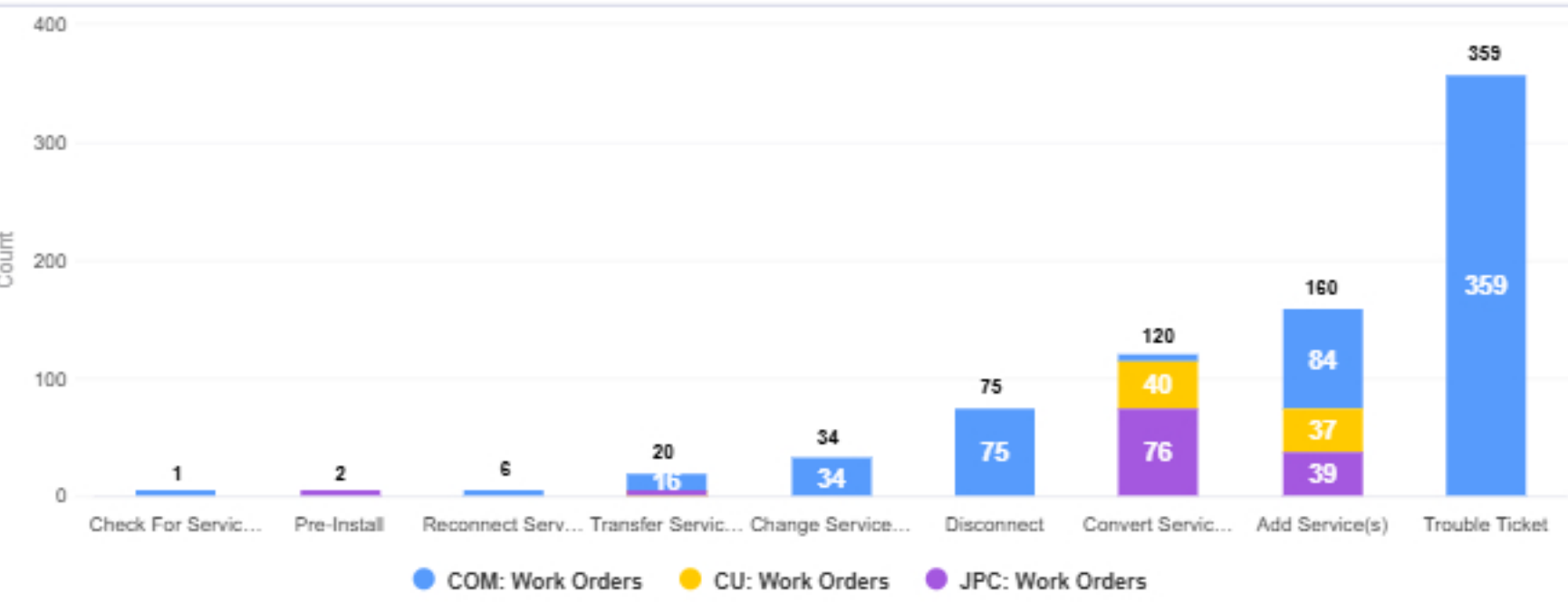
Work Orders Completed (By Service Delivery)

3m ago



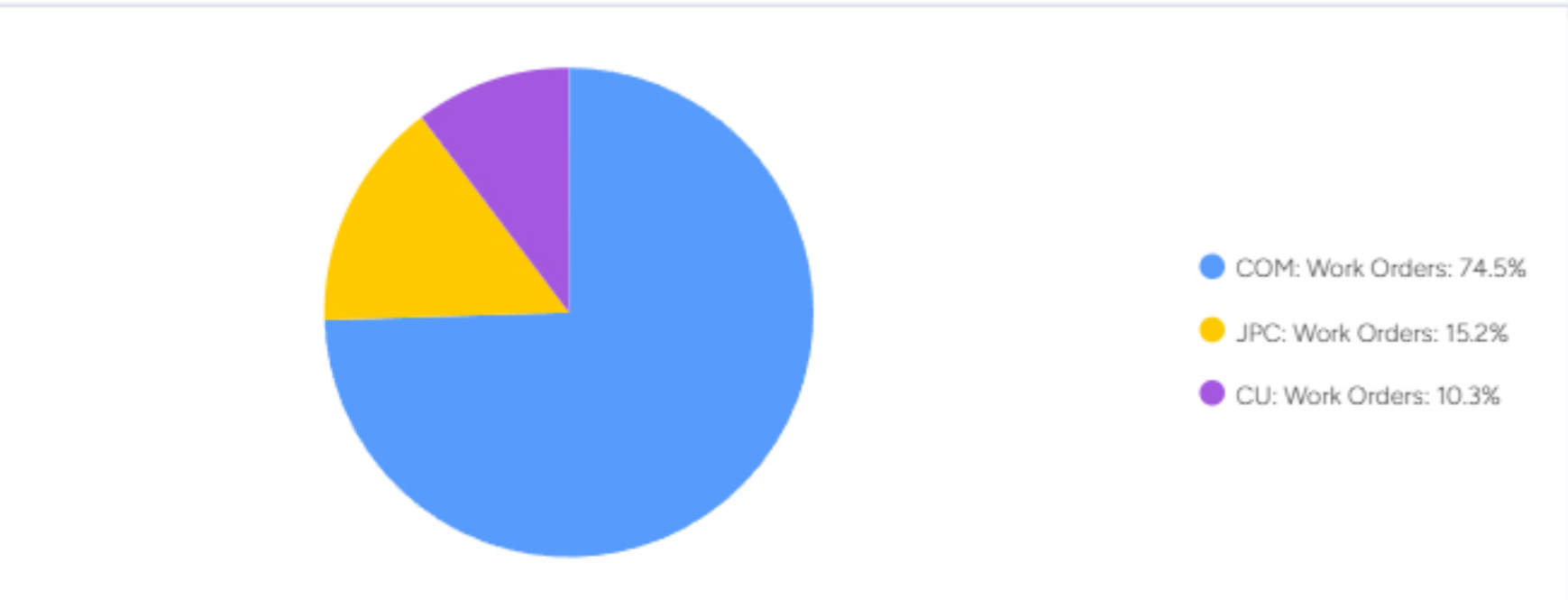
Work Orders Completed (By Group)

3m ago



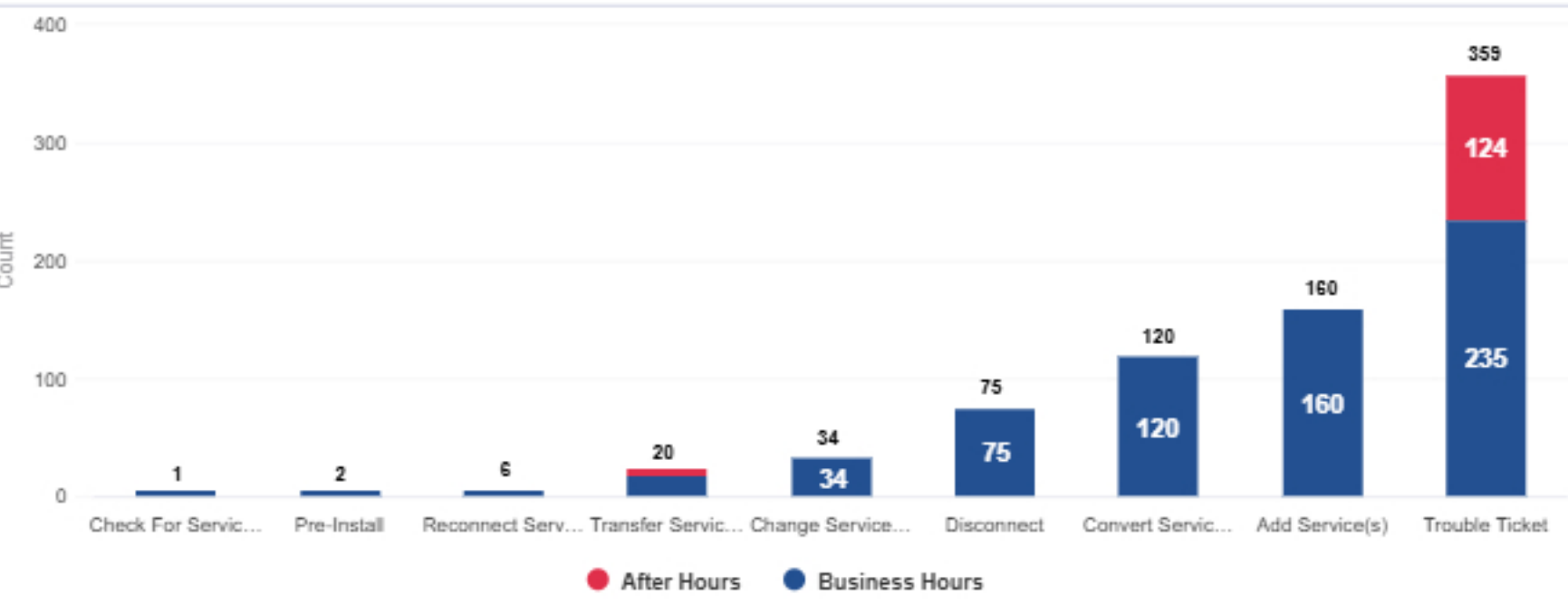
Work Orders Completed (By Group)

3m ago



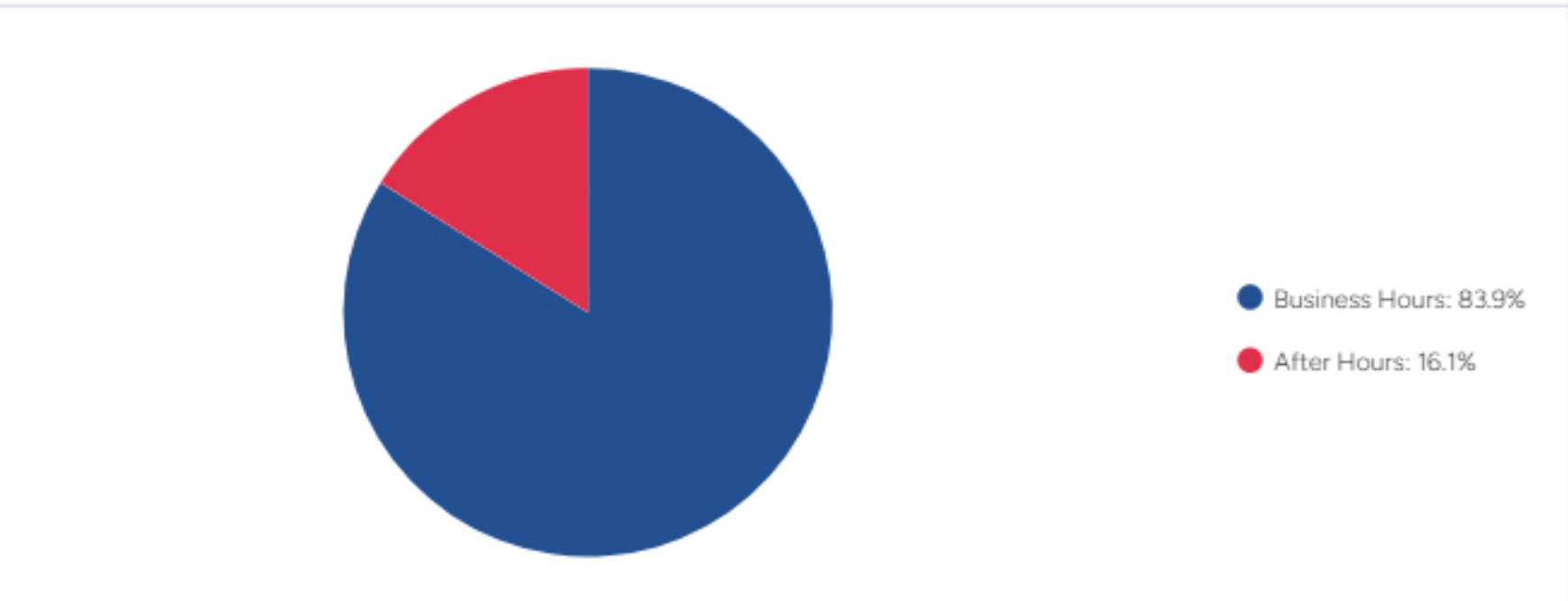
Work Orders Completed (By Submission Timeframe)

3m ago



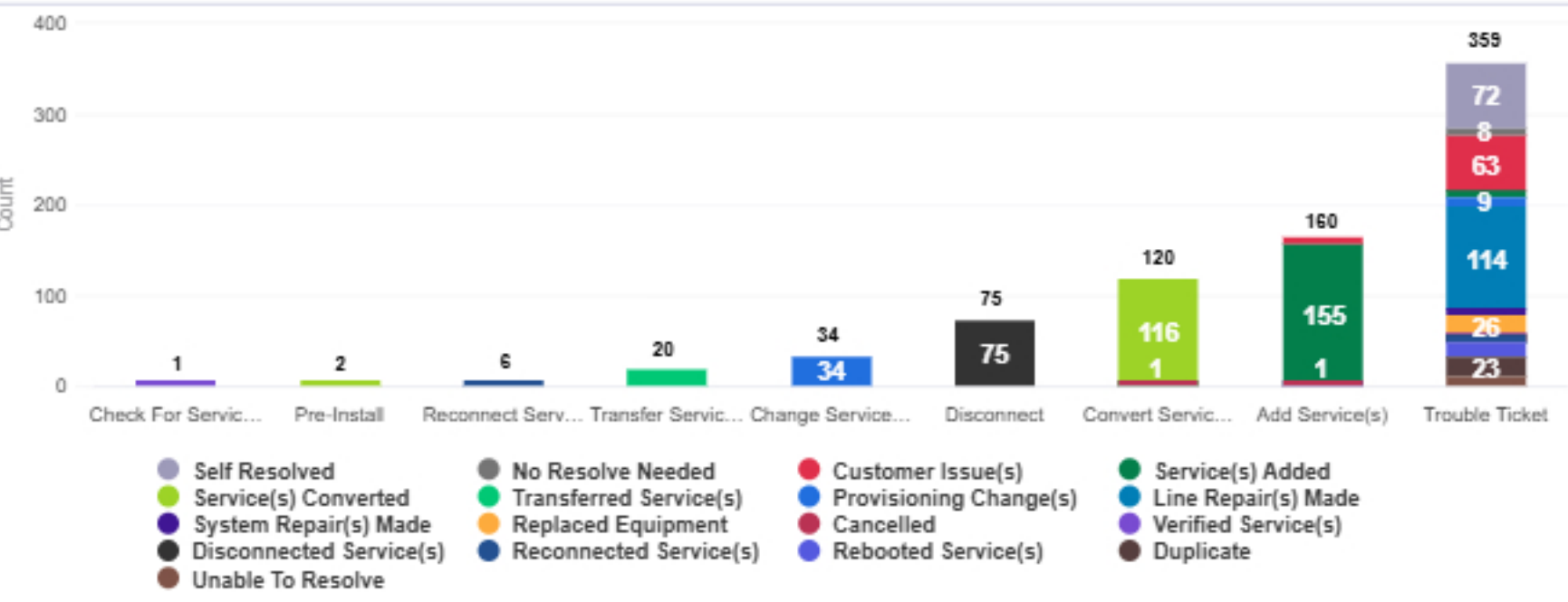
Work Orders Completed (By Submission Timeframe)

3m ago



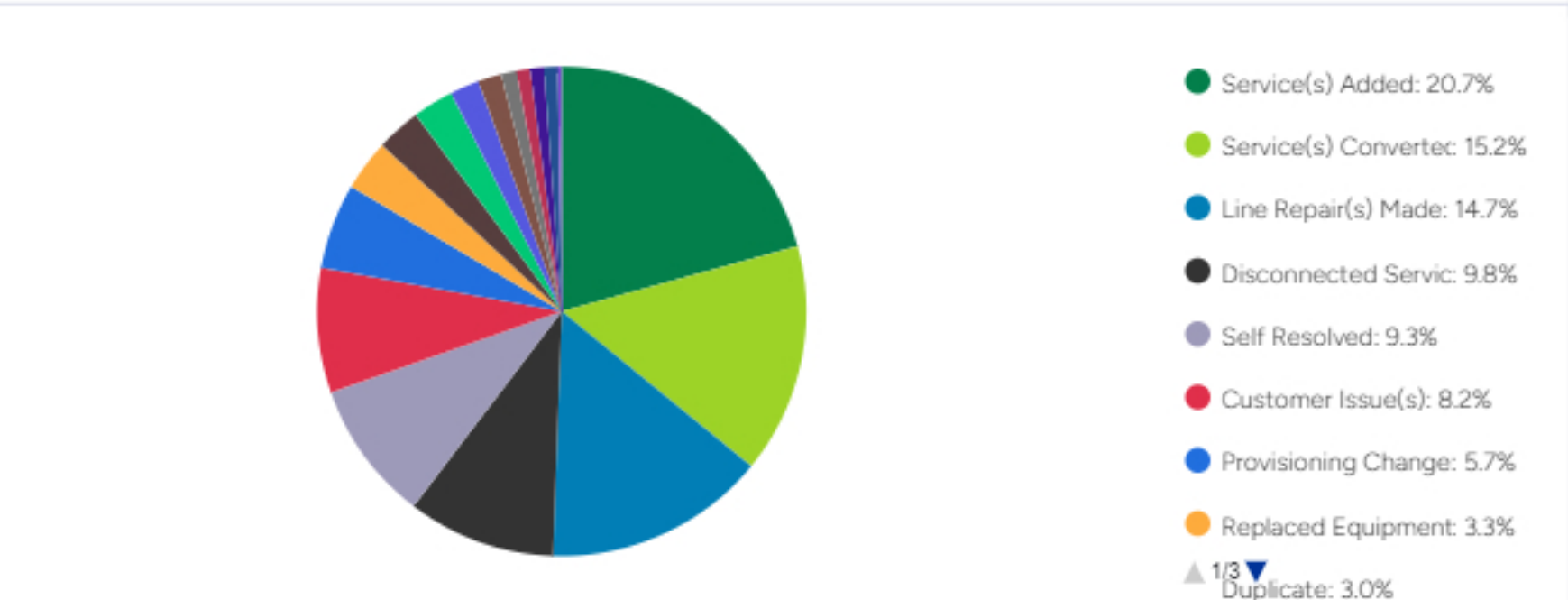
Work Orders Completed (By Resolution)

3m ago



Work Orders Completed (By Resolution)

3m ago





**TELECOMMUNICATIONS
DEPARTMENT
MONTHLY REPORT
OCTOBER
2024**

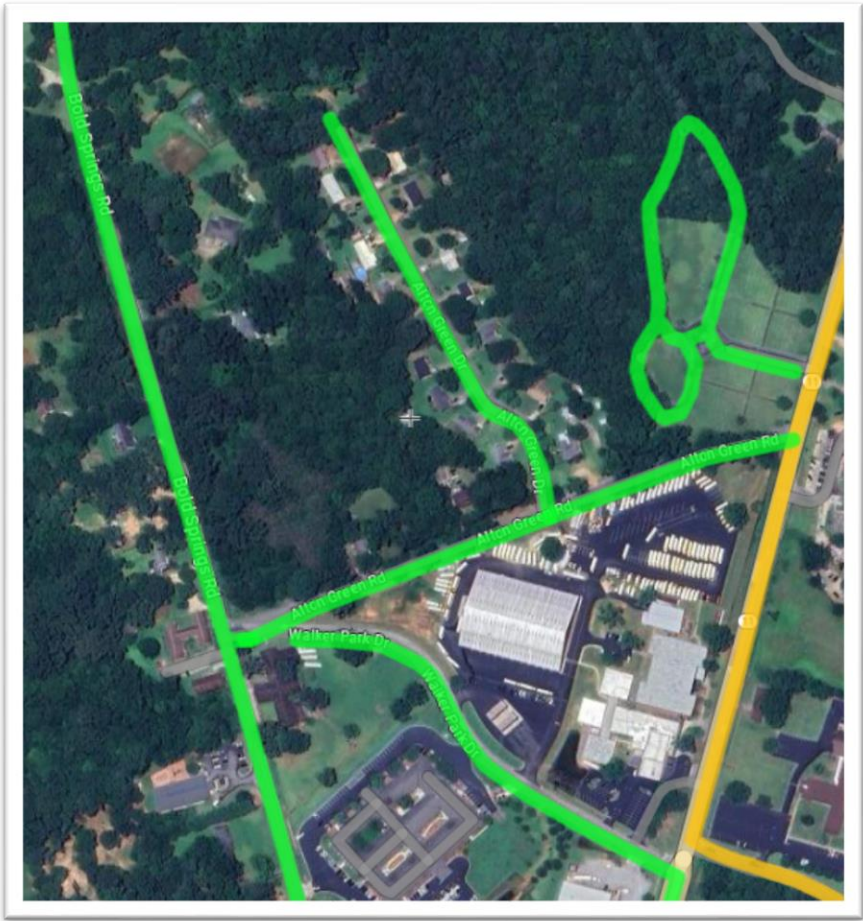
Subscriber Report: *(As of 11/05/2024)*

Subscriber Type	Month of September	Month of October	Change
Adtran Fiber Installations:	2,996	3,152	+156
Registered Cable Modem Devices:	2,371	2,231	-140
Registered WiFi Devices:	1,021	1,068	+47
Registered Streaming TV Accounts:	528	510	-18

- Fiber installations currently account for 59% (+3%) of all active installations.
- Registered Cable Modem devices currently account for 41% (-3%) of all active installations.
- Fiber installations crossed over 3,000 installations since we started back in February of 2023.
- October is the first month recorded where we have seen a decline in the number of streaming accounts on our service.

Items of Interest:

New Fiber Areas Ready for Service:



Areas north of town continue to become active and ready for fiber installations.

The following streets / areas were completed in the month of October and are now able to service customers with high-speed fiber:

- Alton Green Drive
- Hwy 11 North (partial)
- Hwy 83 (partial)
- Walker Park Drive

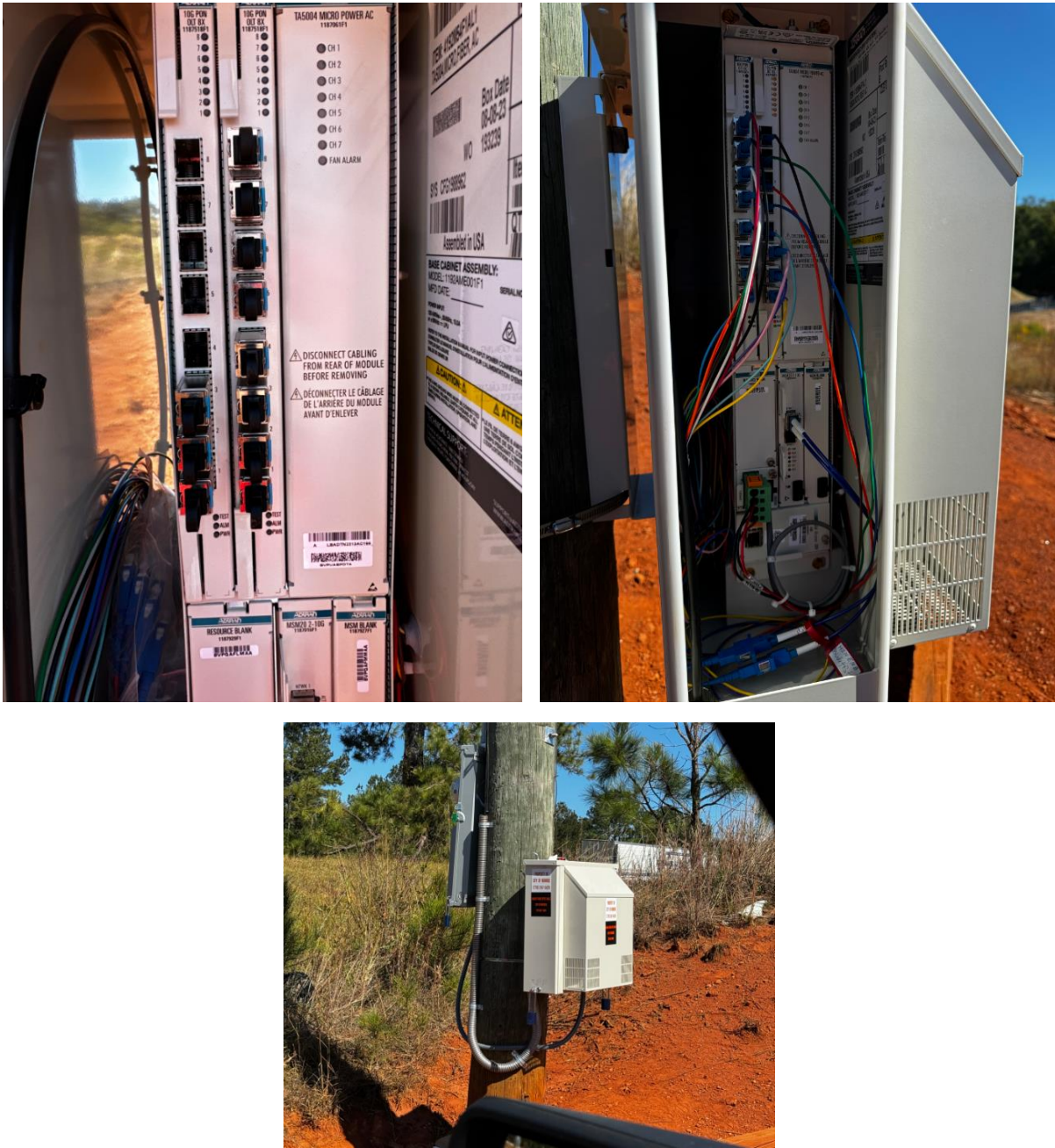
While the month of October appears to have very little progress being made, it is worth noting that our contracting crews for both splicing and infrastructure deployment spent time in parts of Georgia and Florida helping to assist and aid areas that were impacted by hurricane Helene and Milton. We continued to work with our local installers to keep the momentum going and these crews have since returned to Monroe to continue work on infrastructure deployment and area activations.



Upcoming areas that are currently being worked on for fiber activation. (East Marable area)

The Jax Apartment Project:

The infrastructure leading up to the deployment of Jack’s Creek has been installed and activated. While we will have to set up the inside infrastructure to feed each of the apartments as they are being built / finished, this will give us the capacity to service this entire complex with data services. Our goal for this project is to have a seamless process for customers to move into the apartment complex and activate service(s) with the City of Monroe with minimal installation effort. Plans are currently underway to have our services pre-installed for each apartment room, which only requires activation once a customer processes their application with us for fiber service.



Adtran chassis configured to service up to 512 customers near The Jax / Aycock Avenue.



WATER, SEWER, GAS & ELECTRIC MONTHLY REPORT

NOVEMBER 2024

2024 Project List

	Estimated Start Date	Estimated Completion Date	Notes	Progress	Contractor or City
Natural Gas					
Gas main install for River Pointe Subdivison	Oct-24	Dec-24	Installing 2" plastic main to 297 lot subdivision @ Cedar Ridge & Double Springs Church	Planning Stage	City
Rivers Edge @ Michael Etchinson Rd Phase 1 -105 lots	Jan-24	Mar-24	Install 18,000 of 2" plastic gas main / joint trench fiber with gas	Completed	City
Design & build of 4" high pressure steel main to feed new jail	Jan-24	Dec-24	Gas main to feed jail and provide additional gas for Piedmont Industrial Park	Out to Bid	GMC
2" & 4" steel main replacement @ W Spring St	Nov-24	Jan-24	Replacing approx. 7,000 of steel gas main along W Spring St from Carwood Dr to Mountain View	Completed	Contractor
4" gas main Install along Hwy 78 - Jim Daws Rd to Piedmont Industrial Park	Jan-24	Mar-24	Gas main extension to deal with pressure drops in the Industrial park	Completed	City
Gas main install for new 10 lot subdivision @ Double Springs Church Rd	May-24	Jun-24	Install 2000' 2" plastic main @ Alcovy Springs	Completed	City
Gas Relocation/GDOT Bypass project	Jan-24	Jun-24	Relocation in various areas of our 2" & 4" gas mains to accommodate new bypass	In Progress	City/Contractor
Hwy 83 Good Hope to Chandler Road main extension	Jan-24	Dec-24	Install 10,500' of 4" plastic gas main	Planning Stage	City
Sewer Collection					
Brentwood Subdivision Pump Station Replacement/Rehab	Sep-24	Dec-24	Replace pumps & controls / upgrade 2" force main to 4"	Planning Stage	City
2022 CDBG	Dec-21	Jul-24	Rehab of 6" sewer mains in Glen Iris, Edwards, Stowers area, out to bid Oct 2023 / Pre-Construction meeting held Jan. 10th / Start date early March 2024	Slow Progress	James Warren & Associates
2024 CDBG	Jan-24	Jan-24	Rehab of sewer & water along Green St, King St, Perry St, Launius Ave, & Carver Place / Crew surveying residents in area (will be a 2025 CDBG application)	In Progress	Carter & Sloope/Hofstadter
Alcovy River/Hwy 138 Sewer Extension	Jan-21	Dec-21	Gravity sewer completed/ pump station contractor scheduled for completion of station May 8th	Completed	Contractor
Sewer Treatment Plant					
Jacks Creek Plant Rehab	Sep-21	Jan-24	Punch list completed, wrapping up final payment/paperwork	Completed	Heavy/Hofstadter
Water Distribution					
Bid opening for 500,000 gallon elevated storage tank	Sep-24	May-25	Bid opening Sept 26th, 2024 (\$3.4 million bid, only one bidder)	Bid	Carter & Sloope
Bid opening for 16" water transmission main to new tank	Sep-24	May-25	Bid opening Sept 26th, 2024 (UWS low bidder at \$2,278,434.00)	Bid	Carter & Sloope
Implementation of EPA's new Lead & Copper Rule	Jul-22	Nov-24	Inventory of all water services to determine presence of lead / both sides of meters	Data Collection	City/120Water
Water Main relocation for Hwy 11 By-pass	Jan-24	Dec-24	Relocate approx. 4,000 of 8" main & 2,500 of 10" main in various areas along bypass	In Progress	City
Water extension to serve YMCA	Mar-24	Mar-24	Installing 10" water main to serve YMCA site	Completed	City
Water Main replacement Hwy 78 / Jacks Creek Landing	Jan-24	Mar-24	Replacing existing 10" main with a 12" main / section of the new 12",16" and water tank project	Completed	City
Water Treatment Plant					
Dredging of Jacks Creek & reservoir @ Birch Street	Aug-24	Oct-24	Dredging our emergency water source at Jacks Creek location on Birch Street	Completed	City
Install 24" raw water main & 20" finished water main @ CRB	Nov-23	Jul-24	Installed before GDOT starts the Hwy 138 / CR Blvd. on-ramp slated for Dec 2023	Completed	Contractor
24" Raw Water Main / 20" Finished Water Main	Sep-24	Jan-25	Bid awarded, contracts being signed	Awarded to JDS, Inc	Wiedeman & Singleton
1,000,000 gallon clearwell @ WTP location	Jun-21	Feb-24	Completed, final walk-thru on March 1st, 2024	Completed	Wiedeman &
Electric					
Install underground power to new County jail	Aug-24	Sep-24	Installing 3 phase power to jail along with conduit for fiber	Completed	City
Starting underground replacement in various areas of the City	Sep-24	Dec-24	Replacing old underground power in Camptown Gardens & Southside Park	Planning Stages	City
Pole Change-Outs	Jan-24	Dec-24	Yearly replacements from pole survey	Ongoing	City
Automated Switching	Mar-23	Dec-27	13 switches installed to date, project will continue over the next 5 years	Ongoing	City
3 phase rebuild Towler Street area	Oct-23	Feb-24	Crews continuing work along Towler, completion date estimated in May	Completed	City
Build out power for Huey Magoos	Feb-24	Feb-24	Pulled UG primary, set 3/0 UG transformer	Completed	City
Pole removal @ Southview Dr for future cul-de-sac	Feb-24	Feb-24	Pole changeout, retired 3 spans of underbuild along Southview Dr	Completed	City

WATER / WASTEWATER: MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2024 | FY 2024



COVER	1
OVERVIEW	2
SALES REPORT	3-4
SALES STATISTICS	5
DETAIL REVENUES	6
DETAIL EXPENSES	7-8

CITY OF MONROE: WATER & SEWER FUND OVERVIEW

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	FY 2024	AS BUDGET	FY 2023
REVENUES	\$ 0.994M	\$ 1.264M	\$ 1.327M	\$ 1.031M	\$ 1.004M	\$ 1.095M	\$ 1.129M	\$ 1.137M	\$ 2.300M				\$ 11.280M	\$ 14.137M	\$ 9.680M
PERSONNEL COSTS	\$ 0.253M	\$ 0.276M	\$ 0.339M	\$ 0.256M	\$ 0.278M	\$ 0.255M	\$ 0.250M	\$ 0.305M	\$ 0.230M				\$ 2.443M	\$ 3.215M	\$ 2.275M
CONTRACTED SVC	\$ 0.034M	\$ 0.043M	\$ 0.077M	\$ 0.059M	\$ 0.096M	\$ 0.070M	\$ 0.071M	\$ 0.076M	\$ 0.074M				\$ 0.600M	\$ 1.409M	\$ 0.680M
SUPPLIES	\$ 0.110M	\$ 0.189M	\$ 0.237M	\$ 0.212M	\$ 0.195M	\$ 0.263M	\$ 0.210M	\$ 0.223M	\$ 0.186M				\$ 1.825M	\$ 2.507M	\$ 1.634M
CAPITAL OUTLAY	\$ 0.225M	\$ 0.238M	\$ 0.322M	\$ 0.324M	\$ 0.315M	\$ 0.254M	\$ 0.287M	\$ 0.280M	\$ 0.265M				\$ 2.508M	\$ 2.850M	\$ 1.577M
FUND TRANSFERS	\$ 0.054M	\$ 0.053M	\$ 0.053M	\$ 0.053M	\$ 0.053M	\$ 0.053M	\$ 0.057M	\$ 0.061M	\$ 0.064M				\$ 0.501M	\$ 1.793M	\$ 0.516M
DEPRECIATION	\$ -	\$ -	\$ 0.574M	\$ 0.192M	\$ 0.193M	\$ 0.193M	\$ 0.193M	\$ 0.193M	\$ 0.193M				\$ 1.731M	\$ -	\$ 1.065M
EXPENSES	\$ 0.675M	\$ 0.799M	\$ 1.602M	\$ 1.096M	\$ 1.130M	\$ 1.089M	\$ 1.067M	\$ 1.138M	\$ 1.012M				\$ 9.608M	\$ 11.773M	\$ 7.747M
MARGIN	\$ 0.318M	\$ 0.465M	\$ (0.275M)	\$ (0.065M)	\$ (0.125M)	\$ 0.006M	\$ 0.062M	\$ (0.001M)	\$ 1.287M				\$ 1.673M	\$ 2.363M	\$ 1.933M

12-MO
PROCESSED
KGAL



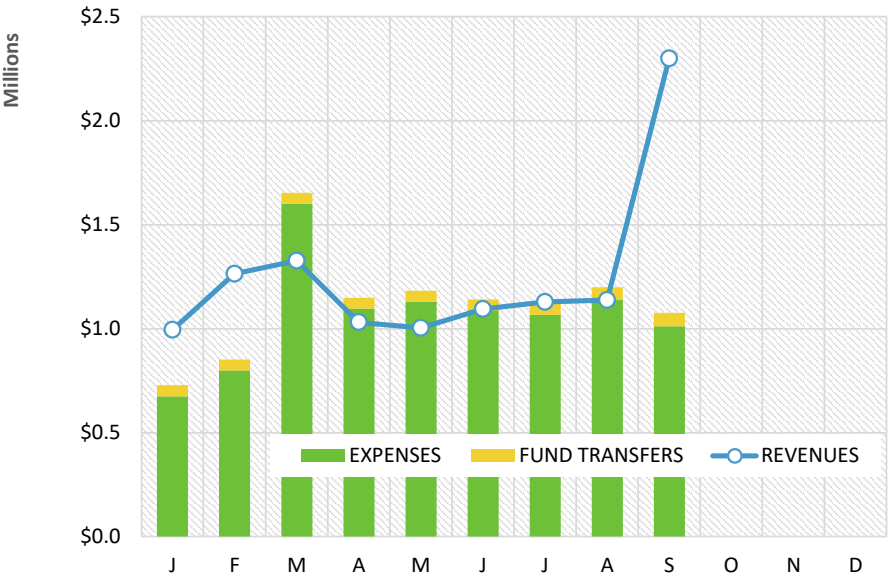
12-MO
RETAIL
KGAL



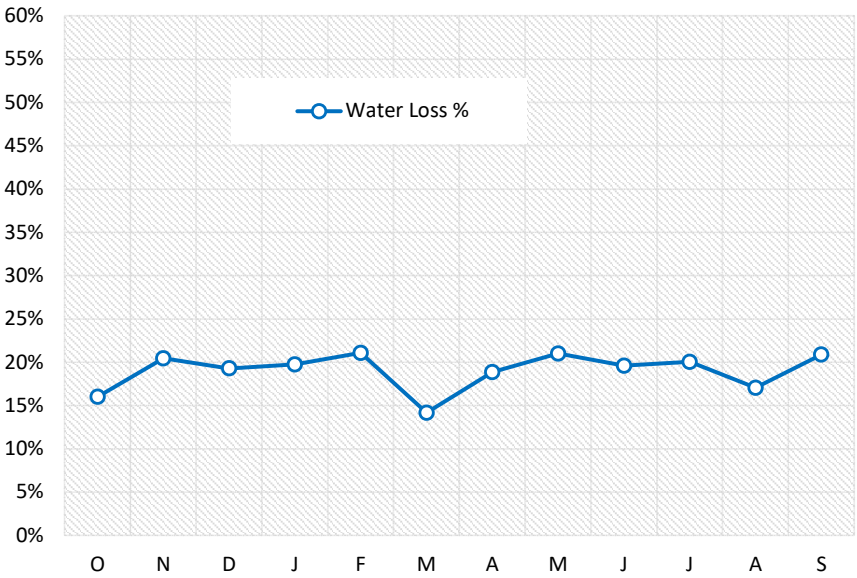
ROLLING
12-MO LINE
LOSS

19.06%

REVENUES vs. EXPENSES



MONTHLY WATER PROCESSED VS SOLD



RETAIL SALES REPORT

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024 YTD

CUSTOMER COUNT - WATER

Residential	9,237	9,230	9,227	9,267	9,314	9,279	9,285	9,274	9,304	9,269
Commercial	1,009	1,006	1,042	1,012	1,012	1,016	1,008	1,011	1,019	1,015
Industrial	1	1	1	1	1	1	1	1	1	1
Water Authority	1	1	1	1	1	1	1	1	1	1
Residential Sprinkler	560	559	555	556	562	563	564	567	568	562
Commercial Sprinkler	94	98	94	93	95	95	95	95	95	95
Loganville	1	1	1	1	1	1	1	1	1	1
Total	10,903	10,896	10,921	10,931	10,986	10,956	10,955	10,950	10,989	10,943
YOY Δ	-4.47%	-4.65%	-4.49%	-4.50%	-4.34%	-4.71%	-4.84%	-5.11%	-4.91%	

KGALLONS - WATER

Residential	36,203	36,278	35,933	35,302	36,857	38,817	46,565	47,213	45,239	358,407
Commercial	12,702	12,678	14,723	13,729	11,320	16,161	17,514	22,216	20,275	141,319
Industrial	2,047	2,555	3,043	3,423	3,395	3,034	1,892	1,815	2,073	23,277
Water Authority	-	2	3	20	12	116	7	122	34	316
Loganville	32,761	32,688	30,666	33,036	31,923	33,056	33,052	39,044	39,173	305,397
Total	83,712	84,201	84,368	85,509	83,507	91,184	99,030	110,411	106,794	828,716
YOY Δ	-10.65%	-6.45%	1.79%	0.65%	-2.50%	2.38%	6.17%	13.28%	9.58%	

REVENUE - WATER

Residential	\$ 0.319M	\$ 0.317M	\$ 0.317M	\$ 0.310M	\$ 0.322M	\$ 0.336M	\$ 0.397M	\$ 0.410M	\$ 0.389M	\$ 3.116M
Commercial	\$ 0.096M	\$ 0.095M	\$ 0.107M	\$ 0.101M	\$ 0.101M	\$ 0.121M	\$ 0.127M	\$ 0.157M	\$ 0.146M	\$ 1.050M
Industrial	\$ 0.008M	\$ 0.010M	\$ 0.012M	\$ 0.014M	\$ 0.014M	\$ 0.012M	\$ 0.008M	\$ 0.008M	\$ 0.009M	\$ 0.096M
Water Authority	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.001M	\$ 0.000M	\$ 0.001M	\$ 0.000M	\$ 0.003M
Loganville	\$ 0.121M	\$ 0.121M	\$ 0.114M	\$ 0.122M	\$ 0.118M	\$ 0.122M	\$ 0.122M	\$ 0.142M	\$ 0.143M	\$ 1.124M
Total	\$ 0.544M	\$ 0.543M	\$ 0.551M	\$ 0.547M	\$ 0.555M	\$ 0.592M	\$ 0.653M	\$ 0.717M	\$ 0.686M	\$ 5.388M
YOY Δ	-7.30%	-5.93%	3.42%	2.46%	1.11%	1.83%	6.78%	12.80%	6.73%	

RETAIL SALES REPORT

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024 YTD

CUSTOMER COUNT - SEWER											
Residential	7,014	7,019	7,037	7,049	7,076	7,056	7,059	7,074	7,063		7,050
Commercial	843	820	841	842	843	853	847	847	850		843
Water Authority	1	1	1	1	1	1	1	1	1		1
Total	7,858	7,840	7,879	7,892	7,920	7,910	7,907	7,922	7,914		7,894
YOY Δ	0.99%	0.50%	0.97%	1.06%	0.97%	0.89%	0.97%	1.01%	0.85%		
KGALLONS - SEWER											
Residential	36,203	36,278	35,933	35,302	36,857	38,817	46,565	47,213	45,239		358,407
Commercial	12,702	12,678	14,723	13,729	11,320	16,161	17,514	22,216	20,275		141,319
Water Authority	-	2	3	20	12	116	7	122	34		316
Total	48,905	48,958	50,659	49,051	48,189	55,094	64,086	69,551	65,548		500,042
YOY Δ	-0.76%	-7.02%	7.06%	7.11%	-3.71%	1.03%	10.54%	12.59%	3.38%		
REVENUE - SEWER											
Residential	\$ 0.220M	\$ 0.220M	\$ 0.221M	\$ 0.220M	\$ 0.221M	\$ 0.222M	\$ 0.237M	\$ 0.234M	\$ 0.235M		\$ 2.029M
Commercial	\$ 0.128M	\$ 0.129M	\$ 0.139M	\$ 0.138M	\$ 0.130M	\$ 0.151M	\$ 0.149M	\$ 0.155M	\$ 0.162M		\$ 1.281M
Water Authority	\$ 0.002M	\$ 0.002M	\$ 0.002M	\$ 0.001M	\$ 0.002M	\$ 0.002M	\$ 0.002M	\$ 0.002M	\$ 0.002M		\$ 0.015M
Total	\$ 0.349M	\$ 0.351M	\$ 0.362M	\$ 0.359M	\$ 0.353M	\$ 0.374M	\$ 0.387M	\$ 0.391M	\$ 0.399M		\$ 3.325M
YOY Δ	-5.25%	-8.36%	0.88%	2.23%	-2.82%	-0.08%	4.25%	5.23%	1.74%		

SALES STATISTICS

Jan 2024

Feb 2024

Mar 2024

Apr 2024

May 2024

Jun 2024

Jul 2024

Aug 2024

Sep 2024

Oct 2024

Nov 2024

Dec 2024

YTD

AVERAGE KGALLONS/CUSTOMER (WATER)										
Residential	4	4	4	4	4	4	5	5	5	4
Commercial	13	13	14	14	11	16	17	22	20	15
Industrial	2,047	2,555	3,043	3,423	3,395	3,034	1,892	1,815	2,073	2,586
Water Authority	-	2	3	20	12	116	7	122	34	35
Loganville	32,761	32,688	30,666	33,036	31,923	33,056	33,052	39,044	39,173	33,933

AVERAGE \$/CUSTOMER (WATER)										
Residential	\$35	\$34	\$34	\$33	\$35	\$36	\$43	\$44	\$42	\$37
Commercial	\$95	\$94	\$103	\$100	\$100	\$119	\$126	\$155	\$143	\$115
Industrial	\$8,439	\$10,491	\$12,462	\$13,998	\$13,885	\$12,426	\$7,812	\$7,501	\$8,534	\$10,616
Water Authority	\$169	\$177	\$181	\$250	\$217	\$637	\$197	\$662	\$306	\$311
Loganville	\$120,903	\$120,659	\$113,843	\$121,830	\$118,079	\$121,899	\$121,885	\$142,079	\$142,513	\$124,854

AVERAGE \$/KGALLON (WATER)										
Residential	\$8.81	\$8.73	\$8.83	\$8.78	\$8.73	\$8.64	\$8.53	\$8.68	\$8.60	\$8.70
Commercial	\$7.53	\$7.49	\$7.26	\$7.37	\$8.94	\$7.49	\$7.23	\$7.07	\$7.19	\$7.51
Industrial	\$4.12	\$4.11	\$4.10	\$4.09	\$4.09	\$4.10	\$4.13	\$4.13	\$4.12	\$4.11
Water Authority	\$0.00	\$88.42	\$60.29	\$12.48	\$18.10	\$5.49	\$28.15	\$5.42	\$9.00	\$25.26
Loganville	\$3.69	\$3.69	\$3.71	\$3.69	\$3.70	\$3.69	\$3.69	\$3.64	\$3.64	\$3.68
Average	\$5.1155	\$27.1855	\$20.1186	\$8.1795	\$9.9635	\$6.4315	\$12.0071	\$6.3271	\$7.2280	\$11.40

AVERAGE KGALLONS/CUSTOMER (SEWER)										
Residential	5	5	5	5	5	6	7	7	6	6
Commercial	15	15	18	16	13	19	21	26	24	19
Water Authority	-	2	3	20	12	116	7	122	34	35

AVERAGE \$/CUSTOMER (SEWER)										
Residential	\$31	\$31	\$31	\$31	\$31	\$31	\$34	\$33	\$33	\$32
Commercial	\$151	\$158	\$166	\$164	\$154	\$177	\$176	\$183	\$191	\$169
Water Authority	\$1,615	\$1,855	\$1,546	\$1,492	\$1,626	\$1,546	\$1,668	\$1,663	\$1,551	\$1,618

AVERAGE \$/KGALLON (SEWER)										
Residential	\$6.07	\$6.07	\$6.15	\$6.22	\$6.00	\$5.72	\$5.08	\$4.95	\$5.19	\$5.72
Commercial	\$10.05	\$10.20	\$9.46	\$10.04	\$11.48	\$9.33	\$8.52	\$6.98	\$8.00	\$9.34
Water Authority	\$0.00	\$927.42	\$515.23	\$74.62	\$135.47	\$13.33	\$238.33	\$13.63	\$45.62	\$218.18
Average	\$5.37	\$314.56	\$176.95	\$30.29	\$50.98	\$9.46	\$83.97	\$8.52	\$19.60	\$77.7463

MOST RECENT

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

12-MONTH

SALES REVENUES

WATER SALES	\$	677,124	\$	640,979	\$	5,356,164	\$	5,210,788	\$	7,104,447
STORMWATER PLAN REVIEW FEES	\$	650	\$	-	\$	3,677	\$	2,300	\$	4,327
SEWER SALES	\$	391,801	\$	385,985	\$	3,293,338	\$	3,279,330	\$	4,373,604
SALES REVENUES (ACTUAL)	\$	1,069,576	\$	1,026,965	\$	8,653,179	\$	8,492,418	\$	11,482,379
AS BUDGET	\$	975,000	\$	991,667	\$	8,775,000	\$	8,925,000	Not Applicable	
% ACTUAL TO BUDGET		109.70%		103.56%		98.61%		95.15%	Not Applicable	

OTHER REVENUES

WATER

GEFA PRINCIPAL FORGIVENESS	\$	-	\$	-	\$	26,409	\$	-	\$	-
OP REVENUE	\$	252	\$	323	\$	2,802	\$	2,931	\$	316
MISC REVENUE	\$	5,652	\$	5,589	\$	57,253	\$	48,211	\$	5,589
SALE OF FIXED ASSETS	\$	-	\$	-	\$	-	\$	-	\$	-
TAP FEES	\$	299,889	\$	40,290	\$	478,079	\$	298,302	\$	15,725
REIMB DAMAGE PROP	\$	-	\$	-	\$	-	\$	-	\$	-
OTHER REV	\$	-	\$	-	\$	-	\$	-	\$	-
CONTRIBUTED CAP - OTHER UTILIT	\$	16,200	\$	-	\$	168,025	\$	19,691	\$	-
ADMIN ALLOC WATER	\$	21,083	\$	24,930	\$	189,024	\$	193,667	\$	45,243
INT/INVEST INCOME	\$	-	\$	-	\$	-	\$	-	\$	-
STATE GRANTS	\$	-	\$	-	\$	-	\$	-	\$	-
FEDERAL GRANT	\$	-	\$	-	\$	-	\$	-	\$	-
OTHER REVENUES (WATER)	\$	343,076	\$	71,133	\$	921,593	\$	562,802	\$	66,873

SEWER

OP REVENUE	\$	150	\$	48,575	\$	204,648	\$	211,515	\$	11,205
FEDERAL GRANT	\$	-	\$	-	\$	-	\$	-	\$	-
MISC REVENUE	\$	-	\$	-	\$	-	\$	-	\$	-
TAP FEES	\$	866,000	\$	65,000	\$	1,230,500	\$	190,611	\$	12,500
SALE OF ASSETS - SEWAGE	\$	-	\$	-	\$	-	\$	31,500	\$	-
CUST ACCT FEES	\$	-	\$	-	\$	-	\$	-	\$	-
OTHER REV	\$	-	\$	-	\$	-	\$	-	\$	-
FEDERAL GRANT CDBG 2018	\$	-	\$	-	\$	-	\$	-	\$	-
ADMIN ALLOC SEWAGE	\$	21,083	\$	24,930	\$	189,024	\$	193,667	\$	45,243
OTHER - UTILITY	\$	-	\$	-	\$	-	\$	-	\$	-
CONTRIBUTED CAPITAL - SEWAGE	\$	-	\$	-	\$	81,421	\$	-	\$	-
INT/INVEST INCOME	\$	-	\$	-	\$	-	\$	-	\$	-
STATE GRANTS	\$	-	\$	-	\$	-	\$	-	\$	-
OPERATING TRANSFERS IN	\$	-	\$	-	\$	-	\$	-	\$	-
OPERATING TRANSFERS IN	\$	-	\$	-	\$	-	\$	-	\$	-
OTHER REVENUES (SEWER)	\$	887,233	\$	138,505	\$	1,705,593	\$	627,293	\$	68,948

OTHER REVENUES (TOTAL)	\$	1,230,309	\$	209,638	\$	2,627,185	\$	1,190,095	\$	135,820
AS BUDGET	\$	196,278	\$	118,089	\$	1,766,501	\$	1,062,800	Not Applicable	
% ACTUAL TO BUDGET		626.82%		177.53%		148.72%		111.98%	Not Applicable	

TOTAL REVENUES (ACTUAL)	\$	2,299,885	\$	1,236,602	\$	11,280,365	\$	9,682,513	\$	11,618,199
AS BUDGET	\$	1,171,278	\$	1,109,756	\$	10,541,501	\$	9,987,800	Not Applicable	
% ACTUAL TO BUDGET		196.36%		111.43%		107.01%		96.94%	Not Applicable	

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
PERSONNEL	\$ 230,374	\$ 295,813	\$ 2,442,908	\$ 2,276,069	\$ 3,138,213
CONTRACTED SERVICES	\$ 73,988	\$ 46,889	\$ 599,539	\$ 685,081	\$ 834,161
SUPPLIES	\$ 186,322	\$ 189,240	\$ 1,825,312	\$ 1,635,193	\$ 2,462,495
CAPITAL OUTLAY	\$ 264,622	\$ 235,089	\$ 2,508,452	\$ 2,309,871	\$ 3,245,060
FUND TRANSFERS	\$ 64,284	\$ 58,921	\$ 500,866	\$ 515,957	\$ 660,219
DEPRECIATION	\$ 192,873	\$ 205,146	\$ 1,730,660	\$ 1,847,420	\$ 2,143,076
TOTAL	\$ 1,012,462	\$ 1,031,098	\$ 9,607,736	\$ 9,269,591	\$ 12,483,224

WATER

WATER TREATMENT PLANT

PERSONNEL					
Compensation	\$ 48,138	\$ 76,270	\$ 481,541	\$ 487,185	\$ 626,729
PERSONNEL (ACTUAL)	\$ 63,947	\$ 91,974	\$ 696,360	\$ 671,467	\$ 898,641
AS BUDGET	\$ 73,544	\$ 69,264	\$ 661,894	\$ 623,372	Not Applicable
% ACTUAL TO BUDGET	86.95%	132.79%	105.21%	107.72%	Not Applicable
CONTRACTED SERVICES					
CONTRACTED SERVICES (ACTUAL)	\$ 11,590	\$ 6,544	\$ 169,480	\$ 223,780	\$ 260,506
AS BUDGET	\$ 31,588	\$ 27,788	\$ 284,288	\$ 250,088	Not Applicable
% ACTUAL TO BUDGET	36.69%	23.55%	59.62%	89.48%	Not Applicable
SUPPLIES					
SUPPLIES (ACTUAL)	\$ 82,098	\$ 98,173	\$ 793,492	\$ 753,300	\$ 1,056,251
AS BUDGET	\$ 88,733	\$ 79,108	\$ 798,600	\$ 711,975	Not Applicable
% ACTUAL TO BUDGET	92.52%	124.10%	99.36%	105.80%	Not Applicable
CAPITAL OUTLAY					
Amortization	\$ (12,754)	\$ (12,754)	\$ (104,749)	\$ (104,749)	\$ (139,665)
Admin Allocation - Water Treatment	\$ 88,010	\$ 71,939	\$ 842,204	\$ 731,150	\$ 1,070,999
Interest Expense	\$ 105,876	\$ 107,179	\$ 956,109	\$ 967,960	\$ 1,276,977
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY (ACTUAL)	\$ 181,132	\$ 166,364	\$ 1,693,564	\$ 1,594,361	\$ 2,208,311
AS BUDGET	\$ 93,352	\$ 88,075	\$ 840,164	\$ 792,677	Not Applicable
% ACTUAL TO BUDGET	194.03%	188.89%	201.58%	201.14%	Not Applicable
DEPRECIATION	\$ 101,597	\$ 111,637	\$ 910,041	\$ 1,005,507	\$ 1,133,951
DEPRECIATION (ACTUAL)	\$ 101,597	\$ 111,637	\$ 910,041	\$ 1,005,507	\$ 1,133,951
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 41,145	\$ 36,995	\$ 306,024	\$ 313,206	\$ 404,577
AS BUDGET	\$ 90,400	\$ 93,605	\$ 813,597	\$ 842,448	Not Applicable
% ACTUAL TO BUDGET	45.51%	39.52%	37.61%	37.18%	Not Applicable

WATER DISTRIBUTION SYSTEM

PERSONNEL					
PERSONNEL (ACTUAL)	\$ 61,190	\$ 66,006	\$ 623,040	\$ 558,740	\$ 791,355
AS BUDGET	\$ 71,164	\$ 68,493	\$ 640,472	\$ 616,439	Not Applicable
% ACTUAL TO BUDGET	85.98%	96.37%	97.28%	90.64%	Not Applicable
CONTRACTED SERVICES					
CONTRACTED SERVICES (ACTUAL)	\$ 8,310	\$ 4,629	\$ 74,201	\$ 43,647	\$ 88,038
AS BUDGET	\$ 17,083	\$ 18,817	\$ 153,750	\$ 169,350	Not Applicable
% ACTUAL TO BUDGET	48.64%	24.60%	48.26%	25.77%	Not Applicable
SUPPLIES					
SUPPLIES (ACTUAL)	\$ 31,996	\$ 18,996	\$ 313,369	\$ 196,750	\$ 427,016
AS BUDGET	\$ 34,129	\$ 34,521	\$ 307,163	\$ 310,688	Not Applicable
% ACTUAL TO BUDGET	93.75%	55.03%	102.02%	63.33%	Not Applicable
CAPITAL OUTLAY					
CAPITAL OUTLAY (ACTUAL)	\$ -	\$ -	\$ -	\$ -	\$ -
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
TOTAL WATER EXPENSES (ACTUAL)	\$ 583,005	\$ 601,318	\$ 5,579,570	\$ 5,360,760	\$ 7,268,646
AS BUDGET	\$ 499,992	\$ 479,671	\$ 4,499,926	\$ 4,317,035	Not Applicable
% ACTUAL TO BUDGET	116.60%	125.36%	123.99%	124.18%	Not Applicable

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
WASTEWATER					
STORMWATER					
PERSONNEL					
PERSONNEL (ACTUAL)	\$ 26,154	\$ 35,328	\$ 275,364	\$ 253,202	\$ 358,576
AS BUDGET	\$ 30,504	\$ 29,531	\$ 274,539	\$ 265,777	Not Applicable
% ACTUAL TO BUDGET	85.74%	119.63%	100.30%	95.27%	Not Applicable
CONTRACTED SERVICES					
CONTRACTED SERVICES (ACTUAL)	\$ 338	\$ 4,465	\$ 15,224	\$ 63,436	\$ 44,478
AS BUDGET	\$ 5,288	\$ 3,928	\$ 47,588	\$ 35,351	Not Applicable
% ACTUAL TO BUDGET	6.39%	113.67%	31.99%	179.45%	Not Applicable
SUPPLIES					
SUPPLIES (ACTUAL)	\$ 6,420	\$ 4,624	\$ 47,355	\$ 29,819	\$ 70,541
AS BUDGET	\$ 88,733	\$ 79,108	\$ 798,600	\$ 711,975	Not Applicable
% ACTUAL TO BUDGET	7.23%	5.84%	5.93%	4.19%	Not Applicable
CAPITAL OUTLAY					
Amortization	\$ (7,911)	\$ (7,911)	\$ (61,139)	\$ (61,139)	\$ (81,518)
Admin Alloc - Adm Exp	\$ 88,010	\$ 71,939	\$ 842,204	\$ 731,150	\$ 1,070,999
Interest Expense	\$ 3,391	\$ 4,697	\$ 33,823	\$ 45,498	\$ 47,268
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY (ACTUAL)	\$ 83,490	\$ 68,725	\$ 814,888	\$ 715,510	\$ 1,036,749
AS BUDGET	\$ 144,187	\$ 137,476	\$ 1,297,679	\$ 1,237,286	Not Applicable
% ACTUAL TO BUDGET	57.90%	49.99%	62.80%	57.83%	Not Applicable
DEPRECIATION	\$ 7,424	\$ 6,587	\$ 63,749	\$ 59,280	\$ 76,922
DEPRECIATION (ACTUAL)	\$ 7,424	\$ 6,587	\$ 63,749	\$ 59,280	\$ 76,922
SEWAGE					
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 23,138	\$ 21,926	\$ 194,842	\$ 202,751	\$ 255,642
AS BUDGET	\$ 58,993	\$ 59,438	\$ 530,940	\$ 534,946	Not Applicable
% ACTUAL TO BUDGET	39.22%	36.89%	36.70%	37.90%	Not Applicable
DEPRECIATION	\$ 83,851	\$ 86,922	\$ 756,870	\$ 782,632	\$ 932,202
DEPRECIATION (ACTUAL)	\$ 83,851	\$ 86,922	\$ 756,870	\$ 782,632	\$ 932,202
SEWAGE COLLECTION					
PERSONNEL					
PERSONNEL (ACTUAL)	\$ 37,258	\$ 47,967	\$ 407,451	\$ 389,007	\$ 523,623
AS BUDGET	\$ 45,694	\$ 43,591	\$ 411,248	\$ 392,322	Not Applicable
% ACTUAL TO BUDGET	81.54%	110.04%	99.08%	99.15%	Not Applicable
CONTRACTED SERVICES					
CONTRACTED SERVICES (ACTUAL)	\$ 2,845	\$ 2,065	\$ 47,094	\$ 57,492	\$ 66,069
AS BUDGET	\$ 11,965	\$ 8,298	\$ 107,681	\$ 74,681	Not Applicable
% ACTUAL TO BUDGET	23.78%	24.89%	43.73%	76.98%	Not Applicable
SUPPLIES					
SUPPLIES (ACTUAL)	\$ 6,993	\$ 7,948	\$ 112,712	\$ 89,033	\$ 139,388
AS BUDGET	\$ 10,679	\$ 11,421	\$ 96,113	\$ 102,788	Not Applicable
% ACTUAL TO BUDGET	65.48%	69.59%	117.27%	86.62%	Not Applicable
SEWAGE TREATMENT					
PERSONNEL					
PERSONNEL (ACTUAL)	\$ 41,826	\$ 54,538	\$ 440,693	\$ 403,653	\$ 566,019
AS BUDGET	\$ 46,937	\$ 43,916	\$ 422,435	\$ 395,243	Not Applicable
% ACTUAL TO BUDGET	89.11%	124.19%	104.32%	102.13%	Not Applicable
CONTRACTED SERVICES					
CONTRACTED SERVICES (ACTUAL)	\$ 50,904	\$ 29,185	\$ 293,540	\$ 296,727	\$ 375,070
AS BUDGET	\$ 51,454	\$ 65,504	\$ 463,088	\$ 589,538	Not Applicable
% ACTUAL TO BUDGET	98.93%	44.55%	63.39%	50.33%	Not Applicable
SUPPLIES					
SUPPLIES (ACTUAL)	\$ 58,815	\$ 59,500	\$ 558,385	\$ 566,291	\$ 769,299
AS BUDGET	\$ 69,521	\$ 67,717	\$ 625,688	\$ 609,450	Not Applicable
% ACTUAL TO BUDGET	84.60%	87.87%	89.24%	92.92%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 429,457	\$ 429,780	\$ 4,028,165	\$ 3,908,831	\$ 5,214,578
AS BUDGET	\$ 563,955	\$ 549,928	\$ 5,075,597	\$ 4,949,355	Not Applicable
% ACTUAL TO BUDGET	76.15%	78.15%	79.36%	78.98%	Not Applicable

NATURAL GAS MONTHLY DIRECTOR'S REPORT

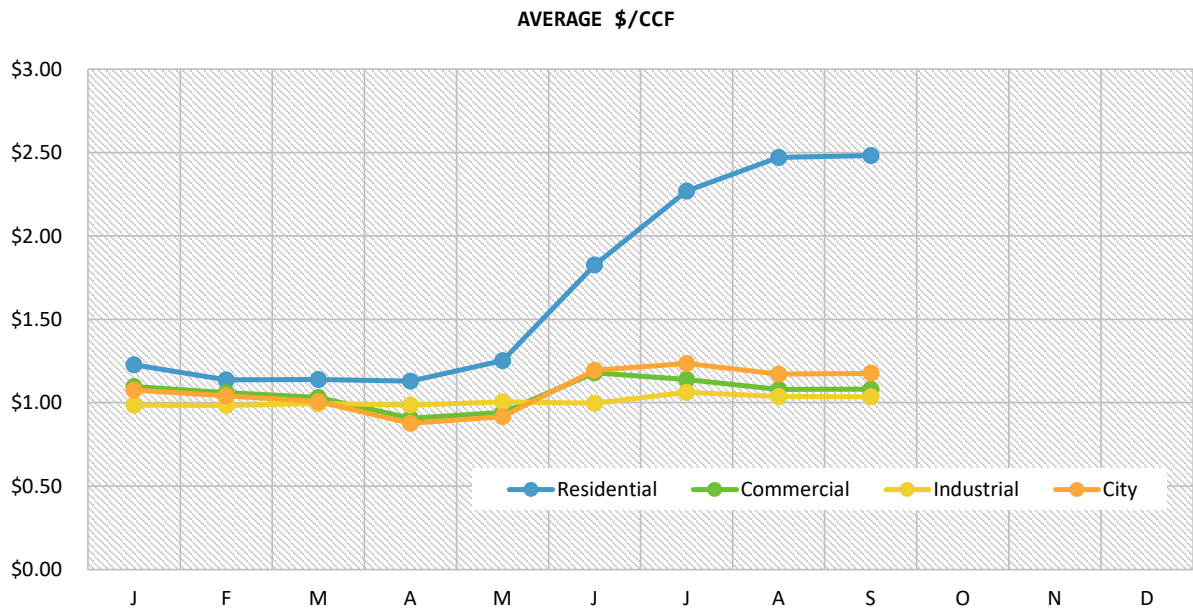
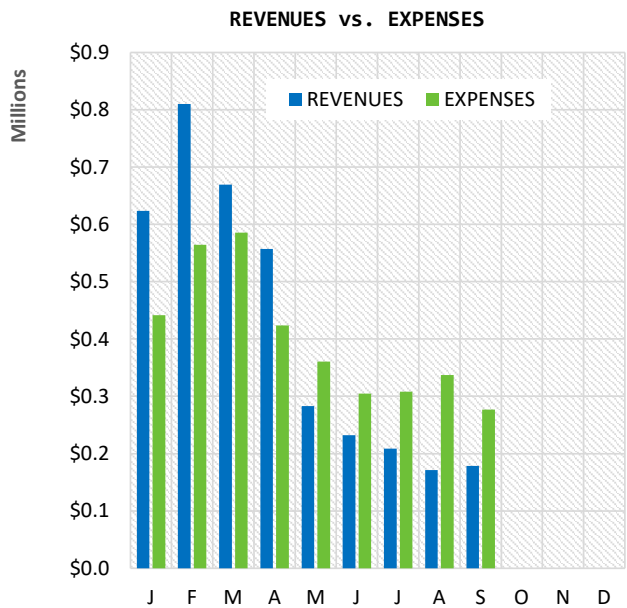
REPORTING PERIOD: 09/2024 | FY 2024



COVER	1
OVERVIEW	2
SALES REPORT	3
SALES STATISTICS	4
POWER SUPPLY	5
DETAIL REVENUES	6
DETAIL EXPENSES	7-9

CITY OF MONROE: NATURAL GAS FUND OVERVIEW

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	FY 2024	AS BUDGET	FY 2023
REVENUES	\$ 0.624M	\$ 0.810M	\$ 0.669M	\$ 0.557M	\$ 0.283M	\$ 0.232M	\$ 0.209M	\$ 0.172M	\$ 0.179M				\$ 3.735M	\$ 3.463M	\$ 3.921M
PERSONNEL COSTS	\$ 0.067M	\$ 0.071M	\$ 0.083M	\$ 0.064M	\$ 0.072M	\$ 0.071M	\$ 0.067M	\$ 0.083M	\$ 0.063M				\$ 0.641M	\$ 0.651M	\$ 0.595M
CONTRACTED SVC	\$ 0.007M	\$ 0.031M	\$ 0.017M	\$ 0.012M	\$ 0.012M	\$ 0.018M	\$ 0.008M	\$ 0.034M	\$ 0.008M				\$ 0.147M	\$ 0.200M	\$ 0.112M
SUPPLIES	\$ 0.276M	\$ 0.349M	\$ 0.262M	\$ 0.171M	\$ 0.117M	\$ 0.094M	\$ 0.101M	\$ 0.090M	\$ 0.085M				\$ 1.546M	\$ 1.625M	\$ 2.013M
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FUND TRANSFERS	\$ 0.092M	\$ 0.113M	\$ 0.224M	\$ 0.176M	\$ 0.160M	\$ 0.121M	\$ 0.132M	\$ 0.130M	\$ 0.121M				\$ 1.269M	\$ 1.254M	\$ 1.175M
EXPENSES	\$ 0.442M	\$ 0.565M	\$ 0.586M	\$ 0.423M	\$ 0.360M	\$ 0.305M	\$ 0.308M	\$ 0.337M	\$ 0.277M				\$ 3.602M	\$ 3.731M	\$ 3.895M
MARGIN	\$ 0.182M	\$ 0.245M	\$ 0.084M	\$ 0.134M	\$ (0.078M)	\$ (0.072M)	\$ (0.099M)	\$ (0.165M)	\$ (0.098M)				\$ 0.133M	\$ (0.268M)	\$ 0.026M



RETAIL SALES REPORT

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024

133

CUSTOMER COUNT

Residential	3,839	3,844	3,854	3,848	3,853	3,847	3,859	3,859	3,861	3,852
Commercial	598	596	598	598	593	593	592	590	594	595
Industrial	6	6	6	6	6	6	6	6	7	6
City	19	19	19	19	19	19	19	19	19	19
Total	4,464	4,467	4,479	4,473	4,473	4,467	4,478	4,476	4,483	4,473

Year-Over-Year Δ 2.95% 2.43% 2.47% 2.59% 2.50% 1.85% 2.14% 2.10% 1.72%

CCF

Residential	0.276M	0.393M	0.320M	0.192M	0.108M	0.051M	0.036M	0.030M	0.029M	1.435M
Commercial	0.191M	0.258M	0.232M	0.153M	0.111M	0.080M	0.078M	0.064M	0.062M	1.230M
Industrial	0.023M	0.026M	0.008M	0.025M	0.005M	0.007M	0.001M	0.002M	0.002M	0.100M
City	0.009M	0.014M	0.015M	0.008M	0.005M	0.002M	0.002M	0.001M	0.001M	0.058M
Total	0.514M	0.710M	0.596M	0.395M	0.242M	0.150M	0.133M	0.113M	0.109M	2.962M

Year-Over-Year Δ 0.55% 20.55% 30.32% 26.95% -2.17% -9.09% 4.48% 2.68% -9.13%

REVENUE

Residential	\$ 0.339M	\$ 0.447M	\$ 0.364M	\$ 0.217M	\$ 0.135M	\$ 0.093M	\$ 0.082M	\$ 0.073M	\$ 0.072M	\$ 1.822M
Commercial	\$ 0.210M	\$ 0.274M	\$ 0.239M	\$ 0.139M	\$ 0.104M	\$ 0.094M	\$ 0.089M	\$ 0.069M	\$ 0.067M	\$ 1.285M
Industrial	\$ 0.023M	\$ 0.026M	\$ 0.008M	\$ 0.025M	\$ 0.005M	\$ 0.007M	\$ 0.001M	\$ 0.002M	\$ 0.003M	\$ 0.099M
Other	\$ 0.013M	\$ 0.016M	\$ 0.019M	\$ 0.012M	\$ 0.010M	\$ 0.010M	\$ 0.014M	\$ 0.013M	\$ 0.012M	\$ 0.118M
City	\$ 0.010M	\$ 0.015M	\$ 0.015M	\$ 0.007M	\$ 0.004M	\$ 0.003M	\$ 0.002M	\$ 0.002M	\$ 0.002M	\$ 0.059M
Total	\$ 0.595M	\$ 0.778M	\$ 0.645M	\$ 0.399M	\$ 0.259M	\$ 0.206M	\$ 0.188M	\$ 0.159M	\$ 0.155M	\$ 3.384M

Year-Over-Year Δ -24.61% -2.82% 5.60% 13.82% -5.28% 1.35% 7.25% -0.28% -8.54%

SALES STATISTICS

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024

YTD 134

AVERAGE CCF/CUSTOMER

Residential	72	102	83	50	28	13	9	8	7	41
Commercial	320	434	388	256	187	134	132	109	105	229
Industrial	3,913	4,377	1,326	4,166	794	1,166	232	336	349	1,851
City	487	762	763	424	247	127	83	76	73	338

AVERAGE \$/CUSTOMER

Residential	\$88	\$116	\$94	\$56	\$35	\$24	\$21	\$19	\$19	\$53
Commercial	\$351	\$460	\$400	\$232	\$176	\$159	\$150	\$117	\$113	\$240
Industrial	\$3,854	\$4,309	\$1,319	\$4,102	\$797	\$1,162	\$247	\$348	\$362	\$1,833
City	\$524	\$793	\$768	\$371	\$226	\$152	\$102	\$89	\$86	\$346

AVERAGE \$/CCF

Residential	\$1.2263	\$1.1371	\$1.1385	\$1.1301	\$1.2517	\$1.8261	\$2.2684	\$2.4699	\$2.4828	\$1.6590
Commercial	\$1.0964	\$1.0603	\$1.0314	\$0.9059	\$0.9406	\$1.1801	\$1.1396	\$1.0793	\$1.0809	\$1.0572
Industrial	\$0.9849	\$0.9844	\$0.9945	\$0.9846	\$1.0041	\$0.9964	\$1.0625	\$1.0370	\$1.0352	\$1.0093
City	\$1.0753	\$1.0403	\$1.0057	\$0.8754	\$0.9164	\$1.1952	\$1.2339	\$1.1710	\$1.1764	\$1.0766
Average	\$1.0957	\$1.0555	\$1.0425	\$0.9740	\$1.0282	\$1.2995	\$1.4261	\$1.4393	\$1.4438	\$1.2005

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	MOST RECENT 12-MONTH
Natural Gas Supply Cost					
Capacity Reservation Fees	\$ 33,032	\$ 32,627	\$ 391,323	\$ 389,075	\$ 517,777
Demand Storage/Peaking Services	\$ 2,372	\$ 2,318	\$ 20,611	\$ 20,551	\$ 27,414
Supply Charges	\$ 31,314	\$ 34,023	\$ 860,727	\$ 1,210,958	\$ 1,096,391
Gas Authority Supply Charges	\$ 1,066	\$ 1,037	\$ 42,399	\$ 41,182	\$ 52,765
Gas Authority Charges	\$ (13,735)	\$ (18,312)	\$ (129,696)	\$ (105,062)	\$ (174,959)
P.A.C.E	300	300	2,700	2,700	3,600
APGA Annual Dues	-	-	3,755	3,652	3,755
Other	978	1,046	31,380	29,344	39,706
TOTAL MGAG BILL	\$ 55,328	\$ 53,038	\$ 1,223,200	\$ 1,592,399	\$ 1,566,448

DELIVERED SUPPLY

Volume CCF	134,410	123,940	3,257,860	2,721,150	4,013,260
Volume Dth (MGAG)	129,680	120,590	3,163,030	2,646,040	3,899,030

*Dth (dekatherm) is the measurement of gas volume. Dth to Ccf (Centi Cubic Feet) conversion is based on the BTU fuel content

UNIT COSTS					
\$/Dth	0.4266	0.4398	0.3867	0.6018	0.4018
\$/CCF	0.4116	0.4279	0.3755	0.5852	0.3903

MOST RECENT

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

12-MONTH

SALES REVENUES

NATURAL GAS SALES	\$	154,670	\$	169,110	\$	3,383,663	\$	3,534,013	\$	4,023,384
SALES REVENUES (ACTUAL)	\$	154,670	\$	169,110	\$	3,383,663	\$	3,534,013	\$	4,023,384
AS BUDGET	\$	346,464	\$	455,024	\$	3,118,174	\$	455,024	Not Applicable	
% ACTUAL TO BUDGET		44.64%		37.17%		108.51%		776.67%	Not Applicable	

Note on Natural Gas Sales: Detail break-down for individual rate class is shown in NATURAL GAS RETAIL SALES section.

OTHER REVENUES

OP REVENUE		-		-		-		-		-
MISC REVENUE		-		-		2,050		2,700		3,170
CONTRIBUTED CAPITAL		-		-		-		-		-
SALE FIXED ASSETS		-		-		-		-		-
TAP FEES		2,825		1,406		26,222		45,451		37,625
REIMB DAMAGED PROP - GAS		-		-		-		-		-
ADMIN ALLOC		21,083		24,930		189,024		193,667		267,520
CAPITAL LEASES		-		-		-		-		54,955
INT/INVEST INCOME		-		-		-		-		-
STATE GRANTS		-		-		-		-		-
MGAG REBATE		-		-		133,831		145,297		133,831
OPERATING TRANSFERS IN		-		-		-		-		-
SALE OF ASSETS - GAS		-		-		-		-		-
OTHER REVENUES (ACTUAL)	\$	23,908	\$	26,336	\$	351,127	\$	387,115	\$	497,101
AS BUDGET	\$	38,297	\$	23,444	\$	344,675	\$	211,000	Not Applicable	
% ACTUAL TO BUDGET		62.43%		112.34%		101.87%		183.47%	Not Applicable	

TOTAL REVENUES (ACTUAL)	\$	178,579	\$	195,446	\$	3,734,790	\$	3,921,129	\$	4,520,484
AS BUDGET	\$	384,761	\$	478,468	\$	3,462,849	\$	4,306,214	Not Applicable	
% ACTUAL TO BUDGET		46.41%		40.85%		107.85%		91.06%	Not Applicable	

MOST RECENT

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
PERSONNEL					
Compensation	\$ 46,003	\$ 63,955	\$ 421,441	\$ 408,344	\$ 560,577
Benefits	16,691	15,050	218,369	185,611	277,125
PERSONNEL (ACTUAL)	\$ 62,860	\$ 79,095	\$ 640,923	\$ 594,994	\$ 839,087
AS BUDGET	\$ 72,339	\$ 69,357	\$ 651,051	\$ 624,214	Not Applicable
% ACTUAL TO BUDGET	86.90%	114.04%	98.44%	95.32%	Not Applicable
CONTRACTED SERVICES					
Consulting	\$ -	\$ -	\$ 17,699	\$ 11,584	\$ 17,918
Landfill Fees	-	-	-	-	-
Custodial Service	-	-	-	-	-
Lawn & Maint	-	32	-	224	32
Holiday Events	-	-	211	-	431
Security Sys	-	-	-	-	-
Equipment Rep & Maint	128	169	11,637	1,550	11,976
Vehicle Rep & Maint Outside	40	156	3,130	8,095	9,880
R&M System - Outside	-	1,650	22,249	18,540	30,236
R & M Buildings - Outside	1,500	299	2,124	2,812	2,593
Maintenance Contracts	182	251	3,773	5,041	8,981
Equip Rent/Lease	3,600	810	17,622	9,850	20,861
Pole Equip Rent/Lease	-	-	-	-	-
Equipment Rental	56	-	443	241	648
Repairs & Maintenance (Outside)	-	-	-	-	-
Landfill Fees	-	-	-	-	-
Maint Contracts	-	-	-	-	-
Other Contract Svcs	-	-	-	-	-
Comm Svcs	(12)	799	5,123	4,585	9,128
Postage	-	-	-	-	-
Adverstising	45	45	45	1,067	313
Mkt Expense	200	-	600	250	1,508
Printing	-	-	-	-	-
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	-	-
Travel	555	-	1,696	663	1,696
Fees	-	-	1,400	2,232	1,400
Vehicle Tag & Title Fee	-	-	-	-	22
Ga Dept Rev Fee	-	-	-	-	100
Training & Ed	800	2,800	3,838	7,058	4,638
Gen Liab Ins	-	-	-	-	-
Uniform Rental	-	-	-	922	-
Contract Labor	1,178	1,234	54,922	37,258	59,526
Shipping/Freight	-	-	-	-	-
CONTRACTED SERVICES (ACTUAL)	\$ 8,271	\$ 8,245	\$ 146,512	\$ 111,971	\$ 181,886

MOST RECENT

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
AS BUDGET	\$ 22,292	\$ 21,996	\$ 200,625	\$ 197,963	Not Applicable
% ACTUAL TO BUDGET	37.10%	37.48%	73.03%	56.56%	Not Applicable
SUPPLIES					
Gas Cost	54,050	51,693	1,305,572	1,822,205	1,096,522
Office Supplies	-	-	364	1,620	1,297
Postage	-	-	-	-	-
Furniture <5000	-	-	-	-	-
Auto Parts	512	-	1,736	1,940	2,348
Construction Materials	-	-	-	-	-
Damage Claims	-	-	-	223	7,656
Expendable Fluids	-	-	22	302	22
Tires	-	536	1,809	536	3,286
Uniform Expense	-	-	5,709	7,252	5,709
Janitorial	155	104	940	1,494	1,461
Computer Equipment	-	263	-	1,507	-
Equipment Parts	1,681	480	7,057	5,029	10,966
System R&M - Inside	22,500	16,601	144,485	95,777	189,262
Sys R & M - Inside/Shipping	-	-	40	-	40
Repair & Maintenance	22,500	16,601	146,256	95,979	191,033
Util Costs - Util Fund	356	373	3,181	3,341	4,294
Covid-19 Expenses	-	-	-	-	-
Mileage Reimb	-	-	-	-	-
Auto & Truck Fuel	4,589	3,766	21,458	21,253	33,374
Food	120	313	2,299	2,366	4,074
Sm Tool & Min Equip	502	115	11,831	3,234	12,545
Meters	-	1,105	15,083	41,968	19,294
Sm Oper Supplies	470	289	22,203	2,883	23,103
Construction Material	-	-	-	-	-
Tires	-	-	-	-	-
Uniform Exp	-	-	-	-	-
Repairs & Maintenance (Inside)	-	-	-	-	-
Equip Pur (<\$5M)	-	-	-	-	-
Dam Claims	-	-	-	-	-
SUPPLIES (ACTUAL)	\$ 84,935	\$ 75,637	\$ 1,545,560	\$ 2,013,132	\$ 1,417,025
AS BUDGET	\$ 180,596	\$ 23,000	\$ 1,625,366	\$ 207,000	Not Applicable
% ACTUAL TO BUDGET	47.03%	328.86%	95.09%	972.53%	Not Applicable
CAPITAL OUTLAY					
Amortization Def Chg 2016 Bond	\$ -	\$ -	\$ 3,240	\$ 3,240	\$ 4,320
Amort 2020 Bond Premium	\$ (692)	\$ (692)	\$ (6,227)	\$ (6,227)	\$ (8,302)

MOST RECENT

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
Depr Exp	\$ 19,353	\$ 17,905	\$ 174,089	\$ 161,275	\$ 210,626
Capital Lease	\$ -	\$ -	\$ -	\$ -	\$ 5,008
Int Exp 2016 Rev Bond	1,092	1,512	10,890	14,649	15,219
Interest Exp - 2020 Rev Bonds	3,417	3,417	30,757	30,757	41,009
Capital Lease Interest	-	-	-	-	1,405
Lease Liability Interest	352	-	3,164	-	3,164
Issuance Costs	-	-	-	-	-
CAPITAL OUTLAY (ACTUAL)	\$ 23,522	\$ 22,143	\$ 215,912	\$ 203,694	\$ 272,448
AS BUDGET	\$ 4,976	\$ 5,394	\$ 44,780	\$ 48,542	Not Applicable
% ACTUAL TO BUDGET	472.74%	410.54%	482.16%	419.63%	Not Applicable
FUND TRANSFERS					
Admin Alloc - Adm Exp	\$ 88,010	\$ 71,939	\$ 842,204	\$ 731,150	\$ 1,070,999
Transfer To Gf	9,390	9,413	211,074	234,006	228,793
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
Transfer - E&R	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 97,400	\$ 81,352	\$ 1,053,278	\$ 965,156	\$ 1,299,792
AS BUDGET	\$ 134,401	\$ 145,199	\$ 1,209,607	\$ 1,306,789	Not Applicable
% ACTUAL TO BUDGET	72.47%	56.03%	87.08%	73.86%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 276,987	\$ 266,472	\$ 3,602,186	\$ 3,888,948	\$ 4,010,237
AS BUDGET	\$ 414,603	\$ 264,945	\$ 3,731,429	\$ 2,384,507	Not Applicable
% ACTUAL TO BUDGET	66.81%	100.58%	96.54%	163.09%	Not Applicable

ELECTRIC:
MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2024 | FY 2024

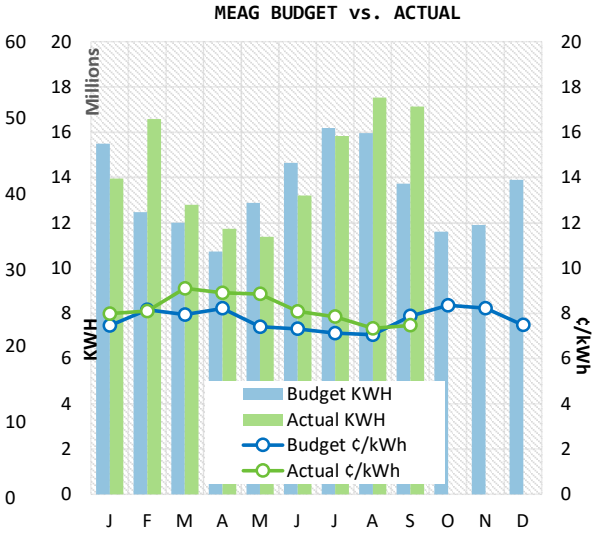
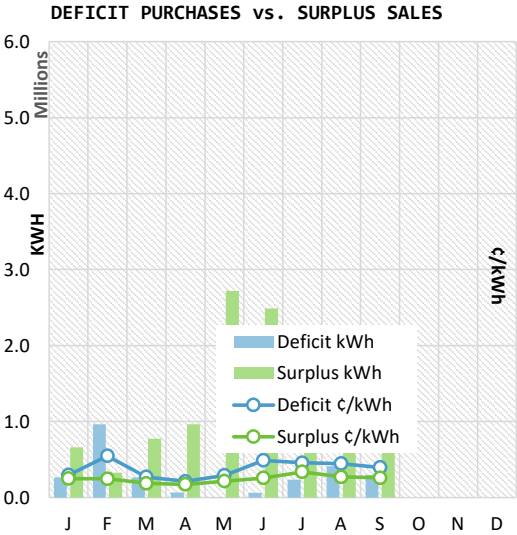
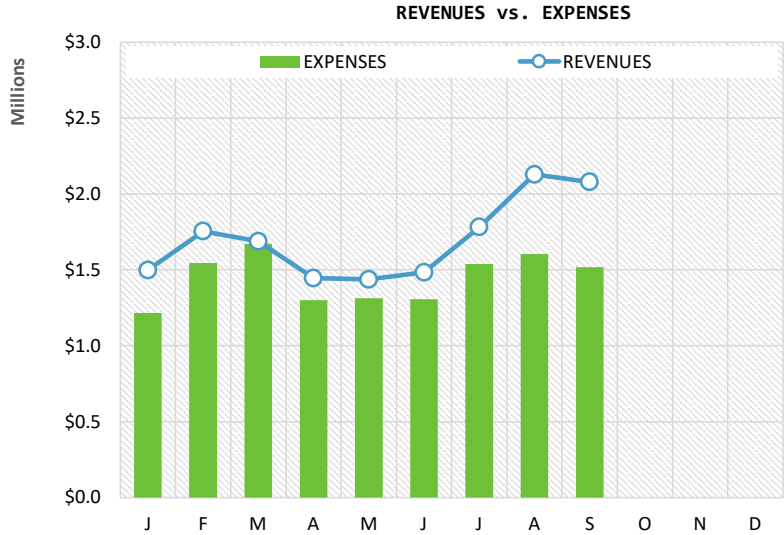


COVER	1
OVERVIEW	2
SALES REPORT	3
SALES STATISTICS	4
POWER SUPPLY	5
DETAIL REVENUES	6
DETAIL EXPENSES	7-8

CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	FY 2024	AS BUDGET	FY 2023
REVENUES	\$ 1.498M	\$ 1.754M	\$ 1.689M	\$ 1.446M	\$ 1.437M	\$ 1.483M	\$ 1.782M	\$ 2.130M	\$ 2.080M				\$ 15.299M	\$ 14.479M	\$ 14.662M
PERSONNEL COSTS	\$ 0.101M	\$ 0.110M	\$ 0.136M	\$ 0.111M	\$ 0.104M	\$ 0.100M	\$ 0.102M	\$ 0.142M	\$ 0.106M				\$ 1.010M	\$ 1.077M	\$ 1.140M
CONTRACTED SVC	\$ 0.042M	\$ 0.061M	\$ 0.081M	\$ 0.042M	\$ 0.089M	\$ 0.052M	\$ 0.092M	\$ 0.073M	\$ 0.052M				\$ 0.584M	\$ 0.649M	\$ 0.498M
SUPPLIES	\$ 1.074M	\$ 1.374M	\$ 1.316M	\$ 1.102M	\$ 1.075M	\$ 1.108M	\$ 1.300M	\$ 1.342M	\$ 1.315M				\$ 11.007M	\$ 9.631M	\$ 11.611M
CAPITAL OUTLAY	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M				\$ 0.002M	\$ -	\$ -
DEPRECIATION	\$ -	\$ -	\$ 0.138M	\$ 0.046M	\$ 0.045M	\$ 0.045M	\$ 0.045M	\$ 0.045M	\$ 0.045M				\$ 0.410M	\$ 0.308M	\$ 0.352M
EXPENSES	\$ 1.217M	\$ 1.546M	\$ 1.671M	\$ 1.301M	\$ 1.313M	\$ 1.306M	\$ 1.540M	\$ 1.603M	\$ 1.518M				\$ 13.014M	\$ 11.664M	\$ 13.601M
FUND TRANSFERS	\$ 0.139M	\$ 0.158M	\$ 0.215M	\$ 0.209M	\$ 0.193M	\$ 0.163M	\$ 0.179M	\$ 0.197M	\$ 0.209M				\$ 1.662M	\$ 2.421M	\$ 1.532M
MARGIN W/O TRANSFERS	\$ 0.281M	\$ 0.209M	\$ 0.018M	\$ 0.145M	\$ 0.124M	\$ 0.177M	\$ 0.242M	\$ 0.527M	\$ 0.562M	\$ -	\$ -	\$ -	\$ 2.285M	\$ 2.814M	\$ 1.061M
MARGIN W/ TRANSFER	\$ 0.143M	\$ 0.051M	\$ (0.197M)	\$ (0.065M)	\$ (0.069M)	\$ 0.014M	\$ 0.064M	\$ 0.330M	\$ 0.353M	\$ -	\$ -	\$ -	\$ 0.623M	\$ 0.393M	\$ (0.471M)
PART CONTR/YES/INTEREST	\$ 0.192M	\$ 0.069M	\$ 0.093M	\$ 0.162M	\$ 0.239M	\$ 0.240M	\$ 0.668M	\$ 0.270M	\$ 0.144M	\$ -	\$ -	\$ -	\$ 2.076M	\$ 1.000M	\$ 1.754M

* Participant Contribution, Year End Settlement and Interest excluded from Revenues



RETAIL SALES REPORT

142

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024 YTD

CUSTOMER COUNT

Residential	5,966	5,962	5,983	5,993	6,016	5,976	5,988	6,001	5,991	5,986
Commercial	950	954	953	955	953	962	958	960	961	956
Industrial	1	1	1	1	1	1	1	1	1	1
City	55	55	55	54	54	53	53	53	53	54
Total	6,972	6,972	6,992	7,003	7,024	6,992	7,000	7,015	7,006	6,997
Year-Over-Year Δ	1.48%	1.18%	1.25%	1.26%	1.05%	0.82%	1.00%	0.99%	0.73%	

KWH

Residential	6.373M	8.367M	7.442M	5.607M	4.834M	4.750M	6.396M	7.688M	7.485M	58.943M
Commercial	5.039M	5.644M	5.848M	5.224M	4.993M	5.610M	6.344M	7.996M	7.740M	54.438M
Industrial	0.219M	0.208M	0.257M	0.222M	0.278M	0.254M	0.296M	0.399M	0.371M	2.505M
Other	-	-	-	-	-	-	-	-	-	-
City	0.508M	0.582M	0.590M	0.537M	0.522M	0.567M	0.555M	0.627M	0.636M	5.124M
Total	12.139M	14.801M	14.137M	11.590M	10.627M	11.181M	13.591M	16.711M	16.233M	121.010M
Year-Over-Year Δ	-6.76%	5.37%	8.93%	7.23%	-3.44%	1.68%	9.29%	15.50%	-0.56%	

REVENUE

Residential	\$ 0.701M	\$ 0.890M	\$ 0.802M	\$ 0.627M	\$ 0.627M	\$ 0.617M	\$ 0.843M	\$ 1.022M	\$ 0.993M	\$ 7.122M
Commercial	\$ 0.659M	\$ 0.724M	\$ 0.747M	\$ 0.680M	\$ 0.670M	\$ 0.727M	\$ 0.799M	\$ 0.949M	\$ 0.933M	\$ 6.889M
Industrial	\$ 0.025M	\$ 0.025M	\$ 0.028M	\$ 0.026M	\$ 0.029M	\$ 0.028M	\$ 0.030M	\$ 0.037M	\$ 0.035M	\$ 0.263M
Other	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.001M	\$ 0.001M	\$ 0.000M	\$ 0.000M	\$ 0.001M	\$ 0.004M
City	\$ 0.049M	\$ 0.056M	\$ 0.056M	\$ 0.051M	\$ 0.050M	\$ 0.054M	\$ 0.053M	\$ 0.060M	\$ 0.061M	\$ 0.491M
Total	\$ 1.435M	\$ 1.695M	\$ 1.633M	\$ 1.384M	\$ 1.378M	\$ 1.427M	\$ 1.726M	\$ 2.068M	\$ 2.024M	\$ 14.768M
Year-Over-Year Δ	-6.20%	3.56%	6.77%	5.00%	-3.02%	1.13%	9.24%	12.90%	-0.28%	

SALES STATISTICS

Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024 Dec 2024 YTD

AVERAGE KWH/CUSTOMER										
Residential	1,068	1,403	1,244	936	804	795	1,068	1,281	1,249	1,094
Commercial	5,304	5,916	6,137	5,470	5,239	5,832	6,623	8,329	8,054	6,323
Industrial	218,971	208,229	256,757	222,125	278,045	253,821	296,330	399,467	371,288	278,337
City	9,236	10,576	10,725	9,937	9,666	10,706	10,464	11,833	12,004	10,572

AVERAGE \$/CUSTOMER										
Residential	\$118	\$149	\$134	\$105	\$104	\$103	\$141	\$170	\$166	\$132
Commercial	\$694	\$759	\$783	\$712	\$704	\$755	\$834	\$988	\$971	\$800
Industrial	\$25,436	\$24,750	\$27,852	\$25,640	\$29,214	\$27,668	\$30,382	\$36,785	\$35,152	\$29,209
City	\$884	\$1,013	\$1,027	\$951	\$925	\$1,025	\$1,002	\$1,133	\$1,150	\$1,012

AVERAGE \$/KWH										
Residential	\$0.1100	\$0.1064	\$0.1078	\$0.1118	\$0.1298	\$0.1299	\$0.1318	\$0.1329	\$0.1327	\$0.1214
Commercial	\$0.1309	\$0.1283	\$0.1277	\$0.1302	\$0.1343	\$0.1295	\$0.1260	\$0.1187	\$0.1206	\$0.1273
Industrial	\$0.1162	\$0.1189	\$0.1085	\$0.1154	\$0.1051	\$0.1090	\$0.1025	\$0.0921	\$0.0947	\$0.1069
City	\$0.0957	\$0.0957	\$0.0957	\$0.0957	\$0.0957	\$0.0957	\$0.0957	\$0.0958	\$0.0958	\$0.0957
Average	\$0.1132	\$0.1123	\$0.1099	\$0.1133	\$0.1162	\$0.1160	\$0.1140	\$0.1098	\$0.1109	\$0.1129

MOST RECENT
12-MONTH

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	
POWER SUPPLY COSTS					
MEAG Project Power	\$ 1,059,074	\$ 1,068,671	\$ 8,870,893	\$ 8,390,172	\$ 11,644,155
Transmission	114,254	128,848	1,007,342	1,110,444	1,375,172
Supplemental	75,348	57,897	391,969	1,107,904	417,256
SEPA	59,954	56,617	514,474	482,858	683,794
Other Adjustments	(30,146)	890	(246,163)	8,103	(243,493)
TOTAL POWER SUPPLY COSTS	\$ 1,278,483	\$ 1,312,923	\$ 10,538,515	\$ 11,099,482	\$ 13,876,884
AS BUDGET	1,080,428	1,100,705	9,383,037	9,465,462	12,138,387
% ACTUAL TO BUDGET	118.33%	119.28%	112.31%	117.26%	114.32%

PEAKS & ENERGY

Peaks (KW)

Coincident Peak (CP)	36,045	34,513	36,509	40,520	36,509
Non-Coincident Peak (NCP)	36,268	35,813	40,654	40,520	40,654
CP (BUDGET)	31,150	30,740	33,253	33,307	33,253
NCP (BUDGET)	31,530	31,804	34,195	34,047	34,195

Energy (KWH)

MEAG Energy	15,220,629	15,393,901	121,453,782	110,454,991	158,561,555
Supplemental Purchases (or sales)	922,254	240,854	(2,038,129)	(836,021)	(5,591,202)
SEPA Energy	980,173	1,074,358	10,656,623	11,342,509	13,041,837
Total Energy (KWH)	17,123,055	16,709,113	130,072,276	120,961,480	166,012,190
AS BUDGET	13,717,000	13,669,000	124,041,000	123,569,000	161,228,000
% ACTUAL TO BUDGET	124.83%	122.24%	104.86%	97.89%	102.97%

CP Load Factor	65.98%	67.24%	40.67%	34.08%	51.91%
NCP Load Factor	65.57%	64.80%	36.52%	34.08%	46.62%
% Supplemental	5.39%	1.44%	1.54%	0.69%	3.26%

UNIT COSTS (¢/kWh)

Bulk Power	7.3737	7.8120	8.3516	9.3051	8.5388
Supplemental	8.1700	24.0381	19.2318	132.5211	7.4627
SEPA Energy	6.1166	5.2699	4.8277	4.2571	5.2431
MEAG Total	7.4664	7.8575	8.1020	9.1760	8.3590

Note on Supplemental Unit Cost: Unit cost is based on the aggregated hourly energy and the associated market price for which the energy was purchased or sold.

MOST RECENT
12-MONTH

Sep 2024

Sep 2023

FY2024 YTD

FY2023 YTD

12-MONTH

SALES REVENUES

ELECTRIC SALES	\$	2,022,573	\$	1,994,517	\$	14,763,329	\$	13,969,631	\$	19,042,523
SALES REVENUES (ACTUAL)	\$	2,022,573	\$	1,994,517	\$	14,763,329	\$	13,969,631	\$	19,042,523
AS BUDGET	\$	1,541,667	\$	1,641,667	\$	13,875,000	\$	14,775,000		Not Applicable
% ACTUAL TO BUDGET		131.19%		121.49%		106.40%		94.55%		Not Applicable

Note on Electric Sales: Detail break-down for individual rate class is shown in *ELECTRIC: RETAIL SALES* section.

OTHER REVENUES

OP REVENUE		34,850		34,746		312,769		313,589		416,679
FEDERAL GRANT		-		-		-		-		-
MISC REVENUE		1,025		(8,348)		22,979		131,952		137,043
CONTRIBUTED CAPITAL		(228)		18,284		3,022		42,821		94,643
SALE OF FIXED ASSETS		-		-		-		10,000		-
GAIN UTILITIES ASSETS		-		-		-		-		-
REIMB DAMAGED PROPERTY		-		-		-		-		-
CUST ACCT FEES		-		-		-		-		-
OTHER REV		-		-		-		-		-
ADMIN ALLOC		21,083		24,930		189,024		193,667		267,520
STATE GRANTS		-		-		-		-		-
SALE OF RECYCLED MATERIALS		339		-		7,706		-		8,538
OTHER REVENUES (ACTUAL)	\$	57,069	\$	69,613	\$	535,500	\$	692,029	\$	924,423
AS BUDGET	\$	67,097	\$	54,444	\$	603,875	\$	490,000		Not Applicable
% ACTUAL TO BUDGET		85.05%		127.86%		88.68%		141.23%		Not Applicable

TRANSFER

OPERATING TRANSFERS IN		-		-		-		-		-
------------------------	--	---	--	---	--	---	--	---	--	---

TOTAL REVENUES (ACTUAL)	\$	2,079,642	\$	2,064,129	\$	15,298,830	\$	14,661,660	\$	19,966,946
AS BUDGET	\$	1,608,764	\$	1,696,111	\$	14,478,875	\$	15,265,000		Not Applicable
% ACTUAL TO BUDGET		129.27%		121.70%		105.66%		96.05%		Not Applicable

TOTAL EXCLUDED	\$	143,542	\$	90,585	\$	2,076,294	\$	1,754,163	\$	2,881,426
-----------------------	-----------	----------------	-----------	---------------	-----------	------------------	-----------	------------------	-----------	------------------

Note on Interest/YES/Participant Contribution: excluded from revenues

PERSONNEL

Compensation	\$	82,148	\$	122,173	\$	716,487	\$	878,970	\$	947,451
Benefits		23,360		22,032		293,955		260,652		367,843
PERSONNEL (ACTUAL)	\$	105,507	\$	144,205	\$	1,010,442	\$	1,139,622	\$	1,315,294
AS BUDGET	\$	119,493	\$	125,077	\$	1,075,437	\$	1,125,692		Not Applicable
% ACTUAL TO BUDGET		88.30%		115.29%		93.96%		101.24%		Not Applicable

CONTRACTED SERVICES

Consulting	\$	-	\$	-	\$	395	\$	683	\$	559
Landfill Fees		-		-		-		-		-
Holiday Event		-		-		-		-		2,059
Maintenance Contracts		254		315		23,791		9,664		25,290
Rents/Leases		266		188		2,735		3,456		3,817
Repairs & Maintenance (Outside)		718		964		55,650		63,778		94,137
Landfill Fees		-		-		-		-		-
Other Contract Svcs		-		-		-		-		-
Comm Svcs		2,143		2,141		15,600		16,235		21,599
Postage		-		-		-		26		-
Public Relations		-		-		-		-		-
Mkt Expense		-		-		-		-		-
Printing		-		-		-		-		-
Dues & Sub		-		-		-		-		-
Travel		135		927		4,453		8,767		5,058
Vehicle Tag & Title Fee		-		-		22		142		53
Ga Dept Rev Fee		-		-		-		-		824
Fees		-		-		-		-		-
Training & Ed		1,160		-		6,941		4,449		7,441
Contract Labor		46,947		26,865		474,385		390,366		678,333
Shipping/Freight		-		-		-		-		-
CONTRACTED SERVICES (ACTUAL)	\$	51,623	\$	31,432	\$	583,973	\$	498,350	\$	839,202
AS BUDGET	\$	72,113	\$	69,952	\$	649,013	\$	629,569		Not Applicable
% ACTUAL TO BUDGET		71.59%		44.93%		89.98%		79.16%		Not Applicable

SUPPLIES

Office Supplies		547		47		1,050		1,577		1,990
Furniture <5001		-		-		-		-		-
Postage		-		-		-		-		-
Auto Parts		-		-		1,347		1,302		1,549
Construction Materials		-		-		-		-		38
Damage Claims		-		-		2,108		659		2,387
Sponsorships/Donations		-		-		-		-		-
Expendable Fluids		-		-		22		302		22
Safety/Medical Supplies		-		-		-		-		-
Tires		-		-		-		-		-

	Sep 2024	Sep 2023	FY2024 YTD	FY2023 YTD	12-MONTH
Uniform Expense	-	-	17,811	17,535	17,811
Janitorial	281	155	1,586	2,336	2,384
Computer Equipment	-	1,630	49	7,698	549
R & M Buildings - Inside	-	-	-	-	-
Util Costs - Util Fund	619	740	13,877	14,661	18,293
Covid-19 Expenses	-	-	-	-	-
Streetlights	-	-	-	-	-
Auto & Truck Fuel	4,835	5,173	24,314	28,662	36,260
Food	384	220	1,908	1,895	8,081
Sm Tool & Min Equip	2,570	4,325	26,637	54,171	33,221
Meters	-	-	-	-	-
Lab Supplies	-	-	-	-	-
Sm Oper Supplies	1,652	935	26,342	7,679	51,172
Construction Material	-	-	-	-	-
Tires	-	-	-	-	-
Uniform Exp	-	-	-	-	-
Power Costs	1,278,483	1,312,923	10,486,313	11,046,936	12,030,869
Equip Pur (<\$5M)	-	-	-	-	-
Dam Claims	-	-	-	-	-
SUPPLIES (ACTUAL)	\$ 1,314,775	\$ 1,336,365	\$ 11,007,290	\$ 11,610,935	\$ 12,795,645
AS BUDGET	\$ 1,070,142	\$ 1,039,146	\$ 9,631,282	\$ 9,352,313	Not Applicable
% ACTUAL TO BUDGET	122.86%	128.60%	114.29%	124.15%	Not Applicable
CAPITAL OUTLAY					
Construction In Progress	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Lease	\$ 259	\$ -	\$ 2,342	\$ -	\$ 4,274
Depr Exp	\$ 45,353	\$ 39,496	\$ 410,180	\$ 352,062	\$ 493,851
CAPITAL OUTLAY (ACTUAL)	\$ 45,612	\$ 39,496	\$ 412,521	\$ 352,062	\$ 498,125
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
Admin Alloc - Adm Exp	\$ 88,010	\$ 71,939	\$ 842,204	\$ 731,150	\$ 1,070,999
TRANSFER TO GF	121,077	105,529	819,846	800,485	1,091,211
TRANSFER TO CIP	-	-	-	-	-
Transfer - E&R	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 209,087	\$ 177,468	\$ 1,662,050	\$ 1,531,636	\$ 2,162,210
AS BUDGET	\$ 268,993	\$ 274,472	\$ 2,420,937	\$ 2,470,245	Not Applicable
% ACTUAL TO BUDGET	77.73%	64.66%	68.65%	62.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 1,726,604	\$ 1,728,966	\$ 14,676,276	\$ 15,132,604	\$ 17,610,476
AS BUDGET	\$ 1,530,741	\$ 1,508,647	\$ 13,776,668	\$ 13,577,819	Not Applicable
% ACTUAL TO BUDGET	112.80%	114.60%	106.53%	111.45%	Not Applicable

To: City Council
From: Rodney Middlebrooks
Department: Water, Sewer, Gas & Electric Department
Date: 11/12/2024
Subject: Approval to award 500,000 gallon elevated water tank



Budget Account/Project Name: Water Tank Industrial Park & Line Extension

Funding Source: Utility Bond/CIP/GEFA loan

Budget Allocation: \$5,935,000.00

Budget Available: \$5,573,502.00

Requested Expense: \$3,436,442.00 **Company of Record:** Caldwell Tanks Inc

Description:

Staff recommends the approval to award the 500,000 gallon elevated water tank to Caldwell Tank Inc.

Background: This project is to install a 500,000 gallon elevated water tank at the Public Works facility on Cherry Hill Rd. The tank will provide needed pressures & volumes in the area of Piedmont Industrial Park @ Unisia Drive.

Attachment(s):

Engineer Recommendation of Award
Bid Tab Sheet



November 4, 2024

City of Monroe
Logan Propes
City Administrator
215 N Broad Street
Monroe, GA 30655

RE: City of Monroe
FY2021 GEFA Water System Improvements Division I - 500,000 Gallon Elevated Water Storage Tank
Recommendation of Award
C&S Project No.: M6750.008

Dear Mr. Propes:

As you are aware, one (1) bid was received and opened for the above referenced project on September 26, 2024 at 11:00 AM. We have checked and tabulated the base bid received as follows:

<u>Contractor</u>	<u>Total Base Bid</u>	<u>% Over Low Bid</u>
1. Caldwell Tanks, Inc.	\$3,436,442.00	---

Carter & Sloope has determined that **Caldwell Tanks, Inc.** of Louisville, KY is the low bidder for this project **when evaluated on the basis of the Total Base Bid amount.**

Since the low bidder appears to have adequate experience, technical ability, and financial capability to complete this project and has successfully completed similar projects, **Carter & Sloope recommends the project be awarded to Caldwell Tanks, Inc. in an amount equal to the Total Base Bid amount of \$3,436,442.00.**

We are enclosing one (1) copy of the “Bid Opening Minutes,” “Bid Opening Attendance” sheet, and certified “Bid Tabulation” for your records. We are also enclosing the Notice of Award for this project. Please execute one (1) copy of the Notice of Award and return it to our office as soon as possible. We will prepare three (3) counterparts of the Agreement and forward them to you when the Contractor has executed them and delivered all the necessary Payment and Performance bonds and Certificates of Insurance.

If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,



Gray Widstrom, PE

Enclosures: Bid Opening Minutes – 1 Copy
Bid Opening Attendance – 1 Copy
Certified Bid Tabulation – 1 Copy
Notice of Award – 1 Copy

cc: Mr. Rodney Middlebrooks, City of Monroe (via email)
Mr. John Stover, Carter and Sloope (via email)

BID OPENING MINUTES

September 26, 2024

It is now 11:00 AM. Bids for the City of Monroe, FY2021 GEFA Water System Improvements Divisions I & II, are now officially closed.

Introductions:

The Bids will be opened and read aloud, stating whether or not a Bid Bond is attached, and addenda have been acknowledged starting with the Division I – 500,000 Gallon Elevated Water Storage Tank bids.

We will begin with the sealed bid from:

- ✓ 1. Caldwell Tanks, Inc.
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 2 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 3,436,442.00
- ✗ Phoenix Fabricators - NO BID
 Bid Bond (is) (is not) attached.
 Addenda 1 - 2 (are) (are not) acknowledged.
 Base Bid in the amount of \$ _____
- ✗ Landmark Structures - NO BID
 Bid Bond (is) (is not) attached.
 Addenda 1 - 2 (are) (are not) acknowledged.
 Base Bid in the amount of \$ _____

The Bids for Division II – Water Transmission Main will now be opened and read aloud.

We will begin with the sealed bid from:

- ✓ 1. RDJE, Inc
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,847,898.00
- ✗ Coggins Construction Company, LLC - NO BID
 Bid Bond (is) (is not) attached.
 Addenda 1 - 3 (are) (are not) acknowledged.
 Base Bid in the amount of \$ _____

- ✓ 3. GS Construction
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 5,023,822.00
- ✓ 4. JDS INC.
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 3,560,648.00
- ✓ 5. Roberts Hauling and Pipeline Construction, Inc.
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,672,479.25
- ✓ 6. Anderson Grading and Pipeline, Inc.
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,849,327.00
- ✓ 7. Site Engineering, Inc.
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 3,772,425.00
- ✓ 8. W.L. Griffin Company, LLC
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,959,115.23
- ✓ 9. FS Scarbrough, LLC
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,373,941.50
- ✓ 10. Civil Construction & Utilities, LLC
 Bid Bond (is) (~~is not~~) attached.
 Addenda 1 - 3 (are) (~~are not~~) acknowledged.
 Base Bid in the amount of \$ 2,378,648.05
- ✗ Matthews Development Corporation - NO BID
 Bid Bond (is) (is not) attached.
 Addenda 1 - 3 (are) (are not) acknowledged.
 Base Bid in the amount of \$ _____

- ✓ 12. Mid-South Builders, Inc.
Bid Bond (is) (~~is not~~) attached.
Addenda 1 - 3 (are) (~~are not~~) acknowledged.
Base Bid in the amount of \$ 2,456,750.00

- ✓ 13. The Dickerson Group, Inc.
Bid Bond (is) (~~is not~~) attached.
Addenda 1 - 3 (are) (~~are not~~) acknowledged.
Base Bid in the amount of \$ 3,750,910.60

- ✓ 14. ~~Universal Underground Utility Contractors~~ UWS UTILITY + WATER SERVICES
Bid Bond (is) (~~is not~~) attached.
Addenda 1 - 3 (are) (~~are not~~) acknowledged.
Base Bid in the amount of \$ 2,278,434.00

At this time, the apparent low Bidder for Division I – 500,000 Gallon Elevated Water Storage Tank is CALDWELL TANKS, INC. with a Base Bid Amount of \$ 3,436,442.00. At this time, the apparent low Bidder for Division II – Water Transmission Main is UWS UTILITY + WATER SERVICES with a Base Bid Amount of \$ 2,278,434.00. All “Base Bid” amounts will be reviewed, and a formal award made within the next 15 to 60 days. We appreciate your interest in these projects, and we hereby officially adjourn this Bid Opening.

11:15 AM Date: 9/26/24
Signature: John L. St. J. Signature: [Signature]

PRINTED NAME	COMPANY NAME	PHONE NUMBER	E-MAIL
Gray Widstrom	Carter & Sloope, Inc.	478-477-3923	gwidstrom@cartersloope.com
GRAYSON BARKER	GS CONSTRUCTION INC	678-670-2542	GBARKER@GSCONSTRUCTION.NET
Tamara Isbell	Site Engineering	770-263-7231	tamara@siteengineeringinc.com
AMANDA SIMPSON	RDJE, INC.	770-251-2667	contracts@rdjeinc.com
WILLIAM FARMER	CALDWELL TANKS	502-964-3361	WFARMER@CALDWELLTANK.COM
Jacob Steffes	JDS	770-757-7932	jsteffes@jdspipe.com
Will Wyatt	UWS inc	706-512-0660	will.wyatt@uwsinc.net
THOMAS BROW	WL GRIFFIN COMPANY	706-372-0211	thomas@wlgriffincompany.com
Daniel Mazik	FS Scarbrough	470 692 0449	dmazik@fsscarbrough.com

PRINTED NAME	COMPANY NAME	PHONE NUMBER	E-MAIL
Scott King	Civil Construction & Utilities	770 560-9026	jason@cc-u.net
Adam Grice	Mid-South Builders Inc.	770-484-4600	adam@mid-southbuildersinc.com
MICHAEL GARVEIGH	DICKERSON GROUP, INC	678-925-0780	MICHAEL.GARVEIGH@ DICKERSONGROUP.NET
Matt App	Matthews Development	770-825-2501	Matt@MDCCivil.com
Michael Hood	Anderson Grading & Pipeline	770-385-1018	pate@andersongrading.com
Joy Witcher	 City of Monroe	470-608-3955	jwitcher@monroega.gov
Rodney Middlebrooks	City of Monroe	404-427-3482	Rmiddlebrooks@monroega.gov
JOHN L. STOVER JR.	CARTER & SLOOPE, INC	770.205.6467	jstover@carter-slope.com
Tad Armistead	City of Monroe	770-362-9934	TArmistead@monroega.gov

BID TABULATION FOR ALL BIDS
RECEIVED AT THE CITY OF MONROE
215 N Broad Street, Monroe, GA 30655
On September 26, 2024 @ 11:00 AM

CARTER & SLOOPE, INC.
CONSULTING ENGINEERS
6310 Peake Rd.
Macon, GA 31210

PROJECT: City of Monroe FY2021 GEFA Water System Improvements Division I - 500,000 Gallon Elevated Water Storage Tank C&S Project No.: M6750.008	BIDDERS: Caldwell Tanks, Inc. 4000 Tower Road Louisville, KY 40219
--	--

Item No.	Description	Lump Sum Price
1. 500,000 Gallon Elevated Water Storage Tank Lump Sum		
	Bidder agrees to furnish all materials and equipment and to perform all labor necessary to construct the 500,000 gallon elevated water storage tank as shown on the construction drawings. More specifically, the work shall include, but not be limited to, the elevated water tank, associated piping and tie-in, G.A.B sub foundation, concrete foundations, earthwork, site work, fire hydrant assembly, construction staking, grassing, erosion control, antenna corral, altitude valve vault, painting, cleaning, disinfection, mobilization/demobilization, bonds, insurance, delivery of materials, taxes, as-built survey, and all other appurtenances and incidentals necessary to complete the project in accordance with the specifications and construction drawings.	\$ 3,311,442.00
2. General Construction		
a.	Rock Removal	\$ 25,000.00
b.	Supplemental Work Allowance (SWA)	\$ 100,000.00
Total Base Bid		\$ 3,436,442.00
Deductions/Additions		
D-1	Manhole Rehabilitation w/ Calcium Aluminate Cement Liner (In Lieu of Item 1.10)	N/A

I hereby certify that this Bid Tabulation is a true and accurate representation of all Bids received on September 26, 2024.


 Gray Widstrom, PE

**SECTION 00510
NOTICE OF AWARD**

Date of Issuance: _____

Owner: City of Monroe Engineer's Project No.: M6750.008

Engineer: Carter & Sloope, Inc.

Project: FY2021 GEFA Water System Improvements Division I - 500,000 Gallon
Elevated Water Storage Tank

Bidder: _____

Bidder's Address: _____

You are notified that Owner has accepted your Bid dated **September 26, 2024** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

FY2021 GEFA Water System Improvements Division I - 500,000 Gallon Elevated Water Storage Tank

The Contract Price of the awarded Contract is **\$3,436,442.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner Three **(3)** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Deliver the Certificate of Insurance as specified in the General Conditions (Article 6.03) and amended by the Supplementary Conditions.
4. Section 00484 – Subcontractor Affidavit & Agreement for any subcontractors.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

SECTION 00510-2
NOTICE OF AWARD

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Monroe

By (*signature*): _____

Name
(*printed*): _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award
is hereby acknowledged by.

Contractor: Caldwell Tanks, Inc.

By (*signature*): _____

Name (*printed*): _____

Title: _____

Copy: Engineer

END OF SECTION



To: City Council
From: Brad Callender, Planning & Zoning Director
Department: Planning & Zoning
Date: 11/4/2024
Subject: Zoning Ordinance Amendment & Adoption

Budget Account/Project Name:	N/A	
Funding Source:	N/A	
Budget Allocation:	N/A	
Budget Available:	N/A	
Requested Expense:	N/A	Company of Record: N/A

Description:
Amendment and Adoption of the Zoning Ordinance.

Background:
Please refer to the attached Zoning Ordinance Amendment Resolution, Exhibit A, for specific amendment descriptions and details. The purpose for each amendment is included in each breakdown of the proposed amendments.

Recommendation:
The Planning Commission voted unanimously to recommend approval of all the proposed Zoning Ordinance Amendments and Adoption of a new Zoning Ordinance, as presented at the October Planning Commission meeting without changes.

Attachment(s):
Zoning Ordinance Amendment Resolution
Exhibit A
Character Based Code Regulating Plan (Draft)
Official Zoning Map (Draft)

AN ORDINANCE TO AMEND AND ADOPT THE ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA

The Mayor and Council of the City of Monroe, Georgia, hereby ordain as follows:

The Zoning Ordinance of the City of Monroe, officially Adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by deleting said Zoning Ordinance in its entirety and substituting the following in lieu thereof, as more particularly described in detail in the Exhibit A, which such exhibit is incorporated herein by reference.

ARTICLE I: INTRODUCTION

Section 100 – Title

Section 110 – Purpose, Authority and Enactment

Section 120 – Jurisdiction

ARTICLE II: DEFINITIONS

Section 200 – General

Section 210 – Specific Definitions

ARTICLE III: ESTABLISHMENT OF DISTRICTS

Section 300 – Districts

Section 310 – District Boundaries

Section 320 – Rules for Determining District Boundaries When Uncertainty Exists

Section 330 – Procedures for Zoning of Property to Be Annexed

ARTICLE IV: APPLICATION OF REGULATIONS

Section 400 – Use

Section 410 – Reserved

Section 420 – Yards

Section 430 – One Principal Structure on a Lot

Section 435 – One Principal Use on a Lot

Section 440 – Accessory Structures or Uses

Section 450 – Building Permit Requirement

Section 455 – Building Permit Issuance

Section 460 – Buildings to Abut Public Streets

Section 470 – Relocation of Building Requirements

ARTICLE V: GENERAL STANDARDS FOR ALL DISTRICTS

Section 500 – Non-Conforming Buildings and Uses

Section 510 – Control of Curb Cuts and Vision Clearance

Section 520 – Off-Street Automobile Parking

Section 530 – Off-Street Loading and Unloading Space

Section 540 – Off-Street Storage and Parking of Vehicles and Equipment

Section 550 – Screening, Buffering, and Landscaping

- Section 560 – Illumination
- Section 570 – Lot Coverage

ARTICLE VI: USE PROVISIONS BY DISTRICT

- Section 600 – General
- Section 610 – Residential Districts: R-1, R-1A, R-2, MH
- Section 620 – Commercial Districts: P, B-1, B-2, B-3
- Section 630 – Industrial District: M-1
- Section 635 – Principal and Accessory Land Use Tables
- Section 640 – Overlay Districts: HPO, A-H, CDO, MHDO, CBD
- Section 641 – Historic Preservation Overlay District (HPO)
- Section 642 – Airport Hazard Overlay District (A-H)
- Section 643 – Corridor Design Overlay District (CDO)
- Section 643A – Corridor Design Standards and Guidelines
- Section 644 – Monroe and Walton Mills Historic Overlay District (MHDO)
- Section 645 – Infill Overlay District (IOD)
- Section 646 – Central Business District (CBD)
- Section 650 – Planned Development Districts: PRD, PPD, PCD, PID
- Section 651 – Planned Residential District (PRD)
- Section 652 – Planned Professional District (PPD)
- Section 653 – Planned Commercial District (PCD)
- Section 654 – Planned Industrial District (PID)
- Section 655 – Design Standards and Criteria for Planned Development Districts

ARTICLE VII: CHARACTER-BASED CODE

- Section 700 – General
- Section 710 – Character Districts & Special Districts
- Section 720 – Standards & Requirements
- Section 730 – Sign Standards
- Section 740 – Definitions

ARTICLE VIII: DIMENSIONAL REQUIREMENTS AND EXCEPTIONS

- Section 800 – Charts of Dimensional Requirements
- Section 810 – Exceptions and Modifications

ARTICLE IX: SITE DESIGN

- Section 900 – General
- Section 910 – Newly Platted Subdivisions
- Section 920 – New Single-Family Residential and Mixed-Use Development

ARTICLE X: BUILDING DESIGN

- Section 1000 – General
- Section 1010 – Residential Building Design Standards

ARTICLE XI: SUPPLEMENTAL STANDARDS FOR SPECIFIC USES

- Section 1100 – Accessory Structures and Uses
- Section 1110 – Reserved
- Section 1120 – Cemeteries
- Section 1130 – Reserved

Section 1131 – Archery Range or Firing Range

Section 1140 – Individual Manufactured Homes

Section 1145 – Manufactured Home Parks

ARTICLE XII: TELECOMMUNICATION TOWERS & ANTENNAS

Section 1200 – Intent and Purpose

Section 1210 – Applicability

Section 1220 – Permitting Requirements

Section 1230 – General Tower and Antenna Regulations

Section 1240 – Towers and Antennas Permitted

Section 1250 – Towers and Antennas Which Require Administrative Approval

Section 1260 – Towers and Antennas Which Require a Conditional Use Permit

ARTICLE XIII: SIGNS

Section 1300 – Short Title

Section 1310 – Definitions

Section 1320 – Purpose

Section 1330 – Administration

Section 1340 – Sign Permit Required

Section 1350 – Regulated Signs

Section 1355 – Construction and Maintenance Requirements

Section 1360 – Enforcement

Section 1365 – Prohibited Signs and Advertising Devices

Section 1370 – Nonconforming Signs

Section 1380 – Exempt Signs

ARTICLE XIV: LANDSCAPING DESIGN AND TREE PRESERVATION

Section 1400 – General

Section 1410 – Newly Platted Residential Subdivisions

ARTICLE XV: ADMINISTRATION AND ENFORCEMENT

Section 1500 – Enforcement

Section 1505 – Permitting Requirements

Section 1510 – Planning Commission

Section 1515 – City Council

Section 1519 – Amendment to the Comprehensive Plan

Section 1520 – Zoning Ordinance Text Amendments

Section 1521 – Zoning Map Amendments

Section 1525 – Conditional Uses

Section 1530 – Variances

Section 1540 – Notice Provisions

Section 1545 – Public Hearing Procedures

Section 1546 – Public Hearing Procedures Before the Corridor Commission

Section 1550 – Disclosure of Campaign Contributions and/or Gifts

Section 1560 – Conflict of Interest in Zoning Decisions

ARTICLE XVI: LEGAL PROVISIONS

Section 1600 – Conflict with Other Laws

Section 1610 – Severability

Section 1620 – Repeal of Conflicting Ordinances
Section 1630 – Effective Date

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This Zoning Ordinance shall take effect upon adoption by the Mayor and Council. The prior Zoning Ordinance, Adopted June 10, 2014, and Effective July 1, 2014, as amended, is hereby deleted and repealed.

FIRST READING. This 12th day of November, 2024.

SECOND READING AND ADOPTED on this 10th day of December, 2024.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)
John S. Howard, Mayor

Attest: _____ (SEAL)
Laura Wilson, City Clerk

EXHIBIT A

October 15 – Planning Commission

November 12 – City Council 1st Reading

December 10 – City Council 2nd Reading

Amendment Key

Blue – Language to be added

Red – Language to be removed

Green – Amendment description

➤ **Section 520: Modify parking requirements per the Kronberg Zoning Audit performed in 2023. Modify the size of parking spaces, revise the parking stall dimension chart, revise the number of required parking spaces for certain uses. For Sections 520.1 through 520.3 only.**

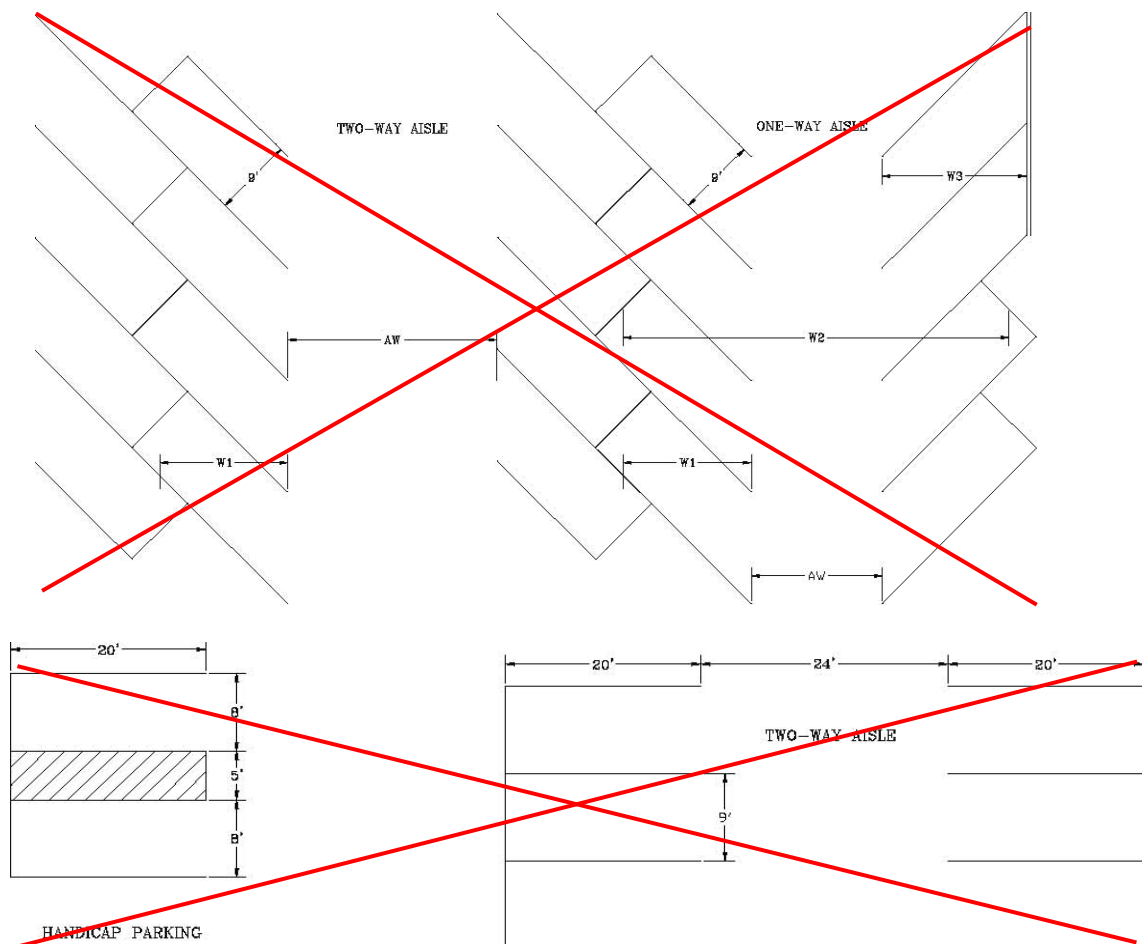
Within the City, off-street automobile parking space shall be provided on every lot on which any use is established in accordance with this Ordinance. No structure shall be hereafter erected nor any of the following uses established unless the minimum number of parking spaces specified below are provided.

520.1 Intent and Purpose. To progressively alleviate or prevent traffic congestion and shortages of on-street parking spaces; to ensure that adequate off-street parking and loading facilities are provided proportional to the needs of each land use; to ensure off-street parking and loading facilities will be efficient and safe, and protect surrounding land uses from adverse effects of parking areas; to encourage alternative and shared parking arrangements; and, to reduce large open expanses of empty parking lots along City streets.

520.2 General Requirements.

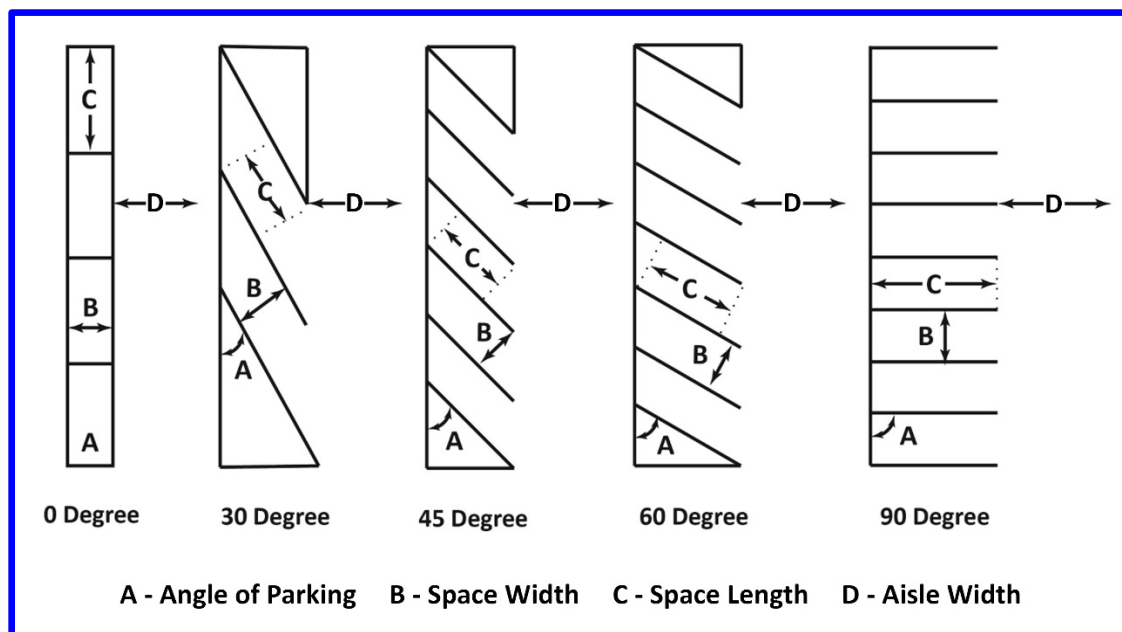
- (1) Minimum Size of Off-Street Parking Space. A space at least ~~nine (9)~~ **eight (8)** feet wide and ~~twenty (20)~~ **eighteen (18)** feet long with a minimum net area of one hundred and ~~eighty-four (144)~~ square feet, excluding area for egress and ingress and maneuvering of vehicles.
 - (a) **Compact parking off-street parking spaces can be utilized towards the minimum number of required parking spaces. The number of compact parking spaces shall not exceed twenty (20%) of the minimum number of required parking spaces. A compact parking space shall be at least seven and one-half (7.5) feet wide and sixteen (16) feet long with a minimum net area of one hundred twenty (120) square feet, excluding area to egress and ingress and maneuvering of vehicles.**
- (2) Off-Street Parking Space on Different Lot. If an off-street parking space cannot be reasonably provided on the same lot on which the principal use is conducted, the Code Enforcement Officer may permit such space to be provided on other off-street property, if such space lies within ~~four hundred (400)~~ **five hundred (500)** feet of the property line of such principal use, and is under the exclusive control of the person responsible for the principal use. For the purpose of this subsection, “exclusive control” means ownership of such remote space or a lease of such space for no less than two (2) years. Such vehicle parking space shall not thereafter be reduced or encroached upon in any manner.
- (3) Provision of Parking Spaces for Separate Uses. The required number of parking spaces for any number of separate uses may be combined in one (1) lot, but the required space assigned to a use may not be assigned to another use at the same time. However, the portion of the lot required for a use whose peak attendance will be at night or on a particular day of the week may be assigned to a use which will be closed during said peak attendance times. The Code Enforcement Officer shall have the authority to modify the minimum parking space requirements under this Article when such uses propose appropriate alternative Shared Parking arrangements.
- (4) No Reduction of Off-Street Parking Areas. Areas reserved for off-street parking shall not be reduced in area or changed to any other use unless the permitted use that it serves is discontinued or modified, and all requirements hereof continue to be met.
- (5) Pre-Existing Parking. Off-street parking existing on the effective date of this Ordinance serving an existing building or use shall not be reduced to an amount less than required herein for a similar new building or use.

- (6) Alteration of Existing Commercial Buildings. Any commercial building existing on the effective date of this Ordinance may be enlarged up to ten percent (10%) of gross commercial floor area without increasing existing off-street parking spaces.
- (7) Change of Use. In the case of an existing structure changing use, **a minimum of 50% of the** off-street parking requirements applicable to the new use must be provided, unless a **Special Exception** variance is obtained in accordance with Section 1430.
- (8) Emergency Vehicles. Parking shall not obstruct Emergency Vehicles from access to buildings.
- (9) Handicap Parking Access. Handicap Parking Access shall be provided as required by the Americans with Disabilities Act. The parking requirements for disabled individuals are defined in the *Federal Register, 28 CFR part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities; Final Rule dated July 26, 1991.*
- (10) Parking Space and Aisle Dimensions. The following diagrams specify the required space and aisle dimensions for the situation depicted. Alternate configurations in conformity with the spirit of these regulations may be authorized by the Code Enforcement Officer.
- (11) Shared parking arrangements are encouraged and may be approved administratively by the Code Enforcement Officer to satisfy up to ~~35%~~ **100%** of the required parking facilities under Section 520.3. A lease or other legal arrangement documentation shall be provided to the Code Enforcement Officer verifying the shared parking arrangement.
- (12) On-street parking is encouraged in all areas of the City and may be permitted upon approval by the Code Enforcement Officer and the Director of the Street Department in unique circumstances when off-street parking is not feasible or beneficial to the proposed use.



Section 520: Table 2 – Parking Stall and Isle Dimensions

PARKING ANGLE	W1	W2	W3	AW
45 degrees	14.5'	44.0'	16.5'	15
60 degrees	16.5'	51.0'	18.0'	18
75 degrees	17.5	57.0'	18.5'	22



PARKING ANGLE (DEGREES)	PARKING SPACE WIDTH	PARKING SPACE LENGTH	 AISLE WIDTH
<u>0</u>	<u>8' (7.5' for compact vehicles)</u>	<u>21' (19' for compact vehicles)</u>	<u>12'</u>
<u>30</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (17' for compact vehicles)</u>	<u>16' (one-way aisle) or 24' (two-way aisle)</u>
<u>45</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (18' for compact vehicles)</u>	<u>18' (one-way aisle) or 24' (two-way aisle)</u>
<u>60</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (18' for compact vehicles)</u>	<u>18' (one-way aisle) or 24' (two-way aisle)</u>
<u>90</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (16' for compact vehicles)</u>	<u>24'</u>

520.3. Parking Space Requirements for All Districts. Off-street automobile storage or parking spaces shall be provided with vehicular access to a street or alley, and shall be equal to at least the minimum requirements for the specific land use set forth in this Section. Any specific land use not itemized in the table below shall meet the parking space requirements set forth for professional offices, except where such requirement is deemed inadequate by the Code Enforcement Officer.

Section 520: Table 3 – Parking Space Requirements for All Zoning Districts

LAND USE CATEGORY	PARKING SPACES—MINIMUM REQUIRED NUMBER (Whichever calculation yields the GREATER parking requirement shall be the required MINIMUM)
RESIDENTIAL: Single family dwelling Two family dwelling	Unless otherwise specifically provided for, residential land uses shall provide a minimum of: 2 spaces per dwelling unit
Accessory dwelling, Accessory apartment	1 space per accessory dwelling or apartment
Bed & breakfasts, Child-care home, Personal care home	In addition to single-family dwelling requirements, 1 space per guest room OR 1 space per 4 care recipients
Multi-family dwelling	1 ½ spaces per dwelling unit for 1 and 2 bedroom dwelling units 1 ½ spaces per for 3+ bedroom dwelling units
COMMERCIAL: *	Unless otherwise specifically provided for, commercial land uses shall provide a minimum of: 1 space for each full-time employee OR 3 spaces per 1000 sq. ft. of gross floor area OR 3 spaces per 1000 sq. ft. for lodging
places of public assembly, including but not limited to: churches and places of worship, community center, conference or convention hall, courtroom or meeting facility, funeral and internment establishments, theaters-indoor	1 space for each full-time employee AND 1 space per 6 persons of occupancy as noted on the Certificate of Occupancy of the primary assembly room of the facility
Community associations/clubs, country clubs, Health clubs and/or fitness center	1 space per 6 active members
educational facilities/ schools, child-care center, pre-school/after-school programs	1 space per 6 seats in the main assembly hall OR 1 space for each employee AND 1 space per 6 student occupancy
financial institutions, government offices, professional offices	1 space per 400 sq. ft. of ground floor area AND 1 space per 500 sq. ft. of upper floor areas AND 1 space per commercial/government vehicle
health facilities, except group personal care homes	1 space per 4 beds AND 1 space per 2 employees
Libraries and museums	1 space per 500 sq. ft. of gross floor area
lodging:	1 space per guest room AND 1 space per 5 full-time employees
Recreational facilities: Except campgrounds, RV parks and Country clubs	1 space per 1,000 sq. ft. of floor area OR 1 space per 2,000 sq. ft. of lot area
Restaurants	1 space per 5 seats provided for patron use AND 1 space per 600 300 sq. ft. of gross floor area
retail establishments	1 space for each full-time employee AND 1 space per 500 600 sq. ft. of gross floor area

INDUSTRIAL:	unless otherwise specifically provided for, industrial land uses shall provide a minimum of:
industrial/manufacturing establishments wholesale establishments	1 space per 3 employees on the maximum work shift AND 1 space per commercial/company vehicle operating from the premises

*For the purposes of this table, the term commercial incorporates professional, office and institutional uses.

The total number of permitted parking spaces shall not exceed 120% of the minimum number of off-street parking spaces required herein in Table 3, unless a [Special Exception](#) Variance for the same is obtained pursuant to Section 1430. Alternative pervious surface parking and shared parking arrangements shall be utilized to the fullest extent possible prior to any Variances being granted for excessive parking spaces.

➤ ***Section 530: Modify off-street loading and unloading requirements per the Kronberg Zoning Audit performed in 2023. Modify the size of loading spaces and permit on-street loading in certain circumstances.***

Section 530 Off-Street Loading and Unloading Space.

On every lot on which a commercial or industrial use is hereafter established, off-street loading and unloading spaces shall be provided as follows:

- (1) Size of Off-Street Loading Spaces. Each off-street loading space shall have minimum dimensions of fourteen (14) feet in clearance height, twelve (12) feet in width, and ~~fifty-five (55)~~ thirty-five (35) feet in length.
- (2) Connection to Street or Alley. Each required off-street loading space shall have direct access to a street or alley or have a driveway that offers satisfactory access for trucks.
- (3) Floor Area Over 10,000 Square Feet. For each building requiring the receipt or distribution of materials or merchandise with a floor area of more than 10,000 square feet, there is required at least one (1) off-street loading space for every 40,000 square feet of floor space or fraction thereof. Such space shall be located so as not to hinder the free movement of pedestrians and vehicles.
- (4) Floor Area Less Than 10,000 Square Feet. For each commercial or industrial building requiring the receipt or distribution of materials or merchandise and having a floor area of less than 10,000 square feet, there shall be at least one (1) off-street loading space, which may be shared by an adjacent establishment. Such loading space shall be located in a manner that will not hinder the free movement of pedestrians and vehicles.
- (5) Location of Off-Street Loading Spaces. All required off-street loading spaces shall be located on the same premises as the use said spaces are intended to serve, or on an adjacent lot if the use is shared with said adjacent lot. When off-street loading and unloading spaces are impractical, i.e. inside the Central Business District Overlay (CBD), loading and unloading shall be permitted in off-street parking lot drive aisles with time of day management or in designated on-street loading and unloading spaces.
- (6) Permanent Dedication. Areas dedicated for off-street loading shall not be reduced in area or changed to any other use unless the use served is discontinued or modified, unless equivalent loading space is provided and approved by the Code Enforcement Officer.
- (7) Emergency Vehicles. Occupied loading and unloading spaces shall not obstruct Emergency Vehicles from access to buildings.

➤ *Section 610: Amend the language in Section 610.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 4 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

610.3 Residential Land Use Regulations (R1, R1A, MH, R2). The residential zoning districts referenced below correspond to the districts listed in Section 610 and intent statements as found in Section 610.2 above. In ~~Table 4 - Residential Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in residential zoning districts. The letter “C” designates use classifications allowed by conditional use approval~~-of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited.~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 610.3 Residential Land Use Regulations (R1, R1A, MH, R2):~~

~~Section 610.3 Table 4—Residential Zoning District Land Use Regulations~~
~~{P}=permitted; {X}=prohibited; {C}=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT				REFERENCE
Principal Use* (unless noted as an accessory use)	R1	R1A	MH	R2	See Section or Note

➤ *Section 620: Amend the language in Section 620.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 5 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

620.3 Commercial Land Use Regulations (P, B-1, B-2, B-3). The commercial zoning districts referenced below correspond to the districts listed in Section 620 and intent statements in Section 620.2. In ~~Table 54 - Commercial Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in commercial zoning districts. The letter “C” designates use classifications allowed by conditional use approval~~-of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited.~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 620.3 Commercial Land Use Regulations (P, B-1, B-2, B-3):~~

~~Section 620.3 Table 5—Commercial Zoning District Land Use Regulations~~
~~{P}=permitted; {X}=prohibited; {C}=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT				REFERENCE
Principal Use* (unless noted as an accessory use)	P	B1	B2	B3	See Section or Note

➤ *Section 630: Amend the language in Section 630.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 6 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

630.3 Industrial Land Use Regulations (M-1). The M-1 industrial zoning district referenced below corresponds to the district listed in Section 630 and intent statements as found in Section 630.2 above. In ~~Table 64 – Industrial Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in industrial zoning districts. The letter “C” designates use classifications allowed by conditional use approval ~~of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 630.3 Industrial Land Use Regulations (M-1):~~

~~Section 630.3 Table 6 – Industrial Zoning District Land Use Regulations~~
~~[P]=permitted; [X]=prohibited; [C]=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT	REFERENCE
Principal Use*(unless noted as an accessory use)	M-1	See Section or Note

➤ *Article VI: Insert a new Section (Section 635). Add introductory paragraph for interpretation of uses. Add language regarding the use of resources in the Planning field, including the U.S. Dept. of Commerce North American Classification System (NAICS). Insert notations from existing Tables 4, 5, 6, and 8. Remove notations to remove conflicts with current regulations and the new Character Based Code.*

Section 635 Principal and Accessory Land Use Tables.

The following tables are of Principal and Accessory Uses in the City of Monroe. Table 4 identifies principal uses allowed by zoning district and Table 4A identifies accessory uses allowed by zoning district. The letter “P” designates use classifications permitted in industrial zoning districts. The letter “C” designates use classifications allowed by conditional use approval, see Section 1525. Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II.

Some degree of interpretation will occasionally be required. It is not possible to list each and every variation or name of a given use. In addition to other generally accepted Planning and Development references and resources, the North American Industrial Classification System (NAICS), published by the U.S. Dept. of Commerce (current available edition), may be referred to in order to interpret the definition of certain uses listed in Table 4 and Table 4A. In all cases of uncertainty, the determination of whether or not a particular use is allowed in a particular zoning district shall the reflect the purpose and intent of the zoning district as stated in this Article, both the common and dictionary definitions of the use, and the array of listed uses that are allowed in the district as to their character and intensity, as determined by the Planning and Zoning Director.

(Table 4 and Table 4A on the following pages)

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note
CURRENT													
RESIDENTIAL:													
		Apartment Buildings			P		C	C	C	C	P		
		Apartment Houses			P		C				P		
		Apartment Lofts					P	P	P	P	P		
		Single-Family Dwellings, Detached	P	P	P		P	P	P	P	P		
		Single-Family Dwellings, Attached		C	P		P	P	P	P	P		
		Two-Family Dwellings/Duplexes			P						P		
		Manufactured Home, Parks				P							Note (1) (in 610), 1045
		Manufactured Home, Individual	P	P	P	P							Note (1) (in 610), 1040
		Townhouses		C	P		C	C	C	C	P		
AGRICULTURAL:													
		Animals - Horses and Stables	C	C	C	C							Note (2) (in 610)
		Animals - Household Pets	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		Note (7) (in 610)
		Animals - Cows, Sheep, Goats, Chickens	C	C	C	C							Note (3) (in 610)
		Farming, General Practice											Note (4) (in 610)
		Game Preserves and/or Sanctuaries											
		Nut/Fruit Tree Harvesting											
		Produce Stands	C	C	C	C							Note (5) (in 610)
		Timber Harvesting								P			
	Greenhouse, Nursery, and Floriculture Production												
		Greenhouses and Plant Nursery, Wholesale											
		Indoor Food Crop Production										P	
COMMERCIAL*:													
	Administrative <u>and Professional Offices</u> , and Information Services												
		Administrative Offices/Processing Center					P	P	P	P	P	P	
		Call/Telecommunications Center					P	P	P	P	P	P	
		Collection Agency					P	P	P	P	P		
		Data Processing/Programming Facilities					P	P	P	P	P	P	
		Data Processing/Programming Facilities with Product Production										P	
		Detective Agency					P	P	P	P	P		
		Professional Offices					P	P	P	P	P		Note (9) (in 620)
		Professional Office Parks					P	P		P			
		Travel Agencies					P	P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

P C		Use is permitted by right in the zoning district indicated Use is allowed in the district if approved as a Conditional Use Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES		R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
		CURRENT										
Alcohol and Beverage												
	Beer and Wine, Retail Store						C	P	P	C		CODE - CHAP. 6
	Brewpubs									P		CODE - CHAP. 6
	Breweries										C	CODE - CHAP. 6
	Distilleries										C	CODE - CHAP. 6
	Micro-Breweries									P		CODE - CHAP. 6
	Micro-Distilleries									P		CODE - CHAP. 6
Amusements and Entertainment												
	Adult Entertainment Establishment										P	Note (19) (in 620) & Note (5) (in 630)
	Archery Range or Firing Range								P		P	1031
	Game Center						P	P	P	P		
	Miniature Golf, Outdoor								C			
	Play Centers, Skating Rink, Bowling Alley								P	P	P	
	Theaters								P	P		
	Theaters, Outdoor		C	C	C		C	C	C	C		
Animal Facilities and Services												
	Clinics and Specialty Services							P	P		C	Note (4) (in 620)
	Hospitals, Lodging, and Shelters								P-C		C	Note (4) (in 620)
	Animal/Pet Supply Stores, Retail (Excluding Pet Sales)						P	P	P	P		
	Animal/Pet Supply Stores, Retail (Including Pet Sales)							P	P			
	Pet Cemeteries											
Apparel Stores-Clothing and Accessories, Retail												
	Bridal, Vintage, Consignment, and Rental						P	P	P	P		
	New						P	P	P	P		
	Secondhand and/or Thrift						P	P	P	P		
	Shoe Repair, Service						P	P	P	P		
	Tailoring and/or Dressmaking, Service						P	P	P	P		
Arts, Crafts, and Hobbies												
	Art, Craft, and/or Hobby Supply Stores, Retail						P	P	P	P		
	Art Gallery or Shop, Retail						P	P	P	P		
	Art Studios					P	P	P	P	P		
	Craftsman Studios					P	P	P	P	P		
Audio/Video/Computer Equipment												
	Supply Stores, Rental and/or Repairs						P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note
CURRENT													
		Supply Stores, Retail						P	P	P	P		
	Beauty Shops, Services												
		Barber, Hairdresser, and/or Stylist Shops					P	P	P	P	P		
		Beauty Supply Retail					P	P	P	P	P		
		Beauty/Health Spas						P	P	P	P		
		Manicure Establishment						P	P	P	P		
		Tanning Centers						P	P	P	P		
		Tattoo Parlors								P	P		
	Building, Construction and Special Trade Facilities												Note (5) (in 620)
		Contractor and Developer Offices						P	P	P	P	P	
		Contractor/Developer Offices with Facilities								P		P	Note (6) (in 620)
		Contractor/Developer Office Center								P		P	Note (6) (in 620)
		Landscape/Irrigation Service								P		P	Note (6) (in 620)
		Timber Harvesting Service								P		P	Note (6) (in 620)
		Tree Surgery Service								P		P	Note (6) (in 620)
		Building Supply Store, Wholesale								P		P	Note (6), (10) (in 620)
	Child Care Facilities												
		Child Care, Homes	C	C	C	C	C	C	P	P	C		
		Child Care, Centers	C	C	C	C	C	C	P	P	C		
	Churches												
		Administrative Offices	P	P	P	P	P	P	P	P	P		
		Community Church	P	P	P	P	P	P	P	P	P		
		Mega Church	P	P	P	P	P	P	P	P	P		
		Neighborhood Church	P	P	P	P	P	P	P	P	P		
	Community Associations/Clubs-Civic and Private						P	P	P	P	P		
	Educational Facilities												
		Schools - Public, Private, Parochial	C	C	C	C	C	C	C	C	C		
		Schools Programs - Day-, Pre-, Post-	C	C	C	C	C	C	C	C	C		
		Small Scale Instruction					C	P	P	P	P		
		Studios for Work or Teaching of Fine Arts, Photgraphy, Music, Drama, Dance, Martial Arts					C	P	P	P	P		
	Financial Institutions-Banks, Savings/Loans												
		With/Without Drive-Thru Window					P	P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated										
			C	Use is allowed in the district if approved as a Conditional Use										
				Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT														
		Automatic Teller Machine Only					P	P	P	P	P			
	Funeral and Interment Establishments													
		Cemeteries and Memorial Cemeteries								C			1020	
		Gravestone and Burial Vault, Sales and Storage								P			Note (10) (in 620)	
		Undertaking, Mortuary, and/or Funeral Home							C	P				
	Grocers, Retail													
		Convenience Food Stores						P	P	P	P		Note (12) (in 620)	
		Delicatessens, Bakery, Specialty						P	P	P	P		Note (12) (in 620)	
		Grocers Famers Market									P		Note (7) (in 620)	
		Grocery Markets						P	P	P	P		Note (12) (in 620)	
		Health Food Store						P	P	P	P		Note (12) (in 620)	
	Healthcare Facilities, Service-Dental, Medical, Optometry, Psychiatric, Chiropractic													
		Clinics (Day Services Only)					P	P	P	P	P			
		Convalescent Care, Nursing, Rest Homes					P	P	P	P				
		Hospitals and Laboratories					P-C		P-C	P-C				
		Medical Office Parks						P		P				
		Personal Care Homes, Family		C	C			P	P	P			Note (20) (in 620)	
		Personal Care Homes, Group					C	P	P	P	C		Note (20) (in 620)	
		Personal Care Homes, Congregate					C	C	P	P	C		Note (20) (in 620)	
		Private Offices					P	P	P	P	P			
		Sanitariums and Mental Institutions								P-C				
	Interior Design and Decorating Establishments													
		China, Clock, Frame, and/or Rug Shops						P	P	P	P			
		Retail Floor Covering, Retail and Service						P	P	P	P			
		Furniture and Furnishing Stores						P	P	P	P			
		Retail Hardware and Paint Stores						P	P	P	P			
		Retail Kitchen Supply Stores, Retail						P	P	P	P			
		Kitchen Supply Stores, Rental						P	P	P	P			
		Linen and Drapery, Retail and Service						P	P	P	P			
		Wallpaper, Retail and Service						P	P	P	P			
	Laundry and/or Dry Cleaning Establishments													
		Drop-Off and Pick-Up						P	P	P	P			
		Stations Full-Service						P	P	P		P		

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated										
			C	Use is allowed in the district if approved as a Conditional Use										
				Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT														
		Self-Service, Public						C	P	P				
	Lawn and Garden Establishments													
		Supply and Equipment, Retail and Rental						C	P	P			Note (10) (in 620)	
		Greenhouse and Plant Nursery, Retail						C	C	P			1000.5	
		Lawn and Garden Supply, Wholesale								P		P		
	Lodging													
		Bed and Breakfast Inns							P	P	P		CODE - CHAP. 22: 146-155, 1003.3.3	
		Hotel						C	P	P	P			
		Inns						C	P	P	P			
		Motels							C	P				
	Media Facilities, Print and Electronic													
		Copy and Blueprint Shops					P	P	P	P	P			
		Film and Internet Production Offices					P	P	P	P	P			
		Newspaper Offices						P	P	P	P			
		Publishing and Printing Establishments						P	P	P	P			
	Motor Vehicles and Equipment, Passenger Vehicles and Small Engine Equipment												Note (14) (in 620)	
		Body Repair and Painting								P-C		P-C	Note (8) (in 620)	
		Car Wash, Service or Self-Service						P-C	P-C	P-C		P-C		
		Fuel Sales						P-C	P-C	P-C	C	P-C		
		General Service/Installation of Parts/Accessories						P-C	P-C	P-C	C	P-C		
		New or Used, Sales and Rental							C	P-C		P-C	Note (8), (10) (in 620)	
		Light Duty Trailer Sales, New, Accessory Use							C	P-C			Note (13) (in 620)	
		Parts and Accessories						P	P	P	P	P		
		Tire Sales						C	C	P-C		P-C	Note (10) (in 620)	
		Vehicle Storage Yard								P-C		P-C	Note (8), (15) (in 620)	
		Welding and Fabrication								P-C		P-C	Note (8), (15) (in 620)	
		Wrecker and/or Towing Service								P-C		P-C	Note (8), (15) (in 620)	
	Motor Vehicles and Equipment, Heavy Trucks, RV's and Other Heavy Equipment													
		Body Repair and Painting								P-C		P-C	Note (8) (in 620)	
		Fueling Station								P-C		P-C		
		General Service/Installation of Parts/Accessories								P-C		P-C	Note (8) (in 620)	
		New or Used, Sales and Rental								P-C		P-C	Note (13) (in 620)	

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated										
			C	Use is allowed in the district if approved as a Conditional Use										
				Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT														
		Parts and Accessories								P		P		
		Tire Sales								P C		P C		
		Truck Wash, Service or Self-Service										P C		
		Motor Freight Terminal										P C		
		Truck Stop/Travel Plaza										P C		
Parking, Commercial-Primary Use														
		Garages					P	P	P	P	P		Note (10) (in 620) & 520	
		Lots								C	C			
Parks and Recreation														
		Campgrounds			€	€								
		Health/Fitness Center		C	C	C		P	P	P	P	C	Note (17) (in 620)	
		Gymnasium		C	C	C		C	C	P		C	Note (18) (in 620)	
		Neighborhood Activity Center—Accessory Use	C	C	C	C	P	P	P	P	P	C	Note (17) (in 620)	
		Parks, Active	C	C	C	C		P	P	P	C			
		Parks, Passive	P	P	P	P	P	P	P	P	P	P		
Photography														
		Supply and Processing Stores, Sales/Service						P	P	P	P			
		Portrait Studio					P	P	P	P	P			
Public and Semi-Public Buildings														
		Government Offices					P	P	P	P	P			
		Libraries					P	P	P	P	P			
		Community Center	C	C	P	P	P	P	P	P	P			
		Convention Hall					P	P	P	P	P			
		Historic Sites	€	€	€	€								
		Museums		€	€	€	P	P	P	P	P			
Restaurant														
		Restaurant/Café, Grill, Lunch Counter						P	P	P		P	Note (11) (in 620)	
		Restaurant with Drive-In or Drive Thru Service								P	C	P		
		Restaurant with Walk-Up or Walk Away								P	P		Note (17) (in 620) DO NOT APPLY TO CBD	
	Retail													
		Antique, Curio, and/or Collectible Shops					P	P	P	P	P			
		Book, News, Magazine Stores, Retail						P	P	P	P			
		Catering Establishments, Retail and Rental					P	P	P	P	P			

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

Principal Uses			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
		Confectionary and Dessert Shops, Retail						P	P	P	P		
		Department/Discount Department Stores, Retail						P	P	P	P		
		Drug Stores, Retail					P	P	P	P	P		
		Fabric and Notion Shops, Retail						P	P	P	P		
		Florist and Plant Shops, Retail						P	P	P	P		
		Gift, Card, and Stationary Shops, Retail						P	P	P	P		
		Jewelry Stores, Retail						P	P	P	P		
		Mercantile and Dry Good Stores, Retail						P	P	P	P		
		Mobile Telephones/Paging, Retail and Service						P	P	P	P		
		Musical Instruments Shop, Retail						P	P	P	P		
		Office Supply Stores, Retail					P	P	P	P	P		
		Optical Supply Stores, Retail					P	P	P	P	P		
		Recreational Equipment Stores, Retail							P	P	P		Note (10), (13) (in 620)
		Satellite Dishes, Retail						P	P	P			
		Shopping Centers								P			
		Toy, Variety, Novelty, and Dime Stores, Retail						P	P	P	P		
Sales and Service Facilities													
		Appliance Stores (Small and Large), Retail, Rental, and/or Repairs						P	P	P		P	Note (2), (3), & (6) (in 620)
		Building Supply, Retail								P		P	Note (6) (in 620)
		Equipment (Small and Large), Service and Rental						P	P	P		P	Note (2), (16) (in 620)
		Equipment (Office), Service and Rental							P	P	P	P	
		Fuel Sales-Liquid, Wholesale and Retail										P C	Note (4) (in 630)
		Funeral and Interment Establishments, Wholesale and Storage								P		C	
		Janitorial Cleaning Services							P	P		P	
		Janitorial Cleaning Supply Store							P	P		P	
		Locksmith Shop and Service, Wholesale							P	P	P	P	
		Manufactured Home Sales Lots										C	Note (13) (in 620)
		Pawn Shop and Pawn Brokers								P		P	CODE - CHAP. 78
		Pest Control Services								P		P	
		Print and Publication Shops								P		P	
		Recreational Equipment Stores, Repair and Rental							P	P			Note (10) (in 620)
		Scrap Hauling Service										P	
		Sewer and Septic Tank Service										C	
		Vending Supply and Service										P	
Shipping, Packaging, and Delivery Establishments													

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

[illegible]

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

[illegible]

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
		Wood, Paper, and Plastic Assembly										P	

Table 4A: Accessory Uses Allowed By Zoning District

			P	Use is permtted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
RESIDENTIAL:													
		Accessory Dwelling Units	P	P	P		P	P	P	P	P		1000.8(2)
		Accessory Apartments	P	P	P		P	P	P	P	P		1000.8(1)
		Bed and Breakfasts	P	P			P						CODE - CHAP. 22: 146-155, 1003.3.3
		Home Occupations	P	P	P	P	P	P	P	P	P		1000.3
		Home Office	P	P	P	P	P	P	P	P	P		1000.3.1
		Residential Business	C	C	C	C	P	P	P	P	P		1000.3.2
		Home Swimming Pools Recreation - Swimming Pools and Tennis Courts	P	P	P	P	P	P	P	P			1000.4
		Accessory Structures - General	P	P	P	P	P	P	P	P	P		Note (1) (in 610) , 1000.1
		Accessory Uses - General	P	P	P	P	P	P	P	P	P		Note (1) (in 610) , 1000.2
		Temporary Buildings and Structures	P	P	P	P	P	P	P	P	P		1000.9
NON-RESIDENTIAL:													
		Fuel Dispensary, Pump, Island, and/or Canopy						C	P C	P C	C		Note (1) (620)
		Outdoor Storage								P			1000.5
		Outdoor Display									P		1000.6
		Sidewalk Amenities Displays									P		1000.6.1
		Accessory Structures - General					P	P	P	P	P	P	1000.1
		Accessory Uses - General					P	P	P	P	P	P	1000.2
		Temporary Buildings and Structures					P	P	P	P	P	P	1000.9

(Current Section 610.3 – Table 4 Notes)

- (1) Service and auxiliary buildings located and specifically designed to service only the residents of one (1) manufactured home park, as specified herein, not to include repair facilities of any type. Permitted buildings shall be limited to the following uses:
 - (a) manufactured home park management office,
 - (b) storage for maintenance tools, equipment and supplies,
 - (c) residence for a park watchman, caretaker, owner or manager,
 - (d) recreation, community and laundry facilities for the exclusive use of the manufactured home park community.
- (2) As an accessory use, one (1) horse per acre of fenced area on the same lot as the principal dwelling, not to exceed a maximum of four (4) horses per lot; one (1) stable having no more than four (4) stalls, with no stall exceeding two hundred (200) square feet in area. Stables are considered accessory buildings and shall meet Section 1000.1 standards.
- (3) As an accessory use, non-commercial keeping of these animals provided that the lot must be a minimum of two (2) acres with no more than: one (1) cow per four (4) acres, one (1) sheep or goat per acre, and three (3) chickens per acre.
- (4) Includes crop production on the premises, as well as commercial livestock/poultry farms, fur farms, and kennels/cattery.
- (5) Selling only products grown or produced on site in hobby gardening or farming. Commercial growing prohibited.
- (6) Unmanned utility structures and substations, excluding towers, provided that such structures are screened in accordance with Section 550. No on-site storage of equipment is permitted.
- (7) Dogs:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) dogs. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) dogs. On any residential property larger than two (2) acres, there shall be no restriction on the number of dogs allowed to be possessed or kept provided all other applicable zoning provisions are obeyed. However, any such property that contains more than six (6) dogs shall be required to maintain those animals in an enclosure at least one hundred (100) feet from the nearest property line.

Cats:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) cats. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than two (2) acres, there shall be no restriction on the number of cats allowed to be possessed or kept provided all other applicable zoning provisions are obeyed.

Litters of animals shall be exempt from the provisions herein for up to six (6) months from the date of birth.

(Current Section 620.3 – Table 5 Notes)

- (*) Unless otherwise specifically noted (for example, **RESIDENTIAL:**), all of the following uses are considered to be nonresidential, which for the purposes of this section encompasses commercial, professional, office and/or institutional uses. For commercial retail uses, incidental manufacturing of products sold by the retail establishment on the premises is included provided that the manufacturing area does not occupy more than twenty (20) percent of the total floor area and does not employ more than ten (10) persons.
- (1) Provided that fuel dispensary, pump and/or canopy is not located in the front yard except in B-3.
- (2) Small appliances means radio, television, computer, kitchen counter appliances, stereo, fax, computer printer, VCR/DVD players, and other appliances of similar size.
- (3) Large appliances means refrigerator, washer, dryer, dishwasher, stove, freezer, office copier, sewing machine, vending machine and other appliances of similar size.
- (4) Outdoor kennels, runs, or open areas are permitted as accessory uses in B-3 zoning districts only provided that such are located in the rear yard, enclosed by a fence not less than seven (7) foot high, and screened from the public right-of-way and from adjoining properties in accordance to Section 550.
- (5) Special trades means goods and services integral to building and construction, specifically roofing, sheet metal, electrical, plumbing, heating/air conditioning systems, cabinetry, carpentry, flooring, drapery, upholstery, lumber and building materials, hardware and paint, rug and carpet care, sign making, glass and mirror cutting, and antique repair and restoration.
- (6) Provided that such is not located within one hundred (100) feet of any residential district; provided that all operations are conducted in a building which shall not have any openings (other than a stationary window and pedestrian doors) facing the street frontage; and provided that no parts or waste materials shall be stored in the principal building.
- (7) Provided that temporary produce stands are located within the designated area within the CBD Overlay District and operated only during the established times set by Council or its designee.

- (8) Motor vehicle storage which is secondary and clearly incidental is permitted provided that such is located in the rear yard, enclosed by a fence not less than seven (7) foot high, and screened from the public right-of-way and from adjoining properties in accordance with Section 550.
- (9) Professional offices means the following recognized professional services/professionals: accountant, actuary, appraisal, architect, billing/bookkeeping, brokerage, computer science, decorator, designer, editor, engineer, insurance, investment, landscape architect, lawyer, real estate, researcher, surveyor, translator, and web design. See Section 210.
- (10) Provided that such is screened in accordance with Section 550.
- (11) For licensing requirements regarding pouring of alcoholic beverages, see Code of Ordinances, Chapter 6.
- (12) The selling of produce from vehicles or from temporary stands outside of the building is prohibited.
- (13) Outdoor display and storage of manufactured home (retail) and motor vehicle and heavy equipment (retail and rental) is permitted in accordance with Section 1000, but any repair of such must be conducted entirely within a building which shall not have any openings (other than a stationary window and pedestrian doors) facing the street frontage, shall have no parts or waste materials stored outside, and all motor vehicles placed on the display lot shall be in operating condition at all times.
- (14) Small equipment means lawn mowers (pushing), hand tillers, and other equipment of similar size whether engine operated or not.
- (15) Heavy equipment means farm machinery and implements, construction equipment, lawn mowers (riding and trailing), motorcycles, all-terrain vehicles (ATV), off-road vehicles (ORV), recreational vehicles (RV), boats, travel trailers and other equipment of similar size whether engine operated or not.
- (16) Excludes retails sales of fuels intended for car and light truck vehicle use.
- (17) As an accessory use only, snack counters and/or sales of food and non-alcoholic beverages are also included provided that said accessory use shall be operated in compliance with all applicable health regulations of the Walton County Health Department.
- (18) As an accessory use only, non-commercial nursery or child-care areas are also included provided that said accessory use shall be available only for patrons while the patrons are on the premise.
- (19) In compliance with the City of Monroe Code of Ordinances, Chapter 22, Article II, Adult Entertainment.
- (20) Not allowed in B2 located within the CBD Overlay.

(Current Section 630.3 – Table 6 Notes)

- (1) Acid manufacturing includes without limitation the manufacturing of hydrochloric, nitric, picric, sulfuric acid or other similar acids.
- (2) Excluding the manufacturing of paper from pulp wood.
- (3) Excluding the processing of raw materials.
- (4) Excludes fuels intended for vehicle use.
- (5) In compliance with the City of Monroe Code of Ordinances, Chapter 22, Article II, Adult Entertainment.
- (6) Excludes properties located in the Federal Enterprise Opportunity Zone and Urban Redevelopment Authority boundary with the exception of M-1 zoned properties located within a ½ mile of the Vine Street and South Broad Street intersection. Outdoor self-service (mini) warehouses as principal uses shall be limited to properties 3 and ½ acres or less in size. Climate controlled buildings are permitted within an outdoor self-service (mini) warehouse facility. Buildings shall be situated so that overhead access doors do not face or are visible from public roads or residentially zoned properties. Outdoor storage areas shall not exceed 20 percent of the total area of the site.
- (7) Indoor self-service (mini) warehouses as principal uses shall be limited to properties 3 and ½ acres or less in size and shall not be developed in conjunction with, adjacent to, or part of any facility containing outdoor self-service (mini) warehouses. Indoor self-service (mini) warehouses shall not include any outdoor storage units or outdoor storage areas.

~~It is recognized that there are certain areas of the central core of the City that are classified as Industrial (M-1) due to their historic uses as industrial manufacturing and transportation facilities. In particular, the City was once home to the manufacturing operations of the Monroe Cotton Mills, the Walton Mill and the transportation hub known as the Great Walton Railroad Train Depot. These areas no longer service industrial uses but have seen repurposing in recent years to service retail, commercial and public assembly uses. Additionally, living in close proximity to these historic Industrial sites has become attractive and desirable. Deference to the historic nature of these certain industrial complexes located within the historical central core of the City should be given and all efforts should be made to accommodate new and modern repurposed uses of these complexes for uses other than traditional industrial uses, such as retail, public assembly, light commercial including food service establishments and multifamily dwelling units.~~

➤ **Section 643: Modify Section 643.4(3)(b) for the Minor Change policy for projects in the Corridor Design Overlay District Overlay (CDO). Modifications will include the allowance to install new signs which conform to the Ordinance, clarifying language describing sites and buildings, and increasing the alteration cost trigger for new COA applications.**

- (b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, installation of new signs conforming to the regulations in this Ordinance, removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than Twenty-Five Thousand Dollars (\$25,000.00) expense to existing buildings or the site~~elevations or site plans~~.

➤ ***Section 644.4: Modify the parking requirement for MHDO developments. Reduce the number of required parking spaces and add a parking requirement for senior housing.***

644.4 Density; Open Space; Set Back; Parking Requirements

- (1) The maximum permitted density in MHDO developments shall be ten dwelling units per gross acre.
- (2) All MHDO developments shall contain a minimum of 400 square feet of common open space per dwelling unit. At least 50 percent of the dwelling units shall abut the common open space and the common open space shall have dwelling units abutting on at least two sides.
- (3) Each dwelling unit shall have a minimum set back of ten (10) feet from any adjacent property.
- (4) All MHDO developments shall have set backs consistent with the form and style of setbacks of similar properties in the MHDO District. Setbacks generally should be at least 15 feet from the public right of way unless surrounding forms suggest otherwise.
- (5) All MHDO developments shall provide one ~~and one-half (1.5)~~ (1) parking spaces per dwelling unit, and one-half (0.5) parking spaces per dwelling unit for senior housing. In order to promote shared functional open space and access to and from the site, all parking shall be located in clusters, which provide not more than five adjoining spaces each. Parking on the MHDO development is prohibited in the front yard setback areas for those individual units which abut the common open space. Parking may be permitted to encroach upon the front yard setback areas for dwelling units which do not abut the common open area if said parking is contained in a cluster designated as off street parking. Off street parking is defined as clustered parking which is adjacent to a city maintained street and which is approved as part of the MHDO development site plan. All on-site parking other than off street parking which is adjacent to structures shall be permitted only when it is located toward the rear of the principal structure and is served by an alley or private drive specifically designated on the MHDO development site plan. A MHDO development may also provide on street parking for some of the units if the on street parking area is contiguous to the MHDO development and the MHDO development is located on a city maintained street not defined as an arterial or collector street. Any such on street parking shall be specifically designated in the MHDO development site plan, and may not encroach upon the paved width of the street, and must be specifically approved by the Code Enforcement Officer. All MHDO developments shall be permitted to utilize materials other than concrete and asphalt for driveways and parking areas for on-site parking and ingress and egress that are approved by the Code Enforcement Officer.

➤ ***Section 646: Remove Table 8 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary table.***

646.3 Permitted Uses. Uses permitted in the CBD Overlay are outlined below. In ~~Table 84 - Central Business District Overlay (CBD)~~ Principal Uses Allowed By Zoning District, the letter "P" designates use classifications permitted in CBD only. The letter "C" designates use classifications allowed by conditional use approval ~~of a conditional use permit~~, see Section ~~1425~~ 1525. ~~The letter "X" designates use classifications prohibited in the CBD Overlay~~ Any use not shown as a permitted or conditional use is specifically prohibited.

~~Section 646.3 Central Business District Overlay (CBD):~~

~~Section 646.3 Table 8—Central Business District Overlay (CBD)~~

~~[P]=permitted; [X]=prohibited; [C]=conditional use permit required~~

LAND-USE CATEGORY	
Principal Use* (unless noted as an accessory use)	CBD Overlay

➤ *Section 646: Modify Section 646.5(3)(b) for the Minor Change policy for projects in the Central Business District Overlay (CBD). Modifications will include the allowance to install new signs which conform to the Ordinance, clarifying language describing sites and buildings, and increasing the alteration cost trigger for new COA applications.*

- (b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, [installation of new signs conforming to the regulations in this Ordinance](#), removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than [Twenty-Five Thousand Dollars \(\\$25,000.00\)](#) expense to existing ~~buildings or the site~~[elevations or site plans](#).

➤ *Section 650: Modify and clarify language in Section 650.5 for Written Reports, Plans, and Development Agreements for Planned District developments.*

650.5 Required Report and Plans.

- (1) Written Report. This shall describe the land uses proposed and the type, nature, size, intent, and characteristics of the proposed development. [The Written Report, also called a “Pattern Book”](#), ~~This report~~ shall include:
 - (a) a description of the proposal including proposed uses and location;
 - (b) the proposed standards for development, including restrictions on use of the property, density, setback requirements, [building standards, architectural standards and elevations](#), and any proposed restrictive covenants;
 - (c) an explanation of why the proposed development standards are necessary, if the proposed standards vary from existing standards in this ordinance;
 - (d) plans for [street access, thoroughfares, connectivity, pedestrian sheds, parking](#), utilities, including water, sewer, and drainage;
 - (e) traffic report, unless a more extensive traffic study is requested by the Code Enforcement Officer;
 - (f) plans for protection of abutting properties, [if necessary](#), including buffers, screening, and landscaping;
 - (g) data stating the total number of acres (or square feet) for every proposed use;
 - (h) proposed development timetable; [and](#),
 - ~~(i) for any planned development or portion thereof within an overlay district, a Certificate of Appropriateness or a letter of support from the relevant board (i.e. HPO, CDO) for the district~~
 - ~~(j)~~[\(i\)](#) additional data required by the Code Enforcement Officer.
- (2) Required Detailed Site Plans. These shall be prepared by a registered engineer, architect, land surveyor, or landscape architect. The site plan shall bear the official registration seal of the professional(s) who prepared the plan, and shall include at a minimum:
 - (a) survey of the property, indicating all property dimensions, property size, adjoining owners, scale, north arrow, and tie-in point to a known location (road intersection, land lot corner, etc.),
 - (b) [development concept plans including](#) proposed platting (subdivision), streets, setbacks, building sites, type of use for each building site, access to the site, internal access and circulation, [on and](#) off-street parking areas, proposed public facilities and open areas, name of the development, [phasing of the development](#), and any special drainage features, and

~~(c) If the proposal includes the subdivision of land for any purpose or for the provision of new public or private streets, any additional information required under the Development Regulations. The rezoning request and the proposed subdivision of the property shall be processed simultaneously. Any requested variance from the Development Regulations shall be listed on the site plan and explained in the written report.~~

- (3) Required Development Agreement. A draft of the development agreement between the applicant and the City of Monroe ~~shall~~ may be submitted with the Written Report and Detailed Site Plans. If a draft of the development agreement between the applicant and the City of Monroe is not provided at the time of rezoning, the zoning approval will be conditioned to require preparation and submission of the draft development agreement to the City for review prior to the submission of any future submittals for platting or site development. The draft development agreement shall be in a form acceptable to the City Attorney and shall contain at a minimum the Written Report, Site Plans, and an itemized list of variances and mitigating conditions. The development agreement shall be finalized to include all special conditions and requirements as approved through zoning action and signed by both parties prior to the submittal of plans for plat, subdivision, or civil review; no land disturbance nor building permits shall be issued prior to execution of the development agreement by the City and the applicant/owner. The Development Agreement shall include any necessary Performance Bond and Maintenance Surety Agreements necessary to ensure completion of all City Street and Public Right of Ways to be completed within the Development.

➤ **Article VII: Insert new Article VII for the Character Based Code and Regulating Plan.**

The Character Based Code and Regulating Plan are located at the following link:

<https://www.dropbox.com/scl/fo/ymcnzmf34rsme9f5od6tz/ACzcU7yR4MjSAU2-7-Y-bl8?rlkey=xyd4algmxxwa33p82otj3y5ohv&st=xp5ev0ik&dl=0>

➤ **Article VIII through Article XVI: Renumber all Articles, Section, and Tables from existing Articles VII to XV. Update all cross references in the Zoning Ordinance to the new Article, Table and Section numbers.**

➤ **Section 1285: Remove section for sign variances. All variances will be considered under the new variance types and standards created in Article XIV.**

~~Section 1285 Variances.~~

~~(1) The Council can authorize, upon application in specific cases, such variance from the terms of this Article as will not be contrary to the public interest when, due to special conditions, a literal enforcement of the provisions of this Article will in an individual case result in extreme and unusual hardship, so the spirit of this Article shall be observed, public safety and welfare secured, and substantial justice done. The mere existence of a nonconforming sign or advertising device shall not constitute a valid reason to grant a variance. A Variance may be granted in accordance with the provisions of Section 1430. In addition to the standards to be considered in Section 1430.6, the Council shall consider the following:~~

- ~~(a) Whether the variance is a request to permit a type of sign which otherwise is not permitted in the zoning districts involved;~~
- ~~(b) Whether the cause for the need for the variance is created by the applicant, the owner, lessor, or successor in ownership or occupancy;~~

- ~~(c) Signs may be displaced upon the vertical surface of a canopy only by a variance, upon the applicant reducing the number or square footage of ground or wall signs authorized by this Article for the lot in question, so as to reasonably set off for the additional signs.~~
- ~~(2) All requests for such variances shall be in written form and filed with the Code Enforcement Officer. The Council shall make a decision on a complete application as prescribed in Section 1430.~~
- ~~(3) No change may be made in the location, shape, color, height, size, copy or text of any sign subject to a variance unless the sign is brought into compliance with the provisions of this Article and a sign permit is granted.~~
- ~~(4) A change in the owner, lessor, lessee, or user of property served by a sign subject to a variance shall negate the variance, and the sign shall be removed or brought into compliance with the provisions of this Article and a new sign permit granted.~~
- ~~(5) A sign subject to a variance may not be reconstructed, replaced or reset if it is removed for any reason.~~
- ~~(6) When a sign under a variance has been razed or damaged by any cause, naturally occurring or otherwise, the sign shall not be re-established:~~
 - ~~(a) If the value of the sign as damaged is 50 percent or less of the value of the sign prior to the damage;~~
 - ~~or~~
 - ~~(b) If the estimated cost of repairing the above ground portion of the sign is more than the value of the sign in its damaged condition.~~
 - ~~(c) Value shall be established by the Code Enforcement Officer and shall be based upon the value of the sign's materials above ground with no allowance for the intrinsic value of the sign or the value of the right to have a sign at that location.~~

➤ ***Section 1430: Modify existing Variance section to create three (3) new types of variances, Special Exception Variances, Hardship Variances, and Administrative Variances (under certain elements of Special Exception Variances). Add standards for new variance types and modify application variance standards.***

Section 1430 Variances.

The City Council [or the Planning & Zoning Director](#) may in specific cases approve a variance from the terms of this Ordinance as will not be contrary to the public interest where, due to special circumstances, a literal enforcement of the Ordinance will in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done. A non-conforming use of neighboring land, buildings, or structures in the same district or permitted or non-conforming uses in other districts shall not constitute a reason for the requested variance.

1430.1 Use Variance Prohibited. No variance may be granted that would permit a use not permitted by right or as a conditional use in the district.

1430.2 Application Procedure.

- (1) **Application Contents.** Each application for a variance must be submitted to the Code Enforcement Officer at least forty-five (45) days before any hearing by the Planning Commission. Unless waived by the Code Enforcement Officer, each application shall include all the following information about the subject property:
 - (a) name and address of applicant;
 - (b) location of structure and/or use for which the variance is sought, as shown on a plat by a licensed surveyor, [and the type of variance requested](#);

- (c) relationship of structure and/or use to existing structures and uses on adjacent lots;
 - (d) specific sections of this Ordinance ~~which would cause hardship~~ **for which the variance is requested**;
 - (e) characteristics of property relating to its size, shape or topography that prevent compliance with this Ordinance;
 - (f) the particular hardship that would result from strict application of this Ordinance;
 - (g) for any application for an overlay district, a Certificate of Appropriateness ~~or a letter of support~~ **Approval Certificate** from the **applicable** design review board(s) (i.e. Historic Preservation Commission, Corridor Design Commission) for the district; and,
 - (h) any other information as may be reasonably required by the Code Enforcement Officer.
- (2) Filing Fee. All applications for variance shall be accompanied by payment of a non-refundable fee as established by the Fee Schedule.
- (3) Disclosure Report. The requirements of Section 1450 apply.
- (4) Withdrawal of Variance Application. Any application may be withdrawn once at any time at the discretion of the applicant without prejudice, upon written notice to the Code Enforcement Officer, prior to a decision by the Council.

1430.3 Notice Procedure. The requirements of Section 1440 apply.

1430.4 Planning Commission Hearing and Recommendations. The Planning Commission shall consider the standards in Section 1430.6 prior to making any recommendation. Hearings shall comply with Section 1445.

1430.5 City Council Hearing and Decision. Before taking action on a variance application, the Council shall hold a public hearing in accordance with Section 1445, and shall consider the standards in Section 1430.6. At the conclusion of the public hearing, the Council may approve or deny the application, approve with modifications or conditions, or defer a decision until a specified meeting date.

~~1430.6 Standards for Variance Application Decisions.~~

~~When considering an application for a variance, the Council and the Planning Commission should consider the following issues in regards to the subject property and requested variance:~~

- ~~(1) Whether there are extraordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography;~~
- ~~(2) Whether the literal application of this Ordinance would create an unnecessary hardship;~~
- ~~(3) Whether the variance would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance;~~
- ~~(4) Whether a variance will not confer upon the property of the applicant any special privilege denied to other properties in the district;~~
- ~~(5) Whether the special circumstances surrounding the request for the variance are not the result of acts by the applicant;~~
- ~~(6) Whether the variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;~~
- ~~(7) Whether the zoning proposal is consistent with the construction and design standards and design criteria adopted by the City of Monroe; and,~~
- ~~(8) Whether the variance is the minimum variance that will make possible an economically viable use of the land, building, or structure.~~

1430.6. Types of Variances. The following are the types of variances to provide relief from certain requirements of this Ordinance:

- (1) Special Exception Variances.
When an exception is desired for a particular property from certain requirements of this Ordinance, as specified in Sections 1430.7.
 - (a) Administrative Special Exception Variances.
The Planning & Zoning Director is hereby authorized to consider and grant or deny, pursuant to the procedures and standards contained in Section 1430, limited to the Special Exception Variances specified in Section 1430.7A.

(2) Hardship Variances.

When compliance with the requirements of this Ordinance would create a particular and unique hardship, as specified in section 1430.8.

1430.7. Special Exception Variances.

(1) Special Exception Variances shall be limited to relief from the following requirements of this Ordinance:

- (a) Minimum building setbacks.
- (b) Maximum building height.
- (c) Automobile parking requirements.
- (d) Screening, buffering, and landscaping.
- (e) Lot coverage.

(2) Standards for Special Exception Variance approval. A Special Exception Variance may be granted upon a finding that the relief, if granted:

- (a) Would not cause substantial detriment to the public good;
- (b) Would not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity;
- (c) Would not diminish and impair property values within the surrounding neighborhood; and,
- (d) Would not impair the purpose and intent of this Ordinance.

1430.7A. Administrative Special Exception Variances.

(1) The Planning & Zoning Director is hereby authorized to consider and grant or deny, Administrative Special Exception Variances limited to the following requirements:

- (a) Minimum building setbacks. Reduction of any front, side, or rear yard setback by an amount not to exceed twenty percent (20%) of the district dimensional requirement specified in Section 700 – Table 10, Table 11, or Table 12.
- (b) Maximum building height. Increase of any building height by an amount not to exceed twenty percent (20%) of the district dimensional requirement specified in Section 700 – Table 10, Table 11, or Table 12.

(2) Standards for Administrative Special Exception Variance approval. The standards for granting a Special Exception Variance outlined in Section 1430.7(2) shall apply.

1430.8. Hardship Variances.

(1) Standards for Hardship Variances approval.

Such variances may be granted in such individual cases of unnecessary hardship upon a finding by the Council that all of the following conditions exist:

- (a) There are extraordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography;
- (b) The literal application of this Ordinance to the subject property would create an unnecessary hardship;
- (c) Such conditions are peculiar to subject property; and
- (d) Relief, if granted, would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance;

(2) Limitations on Hardship Variances approval.

In no case shall a Hardship Variance be requested or granted for any of the following:

- (a) A condition created by the applicant or property owner, including the result of an unwise investment decision or real estate transaction;
- (b) A change in conditions of approval imposed through a zoning change or conditional use approval granted by the Council;
- (c) Confer upon the property of the applicant any special privilege denied to other properties in the district;

- (d) Permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;
- (e) Inconsistent with the construction and design standards and design criteria adopted by the City of Monroe; and,
- (f) Any item or matter regulated under Article XIII of this Ordinance.



DRAFT

Character Based Code Regulating Plan

City of Monroe, GA



Legend

- Monroe City Limits
- 2024 City Tax Parcels
- 2024 County Tax Parcels
- Streets
- Railroad
- Highways

Character & Special Districts

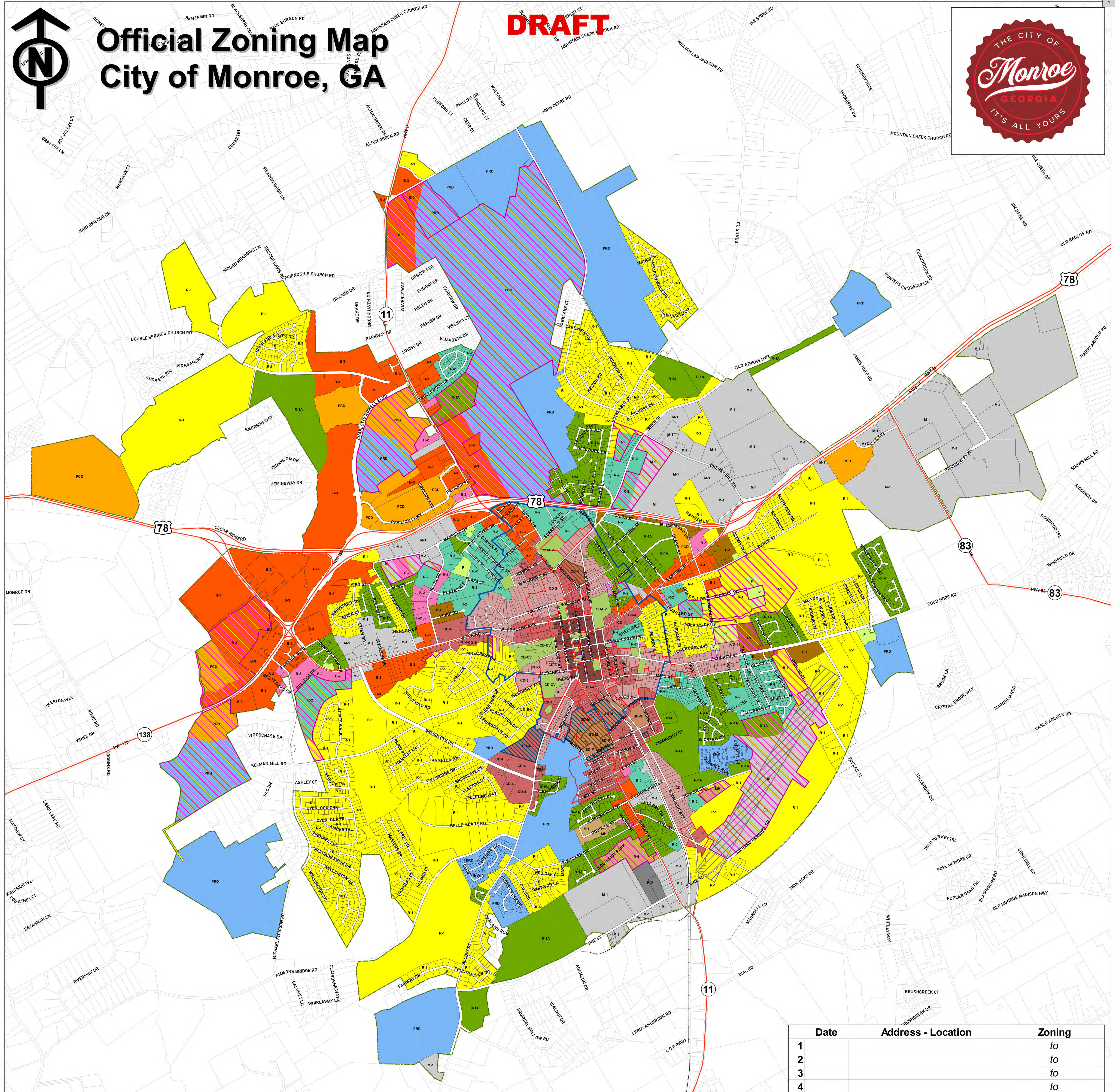
- CD-3
- CD-4
- CD-5
- CD-CV
- SD-M
- Existing PCD
- Existing PRD





Official Zoning Map City of Monroe, GA

DRAFT



Legend

- Monroe City Limits

Airport Hazard Zone

Monroe Historic Districts

Historic Individual Landmarks

Infill Overlay District

2024 City Tax Parcels

2024 County Tax Parcels

Streets

Railroad

Highways
- ### Zoning Districts

B-1

B-2

B-3

M-1

MH

MHDO

P

PCD

PID

PPD

PRD

R-1

R-1A

R-2

SPLIT
- ### Character & Special Districts

CD-3

CD-4

CD-5

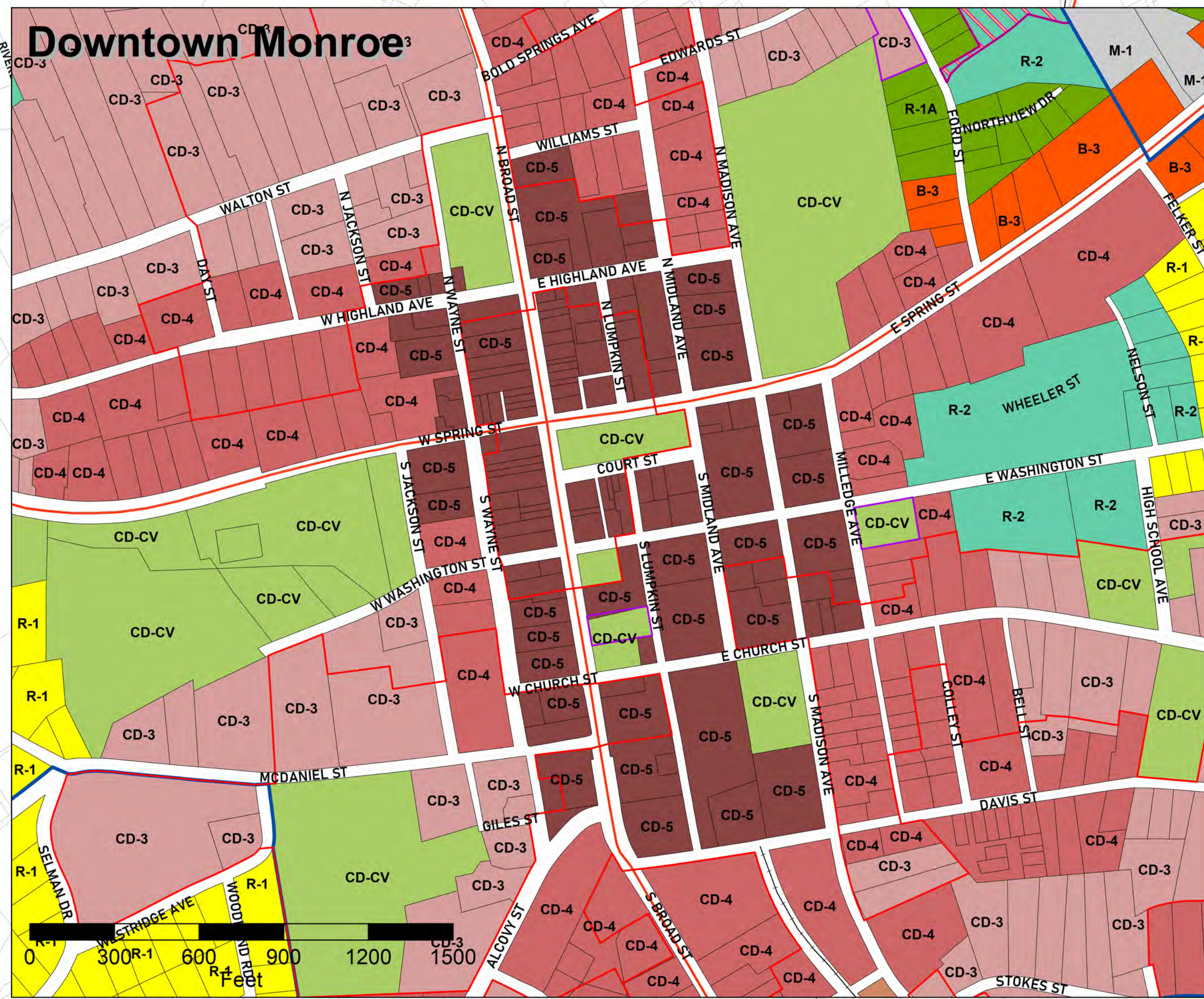
CD-CV

SD-M

Existing PCD

Existing PRD

Downtown Monroe



Date	Address - Location	Zoning
1		to
2		to
3		to
4		to
5		to
6		to
7		to
8		to
9		to
10		to
11		to
12		to
13		to
14		to
15		to
16		to
17		to
18		to
19		to
20		to

This is to certify that this is the official zoning map of the City of Monroe, Georgia, as adopted on the ____ day of _____, 20__ :

John Howard, Mayor _____ Date _____



**AN ORDINANCE TO AMEND CHAPTER 90 – TAXATION, ARTICLE IV. –
OCCUPATION TAXES OF THE CODE OF ORDINANCES
CITY OF MONROE, GEORGIA**

THE MAYOR AND THE COUNCIL OF THE CITY OF MONROE HEREBY ORDAIN AS FOLLOWS:

ARTICLE I.

Chapter 90, Article IV, of the Code of Ordinances is hereby amended by implementing the below text amendments as follows: Underlined sections are added, Stricken sections are being removed.

SEE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF
CHAPTER 90, ARTICLE IV, SECTIONS 106 THROUGH 155, AS AMENDED.

ARTICLE II.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ARTICLE III.

This ordinance shall take effect from and after its adoption by the Mayor and Council of the City of Monroe, Georgia.

FIRST READING. This ____ day of November, 2024.

SECOND READING AND ADOPTED on this ____ day of December, 2024.

.

CITY OF MONROE, GEORGIA

By: _____(SEAL)

John Howard, Mayor

Attest: _____(SEAL)

Laura Wilson, City Clerk

EXHIBIT A

Chapter 90 – TAXATION

ARTICLE IV. – OCCUPATION TAXES

Sec. 90-106. Purpose and scope of occupational tax; occupation tax required, occupation tax certificate required; display of occupation tax certificate.

- (a) Each person engaged in a business, trade, profession or occupation, whether with a location within the city or in the case of an out-of-state business with no location in the state exerting substantial efforts within the city pursuant to O.C.G.A. § 48-13-7, shall pay an occupational tax for said business, trade, profession or occupation.
- (b) Occupation taxes shall be based upon gross receipts in combination with profitability ratio and number of employees. The profitability ratio for the type of business will be determined from nationwide averages derived from statistics, classifications or other information published by the United States Office of Management and Budget, the United States Internal Revenue Service or successor agencies of the United States.
- (c) The occupation tax levied herein is for revenue purposes only and is not for regulatory purposes, nor is the payment of the tax made a condition precedent to the practice of any profession, trade or calling.
- (d) Any person engaged in any business, trade, profession, or occupation in the city shall receive an occupation tax certificate upon submission of the appropriate tax and providing proof of compliance with the provisions of this chapter.

- (e) The occupation tax certificate provided for in this section shall be issued by the city administrator or designee.

Sec. 90-107 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrative fee means a component of an occupation tax that approximates the reasonable cost of handling and processing the occupation tax.

Business means any person, sole proprietor, partnership, corporation, trade, profession, occupation or other entity and the efforts or activities associated thereby for the purposes of raising revenue or producing income, including, but not limited to, sole proprietors receiving a form IRS 1099 from another business at the same location.

Dominant line means the type of business, within a multiple-line business, from which the greatest amount of income is derived.

Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation, or whose employer issues to such individuals, for purposes of documenting compensation, a form I.R.S. W-2 but not a form I.R.S. 1099.

Gross receipts.

- (1) The term "gross receipts" means the total revenue of the business or practitioner for the period including, without limitation, the following:
 - a. Total income without deduction for the cost of goods or expenses incurred;
 - b. Gain from trading in stocks, bonds, capital assets, or instruments of indebtedness;
 - c. Proceeds from commissions on the sale of property, goods, or services;
 - d. Proceeds from fees for services rendered; and
 - e. Proceeds from rent, interest, royalty, or dividend income.
- (2) The term "gross receipts" does not include the following:
 - a. Sales, use, or excise tax;
 - b. Sales returns, allowances, and discounts;
 - c. Interorganizational sales or transfers between or among the units of a parent-subsidiary controlled group of corporations as defined by 26 USC 1563(a)(1), or between or among the units of a brother-sister controlled group of corporations as defined by 26 USC 1563(a)(2);
 - d. Payments made to a subcontractor or an independent agent for services which contributed to the gross receipts in issue;

- e. Governmental and foundation grants, charitable contributions, or the interest income derived from such funds received by a nonprofit organization which employs salaried practitioners otherwise covered by this article, if such funds constitute 80 percent or more of the organization's receipts; and
- f. Proceeds from sales of goods or services which are delivered to or received by customers who are outside the state at the time of delivery or receipt.

Location or Office shall include any structure or vehicle where a business, profession, or occupation is conducted, but shall not include a temporary or construction work site which serves a single customer or project or vehicle used for sales or delivery by a business or practitioner of a profession or occupation which has a location or office.

North American Industry Classification System [NAICS] means categories of occupations and industries established by and promulgated by the Office of Management and Budget of the United States of America and found in the 1997 NAICS Manual.

Occupation tax means a tax levied on persons, partnerships, corporations, or other entities for engaging in an occupation, profession, or business and enacted by the local government as a revenue-raising ordinance or resolution.

Occupation tax certificate means a document issued by the city acknowledging payment of the occupation tax.

Practitioner of profession or occupation means those individuals listed in O.C.G.A. § 48-13-9(c) but does not include a practitioner

who is an employee of a business if such business pays an occupation tax.

Sec. 90-108 Occupation taxes due and payable dates

- (a) Occupational taxes on businesses continuing from the preceding year shall be due and payable on January 1 of each subsequent year. Occupational tax due from businesses continuing operation in the current year from the preceding year shall be considered delinquent if not paid by April 1 of each year. Any business failing to pay the occupational taxes by April 1 shall be subject to and shall pay a ten percent penalty of the amount of tax or fees due and one and one-half percent per month interest as provided by state law.
- (b) If a business begins on or after January 1 of the occupation tax year, the tax on such business and any administrative fee or regulatory fee shall be due and payable on the date of the commencement of the business.
- (c) Any business failing to pay the occupational taxes within 60 days after commencement shall be subject to and shall pay a ten percent penalty of the amount of tax or fees due and one and one-half percent per month interest as provided by state law. Such penalty shall be assessed in full on the 121st day of the tax year in addition to interest on delinquent occupation taxes and administrative fees.
- (d) Payment of an occupation tax shall not be required prior to the commencement of business relating to legal services, nor shall it in any other manner act as a precondition on the practice of law.

Sec. 90-109 Applicant Requirements

- (a) Any person engaged in any business, trade, profession, or occupation in the city shall submit an occupation tax certificate application with supporting documentation showing compliance with all applicable provisions of state, county, and city laws relating to their business, trade, profession, or occupation.
- (b) Any person who performs any business, occupation or profession subject to an occupation tax in the city is required to provide the following information when paying such occupation tax:
 - (1) The legal name of the business.
 - (2) Any associated trade names for the business.
 - (3) The mailing address for the business.
 - (4) The actual physical address of each location of the business, if it is different than the mailing address.
 - (5) A detailed description of all business activity(ies).
 - (6) The North American Industry Classification System code (NAICS) applicable to such business, based on the dominant line of business.
 - (7) The sales and use tax identification number assigned to the business by the state department of revenue, if the business is required by law to have such a number.
 - (8) Federal tax identification number.

(9) Estimated Gross Receipts for the current year as defined under section 90-107 in the form of an affidavit provided by the city.

(10) Any additional information and documents as required by the city.

Sec. 90-110 Business classifications for determining tax levy

- (a) For the purpose of this article, every person engaged in business requiring the payment of occupational taxes shall be assigned a code in accordance with the North American Industrial Classification System (NAICS) on the basis of their dominant line of business;
- (b) Businesses engaged in more than one business activity shall be classified on the basis of their dominant line of business at each location where business is done; except, that a person whose dominant business activity is legally exempt as defined by this article shall be classified according to such person's principal subsidiary business, if any, which is subject to the levy and assessment of occupation taxes.
- (c) To the extent that a business or practitioner generates gross receipts, those gross receipts shall be taxable based upon their NAICS classification as follows:

(1) Wholesale and retail trade business and NAICS categories 42, 44, and 45 shall pay an annual occupation tax levy of 0.0002 on gross receipts.

(2) Construction, manufacturing transportation and warehousing, administration and support, waste management, remediation services,

accommodations, food services and drinking places businesses and NAICS categories 23, 21, 32, 44, 48, 49, 56, and 72 shall pay an annual occupational tax levy of 0.0003 on gross receipts.

(3) Agriculture, forestry, hunting, fishing, information, educational, health services, social assistance, unclassified services, and unclassified industries businesses and NAICS categories 11, 21, 51, 61, 62, and 81, excepting category 622210 as delineated in Subsection (6) hereunder, shall pay an annual occupational tax levy of 0.0005 on gross receipts.

(4) Finance, professional services, scientific services, technical services, arts, entertainment, and recreation businesses and NAICS categories 52, 54, and 71 shall pay an annual occupational tax levy of 0.0006 on gross receipts.

(5) Real Estate, rental, leasing, and holding companies businesses and NAICS categories 53 and 55 shall pay an annual occupational tax levy of 0.0008 on gross receipts.

(6) Psychiatric and Substance Abuse Hospital businesses, NAICS category 622210 shall pay an annual occupational tax levy of 0.0015 on gross receipts.

Sec. 90-111 Administrative Fee

A non-prorated, nonrefundable administrative fee of \$50.00 is required on all occupation tax accounts for the initial registration and all renewals thereafter.

Sec. 90-112 Occupation Tax Levied

(a) An occupation tax based upon gross receipts of the business or practitioner in combination with the profitability ratio for the business or profession and number of employees is levied on businesses and practitioners that:

(1) Have one or more locations or offices within the corporate limits of the city; or

(2) Are an out-of-state business or practitioner with no location or office in the city but:

(a) Have employees or agents engaging in substantial efforts to solicit business or serve customers or clients in the State of Georgia; or

(b) Own personal or real property that generates gross receipts and is located within the corporate limits of the City.

(b) (1) Each business or practitioner shall pay a \$50.00 administrative fee; plus,

(2) The tax equal to the tax rate determined by the business's NAICS profitability ratio as set forth hereinabove in section 90-110(c) multiplied by with the gross receipts of the business for the calendar year; plus

(3) An amount equal to \$50.00 per full-time employee of the business employed as of January 1 of each calendar year:

After determining the occupation tax due using the criteria set forth in section 90-112(b)(1),(2), and (3), the

tax shall be reduced by the lower of the components set forth in (2) and (3). This shall be the net occupation tax owed by the particular business, trade, or profession for the current year.

(c) Except as provided elsewhere in this Article, all businesses and practitioners shall pay a minimum Occupation Tax of \$200.00 in addition to the Administrative Fee of \$50.00 pursuant to section 90-111.

(d) The maximum Occupation Tax to be levied on any particular business location shall be \$375,000.00.

(e) All occupation taxes levied by this article are levied on the gross receipts of the calendar year or the number of employees employed in the business conducted. For new businesses, the occupation tax for the year of commencement shall be based upon an estimate of gross receipts or number of employees of the business from the date of commencement until the end of that year. Continuing businesses subject to the occupational tax shall file with the city an affidavit showing all gross receipts of that business during the preceding calendar year ending on December 31. This affidavit showing preceding calendar year gross receipts shall be used as an estimate of gross receipts for making payments on the occupation tax for the current tax year. The number of employees reported for the current year's business operations shall be based on the number of employees employed as of January 1 of the current tax year. Applicants or owners engaged in the business shall be reported as employees of the business. The affidavit showing the business' preceding year's actual gross receipts shall also be used to adjust the estimated occupation tax for the same period.

Should a business not continue or terminate during the year, such business shall notify the city's business occupation tax section and file a final return reporting those gross receipts not previously reported and making payment of any tax due.

- (f) Where a business subject to the occupation tax for the calendar year has been conducted for only a part of the preceding year, the affidavit shall contain a figure that puts such part of a year on an annualized basis with the part-year receipts bearing the same ratio to the whole-year gross receipts as the part year bears to the whole year. Said figure shall be used as the estimate of the gross receipts of the business for the current calendar year in establishing the business tax liability.
- (g) In the event a business's actual amount of gross receipts in a given year are less than what was estimated, and it results in a fee difference, the business shall be responsible for submitting a written request for a refund of the difference by April 1 of the subsequent tax year; said request must be accompanied by financial support, i.e. tax return for that tax year. If the refund is substantiated, a refund will be processed within 30 days.
- (h) No refund or proration shall be made for a taxpayer who shall cease doing business or remove the business from the city.
- (i) Notwithstanding the foregoing, if an attorney, licensed to practice law in the State of Georgia and in good standing with the State Bar of Georgia, begins or continues business after January 1 of the occupation tax year, the tax on such business shall be due and payable on December 31 of the year in which the business begins or continues. Any lawyer failing to pay the occupation tax within

120 days after December 31 shall be considered delinquent and shall be subject to and shall pay a ten percent penalty of the amount of tax or fee due and interest as provided by state law. Such penalty shall be assessed in full on the 121st day of the year following the tax year in addition to interest on delinquent occupational taxes. In addition, a list of all delinquent lawyers may be sent to the State Bar of Georgia. The general penalty for continuing violations of this code shall not apply to violations of this Article by lawyers. Specifically, failing to comply with the article will not result in the city closing the business or penalizing the continued practice of law by fining, imprisoning or criminalizing noncompliance.

- (j) The city shall not require the payment of more than one occupational tax for each location of a business or practitioner.
- (k) The city shall not require a business to pay an occupational tax for more than 100 percent of the business' gross receipts.
- (l) Gross receipts of an out-of-state business or practitioner may include only the gross receipts of the business that are reasonably attributable to sales or service in Georgia.
- (m) A business or practitioner with no location or office in Georgia shall only be required to pay occupation tax to the local government in Georgia where the largest dollar volume of business is done or service is performed by such business or practitioner. This limitation shall only apply when the business or practitioner has provided to the City satisfactory proof as to the applicability of this subsection.
- (n) If a business or practitioner with no location or office in Georgia provides to

the City proof of payment of a local business or occupation tax in another state that includes sales or services in this state, then the business or practitioner shall be exempt from this occupation tax.

(o) The City shall levy the occupation tax on a business or practitioner that has offices or locations in multiple locations in Georgia according to the following methods:

(1) If the business or practitioner can reasonably allocate the dollar amount of its gross receipts to one or more of its locations or offices based on the product manufactured, sales or other services, each local government may tax the gross receipts generated by the location or office inside the jurisdiction of the local government; or

(2) If the business or practitioner cannot reasonably allocate the dollar amount of gross receipts among its locations or offices, the business must divide its total gross receipts reported in Georgia by the number of locations or offices that contributed to those gross receipts. The business or practitioner must allocate an equal percentage of its gross receipts to each location or office.

(p) Real estate brokers shall be subject to occupation tax pursuant to this article only if they maintain a principal or branch office in the City and based only upon gross receipts derived from transactions with respect to property listed or sold and located within the ~~state of Georgia~~ City.

(q) A business or practitioner that is subject to an occupation tax by another local government and claiming an exemption from or limitation to the occupation tax imposed by this ordinance shall submit

documentation satisfactory to the city as to current payment of the occupation tax to the other local government and the basis of such tax.

(r) A business or practitioner which has locations in this state subject to occupation tax by more than one local government in this state shall only be subject to occupation tax by the city for the gross receipts generated within the corporate limits of the city. This limitation shall only apply when the business or practitioner has provided to the city satisfactory proof of current payment of the occupation tax of the other local government.

(s) For purposes of this section, prima facie evidence of gross receipts generated during any period shall be a sworn statement under oath and penalty of perjury, in a form provided by the city, that the provided gross receipt information is true and correct as stated on the applicable income tax return of the business for the applicable year, less allowed exemptions. If no tax return has been filed for the applicable year, the applicant must swear under oath and penalty of perjury that no tax return has been filed for the applicable year, and the gross receipts as presented to the city are true and correct to the best of the applicant's knowledge, ability and training based on financial documents such as CPA statement and/or the business's annual profit and loss statement.

(t) No portion of the tax may be prorated.

(u) For purposes of determining the number of employees of a business, trade, or practitioner, an employee who works 40 hours or more weekly shall be considered a full-time employee, and the average weekly hours of employees who work less than 40 hours weekly shall be added and such sum shall be divided by 40 to produce full-time position equivalence. For

purposes of this section, the number of employees shall be the number of full-time employees or full-time position equivalence.

- (v) Notwithstanding any other provision of this article, practitioners of professions as described in O.C.G.A. § 48-13-9(c) shall elect as their entire occupation tax one of the following:

- (1) The occupation tax based on their NAICS classification tax levy and gross receipts as provided for in this section; or
- (2) \$400.00 per practitioner licensed to provide the service, but a practitioner paying according to this subsection shall not be required to provide information relating to the gross receipts of such practitioner.

Sec. 90-113 Reduction in tax.

- (a) Businesses and practitioners located within the City of Monroe Downtown Development Authority (DDA) boundaries shall have a maximum annual occupation tax of ~~\$500.00~~ per business location in addition to any administrative fees or regulatory fees as further outlined herein in Subsection (b) below. This reduction in the maximum tax is part of a plan for economic development, with the goal of attracting, encouraging and maintaining business within the boundaries of the DDA which is essential to the welfare of the citizens of the city.
- (b) The maximum annual occupation tax for businesses and practitioners located within the City of Monroe Downtown Development Authority boundaries is as follows:

- (1) Businesses with gross receipts less than \$1,000,000.00, shall pay a maximum annual occupational tax of \$500.00.
- (2) Businesses with gross receipts from \$1,000,000.00 to \$1,999,999.99, shall pay a maximum annual occupational tax of \$1,000.00.
- (3) Businesses with gross receipts from \$2,000,000.00 to \$2,999,999.99, shall pay a maximum annual occupational tax of \$1,500.00.
- (4) Businesses with gross receipts from \$3,000,000.00 to \$3,999,999.99, shall pay a maximum annual occupational tax of \$2,000.00.
- (5) Businesses with gross receipts from \$4,000,000.00 to \$4,999,999.99, shall pay a maximum annual occupational tax of \$2,500.00.
- (6) Businesses with gross receipts of \$5,000,000.00, or more, shall pay an annual occupational tax in accordance with Section 90-110, Subsection (c), of this article.

Sec. 90-114 Certificate.

- (a) Every business, practitioner, and location subject to payment of the occupation tax levied by this article shall display a current occupation tax certificate in a conspicuous place at the location for which such certificate was issued. If the taxpayer does not have a permanent location within the city, the occupation tax certificate shall be shown to any

police officer (or other person charged with enforcing this article) upon request.

- (b) The occupation tax certificate of each business operated in the city shall identify the dominant line of business that the business conducts. However, no business shall conduct any line of business without first having that line of business registered in writing with the city. This section shall not apply to attorneys in the practice of law.

Sec. 90-115. Exemptions.

- (a) No occupation tax shall be levied under this article on the following:
 - (1) Any practitioner whose office is maintained by and who is employed in practice exclusively by the United States, the state, a municipality or county of the state, or instrumentality of the United States, the state or municipality or county of the state;
 - (2) Those businesses regulated by the state public service commission;
 - (3) Those electrical service businesses organized under O.C.G.A. Title 46, chapter 3;
 - (4) Any farm operation for the production from or on the land of agricultural products, but not including any agribusiness;
 - (5) Nonprofit agricultural product cooperative marketing associations pursuant to O.C.G.A. § 2-10-05;
 - (6) Motor common carriers pursuant to O.C.G.A. § 46-7-15;
 - (7) Persons purchasing guano, meats, meal, flour, bran, cottonseed, or cottonseed meal or hulls in carload lots for distribution among the

purchasers for use and not sale pursuant to O.C.G.A. § 48-5-355;

- (8) Persons selling or introducing into the city agricultural products or livestock, including animal products, raised in this state when the sale or introduction are made by the producer of the product and the sale is made within 90 days of the introduction of the product into the city pursuant to O.C.G.A. § 48-5-356;
- (9) Depository institutions pursuant to O.C.G.A. § 48-6-93;
- (10) Any business operated for a charitable purpose; or
- (11) Any business where the levy of such occupation tax is prohibited by the laws of the state or the United States.
- (b) The exemptions and limitations contained in this article shall not be construed to repeal or otherwise affect in any way any franchise fees, business taxes or other fees or taxes otherwise allowed by law.

Sec. 90-116. Evidence of state registration required.

Each person who is licensed under O.C.G.A. Title 43 by the examining boards of the secretary of state's office shall provide evidence of proper and current state licensure before any city occupation tax certificate or regulatory fee certificate may be issued.

Sec. 90-117. Evidence of qualification required if applicable.

- (a) Any business required to obtain health permits, bonds, certificates of qualification, certificates of competency or any other regulatory matter shall first,

before the issuance of an occupation tax certificate or a regulatory fee certificate, show evidence of such qualification.

- (b) Any business required to submit an annual application for continuance of the business shall do so before the registration is issued.

Sec. 90-118. Filing returns; other information required or requested.

- (a) On or before April 1 of the following year, an individual, business or practitioner subject to this occupation tax ordinance shall file with the city clerk, on a form approved by and available from the City, a signed return attesting to the gross receipts of such business or practitioner during the preceding calendar year.
- (b) Individuals, businesses, and practitioners doing business in the city shall submit to the city clerk or make available to the city within 30 days, such information as may be required or requested by the city to determine the applicability and amount of the occupation tax or regulatory fee or to facilitate levying or collection of the occupation tax.

Sec. 90-119. Confidentiality.

Information provided by a business or practitioner to the city for the purpose of determining the applicability and amount of the occupation tax or levying or collecting the occupation tax is confidential and exempt from disclosure under Article 4 of Chapter 18 of Title 50 of the Official Code of Georgia. Such information may be provided to the governing authority of another local government for occupation tax purposes or pursuant to court order or for the purpose of

collecting occupation tax or prosecution for failure or refusal to pay occupation tax.

Sec. 90-120. Change of address.

Any person moving a non-transient business from one location to another shall notify the city clerk of the move and the new address in writing, no later than ten days after moving. The same tax certificate shall be valid at the new location.

Sec. 90-121. Change of ownership; transfers.

No tax certificate issued under this article may be transferred from one person to another. Additions to or deletions from the ownership of a business, which do not affect the liability and the principal ownership of a business for which the certificate is issued, may be made without cancelling the old business or occupational tax certificate and applying for a new certificate. Whenever any person shall lease, operate or control the business franchise or property of other persons, they shall obtain a separate business tax certificate for each such business; provided no business shall pay the tax more than once under such an arrangement.

Sec. 90-122. Disabled veterans license.

An occupational tax certificate is to be granted to any veteran who presents to the city clerk a certificate from the state revenue department stating that he should be exempt from payment of any business license in the city due to disability; provided that no veteran is relieved from compliance with the remaining provisions of this article.

Sec. 90-123. Enforcement; violations.

- (a) It is the duty of the city administrator or designee to administer and enforce the

provisions of this article, to perform all functions necessary to administer and enforce this article and to summon violators of this article to appear before the municipal court. The city administrator may issue executions against individuals, businesses and practitioners for taxes and fees which are due and owing.

- (b) The city administrator shall issue executions against individual, businesses and practitioners for taxes and fees which are due and owing. Such executions shall bear interest at the rate authorized by O.C.G.A. § 48-2-40 or, if such statute should be repealed, one percent per month. The lien shall cover the property of the individual, business or practitioner liable for payment of the delinquent occupation tax or regulatory fee and become fixed as of the date and time the occupation tax or regulatory fee became delinquent. The execution shall be levied by the city administrator upon property of the delinquent tax or fee payer located in the city and sufficient property shall be advertised and sold to pay the amount of the execution, including penalty, interest and costs. All other proceedings in relation thereto shall be as provided by the Code and charter of the city and state law. The defendants at execution shall have the rights of defense, by affidavit of illegality of the tax or otherwise as provided by the charter of the city and the state law in regard to tax executions.
- (c) When a nulla bona entry has been entered upon an execution, the person against whom the entry is made shall not be allowed or entitled to have or collect any fees or charges whatever for services rendered after the entry of the nulla bona. If, at any time after the nulla bona entry has been made, the person against whom

the execution issues pays the tax in full together with all interest and costs accrued on the tax, the person may collect any fees and charges due to such person had such person never defaulted in the payment of the tax.

- (d) Individuals, businesses and practitioners who fail or refuse to pay any occupation tax or regulatory fee charged pursuant to this article shall be punished as provided in section 1-11.
- (e) Individuals, businesses and practitioners who fail or refuse to make a timely or truthful tax return or make available truthful and accurate information the city requests or requires for determining applicability or amount of occupation tax or regulatory fee or for levying or collecting such occupation tax or regulatory fee shall be subject to punishment pursuant to section 1-11.
- (f) All persons subject to the occupation tax or regulatory fee imposed by this article shall be required to file for and pay such tax or fee. For failure to do so, any officers or agents soliciting for or obtaining such person or business shall be subject to the same penalty as other persons, businesses or practitioners who fail to obtain, make a return for, or pay the applicable occupation tax or regulatory fee.
- (g) The criminal provisions contained in paragraph (d) and (e) hereinabove shall not apply to professions which are licensed by the State of Georgia or State Bar of Georgia. Practitioners of such professions which violate any of the provisions of this article shall be subject to a civil penalty in the amount of \$300.00 plus interest set forth in section 90-108. Section 90-126, Revocation of

licenses, shall not apply to professions which are licensed by the State of Georgia or State Bar of Georgia. This tax is a revenue measure only and is not a precondition or license for engaging in the practice of law or other profession regulated by the State of Georgia. The city recognizes only the State Bar of Georgia under the authority of the Georgia Supreme Court can regulate the practice of law and the city cannot impede the practice of law in any way whatsoever. There are no criminal penalties associated with this tax for lawyers or other professionals regulated by the State of Georgia.

Sec. 90-124. Lien taken for delinquent tax.

In addition to the other remedies provided in this article, for the collection of the occupation tax levied in this article, the city, upon any tax or installment of the tax becoming delinquent and remaining unpaid, shall issue execution for the correct amount of the tax against the persons, partnership, or corporation liable for such tax, which execution shall bear interest at the rate of 18 percent per annum from the date when such tax or installment becomes delinquent. The lien shall cover the property (in the city) of the person, partnership, or corporation liable for such tax. The lien of the occupation tax shall become fixed on and date from the time when such tax or any installment thereof becomes delinquent. The execution shall be levied by the city administrator or designee upon the property of such defendant located in such jurisdiction. Sufficient property shall be advertised and sold to pay the amount of the execution, with interest and costs. This section shall not apply to attorneys in the practice of law.

Sec. 90-125. Public hearing before increase in tax rate.

The City shall conduct at least one public hearing before adopting any ordinance or resolution which will increase the occupation tax rate authorized by this article to determine the use of any additional revenue so generated from such increase.

Sec. 90-126. Revocation and denial of licenses.

(a) All licenses issued pursuant to the provisions of this article are subject to revocation or suspension by the mayor and city council upon one or more of the following grounds:

- (1) The applicant or certificate holder is guilty of fraud in the operation of the business or occupation he practices or fraud or deceit in being licensed to practice in that area;
- (2) The applicant or certificate holder is engaged in the business or occupation under a false or assumed name, or is impersonating another practitioner of a like or different name;
- (3) The applicant or certificate holder is addicted to the habitual use of intoxicating liquors, narcotics, or stimulants to such an extent he is unable to perform his duties under the business or occupation;
- (4) The applicant or certificate holder is guilty of fraudulent, false, misleading, or deceptive advertising or practices;
- (5) The applicant or certificate holder has been convicted of or has pled guilty or nolo contendere to any sexual offense as set out in O.C.G.A. § 16-6-1 et seq., or to any offense involving the lottery, illegal possession or sale of

- narcotics or alcoholic beverages or possession or receiving of stolen property, for a period of five years immediately prior to the filing of the application. If, after having been granted a certificate, the applicant pleads guilty, is convicted of, or enters a plea of nolo contendere to any of the above offenses, said certificate shall be subject to suspension and/or revocation;
- (6) The original application, any supporting document, or renewal thereof, contains materially false information, or the applicant has deliberately sought to falsify information contained therein;
 - (7) Failure of the business to provide books and records for inspection within 30 days of a demand by the city administrator or designee as provided for in section 90-409118(b).
 - (8) The business or establishment is not authorized to operate within the city, or within the zoning district within which it is located, or is otherwise not in conformity with locational requirements of any of the city's ordinances;
 - (9) The applicant or licensee has failed to pay any fee to the city or county, has failed to make a return or pay a tax due to the tax commissioner of the county, or any other agency of the city or county government or has otherwise failed to comply with the provisions of this chapter or any other chapter of this Code of Ordinances.
 - (10) The business or establishment is a threat or nuisance to public health, safety or welfare;
 - (11) The business or establishment has been found by a court of law to have been operating unlawfully;
 - (12) Any other violation of this article; or
 - (13) Violation of another statute, ordinance, rule, or regulation that governs the operation of the business in question.
- (b) Within 45 days of the filing of a completed application, the city shall either issue an occupation tax certificate to the applicant or issue a written notice of intent to deny an occupation tax certificate for one or more reasons set forth in subsections (a)(1) through (a)(13) of this section. The notice shall be sent by certified mail, return receipt requested. The written notice shall also notify the applicant of the right to appeal said decision as designated in this section.
 - (c) Should the city administrator or designee find cause for one or more reasons set forth in subsections (a)(1) through (a)(13) of this section for an occupation tax certificate to be suspended or revoked, the city administrator or designee shall notify the occupation tax certificate holder by written notice of intent to suspend or revoke said occupation tax certificate. The notice shall be sent by certified mail, return receipt requested. Such notice shall state the grounds for the suspension or revocation of said occupation tax certificate and notify the holder of the right to appeal said decision as designated in this section.
 - (d) The city administrator or designee shall administer and enforce the provisions of this article. Should an aggrieved person or entity desire to appeal a decision of the city administrator or designee under this article, the following procedure shall apply: a notice of appeal must be filed

with the city administrator or designee within 15 calendar days after receipt of the adverse decision. The notice of appeal shall be in the form of a letter and shall clearly identify all of the objections or exceptions taken to the decision of the city. The notice of appeal shall also contain an address for receipt of future notices. Should the aggrieved person or entity fail to file a notice of appeal within the time allowed, the right to appeal is lost.

- (e) Upon receipt of a timely and proper notice of appeal, the city administrator or designee shall notify the appellant, in writing, of the date, time and place where a hearing will be held. The notice shall specify the time, place and date, not less than ten days nor more than 30 days after the date the notice is issued on which an independent hearing officer appointed by the mayor and council shall conduct a hearing on the city administrator or designee's written notice of intent to deny, suspend, or revoke the occupation tax certificate. Said hearing shall be conducted in accordance with the administrative hearing procedures as adopted by resolution of the city council.
- (f) The hearing officer appointed by the mayor and council shall issue a written decision, including specific reasons for the decision pursuant to this article, to the respondent within five days after the hearing. If the decision is to deny, suspend, or revoke an occupation tax certificate, the decision shall become final unless the applicant or certificate

holder files an appeal by petition for writ of certiorari to the Walton County Superior Court within 30 days of the date of the decision. In case of intent to deny, if the decision concludes that no grounds exist for denial, of the occupation tax certificate, the city shall, within three business days of the issuance of the decision, issue the occupation tax certificate to the applicant.

- (g) This section shall not apply to attorneys in the practice of law.

Sec. 90-127. Prior Ordinance.

To the extent that any occupation taxes are owed pursuant to an ordinance passed prior to this one, such amounts remain due and owing and the provisions of that prior ordinance will remain in effect with respect to such unpaid occupation taxes until such time as they are paid in full.

Sec. 90-128. Severability.

In the event any portion of this Article shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of Monroe that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Article which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause or phrase were not originally part of the Article.

Sec. 90-129—90-155. Reserved

To: City Council

From: Chris Croy, Central Services Director
Chris Bailey, Assistant City Administrator

Department: Central Services

Date: 11/01/24

Subject: City Hall Chiller Replacement



Budget Account/Project Name: N/A

Funding Source: ARPA

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: \$158,247.00 **Company of Record:** Mallory & Evans Service Company, Inc

Description:

Staff recommends the approval request for the replacement of the 45-ton chiller for City Hall by Mallory & Evans Service Company, Inc. in the amount of \$158,247. This unit is one (1) of three (3) chillers providing service to City Hall and is currently beyond end of life and is in need of emergency replacement. Mallory & Evans Service Company, Inc. provides all service contracts and have developed all system controls throughout the building for our current system.

Background:

The City of Monroe is continually maintaining and servicing facilities at the most efficient cost possible to extend the life of all equipment prior to replacing equipment as needed.

Attachment(s):

Proposal – 5 pages



RETROFIT PROJECT PROPOSAL

Project Name: Chiller Replacements

Prepared for:

Company Monroe Utilities
Building Name Monroe Utilities
Address 215 North Broad St.
Monroe, GA 30655

Prepared by:

Name Chad Powell
Phone # 678-557-9058
Email: chpowell@malloryevansservice.com

Date July 19, 2024



PROPOSAL

PROJECT: Chiller Replacements

Monroe Utilities
Monroe Utilities
215 North Broad St.
Monroe, GA 30655

Proposal # 24R-175
Date: July 19, 2024

INTRODUCTION

Mallory and Evans Service is pleased to present our solution to help you meet the needs of your project requirements. We have analyzed and considered the factors that will provide the foundation for a successful project and have developed a plan that will minimize interruptions to your daily operations and that will provide added value to your organization. As is our custom, the project will be completed on schedule and installed to the highest quality standards.

As your partner, Mallory and Evans Service is committed to the success of this project. Our reputation for excellence, developed over 60 + years of industry experience, depends on it. The following detailed proposal for the above-referenced project will provide insight into the specific details of our approach to complete this work.

We appreciate the opportunity to earn your business and provide an outstanding customer experience.

Mallory & Evans Service proposes to furnish labor and material to perform the services as described below.

SCOPE OF WORK

- Order chiller to replace existing 45-ton chiller that has S# 5000F50124.
- Schedule work with customer when equipment arrives.
- Drain chiller, disconnect electrical and controls.
- Use crane to remove existing chiller, set new chiller, and properly dispose of existing chiller.
- Reconnect piping, electrical, and controls to new chiller. Replace fuses in disconnect by chiller.
- Reuse heat trace electrical circuit, install new heat trace on exposed piping, and cover exposed water piping with insulation with aluminum wrap.
- Have factory startup done on new chiller.



PROPOSAL

SCOPE OF WORK CONTINUED

- **Add \$97,555.00 to replace existing 15-ton chiller that has S# 1301F72967.
- **Add \$136,454.00 to replace existing 35-ton chiller that has S# 1201F71358.
- **Add \$8,657.00 for pulling new BACnet cable to chiller(s) and connecting to controls system.

EQUIPMENT SPECIFICATIONS

Trane CGAM 52 nominal ton chiller to replace existing 45 nominal ton chiller.
 Optional: Trane CGAM 35 nominal ton chiller to replace existing 35 nominal ton chiller.
 Optional: Trane CGAM 20 nominal ton chiller to replace existing 15 nominal ton chiller.

CLARIFICATIONS AND EXCLUSIONS

1. Chiller to be replaced on a weekend. All other work to be performed during normal working hours, Monday through Friday, 7 AM to 3:30 PM, excluding holidays.
2. The proposal includes all applicable taxes.
3. Abatement of hazardous materials, including asbestos and mold, are excluded from this scope of work.
4. Engineering is excluded unless specifically detailed in the scope of work.
5. Bonds of any kind are excluded from this proposal.
6. Reusing all piping, electrical, and controls. Chillers will still only have a start/stop point and a pump start signal originating from the chiller unless BACnet option is purchased at time of proposal approval.
7. New chillers to be slightly taller with tallest chiller being 84-13/16 inches tall. Tallest existing chiller is approximately 79-1/2 inches tall.
8. Customer to block N Wayne St. next to chillers for the lift.



PROPOSAL

PROJECT INVESTMENT

Your investment to perform this work is \$ 158,247

Payment terms are net 30 days from the invoice date.

The estimated schedule to complete this work from the delivery of major equipment is 2 Days.
This agreement will be honored for 30 days from the date of this proposal, at which time prices and schedules will be re-estimated.

Debit and credit card payments will incur a service fee of 3.5%. Payments by cash, check or ACH remain at the quoted rate.

Offered By:
Mallory & Evans Service Co., Inc.
Lic: CN210387

Accepted By:
Monroe Utilities

Prepared by: Chad Powell
Title: Account Manager
Date: July 19, 2024

Accepted By: _____
Title: _____
Date: _____

Signature

Signature

Confidentiality: In consideration of and as a condition to receiving this Proposal, customer agrees that the scope of services and pricing contained herein is the intellectual property of Mallory & Evans Service Company, Inc. and is provided to the customer for the sole purpose of entering into an agreement with Mallory & Evans Service Company, Inc. to perform such services. Customer agrees to keep confidential and not to disclose this Proposal to any third party without the expressed written consent of Mallory & Evans Service Company, Inc.



PROPOSAL

GENERAL TERMS AND CONDITIONS

1. Unless otherwise stated in the Agreement, Mallory & Evans Service (the "Company") warrants its services as follows: 1) new equipment - labor and parts for one (1) year; 2) component (part) replacement - labor on new parts installed by the Company for six (6) months and the component (part) according to manufacturer's terms; 3) workmanship - twelve (12) months and free correction of any work that was not performed according to industry standards and/or manufacturer's specifications; 4) repairs - six (6) months from repair date (warranty provides free correction of any repair that has failed due to improper workmanship; it does not cover a repair that has failed due to age or maintainability of the component and/or system. Warranty does not extend to repair work when attempting to repair equipment and/or components that are at the end of their economic life and the Company will notify the building owner/operator when equipment/components are at this stage and should be replaced); 5) rentals - rental equipment when shipped shall be in good operating condition. If equipment is not received in such condition, Renter shall note "carrier" bill of lading and notify the Company of defects/damages in equipment within 48 hours upon delivery, after which equipment will be presumed to be accepted. If equipment is damaged due to the fault of the Customer, the Company, at its option, shall either repair or replace equipment, subject to availability.
2. Customer shall be responsible for all taxes applicable to the services and materials provided under this Agreement. In the event Customer defaults in payment, Customer shall be liable for all collection costs, including attorney's fees, incurred.
3. If any invoice remains unpaid for thirty (30) days, the Company may terminate this Agreement upon written notice to Customer.
4. Customer agrees to furnish safe and free access to all equipment to carry out the terms of this Agreement. Customer shall make available all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
5. Installation dates given in advance are estimated and subject to equipment, material, and labor availability. All planned work shall be performed during the Company's regular working hours unless noted otherwise in the Scope of Work. In the event Customer requires expedition in shipment or completion of work, Customer agrees to pay for any associated costs, unless noted otherwise in Scope of Work. In the event, Customer requires a delay in shipment or completion of work, billing, and payment pursuant to this Agreement shall not be withheld or delayed on such account. On arrival of any equipment, goods, or material at the shipping address specified, Customer shall assume all risk of loss or damage to such items.
6. Any alteration to, or deviation from, this Agreement involving extra work, cost of material, or labor will be at an extra charge over the sum stated in this Agreement.
7. Customer assumes responsibility for the normal fluctuations in local market material and labor conditions. The Agreement price does not take into account conditions beyond the Company's reasonable control such as cost escalations for materials and labor including, but not limited to, increased foreign demand on domestic raw materials, increased shipping costs, higher fuel, and energy costs, and current U.S. international relations. Mallory & Evans Service is fully committed to making every attempt to clearly identify these possible cost fluctuations and make Customers aware of them immediately. The parties agree that increased costs due to material or labor escalation and lack of available materials if such are beyond the Company's reasonable control, shall provide the basis for a change order to the contract for the cost of the materials or labor escalation and the time of completion of the contract shall be adjusted in the event materials are unavailable and affect the critical path of the project.
8. Mallory & Evans Service's Scope of Work does not include the identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or similarly hazardous substances. In the event the Company encounters any such material, it will notify Customer, suspend work and remove its employees until the hazard is corrected or it is determined no hazard exists. The time of completion of the work shall be extended to the extent caused by suspension and the contract price adjusted accordingly.
9. Mallory & Evans Service is not liable for damage caused by acts of God, fire, failure of maintenance, failure of equipment or facilities not belonging to Company (including, but not limited to, utility service), government order or regulation, acts by the Customers or its agents, or any other circumstances beyond the reasonable control of the Company.
10. To the extent coverage limits afforded by the policies of insurance of Mallory & Evans Service, the Company shall indemnify and hold the Owner harmless from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of the Company under this Agreement, to the extent that any such claim, damage, loss or expense is caused by the negligence of any employees or agents of the Company. Customer shall indemnify and hold the Company harmless from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of Customer under this Agreement. These provisions shall survive the termination of the Agreement with respect to any matters occurring prior to termination.
11. Mallory & Evans Service shall not, under any circumstance, whether arising in contract, tort (including negligence), or other grounds, be responsible to Customer or any other party for loss of use, lost profits, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect or consequential damages.
12. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver.
13. This Agreement shall be binding upon the parties and their respective successors and assigns.
14. The parties agree to treat all information concerning the other party that is furnished or made available as confidential.
15. This Agreement, when accepted and approved by the Customer and Mallory & Evans Service, constitutes the entire Agreement, and all related prior representations or agreements, whether written or oral, are hereby superseded. No additions or changes to this Agreement shall be accepted unless made in writing and signed by both parties.
16. The laws of the State of Georgia shall govern this Agreement. If any portion of this Agreement is held invalid or is otherwise unenforceable, the remaining parts or portions thereof shall be given full force and effect.

**AN ORDINANCE TO AMEND CHAPTER 6 – ALCOHOLIC BEVERAGES OF
THE CODE OF ORDINANCES OF THE CITY OF MONROE, GEORGIA,
REGARDING THE PERMITTED SALE AND USE OF ALCOHOL INSIDE THE
CITY LIMITS**

**THE MAYOR AND COUNCIL OF THE CITY OF MONROE HEREBY ORDAIN
AS FOLLOWS:**

ARTICLE I.

The Code of Ordinances of the City of Monroe, is hereby amended by implementing the below text amendments related to the noted sections of Chapter 6 – Alcoholic Beverages of the Code of Ordinances as follows:

SEE “**EXHIBIT A**” ATTACHED HERETO AND INCORPORATED HEREIN
BY REFERENCE FOR THE COMPLETE TEXT AMENDMENT.

Note: Text which is stricken shall be removed from the Code of Ordinances of the City of Monroe. Text which is underlined shall be added to the Code of Ordinances of the City of Monroe.

ARTICLE II.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ARTICLE III.

This ordinance shall take effect from and after its adoption by the Mayor and Council of the City of Monroe, Georgia.

FIRST READING. This 8th day of October, 2024.

SECOND READING AND ADOPTED on this 12th day of November, 2024.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)

John S. Howard, Mayor

Attest: _____ (SEAL)

Beverly Harrison, Interim City Clerk

EXHIBIT “A”

Chapter 6 – Alcoholic Beverages

Sec. 6-84. – Hours and days of sale

(a) Distilled spirits shall not be sold for consumption on the premises except between the hours of 9:00 a.m. until ~~4:00~~ 12:00 a.m. Monday through Saturday.

(b) Distilled spirits shall not be sold for consumption at any time in violation of state law or any local ordinance or regulation or of any special order of the mayor and city council.

(c) The sale of distilled spirits for consumption on the premises is permitted on Sundays from 11:00 a.m. until 12:00 midnight provided a Sunday sales license has been obtained.

(d) Distilled spirits may be sold for consumption on the premises from 12:00 midnight to 1:30 a.m. on January 1, New Year's Day of any year.

(e) Licensees holding a retail consumption dealer license under Article II of this Chapter shall not permit patrons to remain on their premises after 1:00 a.m., Monday through Sunday, except on January 1, New Year's Day, of any year, the licensee may permit patrons to remain on their premises until 2:00 a.m.

Sec. 6-108. – Hours and days of sale

(a) Beer or wine shall not be sold for consumption on the premises except between the hours of 9:00 a.m. and ~~4:00~~ 12:00 a.m. Monday through Saturday.

(b) No beer or wine shall be sold for consumption at any time in violation of state law or any local ordinance or regulation or of any special order of the mayor and city council.

(c) The sale of beer or wine on the premises is permitted on Sundays from 11:00 a.m. until 12:00 midnight provided a Sunday sales license has been obtained.

(d) Beer and/or wine may be sold for consumption on the premises from 12:00 midnight to 1:30 a.m. on, January 1, New Year's Day of any year.

(e) Licensees holding a retail consumption dealer license under Article III of this Chapter shall not permit patrons to remain on their premises after 1:00 a.m., Monday through Sunday, except on January 1, New Year's Day, of any year, the licensee may permit patrons to remain on their premises until 2:00 a.m.

Sec. 6-335. – Hours and days of sale

(a) No alcoholic beverages shall be sold for consumption on the premises of private clubs except between the hours of 9:00 a.m. and ~~4:55~~ 12:00 a.m. Monday through Saturday.

(b) Alcoholic beverages shall not be sold for consumption at any time in violation of any state law or local ordinance or regulation or of any special order of the mayor and city council.

(c) The sale of alcoholic beverages for consumption on the premises is permitted on Sundays from 12:30 p.m. until 12:00 midnight in a private club or sports club provided a Sunday sales license has been obtained.

To: City Council
From: Logan Propes
Department: All
Date: 10/2/2024
Subject: Adopt restated adoption agreement & addendum for GMEBS



Budget Account/Project Name:

Funding Source:

Budget Allocation: \$.00

Budget Available: \$.00

Requested Expense: \$.00 **Company of Record:**

Description:

To update the plan to comply with the PATH Act, other applicable federal laws and guidance under IRS Notice 2020-14.

On August 31, 2023 the IRS issued a favorable opinion for the amended & restated third six-year cycle GMA employees defined benefit plan. The plan, as approved, incorporates federal law updates, as well as administrative updates adopted by the board of trustees of GMEBS. The IRS requires each adopting employer sign and update the DB Plan Adoption Agreement and Addendum.

Attachment(s):

Summary of Amendments and changes
Georgia Opinion Letter DB Plan from the IRS

**AN ORDINANCE TO AMEND THE GEORGIA MUNICIPAL EMPLOYEES BENEFIT
SYSTEM PLAN REGARDING THE RETIREMENT PLAN FOR THE EMPLOYEES OF
THE CITY OF MONROE**

**THE MAYOR AND COUNCIL OF THE CITY OF MONROE HEREBY ORDAIN AS
FOLLOWS:**

This is an Ordinance to amend and restate the Retirement Plan for the Employees of the City of Monroe, Georgia in accordance with and subject to the terms and conditions set forth in the attached Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement. When accepted by the authorized officers of the City and GMEBS, the foregoing shall constitute a Contract between the City and GMEBS, all as authorized and provided by O.C.G.A. § 47-5-1 et seq.

BE IT ORDAINED by the Mayor and Council of the City of Monroe, Georgia, and it is hereby ordained by the authority thereof:

Section 1. The Retirement Plan for the Employees of the City of Monroe, Georgia is hereby amended and restated as set forth in and subject to the terms and conditions stated in the following Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement.

SEE EXHIBIT "A" Attached hereto and incorporated herein by reference for the complete Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement.

Section 2. Except as otherwise specifically required by law or by the terms of the Basic Plan Document or Adoption Agreement (or any Addendum), the rights and obligations under the Plan with respect to persons whose employment with the City was terminated or who vacated office with the City for any reason whatsoever prior to the effective date of this Ordinance are fixed and shall be governed by such Plan, if any, as it existed and was in effect at the time of such termination.

Section 3. The effective date of this Ordinance shall be January 1, 2025.

Section 4. All Ordinances and parts of ordinances in conflict herewith are expressly repealed.

FIRST READING. This 8th day of October 2024.

SECOND READING AND ADOPTED on this 12th day of November 2024.

CITY OF MONROE, GEORGIA

(SEAL)

By: _____
John S. Howard, Mayor

Attest: _____
Beverly Harrison, Interim City Clerk

**RISK MANAGEMENT AND
EMPLOYEE BENEFITS
SERVICES****BOARD OF TRUSTEES**

Chair
Marcia Hampton
City Manager, Douglasville

Vice-Chair
Shelly Berryhill
Commissioner, Hawkinsville

Secretary-Treasurer
Larry H. Hanson
CEO and Executive Director

Trustees:

Betty Cason
Mayor, Carrollton

Jason Holt
Mayor, Fitzgerald

Meg Kelsey
Asst. City Manager, Newnan

Jessica O'Connor
City Manager, Griffin

W.D. Palmer, III
Councilmember, Camilla

John Reid
Mayor, Eatonton

Sammy Rich
City Manager, Rome

Julie Smith
Mayor, Tifton

JoAnne Taylor
Mayor, Dahlgonega

Albert Thurman
Mayor, Powder Springs

Rebecca L. Tydings
City Attorney, Centerville

Clemontine Washington
Mayor Pro Tem, Midway

Vince Williams
Mayor, Union City

EXECUTIVE STAFF

Randy Logan
Deputy Executive Director

August 26, 2024

MEMORANDUM VIA E-MAIL

(lpropes@monroega.gov)

TO: Mr. Logan Propes
City Administrator

FROM: Mr. Kevin Jeselnik
Assistant General Counsel

SUBJECT: **Action Required: Georgia Municipal Employees Benefit System
Defined Benefit Retirement Plan Restatement**

The City of Monroe previously adopted the Georgia Municipal Employees Benefit System ("GMEBS") Defined Benefit Retirement Plan ("Plan"), which is comprised of the Basic Plan Document, Adoption Agreement, General Addendum and Service Credit Purchase Addendum. The Plan is considered a "qualified plan" under the Internal Revenue Code, which is important to ensure the tax-exempt status of the trust fund.

To protect the Plan's tax-qualified status, GMEBS filed draft restated Plan documents, updated to include recent amendments and comply with changes in federal tax law, with the IRS on June 29, 2022. On August 31, 2023, the IRS issued a favorable opinion letter ("IRS opinion letter") for the restated Plan documents. The IRS opinion letter provides assurance to employers providing retirement benefits for their employees through the GMEBS Plan that GMEBS is maintaining a qualified pension benefit program that allows employees to accrue benefits tax-free until retirement benefits are distributed to them.

To ensure continued tax-qualified status for all GMEBS-member retirement plans, all participating employers must readopt their plans using the most recent IRS-approved document templates. To that end, we have completed the attached documents, which include the benefit and eligibility provisions that you currently have in place, for the city's approval.

If the draft documents are acceptable, please have the designated representatives sign and date where indicated (Adoption Agreement, p. 37, General Addendum, p. 4, and Service Credit Purchase Addendum, p. 6). Next, please scan and email the documents to Gina Gresham at rgresham@gacities.com no later than **October 30, 2024**. We will then countersign the documents and return electronic copies to you. Please note, GMEBS will not execute documents that have been edited by the city. If the documents require revisions, please let us know before adopting them.

Mr. Logan Propes
August 26, 2024
Page 2

The draft documents will take effect on the date of their approval by the city. **Please note that per O.C.G.A. § 47-5-40, the Adoption Agreement has been drafted in the form of an ordinance.**

We have also attached a copy of the restated Basic Plan Document and Amendment 1, which do not need to be adopted by the City of Monroe. Finally, we have included a summary of key amendments to the Plan relating to the restatement.

If you have any questions about the information provided in this letter or require further information, please contact Gina Gresham.

Encl.

C: Mr. Russell Preston & Mr. Paul Rosenthal, City Attorneys, City of Monroe (w/ encl.)
Ms. Marinetty Bienvenu, Director, Retirement Quality Assurance (w/o encl.)
Ms. Michelle Warner, Director, GMEBS Retirement and DC Programs (w/o encl.)
Ms. Gwin Hall, Senior Associate General Counsel (w/o encl.)

GEORGIA MUNICIPAL EMPLOYEES
BENEFIT SYSTEM

DEFINED BENEFIT RETIREMENT PLAN

AN ORDINANCE
and
ADOPTION AGREEMENT
for
City of Monroe

Form Pre-approved Plan Adoption Agreement
Amended and Restated for Third Six-Year Cycle, 2020 Cumulative List

TABLE OF CONTENTS

	<u>PAGE</u>
I. AN ORDINANCE	1
II. GMEBS DEFINED BENEFIT RETIREMENT PLAN	
ADOPTION AGREEMENT	2
1. ADMINISTRATOR	2
2. ADOPTING EMPLOYER.....	2
3. GOVERNING AUTHORITY	2
4. PLAN REPRESENTATIVE.....	2
5. PENSION COMMITTEE	3
6. TYPE OF ADOPTION	3
7. EFFECTIVE DATE.....	3
8. PLAN YEAR	4
9. CLASSES OF ELIGIBLE EMPLOYEES.....	5
A. Eligible Regular Employees	5
B. Elected or Appointed Members of the Governing Authority	5
10. ELIGIBILITY CONDITIONS.....	6
A. Hours Per Week (Regular Employees).....	6
B. Months Per Year (Regular Employees)	7
11. WAITING PERIOD.....	7
12. ESTABLISHING PARTICIPATION IN THE PLAN	7
13. CREDITED SERVICE	8
A. Credited Past Service with Adopting Employer	8
B. Prior Military Service	9
C. Prior Governmental Service.....	11
D. Leave Conversion for Unused Paid Time Off (e.g., Sick, Vacation, or Personal Leave).....	13
14. RETIREMENT ELIGIBILITY.....	14
A. Early Retirement Qualifications	14
B. Normal Retirement Qualifications	15
C. Alternative Normal Retirement Qualifications	17
D. Disability Benefit Qualifications	21
15. RETIREMENT BENEFIT COMPUTATION.....	21
A. Maximum Total Credited Service.....	21
B. Monthly Normal Retirement Benefit Amount.....	22
C. Monthly Early Retirement Benefit Amount	24
D. Monthly Late Retirement Benefit Amount (check one):	25
E. Monthly Disability Benefit Amount	26
F. Minimum/Maximum Benefit For Elected Officials	26
16. SUSPENSION OF BENEFITS FOLLOWING BONA FIDE SEPARATION OF SERVICE; COLA.....	27

A.	Re-Employment as Eligible Employee After Normal, Alternative Normal, or Early Retirement and Following Bona Fide Separation of Service (see Basic Plan Document Section 6.06(c) Regarding Re-Employment as an Ineligible Employee and Basic Plan Document Section 6.06(e) and (f) Regarding Re-Employment After Disability Retirement)	27
B.	Cost Of Living Adjustment.....	28
17.	TERMINATION OF EMPLOYMENT BEFORE RETIREMENT; VESTING	29
A.	Eligible Regular Employees	29
B.	Elected or Appointed Members of the Governing Authority	30
18.	PRE-RETIREMENT DEATH BENEFITS	30
A.	In-Service Death Benefit.....	30
B.	Terminated Vested Death Benefit.....	32
19.	EMPLOYEE CONTRIBUTIONS	33
20.	MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT	34
21.	TERMINATION OF THE ADOPTION AGREEMENT	34
22.	EMPLOYER ADOPTION AND AUTHORIZATION FOR AMENDMENTS	34

I. AN ORDINANCE

An Ordinance to amend and restate the Retirement Plan for the Employees of the City of Monroe, Georgia, in accordance with and subject to the terms and conditions set forth in the attached Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement. When accepted by the authorized officers of the City and GMEBS, the foregoing shall constitute a Contract between the City and GMEBS, all as authorized and provided by O.C.G.A. § 47-5-1 et seq.

BE IT ORDAINED by the Mayor and Council of the City of Monroe, Georgia, and it is hereby ordained by the authority thereof:

Section 1. The Retirement Plan for the Employees of the City of Monroe, Georgia, is hereby amended and restated as set forth in and subject to the terms and conditions stated in the following Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement.

Ordinance continued on page 38

II. GMEBS DEFINED BENEFIT RETIREMENT PLAN **ADOPTION AGREEMENT**

1. ADMINISTRATOR

Georgia Municipal Employees Benefit System
201 Pryor Street, SW
Atlanta, Georgia 30303
Telephone: 404-688-0472
Facsimile: 404-577-6663

2. ADOPTING EMPLOYER

Name: **City of Monroe, Georgia**

3. GOVERNING AUTHORITY

Name: **Mayor and Council of the City of Monroe**
Address: **P.O. Box 1249, Monroe, GA 30655-1249**
Phone: **(770) 267-7536**
Facsimile: **(770) 267-2319**

4. PLAN REPRESENTATIVE

[To represent Governing Authority in all communications with GMEBS and Employees]
(See Section 2.49 of Basic Plan Document)

Name: **City Administrator**
Address: **P.O. Box 1249, Monroe, GA 30655-1249**
Phone: **(770) 267-7536**
Facsimile: **(770) 267-2319**

5. PENSION COMMITTEE

[Please designate members by position. If not, members of Pension Committee shall be determined in accordance with Article XIV of the Basic Plan Document]

Position: Mayor

Position: City Finance Committee Chairman

Position: City Administrator

Position: City Finance Director

Position: City HR/Payroll Supervisor

Pension Committee Secretary: **City Administrator**

Address: **P.O. Box 1249, Monroe, GA 30655-1249**

Phone: **(770) 267-7536**

Facsimile: **(770) 267-2319**

6. TYPE OF ADOPTION

This Adoption Agreement is for the following purpose (**check one**):

- ☐ This is a new defined benefit plan adopted by the Adopting Employer for its Employees. This plan does not replace or restate an existing defined benefit plan.
- ☐ This is an amendment and restatement of the Adopting Employer's preexisting non-GMEBS defined benefit plan.
- ☒ This is an amendment and restatement of the Adoption Agreement previously adopted by the Employer, as follows (**check one or more as applicable**):
 - ☒ To update the Plan to comply with the PATH Act, and other applicable federal laws and guidance under IRS Notice 2020-14 (the 2020 Cumulative List).
 - ☐ To make the following amendments to the Adoption Agreement (**must specify below revisions made in this Adoption Agreement; all provisions must be completed in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

7. EFFECTIVE DATE

NOTE: This Adoption Agreement and any Addendum, with the accompanying Basic Plan Document, is designed to comply with Internal Revenue Code Section 401(a), as applicable to a governmental qualified defined benefit plan, and is part of the GMEBS Defined Benefit Retirement Plan. Plan provisions designed to comply with certain provisions of the Protecting Americans from Tax Hikes Act of 2015 ("PATH Act"); and Plan provisions designed to comply with certain provisions of additional changes in federal law and guidance from the Internal Revenue Service under Internal Revenue Service Notice 2020-14 (the 2020 Cumulative List) are effective as of the applicable effective dates set forth in the Adoption Agreement and Basic Plan Document. By adopting this Adoption Agreement, with its accompanying Basic Plan Document,

the Adopting Employer is adopting a plan document intended to comply with Internal Revenue Code Section 401(a), as updated by the PATH Act and the 2020 Cumulative List with the applicable effective dates.

- (1) Complete this item (1) only if this is a new defined benefit plan which does not replace or restate an existing defined benefit plan.**

The effective date of this Plan is ____.

(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted).

- (2) Complete this item (2) only if this Plan is being adopted to replace a non-GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Basic Plan Document or in this Adoption Agreement, the effective date of this restatement shall be ____ **(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted (unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))).** This Plan is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which became effective on ____ **(insert original effective date of preexisting plan).**

- (3) Complete this item (3) only if this is an amendment and complete restatement of the Adopting Employer's existing GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Basic Plan Document or in this Adoption Agreement, the effective date of this restatement shall be the date of its approval by the Governing Authority **(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted (unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))).**

This Plan is adopted as an amendment and restatement of the Employer's preexisting GMEBS Adoption Agreement, which became effective on January 1, 2022 **(insert effective date of most recent Adoption Agreement preceding this Adoption Agreement).**

The Employer's first Adoption Agreement became effective September 1, 2003 **(insert effective date of Employer's first GMEBS Adoption Agreement).** The Employer's GMEBS Plan was originally effective August 1, 1973 **(insert effective date of Employer's original GMEBS Plan).** (If the Employer's Plan was originally a non-GMEBS Plan, then the Employer's non-GMEBS Plan was originally effective ____ **(if applicable, insert effective date of Employer's original non-GMEBS Plan).**)

8. PLAN YEAR

Plan Year means **(check one):**

- ☐ Calendar Year
☐ Employer Fiscal Year commencing _____.
☒ Other (must specify month and day commencing): August 1.

9. CLASSES OF ELIGIBLE EMPLOYEES

Only Employees of the Adopting Employer who meet the Basic Plan Document's definition of "Employee" may be covered under the Adoption Agreement. Eligible Employees shall not include non-governmental employees, independent contractors, leased employees, nonresident aliens, or any other ineligible individuals, and this Section 9 must not be completed in a manner that violates the "exclusive benefit rule" of Internal Revenue Code Section 401(a)(2).

A. Eligible Regular Employees

Regular Employees include Employees, other than elected or appointed members of the Governing Authority or Municipal Legal Officers, who are regularly employed in the services of the Adopting Employer. Subject to the other conditions of the Basic Plan Document and the Adoption Agreement, the following Regular Employees are eligible to participate in the Plan (check one):

- ☒ **ALL** - All Regular Employees, provided they satisfy the minimum hour and other requirements specified under "Eligibility Conditions" below.
☐ **ALL REGULAR EMPLOYEES EXCEPT** for the following employees (must specify; specific positions are permissible; specific individuals may not be named): _____.

B. Elected or Appointed Members of the Governing Authority

An Adopting Employer may elect to permit participation in the Plan by elected or appointed members of the Governing Authority and/or Municipal Legal Officers, provided they otherwise meet the Basic Plan Document's definition of "Employee" and provided they satisfy any other requirements specified by the Adopting Employer. Municipal Legal Officers to be covered must be specifically identified by position. Subject to the above conditions, the Employer hereby elects the following treatment for elected and appointed officials:

(1) Elected or Appointed Members of the Governing Authority (check one):

- ☐ **ARE NOT** eligible to participate in the Plan.
☒ **ARE** eligible to participate in the Plan.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date, or special waiting period provision): Each elected or appointed member of the Governing Authority who holds office on November 1, 2004, shall be qualified to participate in the Plan on such date. Each other elected or appointed member of the Governing Authority who holds office after November 1, 2004, shall be qualified to participate in the Plan on the first day of the month immediately following or coinciding with the first date after November 1, 2004, that such member occupies any elective office of

the Governing Authority. (Participation became mandatory effective September 1, 2003. See Section 12 of this Adoption Agreement concerning mandatory participation in the Plan.) In accordance with Section 4.03(b) of the Basic Plan Document, an elected or appointed member of the Governing Authority who initially takes office or returns to office on or after January 1, 2015, shall be qualified to participate in the Plan on the date such member initially takes such office or returns to office.

(2) Municipal Legal Officers (check one):

- ☒ **ARE NOT** eligible to participate in the Plan.
- ☐ **ARE** eligible to participate in the Plan. The term "Municipal Legal Officer" shall include only the following positions **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date) **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):** _____.

10. ELIGIBILITY CONDITIONS

A. Hours Per Week (Regular Employees)

The Adopting Employer may specify a minimum number of work hours per week which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Regular Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum hour requirement for Regular Employees:

- ☐ No minimum
- ☐ 20 hours/week (regularly scheduled)
- ☒ 30 hours/week (regularly scheduled)
- ☐ Other: _____ (must not exceed 40 hours/week regularly scheduled)

Exceptions: If a different minimum hour requirement applies to a particular class or classes of Regular Employees, please specify below the classes to whom the different requirement applies and indicate the minimum hour requirement applicable to them.

Class(es) of Regular Employees to whom exception applies **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Minimum hour requirement applicable to excepted Regular Employees:

- ☐ No minimum
- ☐ 20 hours/week (regularly scheduled)
- ☐ 30 hours/week (regularly scheduled)
- ☐ Other: _____ (must not exceed 40 hours/week regularly scheduled)

B. Months Per Year (Regular Employees)

The Adopting Employer may specify a minimum number of work months per year which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum requirement for Regular Employees:

- ☐ No minimum
- ☒ At least 6 months per year (regularly scheduled)

Exceptions: If different months per year requirements apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

The months to year requirement for excepted class(es) are:

- ☐ No minimum
- ☐ At least _____ months per year (regularly scheduled)

11. WAITING PERIOD

Except as otherwise provided in Section 4.02(b) of the Basic Plan Document, Eligible Regular Employees shall not have a waiting period before participating in the Plan. Likewise, elected or appointed members of the Governing Authority and Municipal Legal Officers, if eligible to participate in the Plan, shall not have a waiting period before participating in the Plan.

12. ESTABLISHING PARTICIPATION IN THE PLAN

Participation in the Plan is considered mandatory for all Eligible Employees who satisfy the eligibility conditions specified in the Adoption Agreement, except as provided in Section 4.03(e) of the Basic Plan Document. However, the Employer may specify below that participation is optional for certain classes of Eligible Employees, including Regular Employees, elected or appointed members of the Governing Authority, Municipal Legal Officers, City Managers, and/or Department Heads. If participation is optional for an Eligible Employee, then in order to become a Participant, the Employee must make a written election to participate within 120 days after employment, election or appointment to office, or if later, the date the Employee first becomes eligible to participate in the Plan. The election is irrevocable, and the failure to make the election within the 120 day time limit shall be deemed an irrevocable election not to participate in the Plan.

Classes for whom participation is optional (**check one**):

- ☒ None (Participation is mandatory for all Eligible Employees except as provided in Section 4.03(e) of the Basic Plan Document).

- ☐ Participation is optional for the following Eligible Employees (**must specify - specific positions are permissible; specific individuals may not be named; all positions or classes specified must be Eligible Employees**): _____.

13. CREDITED SERVICE

In addition to Current Credited Service the Adopting Employer may include as Credited Service the following types of service:

A. Credited Past Service with Adopting Employer

Credited Past Service means the number of years and complete months of Service with the Adopting Employer prior to the date an Eligible Employee becomes a Participant which are treated as credited service under the Plan.

(1) **Eligible Employees Employed on Original Effective Date of GMEBS Plan.**

With respect to Eligible Employees who are employed by the Adopting Employer on the original Effective Date of the Employer's GMEBS Plan, Service with the Adopting Employer prior to the date the Eligible Employee becomes a Participant (including any Service prior to the Effective Date of the Plan) shall be treated as follows (**check one**):

- ☒ All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).
- ☐ All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except for Service rendered prior to _____ (**insert date**).
- ☐ All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except as follows (**must specify other limitation in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.
- ☐ No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

(2) **Previously Employed, Returning to Service after Original Effective Date.** If an Eligible Employee is not employed on the original Effective Date of the Employer's GMEBS Plan, but returns to Service with the Adopting Employer sometime after the Effective Date, said Eligible Employee's Service prior to becoming a Participant (including any Service prior the Effective Date) shall be treated as follows (**check one**):

- ☐ All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), subject to any limitations imposed above with respect to Eligible Employees employed on the Effective Date.
- ☒ All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), provided that after returning to employment,

the Eligible Employee performs Service equal to the period of the break in Service or one (1) year, whichever is less. Any limitations imposed above with respect to Eligible Employees employed on the Effective Date shall also apply.

- ☐ No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

Other limitation(s) on Recognition of Credited Past Service **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **In addition to the above limitations, and notwithstanding any other provision to the contrary, Credited Past Service shall not include any tenure of office as an elected or appointed member of the Governing Authority prior to November 1, 2004, unless the Participant was serving as an elected or appointed member of the Governing Authority or Eligible Regular Employee on November 1, 2004.**

(3) Eligible Employees Initially Employed After Effective Date. If an Eligible Employee's initial employment date is after the original Effective Date of the Employer's GMEBS Plan, said Employee's Credited Past Service shall include only the number of years and complete months of Service from the Employee's initial employment date to the date the Employee becomes a Participant in the Plan.

(4) Newly Eligible Classes of Employees. If a previously ineligible class of Employees becomes eligible to participate in the Plan, the Employer must specify in an addendum to this Adoption Agreement whether and to what extent said Employees' prior service with the Employer shall be treated as Credited Past Service under the Plan.

B. Prior Military Service

Note: This Section does not concern military service required to be credited under USERRA – See Section 3.02 of the Basic Plan Document for rules on the crediting of USERRA Military Service.

(1) Credit for Prior Military Service.

The Adopting Employer may elect to treat military service rendered prior to a Participant's initial employment date or reemployment date as Credited Service under the Plan. Unless otherwise specified by the Employer under "Other Conditions" below, the term "Military Service" shall be as defined in the Basic Plan Document. Except as otherwise required by federal or state law or under "Other Conditions" below, Military Service shall not include service which is credited under any other local, state, or federal retirement or pension plan.

Military Service credited under this Section shall not include any service which is otherwise required to be credited under the Plan by federal or state law. Prior Military Service shall be treated as follows **(check one)**:

- ☐ Prior Military Service is **not** creditable under the Plan **(if checked, skip to Section 13.C. – Prior Governmental Service).**

- ☒ Prior Military Service shall be counted as Credited Service for the following purposes (check one or more as applicable):

- ☒ Computing amount of benefits payable.
- ☐ Meeting minimum service requirements for vesting.
- ☒ Meeting minimum service requirements for benefit eligibility.

(2) Maximum Credit for Prior Military Service.

Credit for Prior Military Service shall be limited to a maximum of _____ years **(insert number)**.

(3) Rate of Accrual for Prior Military Service.

Credit for Prior Military Service shall accrue at the following rate **(check one)**:

- ☐ One month of military service credit for every _____ month(s) **(insert number)** of Credited Service with the Adopting Employer.
- ☐ One year of military service credit for every _____ year(s) **(insert number)** of Credited Service with the Adopting Employer.
- ☐ All military service shall be creditable (subject to any caps imposed above) after the Participant has completed _____ years **(insert number)** of Credited Service with the Employer.
- ☒ Other requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **Military Service shall be creditable upon full payment by the Participant for such service, subject to the conditions listed below.**

(4) Payment for Prior Military Service Credit (check one):

- ☐ Participants shall **not** be required to pay for military service credit.
- ☒ Participants shall be required to pay for military service credit as follows:
 - ☒ The Participant must pay **100%** of the actuarial cost of the service credit (as defined below).
 - ☐ The Participant must pay an amount equal to **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

Other Conditions for Award of Prior Military Service Credit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **For purposes of this provision, the definition of "Military Service" contained in Section 2.42 of the Basic Plan Document shall control, except that the second sentence of said definition shall not apply. In order to receive Military Service credit hereunder, the Participant must**

submit to the Pension Committee Secretary a copy of the Participant's DD-214 (military separation papers), reflecting the Participant's prior Military Service. See Service Credit Purchase Addendum for additional conditions.

(5) **Limitations on Service Credit Purchases.** Unless otherwise specified in an Addendum to the Adoption Agreement, for purposes of this Section and Section 13.C. concerning prior governmental service credit, the term "actuarial cost of service credit" is defined as set forth in the Service Credit Purchase Addendum. In the case of a service credit purchase, the Participant shall be required to comply with any rules and regulations established by the GMEBS Board of Trustees concerning said purchases.

C. Prior Governmental Service

Note: A Participant's prior service with other GMEBS employers shall be credited for purposes of satisfying the minimum service requirements for Vesting and eligibility for Retirement and pre-retirement death benefits as provided under Section 9.05 of the Basic Plan Document, relating to portability service. This Section 13(C) does not need to be completed in order for Participants to receive this portability service credit pursuant to Section 9.05 of the Basic Plan Document.

(1) Credit for Prior Governmental Service.

The Adopting Employer may elect to treat governmental service rendered prior to a Participant's initial employment date or reemployment date as creditable service under the Plan. Subject to any limitations imposed by law, the term "prior governmental service" shall be as defined by the Adopting Employer below. The Employer elects to treat prior governmental service as follows **(check one)**:

- ☐ Prior governmental service is **not** creditable under the Plan **(if checked, skip to Section 13.D. – Unused Sick/Vacation Leave).**
- ☒ Prior governmental service shall be counted as Credited Service for the following purposes under the Plan **(check one or more as applicable)**:
 - ☒ Computing amount of benefits payable.
 - ☐ Meeting minimum service requirements for vesting.
 - ☒ Meeting minimum service requirements for benefit eligibility.

(2) Definition of Prior Governmental Service.

Prior governmental service shall be defined as follows: **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **Prior Service performed as a full-time employee (employed at least 30 hours per week) of a municipal corporation (other than the City of Monroe), county, consolidated city-county government, the State of Georgia or any other state, or the federal government. However, service creditable under this provision shall not include military service or service for any school system, school district, or school board. If there is a question about whether a Participant's prior service is within the above definition of prior governmental service, the City Attorney**

shall have sole discretionary authority to determine whether such service is within said definition, and such determination shall be final and binding.

Part-time service (less than 30 hours per week) performed as an employee of the City of Monroe prior to the date that the Participant became a Participant in this Plan shall also be creditable as prior governmental service hereunder. For purposes of this provision, each year of part-time service shall count as one half-year of credited service, and each month of part-time service shall count as one half-month of credited service. Partial months shall not be creditable.

Unless otherwise specified above, prior governmental service shall include only full-time service (minimum hour requirement same as that applicable to Eligible Regular Employees).

(3) Maximum Credit for Prior Governmental Service.

Credit for prior governmental service shall be limited to a maximum of _____ years **(insert number)**.

(4) Rate of Accrual for Prior Governmental Service Credit.

Credit for prior governmental service shall accrue at the following rate **(check one)**:

- ☐ One month of prior governmental service credit for every _____ month(s) **(insert number)** of Credited Service with the Adopting Employer.
- ☐ One year of prior governmental service credit for every _____ year(s) **(insert number)** of Credited Service with the Adopting Employer.
- ☐ All prior governmental service shall be creditable (subject to any caps imposed above) after the Participant has completed _____ years **(insert number)** of Credited Service with the Adopting Employer.
- ☒ Other requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **Prior governmental service shall be creditable upon full payment by the Participant for such service, subject to the conditions listed in the Service Credit Purchase Addendum.**

(5) Payment for Prior Governmental Service Credit.

- ☐ Participants shall **not** be required to pay for governmental service credit.
- ☒ Participants shall be required to pay for governmental service credit as follows:
 - ☒ The Participant must pay **100%** of the actuarial cost of the service credit.
 - ☐ The Participant must pay an amount equal to **(must specify in a manner that satisfies the definite written program requirement of Treasury**

Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): _____.

Other Conditions for Award of Prior Governmental Service Credit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): _____.**

D. Leave Conversion for Unused Paid Time Off (e.g., Sick, Vacation, or Personal Leave)

(1) Credit for Unused Paid Time Off.

Subject to the limitations in Section 3.01 of the Basic Plan Document, an Adopting Employer may elect to treat accumulated days of unused paid time off for a terminated Participant, for which the Participant is not paid, as Credited Service. The only type of leave permitted to be credited under this provision is leave from a paid time off plan which qualifies as a bona fide sick and vacation leave plan (which may include sick, vacation or personal leave) and which the Participant may take as paid leave without regard to whether the leave is due to illness or incapacity. The Credited Service resulting from the conversion of unused paid time off must not be the only Credited Service applied toward the accrual of a normal retirement benefit under the Plan. The Pension Committee shall be responsible to certify to GMEBS the total amount of unused paid time off that is creditable hereunder.

Important Note: Leave cannot be converted to Credited Service in lieu of receiving a cash payment. If the Employer elects treating unused paid time off as Credited Service, the conversion to Credited Service will be automatic, and the Participant cannot request a cash payment for the unused paid time off.

The Employer elects the following treatment of unused paid time off:

- ☒ Unused paid time off shall **not** be treated as Credited Service **(if checked, skip to Section 14 – Retirement Eligibility).**
- ☐ The following types of unused paid time off for which the Participant is not paid shall be treated as Credited Service under the Plan **(check one or more as applicable):**
 - ☐ Unused sick leave
 - ☐ Unused vacation leave
 - ☐ Unused personal leave
 - ☐ Other paid time off **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): _____.**

(2) Minimum Service Requirement.

In order to receive credit for unused paid time off, a Participant must meet the following requirement at termination **(check one)**:

- ☐ The Participant must be 100% vested in a normal retirement benefit.
- ☐ The Participant must have at least _____ years **(insert number)** of Total Credited Service (not including leave otherwise creditable under this Section).
- ☐ Other **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

(3) Use of Unused Paid Time Off Credit. Unused paid time off for which the Participant is not paid shall count as Credited Service for the following purposes under the Plan **(check one or more as applicable)**:

- ☐ Computing amount of benefits payable.
- ☐ Meeting minimum service requirements for vesting.
- ☐ Meeting minimum service requirements for benefit eligibility.

(4) Maximum Credit for Unused Paid Time Off.

Credit for unused paid time off for which the Participant is not paid shall be limited to a maximum of _____ months **(insert number)**.

(5) Computation of Unused Paid Time Off.

Unless otherwise specified by the Adopting Employer under "Other Conditions" below, each twenty (20) days of creditable unused paid time off shall constitute one (1) complete month of Credited Service under the Plan. Partial months shall not be credited.

(6) Other Conditions (please specify, subject to limitations in Section 3.01 of Basic Plan Document; must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

14. RETIREMENT ELIGIBILITY

A. Early Retirement Qualifications

Early retirement qualifications are **(check one or more as applicable)**:

- ☒ Attainment of age **55** **(insert number)**
- ☒ Completion of **10** years **(insert number)** of Total Credited Service

Exceptions: If different early retirement eligibility requirements apply to a particular class or classes of Eligible Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Eligible Employees to whom exception applies **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Early retirement qualifications for excepted class(es) are **(check one or more as applicable):**

- ☐ Attainment of age _____ **(insert number)**
- ☐ Completion of _____ years **(insert number)** of Total Credited Service

B. Normal Retirement Qualifications

Note: Please complete this Section and also list "Alternative" Normal Retirement Qualifications, if any, in Section 14.C.

(1) Regular Employees

Normal retirement qualifications for Regular Employees are **(check one or more as applicable):**

- ☒ Attainment of age **65** **(insert number)**
- ☒ Completion of **5** years **(insert number)** of Total Credited Service
- ☐ In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one):** ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Exceptions: If different normal retirement qualifications apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Class(es) of Regular Employees to whom exception applies **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Normal retirement qualifications for excepted class(es) are **(check one or more as applicable):**

- ☐ Attainment of age _____ **(insert number)**
- ☐ Completion of _____ years **(insert number)** of Total Credited Service
- ☐ In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets

minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

(2) Elected or Appointed Members of Governing Authority

Complete this Section only if elected or appointed members of the Governing Authority or Municipal Legal Officers are permitted to participate in the Plan. Normal retirement qualifications for this class are **(check one or more as applicable)**:

- ☒ Attainment of age **65 (insert number)**
- ☐ Completion of _____ years **(insert number)** of Total Credited Service
- ☐ In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

Exceptions: If different normal retirement qualifications apply to particular elected or appointed members of the Governing Authority or Municipal Legal Officers, the Employer must specify below to whom the different requirements apply and indicate below the requirements applicable to them.

Particular elected or appointed members of the Governing Authority or Municipal Legal Officers to whom exception applies **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

Normal retirement qualifications for excepted elected or appointed members of the Governing Authority or Municipal Legal Officers are **(check one or more as applicable)**:

- ☐ Attainment of age _____ **(insert number)**
- ☐ Completion of _____ years **(insert number)** of Total Credited Service
- ☐ In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without

first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:_____.

C. Alternative Normal Retirement Qualifications

The Employer may elect to permit Participants to retire with unreduced benefits after they satisfy service and/or age requirements other than the regular normal retirement qualifications specified above. The Employer hereby adopts the following alternative normal retirement qualifications:

Alternative Normal Retirement Qualifications (check one or more, as applicable):

- (1) ☐ Not applicable (the Adopting Employer does not offer alternative normal retirement benefits under the Plan).
- (2) ☒ **Alternative Minimum Age & Service Qualifications (if checked, please complete one or more items below, as applicable):**
- ☒ Attainment of age **55 (insert number)**
 - ☒ Completion of **25 years (insert number)** of Total Credited Service
 - ☐ In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

This alternative normal retirement benefit is available to:

- ☐ All Participants who qualify.
- ☒ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: **Eligible Regular Employees.**

A Participant (**check one**): ☐ is required ☒ is not required to be in the service of the Employer at the time the Participant satisfies the above qualifications in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

- (3) ☐ **Rule of _____ (insert number).** The Participant's combined Total Credited Service and age must equal or exceed this number. Please complete additional items below:

To qualify for this alternative normal retirement benefit, the Participant (**check one or more items below, as applicable**):

- ☐ Must have attained at least age _____ (**insert number**)
- ☐ Must not satisfy any minimum age requirement
- ☐ In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**): ☐ all Participants ☐ only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

This alternative normal retirement benefit is available to:

- ☐ All Participants who qualify.
- ☐ Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

A Participant (**check one**): ☐ is required ☐ is not required to be in the service of the Employer at the time the Participant satisfies the Rule in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

- (4) ☐ **Alternative Minimum Service.** A Participant is eligible for an alternative normal retirement benefit if the Participant has at least _____ years **(insert number)** of Total Credited Service, regardless of the Participant's age.

- ☐ In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum service requirement specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: ____.

This alternative normal retirement benefit is available to:

- ☐ All Participants who qualify.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

A Participant **(check one)**: ☐ is required ☐ is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

- (5) ☐ **Other Alternative Normal Retirement Benefit.**

Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

- ☐ In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify -**

specific positions are permissible; specific individuals may not be named):_____.

This alternative normal retirement benefit is available to:

- ☐ All Participants who qualify.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

A Participant **(check one)**: ☐ is required ☐ is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

(6) ☒ **Other Alternative Normal Retirement Benefit for Public Safety Employees Only.**

Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):
Attainment of age 50 and completion of 20 years of Total Credited Service.

- ☐ In-Service Distribution to Eligible Employees who are Public Safety Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution Described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: ☐ all Participants ☐ only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

This alternative normal retirement benefit is available to:

- ☒ All public safety employee Participants who qualify.
- ☐ Only the following public safety employee Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

A public safety employee Participant (**check one**): ☐ is required ☒ is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

Note: "Public safety employees" are defined under the Internal Revenue Code for this purpose as employees of a State or political subdivision of a State who provide police protection, firefighting services, or emergency medical services for any area within the jurisdiction of such State or political subdivision.

D. Disability Benefit Qualifications

Subject to the other terms and conditions of the Basic Plan Document and except as otherwise provided in an Addendum to this Adoption Agreement, disability retirement qualifications are based upon Social Security Administration award criteria or as otherwise provided under Section 2.23 of the Basic Plan Document. The Disability Retirement benefit shall commence as of the Participant's Disability Retirement Date under Section 2.24 of the Basic Plan Document.

To qualify for a disability benefit, a Participant must have the following minimum number of years of Total Credited Service (**check one**):

- ☐ Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- ☒ No minimum.
- ☐ _____ years (**insert number**) of Total Credited Service.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

15. RETIREMENT BENEFIT COMPUTATION

A. Maximum Total Credited Service

The number of years of Total Credited Service which may be used to calculate a benefit is (**check one or all that apply**):

- ☒ not limited.
- ☐ limited to _____ years for all Participants.
- ☐ limited to _____ years for the following classes of Eligible Regular Employees:
 - ☐ All Eligible Regular Employees.

- ☐ Only the following Eligible Regular Employees: _____.
- ☐ limited to _____ years as an elected or appointed member of the Governing Authority.
- ☐ limited to _____ years as a Municipal Legal Officer.
- ☐ Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

B. Monthly Normal Retirement Benefit Amount

(1) Regular Employee Formula

The monthly normal retirement benefit for Eligible Regular Employees shall be 1/12 of **(check and complete one or more as applicable)**:

- ☒ (a) **Flat Percentage Formula. 2.0% (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee.**

This formula applies to:

- ☒ All Participants who are Regular Employees.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

- ☐ (b) **Alternative Flat Percentage Formula. _____% (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee. This formula applies to the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.**

- ☐ (c) **Split Final Average Earnings Formula. _____% (insert percentage) of Final Average Earnings up to the amount of Covered Compensation (see subsection (2) below for definition of Covered Compensation), plus _____% (insert percentage) of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.**

This formula applies to:

- ☐ All Participants who are Regular Employees.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.
- ☐ (d) **Alternative Split Final Average Earnings Formula. _____% (insert percentage) of Final Average Earnings up to the amount of Covered**

Compensation (see subsection (2) below for definition of Covered Compensation), plus _____% (insert percentage) of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- ☐ All Participants.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

[Repeat above subsections as necessary for each applicable benefit formula and Participant class covered under the Plan.]

(2) Covered Compensation (complete only if Split Formula(s) is checked above):

Covered Compensation is defined as (check one or more as applicable):

- ☐ (a) **A.I.M.E. Covered Compensation** as defined in Section 2.18 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
 - ☐ All Participants who are Regular Employees.
 - ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.
- ☐ (b) **Dynamic Break Point** Covered Compensation as defined in Section 2.19 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
 - ☐ All Participants who are Regular Employees.
 - ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.
- ☐ (c) **Table Break Point** Covered Compensation as defined in Section 2.20 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
 - ☐ All Participants who are Regular Employees.
 - ☐ Only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.
- ☐ (d) **Covered Compensation** shall mean a Participant's annual Earnings that do not exceed \$ _____ **(specify amount)**. This definition shall apply to **(check one)**:
 - ☐ All Participants who are Regular Employees.
 - ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

(3) **Final Average Earnings**

Unless otherwise specified in an Addendum to the Adoption Agreement, Final Average Earnings is defined as the monthly average of Earnings paid to a Participant by the Adopting Employer for the **60 (insert number not to exceed 60)** consecutive months of Credited Service preceding the Participant's most recent Termination in which the Participant's Earnings were the highest, multiplied by 12. Note: GMEBS has prescribed forms for calculation of Final Average Earnings that must be used for this purpose.

This definition of Final Average Earnings applies to:

- ☒ All Participants who are Regular Employees.
- ☐ Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

[Repeat above subsection as necessary for each applicable definition and Participant class covered under the Plan.]

(4) **Formula for Elected or Appointed Members of the Governing Authority**

The monthly normal retirement benefit for members of this class shall be as follows **(check one)**:

- ☐ Not applicable (elected or appointed members of the Governing Authority or Municipal Legal Officers are not permitted to participate in the Plan).
- ☒ **\$30.00 (insert dollar amount)** per month for each year of Total Credited Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer (service of at least 6 months and 1 day is treated as a year of Total Credited Service; provided, however, than an elected or appointed member of the Governing Authority or Municipal Legal Officer may accrue a maximum of one year of Total Credited Service for every 12-month period of Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer).

This formula applies to:

- ☒ All elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate.
- ☐ Only the following elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

[Repeat above subsection as necessary for each applicable formula for classes of elected or appointed members covered under the Plan.]

C. **Monthly Early Retirement Benefit Amount**

Check and complete one or more as applicable:

- ☒ (1) **Standard Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly

Normal Retirement benefit, but the benefit shall be reduced on an Actuarially Equivalent basis in accordance with Section 12.01 of the Basic Plan Document to account for early commencement of benefits. This provision shall apply to:

- ☒ All Participants.
- ☐ Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named):_____.

☐ (2) **Alternative Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced to account for early commencement of benefits based on the following table. This table shall apply to:

- ☐ All Participants.
- ☐ Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named):_____.

Alternative Early Retirement Reduction Table

<u>Number of Years Before</u> <u>[Age (Insert Normal</u> <u>Retirement Age)]</u> <u>(check as applicable)</u>	<u>Percentage of</u> <u>Normal Retirement Benefit*</u> <u>(complete as applicable)</u>
☐ 0	1.000
☐ 1	0.____
☐ 2	0.____
☐ 3	0.____
☐ 4	0.____
☐ 5	0.____
☐ 6	0.____
☐ 7	0.____
☐ 8	0.____
☐ 9	0.____
☐ 10	0.____
☐ 11	0.____
☐ 12	0.____
☐ 13	0.____
☐ 14	0.____
☐ 15	0.____

*Interpolate for whole months

D. Monthly Late Retirement Benefit Amount (check one):

- ☒ (1) The monthly Late Retirement benefit shall be computed in the same manner as the Normal Retirement Benefit, based upon the Participant's

Accrued Benefit as of the Participant's Late Retirement Date.

- ☐ (2) The monthly Late Retirement benefit shall be the greater of: (1) the monthly retirement benefit accrued as of the Participant's Normal Retirement Date, actuarially increased in accordance with the actuarial table contained in Section 12.05 of the Basic Plan Document; or (2) the monthly retirement benefit accrued as of the Participant's Late Retirement Date, without further actuarial adjustment under Section 12.06 of the Basic Plan Document.

E. Monthly Disability Benefit Amount

The amount of the monthly Disability Benefit shall be computed in the same manner as the Normal Retirement benefit, based upon the Participant's Accrued Benefit as of the Participant's Disability Retirement Date.

Minimum Disability Benefit. The Adopting Employer may set a minimum Disability Benefit. The Employer elects the following minimum Disability benefit **(check one)**:

- ☐ Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- ☐ No minimum is established.
- ☒ No less than **(check one)**: ☒ 20% ☐ 10% ☐ ____% **(if other than 20% or 10% insert percentage amount)** of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding the Participant's Termination of Employment as a result of a Disability. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)
- ☐ No less than **(check one)**: ☐ 66 2/3 % ☐ ____% **(if other than 66 2/3%, insert percentage amount)** of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding the Participant's Termination of Employment as a result of a Disability, less any monthly benefits paid from federal Social Security benefits as a result of disability as reported by the Employer. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)

F. Minimum/Maximum Benefit For Elected Officials

In addition to any other limitations imposed by federal or state law, the Employer may impose a cap on the monthly benefit amount that may be received by elected or appointed members of the Governing Authority. The Employer elects **(check one)**:

- ☐ Not applicable (elected or appointed members of the Governing Authority do not participate in the Plan).

- ☒ No minimum or maximum applies.
- ☐ Monthly benefit for Service as an elected or appointed member of the Governing Authority may not exceed 100% of the Participant's final salary as an elected or appointed member of the Governing Authority.
- ☐ Other minimum or maximum **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

G. Multiple Plans

In the event that the Employer maintains multiple plans, the following provisions will apply to the extent necessary to satisfy Code § 415.

16. SUSPENSION OF BENEFITS FOLLOWING BONA FIDE SEPARATION OF SERVICE; COLA

A. Re-Employment as Eligible Employee After Normal, Alternative Normal, or Early Retirement and Following Bona Fide Separation of Service (see Basic Plan Document Section 6.06(c) Regarding Re-Employment as an Ineligible Employee and Basic Plan Document Section 6.06(e) and (f) Regarding Re-Employment After Disability Retirement)

(1) Reemployment After Normal or Alternative Normal Retirement. In the event that a Retired Participant 1) is reemployed with the Employer as an Eligible Employee (as defined in the Plan) after the Participant's Normal or Alternative Normal Retirement Date and after a Bona Fide Separation from Service, or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) due to the addition of such class to the Plan after the Participant's Normal or Alternative Normal Retirement Date, the following rule shall apply **(check one)**:

- ☒ (a) The Participant's benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document for as long as the Participant remains employed.
- ☐ (b) The Participant may continue to receive retirement benefits in accordance with Section 6.06(b) of the Basic Plan Document. This rule shall apply to **(check one)**: ☐ all Retired Participants ☐ only the following classes of Retired Participants **(must specify (specific positions are permissible; specific individuals may not be named) - benefits of those Retired Participants not listed shall be suspended in accordance with Section 6.06(a) of the Basic Plan Document if they return to work with the Employer)**: _____.

(2) Reemployment After Early Retirement. In the event a Participant Retires with an Early Retirement benefit after a Bona Fide Separation from Service 1) is reemployed with the Employer as an Eligible Employee before the Participant's Normal Retirement Date; or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) before the Participant's Normal Retirement Date due to the addition of such class to the Plan, the following rule shall apply **(check one or more as applicable)**:

- (a) ☒ The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document for as long as the Participant remains employed.

This rule shall apply to **(check one)**: ☒ all Retired Participants; ☐ only the following classes of Retired Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:

_____.

- (b) ☐ The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document. However, the Participant may begin receiving benefits after satisfying the qualifications for Normal Retirement or Alternative Normal Retirement, as applicable, and after satisfying the minimum age parameters of Section 6.06(a)(3) of the Basic Plan Document, in accordance with Section 6.06(b)(2)(B)(i) of the Basic Plan Document.

This rule shall apply to **(check one)**: ☐ all Retired Participants; ☐ only the following classes of Retired Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:

_____.

- (c) ☐ The Participant's Early Retirement benefit shall continue in accordance with Section 6.06(b)(2)(B)(ii) of the Basic Plan Document.

This rule shall apply to **(check one)**: ☐ all Retired Participants; ☐ only the following classes of Retired Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:

_____.

B. Cost Of Living Adjustment

The Employer may elect to provide for an annual cost-of-living adjustment (COLA) in the amount of benefits being received by Retired Participants and Beneficiaries, which shall be calculated and paid in accordance with the terms of the Basic Plan Document. The Employer hereby elects the following **(check one)**:

- ☒ (1) No cost-of-living adjustment.
- ☐ (2) Variable Annual cost-of-living adjustment not to exceed _____% **(insert percentage)**.

- ☐ (3) Fixed annual cost-of-living adjustment equal to _____% **(insert percentage)**.

The above cost-of-living adjustment shall apply with respect to the following Participants (and their Beneficiaries) **(check one)**:

- ☒ All Participants (and their Beneficiaries).
☐ Participants (and their Beneficiaries) who terminate employment on or after _____ **(insert date)**.
☐ Other **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)); specific positions are permissible; specific individuals may not be named)**: _____.

The Adjustment Date for the above cost-of-living adjustment shall be (if not specified, the Adjustment Date shall be January 1): _____.

**17. TERMINATION OF EMPLOYMENT BEFORE RETIREMENT;
VESTING**

A. Eligible Regular Employees

Subject to the terms and conditions of the Basic Plan Document, a Participant who is an Eligible Regular Employee and whose employment is terminated for any reason other than death or retirement shall earn a vested right in the Participant's accrued retirement benefit in accordance with the following schedule **(check one)**:

- ☐ **No vesting schedule (immediate vesting).**
- ☒ **Cliff Vesting Schedule.** Benefits shall be 100% vested after the Participant has a minimum of 5 years **(insert number not to exceed 10)** of Total Credited Service. Benefits remain 0% vested until the Participant satisfies this minimum.
- ☐ **Graduated Vesting Schedule.** Benefits shall become vested in accordance with the following schedule **(insert percentages)**:

<u>COMPLETED YEARS OF TOTAL CREDITED SERVICE</u>	<u>VESTED PERCENTAGE</u>
1	%
2	%
3	%
4	%
5	%
6	%
7	%
8	%
9	%
10	%

Exceptions: If a vesting schedule other than that specified above applies to a special class(es) of Regular Employees, the Employer must specify the different vesting schedule below and the class(es) to whom the different vesting schedule applies.

Regular Employees to whom exception applies **(must specify - specific positions are permissible; specific individuals may not be named):** _____.

Vesting Schedule for excepted class **(Must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i). Must be at least as favorable as one of the following schedules: (i) 15-year cliff vesting, (ii) 20-year graded vesting, or (iii) for qualified public safety employees, 20-year cliff vesting.):** _____.

B. Elected or Appointed Members of the Governing Authority

Subject to the terms and conditions of the Basic Plan Document, a Participant who is an elected or appointed member of the Governing Authority or a Municipal Legal Officer shall earn a vested right in the Participant's accrued retirement benefit for Credited Service in such capacity in accordance with the following schedule **(check one)**:

- ☐ Not applicable (elected or appointed members of the Governing Authority are not permitted to participate in the Plan).
- ☒ No vesting schedule (immediate vesting).
- ☐ Other vesting schedule **(Must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i). Must be at least as favorable as one of the following schedules: (i) 15-year cliff vesting, (ii) 20-year graded vesting, or (iii) for qualified public safety employees, 20-year cliff vesting.):** _____.

18. PRE-RETIREMENT DEATH BENEFITS

A. In-Service Death Benefit

Subject to the terms and conditions of the Basic Plan Document, the Employer hereby elects the following in-service death benefit, to be payable in the event that an eligible Participant's employment with the Employer is terminated by reason of the Participant's death prior to Retirement **(check and complete one)**:

- (1) ☒ **Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant, had the Participant elected a 100% joint and survivor benefit under Section 7.03 of the Basic Plan Document. In order to be eligible for this benefit, a Participant must meet the following requirements **(check one)**:

- ☒ The Participant must be vested in a normal retirement benefit.
- ☐ The Participant must have _____ years **(insert number)** of Total Credited Service.
- ☐ The Participant must be eligible for Early or Normal Retirement.
- ☐ Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

(2) ☐ **Actuarial Reserve Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, actuarially equivalent to the reserve required for the Participant's anticipated Normal Retirement benefit, provided the Participant meets the following eligibility conditions **(check one)**:

- ☐ The Participant shall be eligible upon satisfying the eligibility requirements of Section 8.02(c) of the Basic Plan Document.
- ☐ The Participant must have _____ years **(insert number)** of Total Credited Service.
- ☐ Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

Imputed Service. For purposes of computing the actuarial reserve death benefit, the Participant's Total Credited Service shall include **(check one)**:

- ☐ Total Credited Service accrued prior to the date of the Participant's death.
- ☐ Total Credited Service accrued prior to the date of the Participant's death, plus **(check one)**: ☐ one-half ($\frac{1}{2}$) ☐ _____ **(insert other fraction)** of the Service between such date of death and what would otherwise have been the Participant's Normal Retirement Date. **(See Basic Plan Document Section 8.02(b) regarding 10-year cap on additional Credited Service.)**

Minimum In-Service Death Benefit for Vested Employees Equal to Terminated Vested Death Benefit. Unless otherwise specified under "Exceptions" below, if a Participant's employment is terminated by reason of the Participant's death prior to Retirement, and if as of the date of death the Participant is vested but does not qualify for the in-service death benefit, then the Auto A Death Benefit will be payable, provided the Auto A Death Benefit is made available to terminated vested employees under the Adoption Agreement (see "Terminated Vested Death Benefit" below).

(3) **Exceptions:** If an in-service death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit

payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): _____.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Eligibility conditions for alternative death benefit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

B. Terminated Vested Death Benefit

(1) Complete this Section only if the Employer offers a terminated vested death benefit. The Employer may elect to provide a terminated vested death benefit, to be payable in the event that a Participant who is vested dies after termination of employment but before Retirement benefits commence. Subject to the terms and conditions of the Basic Plan Document, the Employer hereby elects the following terminated vested death benefit (**check one**):

- ☒ **Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant had the Participant elected a 100% joint and survivor benefit under Section 7.03 of the Basic Plan Document.
- ☐ **Accrued Retirement Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary which shall be actuarially equivalent to the Participant's Accrued Normal Retirement Benefit determined as of the date of death.

(2) Exceptions: If a terminated vested death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): _____.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Eligibility conditions for alternative death benefit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

19. EMPLOYEE CONTRIBUTIONS

(1) Employee contributions (check one):

- ☒ Are not required.
- ☐ Are required in the amount of _____ % **(insert percentage)** of Earnings for all Participants.
- ☐ Are required in the amount of _____ % **(insert percentage)** of Earnings for Participants in the following classes **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

[Repeat above subsection as necessary if more than one contribution rate applies.]

(2) Pre-Tax Treatment of Employee Contributions. If Employee Contributions are required in Subsection (1) above, an Adopting Employer may elect to "pick up" Employee Contributions to the Plan in accordance with IRC Section 414(h). In such case, Employee Contributions shall be made on a pre-tax rather than a post-tax basis, provided the requirements of IRC Section 414(h) are met. If the Employer elects to pick up Employee Contributions, it is the Employer's responsibility to ensure that Employee Contributions are paid and reported in accordance with IRC Section 414(h). The Adopting Employer must not report picked up contributions as wages subject to federal income tax withholding.

The Employer hereby elects **(check one)**:

- ☐ To pick up Employee Contributions. By electing to pick up Employee Contributions, the Adopting Employer specifies that the contributions, although designated as Employee Contributions, are being paid by the Employer in lieu of Employee Contributions. The Adopting Employer confirms that the executor of this Adoption Agreement is duly authorized to take this action as required to pick up contributions. This pick-up of contributions applies prospectively, and it is evidenced by this contemporaneous written document. On and after the date of the pick-up of contributions, a Participant does not have a cash or deferred election right (within the meaning of Treasury Regulation Section 1.401(k)-1(a)(3)) with respect to the designated Employee Contributions, which includes not having the option of receiving the amounts directly instead of having them paid to the Plan.
- ☐ Not to pick up Employee Contributions.

(3) Interest on Employee Contributions. The Adopting Employer may elect to pay interest on any refund of Employee Contributions.

- ☐ Interest shall not be paid.

- ☐ Interest shall be paid on a refund of Employee Contributions at a rate established by GMEBS from time to time.
 - ☐ Other rate of interest **(must specify rate in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):**
-

20. MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT

If an Adopting Employer desires to amend any of its elections contained in this Adoption Agreement (or any Addendum), the Governing Authority by official action must adopt an amendment of the Adoption Agreement (or any Addendum) or a new Adoption Agreement (or Addendum) must be adopted and forwarded to the Board for approval. The amendment of the new Adoption Agreement (or Addendum) is not effective until approved by the Board and other procedures required by the Plan have been implemented.

The Administrator will timely inform the Adopting Employer of any amendments made by the Board to the Plan.

21. TERMINATION OF THE ADOPTION AGREEMENT

This Adoption Agreement (and any Addendum) may be terminated only in accordance with the Plan. The Administrator will inform the Adopting Employer in the event the Board should decide to discontinue this pre-approved plan program.

22. EMPLOYER ADOPTION AND AUTHORIZATION FOR AMENDMENTS

Adoption. The Adopting Employer hereby adopts the terms of the Adoption Agreement and any Addendum, which is attached hereto and made a part of this ordinance. The Adoption Agreement (and, if applicable, the Addendum) sets forth the Employees to be covered by the Plan, the benefits to be provided by the Adopting Employer under the Plan, and any conditions imposed by the Adopting Employer with respect to, but not inconsistent with, the Plan. The Adopting Employer reserves the right to amend its elections under the Adoption Agreement and any Addendum, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board of Trustees of GMEBS. The Adopting Employer acknowledges that it may not be able to rely on the pre-approved plan opinion letter if it makes certain elections under the Adoption Agreement or the Addendum, and that the failure to properly complete the Adoption Agreement may result in a failure of the Adopting Employer's Plan to be a qualified plan.

The Adopting Employer hereby agrees to abide by the Basic Plan Document, Trust Agreement, and rules and regulations adopted by the Board of Trustees of GMEBS, as each may be amended from time to time, in all matters pertaining to the operation and administration of the Plan. It is intended that the Act creating the Board of Trustees of GMEBS, this Plan, and the rules and

regulations of the Board are to be construed in harmony with each other. In the event of a conflict between the provisions of any of the foregoing, they shall govern in the following order:

- (1) The Act creating the Board of Trustees of The Georgia Municipal Employees' Benefit System, O.C.G.A. Section 47-5-1 *et seq.* (a copy of which is included in the Appendix to the Basic Defined Benefit Plan Document) and any other applicable provisions of O.C.G.A. Title 47;
- (2) The Basic Defined Benefit Plan Document and Trust Agreement;
- (3) This Ordinance and Adoption Agreement (and any Addendum); and
- (4) The rules and regulations of the Board.

In the event that any section, subsection, sentence, clause or phrase of this Plan shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or phrases of this Plan, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have passed the remaining parts of this Plan or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

This Adoption Agreement (and any Addendum) may only be used in conjunction with Georgia Municipal Employees Benefit System Basic Defined Benefit Retirement Plan Document approved by the Internal Revenue Service under opinion letter Q705465a dated August 31, 2023. The Adopting Employer understands that failure to properly complete this Adoption Agreement (or any Addendum), or to operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption Agreement (and any Addendum), Basic Plan Document and Trust, may result in disqualification of the Adopting Employer's Plan under the Internal Revenue Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS opinion letter should be directed to the Administrator. The Administrator is Georgia Municipal Employees Benefit System, with its primary business offices located at: 201 Pryor Street, SW, Atlanta, Georgia, 30303. The business telephone number is: (404) 688-0472. The primary person to contact is: GMEBS Legal Counsel.

Authorization for Amendments. Effective on and after February 17, 2005, the Adopting Employer hereby authorizes the pre-approved plan provider who sponsors the Plan on behalf of GMEBS to prepare amendments to the Plan, for approval by the Board, on its behalf as provided under Revenue Procedure 2005-16, as superseded by Revenue Procedure 2015-36, Revenue Procedure 2011-49, and Announcement 2005-37. Effective January 1, 2013, Georgia Municipal Association, Inc., serves as the pre-approved plan provider for the Plan. Employer notice and signature requirements were met for the Adopting Employer before the effective date of February 17, 2005. The Adopting Employer understands that the implementing amendment reads as follows:

On and after February 17, 2005, the Board delegates to the Provider the authority to advise and prepare amendments to the Plan, for approval by the Board, on behalf of all Adopting Employers, including those Adopting Employers

who have adopted the Plan prior to the January 1, 2013, restatement of the Plan, for changes in the Code, the regulations thereunder, revenue rulings, other statements published by Internal Revenue Service, including model, sample, or other required good faith amendments (but only if their adoption will not cause such Plan to be individually designed), and for corrections of prior approved plans. These amendments shall be applied to all Adopting Employers. Employer notice and signature requirements have been met for all Adopting Employers before the effective date of February 17, 2005. In any event, any amendment prepared by the Practitioner and approved by the Board will be provided by the Administrator to Adopting Employers.

Notwithstanding the foregoing paragraph, no amendment to the Plan shall be prepared on behalf of any Adopting Employer as of either:

- the date the Internal Revenue Service requires the Adopting Employer to file Form 5300 as an individually designed plan as a result of an amendment by the Adopting Employer to incorporate a type of Plan not allowable in a pre-approved plan as described in Revenue Procedure 2017-41; or
- as of the date the Plan is otherwise considered an individually designed plan due to the nature and extent of the amendments.

If the Adopting Employer is required to obtain a determination letter for any reason in order to maintain reliance on the opinion letter, the Provider's authority to amend the Plan on behalf of the Adopting Employer is conditioned on the Plan receiving a favorable determination letter.

The Adopting Employer further understands that, if it does not give its authorization hereunder or, in the alternative, adopt another pre-approved plan, its Plan will become an individually designed plan and will not be able to rely on the pre-approved plan opinion letter.

Reliance on Opinion Letter. As provided in Revenue Procedure 2017-41, the Adopting Employer may rely on the Plan's opinion letter, provided that the Adopting Employer's Plan is identical to the GMEBS Plan, and the Adopting Employer has not amended or made any modifications to the Plan other than to choose the options permitted under the Plan, Adoption Agreement, and any Addendum.

AN ORDINANCE (continued from page 1)

Section 2. Except as otherwise specifically required by law or by the terms of the Basic Plan Document or Adoption Agreement (or any Addendum), the rights and obligations under the Plan with respect to persons whose employment with the City was terminated or who vacated office with the City for any reason whatsoever prior to the effective date of this Ordinance are fixed and shall be governed by such Plan, if any, as it existed and was in effect at the time of such termination.

Section 3. The effective date of this Ordinance shall be the date of its approval by the Governing Authority **(not earlier than the first day of the current Plan Year in which the Plan is adopted, unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))**.

Section 4. All Ordinances and parts of ordinances in conflict herewith are expressly repealed.

Approved by the Mayor and Council of the City of Monroe, Georgia, this _____ day of _____, 20____.

Attest:

CITY OF MONROE, GEORGIA

City Clerk

Mayor

(SEAL)

Approved:

City Attorney

The terms of the foregoing Adoption Agreement are approved by the Board of Trustees of Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

GENERAL ADDENDUM TO THE GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM DEFINED BENEFIT RETIREMENT PLAN ADOPTION AGREEMENT

This is an Addendum to the Adoption Agreement completed by the City of Monroe, Georgia, as follows (complete one or more sections, as applicable):

*** Items (1) through (13) of Pre-approved Addendum – Not Applicable ***

(14) Frozen Plan Provisions (for amendment of Adoption Agreement only – see Section 9 of Adoption Agreement regarding Classes of Eligible Employees):

- ☐ (a) Plan Freeze - The Plan is "frozen" effective as of _____ (specify date). The Plan shall be subject to all provisions of the Adoption Agreement and Basic Plan Document, except as otherwise provided herein, and the Employer shall continue to maintain the Plan's qualified status. The Plan shall be frozen, as follows (check as applicable):
- ☐ (i) The Plan shall be frozen with respect to the following class(es) of Eligible Employees (one or more as applicable): ☐ all Participants; ☐ all Eligible Regular Employees; ☐ Members of the Governing Authority; ☐ Municipal Legal Officers; ☐ other (must specify): _____.
- ☐ (ii) Active Participants in the affected class(es) of Eligible Employees as of the freeze effective date shall be vested in their normal retirement benefits accrued as of the effective date of the freeze to the extent funded notwithstanding any provision of the Adoption Agreement to the contrary.
- ☐ (iii) Employees who are (check all that apply): ☐ employed by the Employer or in office as of _____ (specify date), ☐ first employed on or after _____ (specify date), ☐ first take office on or after _____ (specify date), ☐ reemployed on or

after _____ (specify date), ☐ return to office (following a vacation of office) on or after _____ (specify date), shall not be eligible to participate in the Plan on or after _____ (specify date).

- ☐ (iv) With respect to Employees designated in paragraph (iii) above, earnings on or after _____ (specify date) shall not be taken into account for purposes of the Plan.
- ☐ (v) The Employees designated in paragraph (iii) above shall not be credited with Service for the Employer on or after _____ (specify date) for purposes of (check all that apply): ☐ computing the amount of benefits payable; ☐ meeting minimum service requirements for participation and vesting; ☐ meeting minimum service requirements for benefit eligibility under the Plan.
- ☐ (vi) The following additional provisions shall apply as a result of the freeze (must specify): _____.
- ☒ (b) **Restoration Following Plan Freeze** - The Plan has been "frozen" since December 1, 1997 (specify freeze date). Effective January 1, 2004 (specify date), the Plan shall be reactivated in accordance with and subject to the following provisions (check as applicable):
- ☒ (i) The Plan shall cease to be frozen with respect to the following class(es) of Eligible Employees (one or more as applicable): ☒ all Participants; ☐ all Eligible Regular Employees; ☐ Members of the Governing Authority; ☐ Municipal Legal Officers; ☐ other (must specify): _____.
- ☒ (ii) Employees (check all that apply): ☒ employed by the Employer and/or in office as of December 1, 1997 (specify date), ☒ first employed on or after December 1, 1997 (specify date), ☒ first took office on or after December 1, 1997 (specify date), ☒ reemployed on or after January 1, 2004 (specify date), ☒ returned to

office (following a vacation of office) on or after January 1, 2004 (specify date), shall be eligible to commence or re-commence participation in the Plan (as applicable) with respect to Service on or after December 1, 1997 (specify date), provided they otherwise meet the eligibility requirements for participation under the Plan.

- ☒ (iii) With respect to the Employees designated in paragraph (ii) above, Earnings on or after December 1, 1997 (specify date) shall be taken into account for purposes of the Plan.
- ☒ (iv) The Employees designated in paragraph (ii) above shall receive credit for Service for the Employer on or after December 1, 1997 (specify date) for purposes of (check all that apply): ☒ computing the amount of benefits payable; ☒ meeting minimum service requirements for participation and vesting; ☒ meeting minimum service requirements for benefit eligibility under the Plan, provided the Employee met the minimum hour requirement and other eligibility requirements for recognition of Credited Service under the Plan.
- ☒ (v) Former Employees who are reemployed and/or return to office as Eligible Employees after January 1, 2004 (specify date) will receive credit for Service with the Employer on or after December 1, 1997 (specify date) for purposes of (check all that apply): ☒ computing the amount of benefits payable; ☒ meeting minimum service requirements for participation and vesting; ☒ meeting minimum service requirements for benefit eligibility under the Plan, provided the Employee meets the minimum hour requirement and other eligibility requirements for recognition of Credited Service with respect to said period under the Plan, and provided the Employee satisfies any applicable Plan requirements with respect to his break in Service.

- ☒ (vi) The following additional provisions shall apply as a result of restoration following the freeze (must specify): With respect to a former Employee hired on or after December 1, 1997, who may become reemployed as an Eligible Employee after January 1, 2004, credit for any service performed between December 1, 1997, and January 1, 2004, will only be restored if such Employee completes at least one (1) year of Service upon reemployment with the City.

*** Item 15 of Pre-approved Addendum — Not Applicable***

The terms of the foregoing Addendum to the Adoption Agreement are approved by the Mayor and Council of the City of Monroe, Georgia, this _____ day of _____, 20____.

Attest: CITY OF MONROE, GEORGIA,

City Clerk Mayor

(SEAL)

Approved:

City Attorney

The terms of the foregoing Addendum are approved by the Board of Trustees of the Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

**SERVICE CREDIT PURCHASE
ADDENDUM TO THE
GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM
DEFINED BENEFIT RETIREMENT PLAN
ADOPTION AGREEMENT**

This is an Addendum to the Adoption Agreement completed by the City of Monroe, Georgia. It modifies the Adoption Agreement to provide for service credit purchases for eligible Participants in the Retirement Plan for the Employees of the City of Monroe, in accordance with and subject to the following requirements:

- (1) Service Credit Purchase; Eligibility Requirements. Subject to any conditions specified in Section 13.B. or 13.C. of the Adoption Agreement and in this Service Credit Purchase Addendum, Participants in this Plan who are actively employed on or after January 1, 2004, and who are Vested in this Plan may purchase service credit under this Plan for prior Military Service, Prior Governmental Service, and part-time service, as described in subsections 13.B. and 13.C. of the Adoption Agreement. The Participant may not purchase credit for service other than that described in subsections 13.B. and 13.C. of the Adoption Agreement, nor may a Participant purchase credit for service which is already creditable under the Plan. The purchase of prior service credit is permitted but not required under this Plan. Such purchases will be allowed to the extent permitted by law, subject to any conditions, proofs, or acceptance that the Pension Committee Secretary or GMEBS deem appropriate.**
- (2) Use of Purchased Service Credit. Subject to any conditions or limitations provided in this Addendum, service credit purchased hereunder will be counted as Credited Service for purposes of (check all that apply):**
 - ☒ **computing the amount of benefits payable under the Plan;**
 - ☐ **meeting the minimum service requirements for vesting under the Plan;**
 - ☒ **meeting the minimum service requirements for benefit eligibility under the Plan.**

- (3) **Application to Purchase Service Credit.** A Participant who meets the eligibility requirements specified in paragraph (1) above and who wishes to purchase eligible service credit as described in paragraph (1) above may apply for such purchase by completing and submitting to the Pension Committee Secretary an application form provided for that purpose. Participants will be responsible for providing the Pension Committee Secretary with any information or documentation that the Pension Committee Secretary deems necessary to establish that the Participant's service is eligible for purchase under paragraph (1) above.
- (4) **Window Period for Application.** In order to purchase service credit, eligible Participants may submit the service credit purchase application within the two-month annual window beginning each November 1 and ending each December 31. If a Participant does not submit a completed application to purchase service credit within the designated window period, the Participant will not be permitted to purchase service credit. As a precondition for approval of the Participant's application, the Participant will be responsible for providing the Pension Committee Secretary with any additional information or documentation that the Pension Committee Secretary deems necessary to establish that the Participant's service is eligible for purchase under paragraph (1) above. Notwithstanding any provision herein to the contrary, no Participant may apply for or purchase prior service credit after termination of employment.
- (5) **Review by Pension Committee Secretary.** Within a reasonable time after the end of the application period, the Pension Committee Secretary will review the Participant's application to purchase service credit and will determine whether the application should be accepted. Upon approval of an application by the Pension Committee Secretary, the Pension Committee Secretary will certify on the application the number of years and months of prior service that are eligible for purchase under paragraph (1) above.
- (6) **Fee for Cost Study.** As a precondition for approval of the application to purchase service credit, and prior to the commencement of any cost study, Participants may be required by the Employer to pay all or a portion of the GMEBS actuarial cost study fee(s) associated with determining the cost to purchase the Participant's eligible service credit. Any portion of the fee that the Participant is not required to pay will be paid by the Employer.

- (7) **Actuarial Study to Determine Cost of Purchase.** In the event that a cost study has not been undertaken prior to the Participant's submission of a completed application to purchase service credit, if the Participant's application to purchase is approved by the Pension Committee Secretary, a cost study will be undertaken as soon as reasonably practicable after the application has been approved, in order to determine the actuarial cost relating to the Participant's prior service that is eligible for purchase.
- (8) **Lump Sum Payment Required Within 90 Days.** Upon completion of the cost study, the Pension Committee Secretary will notify the Participant of the lump sum amount required to purchase prior service credit, as reflected in the cost study. Within 90 days of receiving this notice or of receiving notice of the Pension Committee's approval of the Participant's application to purchase service credit, whichever is later, the Participant shall remit said lump sum amount in the form and manner required by paragraphs (9)-(11) below, the Pension Committee Secretary, and GMEBS. The Participant may remit less than the full lump amount necessary to purchase all of the prior service credit which is eligible for purchase, in which case the percentage of service credit awarded will be equal to the percentage of the full amount remitted; provided, however, that if a Participant purchases less than the full amount of service credit that is eligible for purchase, the Participant must purchase such prior service credit in full-year (12 month) increments. The Pension Committee Secretary shall have the authority to extend the 90-day time period for payment of lump sum amounts required to purchase service credit if, for reasons outside the control of the Participant, payment cannot be made within the 90-day period. However, the time limit for payment will not be extended any later than 90 days and in no event may a Participant make such payment after termination of employment.
- (9) **Method of Payment.** To the extent permitted by the Internal Revenue Code and regulations issued thereunder, the lump sum amount referred to in paragraph (8) above may be paid via one or more of the following sources: (1) a direct trustee-to-trustee transfer from a 401(a) qualified retirement plan, a governmental 457(b) deferred compensation plan or a 403(b) tax sheltered annuity; (2) a qualified rollover from a governmental 457(b) plan, 403(b) tax-sheltered annuity plan, 401(a) qualified plan, 403(a) annuity plan, or a 408(a) or 408(b) individual

retirement account or annuity (traditional IRA); or (3) a lump sum contribution of after-tax funds. Participants shall be solely responsible for effecting the payment referred to herein. Participants will not be permitted to purchase credit via payroll deduction.

- (10) **Limitation on Amount of Lump Sum Payment.** If the lump sum amount referred to in paragraph (8) is paid via any method other than as described under paragraph (9)(1) or (9)(2) above, then the Participant shall not be permitted to contribute to the Plan in any calendar year an amount which exceeds any applicable limit specified in Internal Revenue Code Section 415.
- (11) **IRC 415, Other Limitations.** Notwithstanding any other provision of the Adoption Agreement or this Addendum to the contrary, the Plan will not accept and shall return without interest any contribution or portion of a contribution made to purchase service credit if such contribution would result in a violation of the applicable limitations established under Internal Revenue Code Section 415(b), (c), or (n) or any other provision of law or the Plan, or if it is later determined that the Participant's prior service is not eligible for purchase, and any prior service credit attributable to said contribution or portion of a contribution will be forfeited.
- (12) **Return of Contributions.** Contributions made to purchase prior service credit shall be used to fund retirement and death benefits payable under the Plan relating to such credit. Contributions shall not otherwise be refundable to the Participant or any other person, except as otherwise provided in this paragraph (12) or in Section 13.06 or 18.04 of the Basic Plan Document (concerning failure to exhaust or termination of the Plan, respectively). Participants (check one):
- ☒ will not be permitted to withdraw contributions made to purchase prior service credit upon termination of employment (Participants must be vested to purchase prior service credit).
 - ☐ will not be permitted to withdraw contributions made to purchase prior service credit upon termination of employment, unless they are not vested upon termination (Participants are not required to be vested to purchase prior service credit).

- ☐ will be permitted to withdraw contributions made to purchase service credit upon termination of employment, subject to the provisions of Section 13.03(c) of the Basic Plan Document concerning the effect of withdrawal. For purposes of determining the amount of any refund of contributions made to purchase service credit, said contributions shall be credited with interest at [insert rate], subject to any limitations on the crediting of interest in Section 13.03(c) of the Basic Plan Document.
- ☐ will be permitted to withdraw contributions made to purchase service credit upon termination of employment, subject to the following conditions for repayment (must describe):

Note: Partial withdrawal of employee contributions is not permitted. If the Participant withdraws contributions made to purchase service credit, the Participant will forfeit any and all service credit and/or benefits attributable to such purchase for all purposes.

(13) Repayment Upon Reemployment. If the Participant returns to employment with the Employer after having withdrawn contributions made to purchase prior service credit, the Participant (check one):

- ☒ not applicable (withdrawal not permitted).
- ☐ will not be permitted to re-purchase said service credit upon reemployment.
- ☐ will be permitted to re-purchase said service credit upon reemployment, based on the actuarial cost of such service credit, taking into account the additional actuarial cost of any benefit enhancements adopted prior to reemployment pursuant to paragraph (14) below, provided that the Participant makes application for such re-purchase within [insert time limit] after reemployment and provided the Participant effects payment for such re-purchase in accordance with and subject to the provisions of this Addendum within [insert time limit] after the application is approved.
- ☐ will be permitted to re-purchase said service credit upon reemployment, subject to the following conditions for

repayment (must describe other repayment method):_____.

(14) **Definition of Actuarial Cost.** The cost to purchase qualifying prior service credit shall be determined based upon the actuarial cost of said prior service credit. In applying the provisions of the Adoption Agreement and this Service Credit Purchase Addendum, the term "actuarial cost of prior service credit" means:

- ☒ the actuarial accrued liability relating to such prior service as determined by the GMEBS actuary and calculated using the actuarial assumptions and methods established for this purpose in the funding policy adopted by the GMEBS Board of Trustees.
- ☐ Other (must specify other method of determining actuarial cost for this purpose): _____.

The terms of the foregoing Service Credit Purchase Addendum to the Adoption Agreement are approved by the Mayor and Council of the City of Monroe, Georgia, this _____ day of _____, 20____.

Attest: CITY OF MONROE, GEORGIA

City Clerk _____
Mayor

(SEAL)

Approved:

City Attorney

The terms of the foregoing Service Credit Purchase Addendum are approved by the Board of Trustees of the Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

**AN ORDINANCE TO AMEND AND ADOPT THE ZONING
ORDINANCE OF THE CITY OF MONROE, GEORGIA**

The Mayor and Council of the City of Monroe, Georgia, hereby ordain as follows:

ARTICLE I.

The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by implementing text amendments and changes outlined and identified in particular detail on Exhibit A, which such exhibit is incorporated herein by reference.

ARTICLE II.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ARTICLE III.

These text amendments of the City of Monroe Zoning Ordinance shall take effect upon their adoption by the Mayor and Council.

FIRST READING. This 12th day of November, 2024.

SECOND READING AND ADOPTED on this 10th day of December, 2024.

CITY OF MONROE, GEORGIA

**By: _____ (SEAL)
John S. Howard, Mayor**

**Attest: _____ (SEAL)
Laura Wilson, City Clerk**

EXHIBIT A

October 15 – Planning Commission

November 12 – City Council 1st Reading

December 10 – City Council 2nd Reading

Amendment Key

Blue – Language to be added

Red – Language to be removed

Green – Amendment description

➤ **Section 520: Modify parking requirements per the Kronberg Zoning Audit performed in 2023. Modify the size of parking spaces, revise the parking stall dimension chart, revise the number of required parking spaces for certain uses. For Sections 520.1 through 520.3 only.**

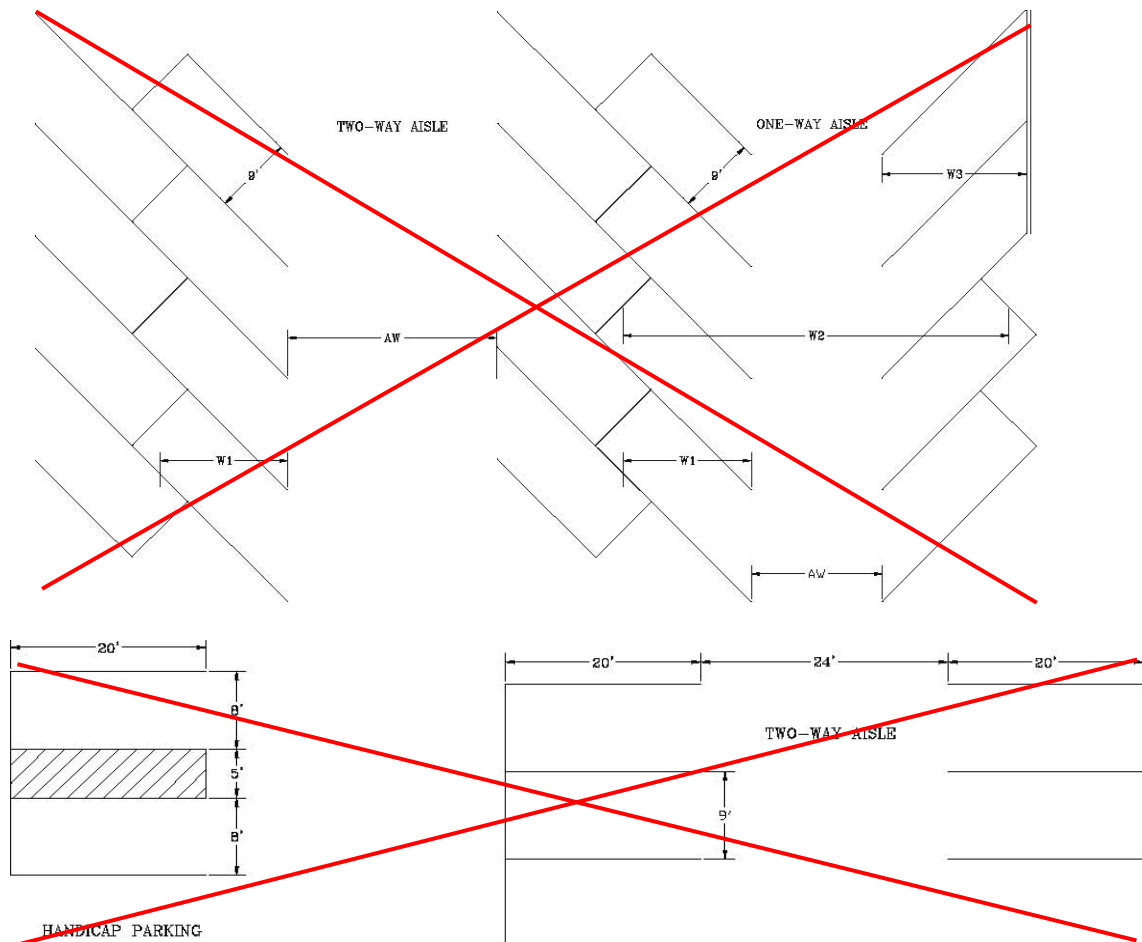
Within the City, off-street automobile parking space shall be provided on every lot on which any use is established in accordance with this Ordinance. No structure shall be hereafter erected nor any of the following uses established unless the minimum number of parking spaces specified below are provided.

520.1 Intent and Purpose. To progressively alleviate or prevent traffic congestion and shortages of on-street parking spaces; to ensure that adequate off-street parking and loading facilities are provided proportional to the needs of each land use; to ensure off-street parking and loading facilities will be efficient and safe, and protect surrounding land uses from adverse effects of parking areas; to encourage alternative and shared parking arrangements; and, to reduce large open expanses of empty parking lots along City streets.

520.2 General Requirements.

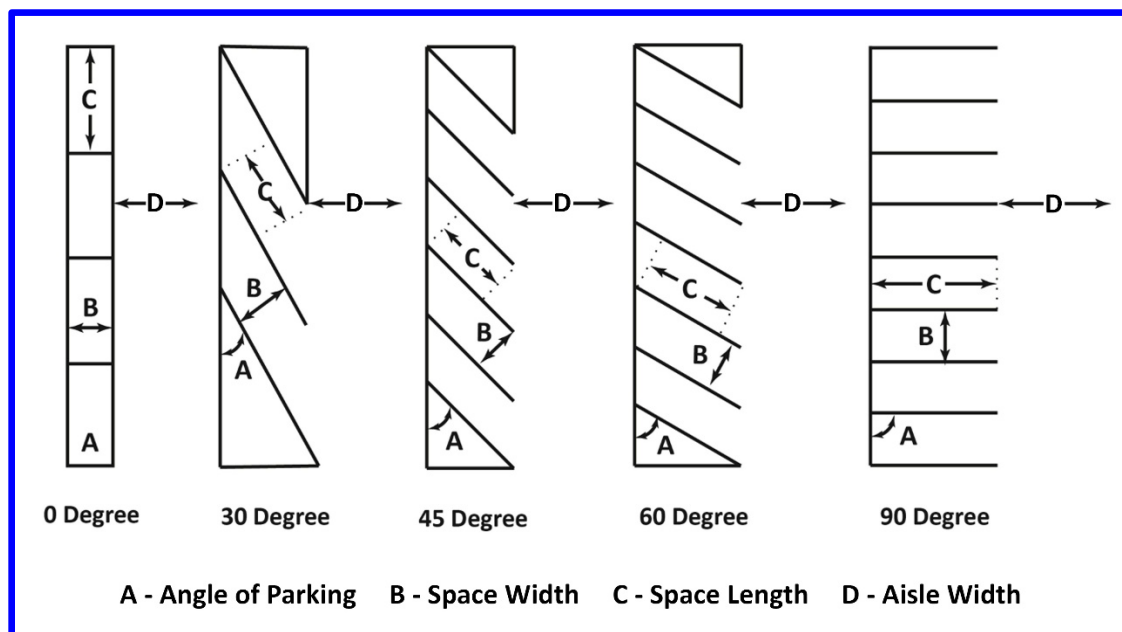
- (1) Minimum Size of Off-Street Parking Space. A space at least ~~nine (9)~~ **eight (8)** feet wide and ~~twenty (20)~~ **eighteen (18)** feet long with a minimum net area of one hundred and ~~eighty-four (140)~~ **eighty-four (144)** square feet, excluding area for egress and ingress and maneuvering of vehicles.
 - (a) **Compact parking off-street parking spaces can be utilized towards the minimum number of required parking spaces. The number of compact parking spaces shall not exceed twenty (20%) of the minimum number of required parking spaces. A compact parking space shall be at least seven and one-half (7.5) feet wide and sixteen (16) feet long with a minimum net area of one hundred twenty (120) square feet, excluding area to egress and ingress and maneuvering of vehicles.**
- (2) Off-Street Parking Space on Different Lot. If an off-street parking space cannot be reasonably provided on the same lot on which the principal use is conducted, the Code Enforcement Officer may permit such space to be provided on other off-street property, if such space lies within ~~four hundred (400)~~ **five hundred (500)** feet of the property line of such principal use, and is under the exclusive control of the person responsible for the principal use. For the purpose of this subsection, “exclusive control” means ownership of such remote space or a lease of such space for no less than two (2) years. Such vehicle parking space shall not thereafter be reduced or encroached upon in any manner.
- (3) Provision of Parking Spaces for Separate Uses. The required number of parking spaces for any number of separate uses may be combined in one (1) lot, but the required space assigned to a use may not be assigned to another use at the same time. However, the portion of the lot required for a use whose peak attendance will be at night or on a particular day of the week may be assigned to a use which will be closed during said peak attendance times. The Code Enforcement Officer shall have the authority to modify the minimum parking space requirements under this Article when such uses propose appropriate alternative Shared Parking arrangements.
- (4) No Reduction of Off-Street Parking Areas. Areas reserved for off-street parking shall not be reduced in area or changed to any other use unless the permitted use that it serves is discontinued or modified, and all requirements hereof continue to be met.
- (5) Pre-Existing Parking. Off-street parking existing on the effective date of this Ordinance serving an existing building or use shall not be reduced to an amount less than required herein for a similar new building or use.

- (6) Alteration of Existing Commercial Buildings. Any commercial building existing on the effective date of this Ordinance may be enlarged up to ten percent (10%) of gross commercial floor area without increasing existing off-street parking spaces.
- (7) Change of Use. In the case of an existing structure changing use, **a minimum of 50% of the** off-street parking requirements applicable to the new use must be provided, unless a **Special Exception** variance is obtained in accordance with Section 1430.
- (8) Emergency Vehicles. Parking shall not obstruct Emergency Vehicles from access to buildings.
- (9) Handicap Parking Access. Handicap Parking Access shall be provided as required by the Americans with Disabilities Act. The parking requirements for disabled individuals are defined in the *Federal Register, 28 CFR part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities; Final Rule dated July 26, 1991.*
- (10) Parking Space and Aisle Dimensions. The following diagrams specify the required space and aisle dimensions for the situation depicted. Alternate configurations in conformity with the spirit of these regulations may be authorized by the Code Enforcement Officer.
- (11) Shared parking arrangements are encouraged and may be approved administratively by the Code Enforcement Officer to satisfy up to ~~35%~~ **100%** of the required parking facilities under Section 520.3. A lease or other legal arrangement documentation shall be provided to the Code Enforcement Officer verifying the shared parking arrangement.
- (12) On-street parking is encouraged in all areas of the City and may be permitted upon approval by the Code Enforcement Officer and the Director of the Street Department in unique circumstances when off-street parking is not feasible or beneficial to the proposed use.



Section 520: Table 2 – Parking Stall and Isle Dimensions

PARKING ANGLE	W1	W2	W3	AW
45 degrees	14.5'	44.0'	16.5'	15
60 degrees	16.5'	51.0'	18.0'	18
75 degrees	17.5	57.0'	18.5'	22



PARKING ANGLE (DEGREES)	PARKING SPACE WIDTH	PARKING SPACE LENGTH	AISLE WIDTH
<u>0</u>	<u>8' (7.5' for compact vehicles)</u>	<u>21' (19' for compact vehicles)</u>	<u>12'</u>
<u>30</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (17' for compact vehicles)</u>	<u>16' (one-way aisle) or 24' (two-way aisle)</u>
<u>45</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (18' for compact vehicles)</u>	<u>18' (one-way aisle) or 24' (two-way aisle)</u>
<u>60</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (18' for compact vehicles)</u>	<u>18' (one-way aisle) or 24' (two-way aisle)</u>
<u>90</u>	<u>8' to 9' (7.5' for compact vehicles)</u>	<u>18' except 19' if adjacent to curb (16' for compact vehicles)</u>	<u>24'</u>

520.3. Parking Space Requirements for All Districts. Off-street automobile storage or parking spaces shall be provided with vehicular access to a street or alley, and shall be equal to at least the minimum requirements for the specific land use set forth in this Section. Any specific land use not itemized in the table below shall meet the parking space requirements set forth for professional offices, except where such requirement is deemed inadequate by the Code Enforcement Officer.

Section 520: Table 3 – Parking Space Requirements for All Zoning Districts

LAND USE CATEGORY	PARKING SPACES—MINIMUM REQUIRED NUMBER (Whichever calculation yields the GREATER parking requirement shall be the required MINIMUM)
RESIDENTIAL: Single family dwelling Two family dwelling	Unless otherwise specifically provided for, residential land uses shall provide a minimum of: 2 spaces per dwelling unit
Accessory dwelling, Accessory apartment	1 space per accessory dwelling or apartment
Bed & breakfasts, Child-care home, Personal care home	In addition to single-family dwelling requirements, 1 space per guest room OR 1 space per 4 care recipients
Multi-family dwelling	1 ½ spaces per dwelling unit for 1 and 2 bedroom dwelling units 1 ½ spaces per for 3+ bedroom dwelling units
COMMERCIAL: *	Unless otherwise specifically provided for, commercial land uses shall provide a minimum of: 1 space for each full-time employee OR 3 spaces per 1000 sq. ft. of gross floor area OR 3 spaces per 1000 sq. ft. for lodging
places of public assembly, including but not limited to: churches and places of worship, community center, conference or convention hall, courtroom or meeting facility, funeral and internment establishments, theaters-indoor	1 space for each full-time employee AND 1 space per 6 persons of occupancy as noted on the Certificate of Occupancy of the primary assembly room of the facility
Community associations/clubs, country clubs, Health clubs and/or fitness center	1 space per 6 active members
educational facilities/ schools, child-care center, pre-school/after-school programs	1 space per 6 seats in the main assembly hall OR 1 space for each employee AND 1 space per 6 student occupancy
financial institutions, government offices, professional offices	1 space per 400 sq. ft. of ground floor area AND 1 space per 500 sq. ft. of upper floor areas AND 1 space per commercial/government vehicle
health facilities, except group personal care homes	1 space per 4 beds AND 1 space per 2 employees
Libraries and museums	1 space per 500 sq. ft. of gross floor area
lodging:	1 space per guest room AND 1 space per 5 full-time employees
Recreational facilities: Except campgrounds, RV parks and Country clubs	1 space per 1,000 sq. ft. of floor area OR 1 space per 2,000 sq. ft. of lot area
Restaurants	1 space per 5 seats provided for patron use AND 1 space per 600 300 sq. ft. of gross floor area
retail establishments	1 space for each full-time employee AND 1 space per 500 600 sq. ft. of gross floor area

INDUSTRIAL:	unless otherwise specifically provided for, industrial land uses shall provide a minimum of:
industrial/manufacturing establishments wholesale establishments	1 space per 3 employees on the maximum work shift AND 1 space per commercial/company vehicle operating from the premises

*For the purposes of this table, the term commercial incorporates professional, office and institutional uses.

The total number of permitted parking spaces shall not exceed 120% of the minimum number of off-street parking spaces required herein in Table 3, unless a [Special Exception](#) Variance for the same is obtained pursuant to Section 1430. Alternative pervious surface parking and shared parking arrangements shall be utilized to the fullest extent possible prior to any Variances being granted for excessive parking spaces.

➤ ***Section 530: Modify off-street loading and unloading requirements per the Kronberg Zoning Audit performed in 2023. Modify the size of loading spaces and permit on-street loading in certain circumstances.***

Section 530 Off-Street Loading and Unloading Space.

On every lot on which a commercial or industrial use is hereafter established, off-street loading and unloading spaces shall be provided as follows:

- (1) Size of Off-Street Loading Spaces. Each off-street loading space shall have minimum dimensions of fourteen (14) feet in clearance height, twelve (12) feet in width, and ~~fifty-five (55)~~ thirty-five (35) feet in length.
- (2) Connection to Street or Alley. Each required off-street loading space shall have direct access to a street or alley or have a driveway that offers satisfactory access for trucks.
- (3) Floor Area Over 10,000 Square Feet. For each building requiring the receipt or distribution of materials or merchandise with a floor area of more than 10,000 square feet, there is required at least one (1) off-street loading space for every 40,000 square feet of floor space or fraction thereof. Such space shall be located so as not to hinder the free movement of pedestrians and vehicles.
- (4) Floor Area Less Than 10,000 Square Feet. For each commercial or industrial building requiring the receipt or distribution of materials or merchandise and having a floor area of less than 10,000 square feet, there shall be at least one (1) off-street loading space, which may be shared by an adjacent establishment. Such loading space shall be located in a manner that will not hinder the free movement of pedestrians and vehicles.
- (5) Location of Off-Street Loading Spaces. All required off-street loading spaces shall be located on the same premises as the use said spaces are intended to serve, or on an adjacent lot if the use is shared with said adjacent lot. When off-street loading and unloading spaces are impractical, i.e. inside the Central Business District Overlay (CBD), loading and unloading shall be permitted in off-street parking lot drive aisles with time of day management or in designated on-street loading and unloading spaces.
- (6) Permanent Dedication. Areas dedicated for off-street loading shall not be reduced in area or changed to any other use unless the use served is discontinued or modified, unless equivalent loading space is provided and approved by the Code Enforcement Officer.
- (7) Emergency Vehicles. Occupied loading and unloading spaces shall not obstruct Emergency Vehicles from access to buildings.

➤ *Section 610: Amend the language in Section 610.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 4 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

610.3 Residential Land Use Regulations (R1, R1A, MH, R2). The residential zoning districts referenced below correspond to the districts listed in Section 610 and intent statements as found in Section 610.2 above. In ~~Table 4 - Residential Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in residential zoning districts. The letter “C” designates use classifications allowed by conditional use approval~~-of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited.~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 610.3 Residential Land Use Regulations (R1, R1A, MH, R2):~~

~~Section 610.3 Table 4—Residential Zoning District Land Use Regulations~~
~~{P}=permitted; {X}=prohibited; {C}=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT				REFERENCE
Principal Use* (unless noted as an accessory use)	R1	R1A	MH	R2	See Section or Note

➤ *Section 620: Amend the language in Section 620.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 5 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

620.3 Commercial Land Use Regulations (P, B-1, B-2, B-3). The commercial zoning districts referenced below correspond to the districts listed in Section 620 and intent statements in Section 620.2. In ~~Table 54 - Commercial Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in commercial zoning districts. The letter “C” designates use classifications allowed by conditional use approval~~-of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited.~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 620.3 Commercial Land Use Regulations (P, B-1, B-2, B-3):~~

~~Section 620.3 Table 5—Commercial Zoning District Land Use Regulations~~
~~{P}=permitted; {X}=prohibited; {C}=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT				REFERENCE
Principal Use* (unless noted as an accessory use)	P	B1	B2	B3	See Section or Note

- *Section 630: Amend the language in Section 630.3 to refer to new primary land use table for all zoning districts. Update the references to other Articles in the Zoning Ordinance. Remove Table 6 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary tables for Principal and Accessory Uses. Merge footnotes and update numbering in new Principal and Accessory Use tables.*

630.3 Industrial Land Use Regulations (M-1). The M-1 industrial zoning district referenced below corresponds to the district listed in Section 630 and intent statements as found in Section 630.2 above. In ~~Table 64 – Industrial Zoning District Land Use Regulations~~Principal Uses Allowed By Zoning District, the letter “P” designates use classifications permitted in industrial zoning districts. The letter “C” designates use classifications allowed by conditional use approval ~~of a conditional use permit~~, see Section ~~1425~~1525. ~~The letter “X” designates use classifications prohibited~~ Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II. For the chart of dimensional requirements and exceptions, see Article ~~VII~~VIII.

~~Section 630.3 Industrial Land Use Regulations (M-1):~~

~~Section 630.3 Table 6 – Industrial Zoning District Land Use Regulations~~
~~[P]=permitted; [X]=prohibited; [C]=conditional use permit required~~

LAND-USE CATEGORY	DISTRICT	REFERENCE
Principal Use*(unless noted as an accessory use)	M-1	See Section or Note

- *Article VI: Insert a new Section (Section 635). Add introductory paragraph for interpretation of uses. Add language regarding the use of resources in the Planning field, including the U.S. Dept. of Commerce North American Classification System (NAICS). Insert notations from existing Tables 4, 5, 6, and 8. Remove notations to remove conflicts with current regulations and the new Character Based Code.*

Section 635 Principal and Accessory Land Use Tables.

The following tables are of Principal and Accessory Uses in the City of Monroe. Table 4 identifies principal uses allowed by zoning district and Table 4A identifies accessory uses allowed by zoning district. The letter “P” designates use classifications permitted in industrial zoning districts. The letter “C” designates use classifications allowed by conditional use approval, see Section 1525. Any use not shown as a permitted or conditional use is specifically prohibited. References listed under “See Section” reference additional regulations located elsewhere in this Ordinance or the Code of Ordinances. For further definition of the listed uses, see Article II.

Some degree of interpretation will occasionally be required. It is not possible to list each and every variation or name of a given use. In addition to other generally accepted Planning and Development references and resources, the North American Industrial Classification System (NAICS), published by the U.S. Dept. of Commerce (current available edition), may be referred to in order to interpret the definition of certain uses listed in Table 4 and Table 4A. In all cases of uncertainty, the determination of whether or not a particular use is allowed in a particular zoning district shall reflect the purpose and intent of the zoning district as stated in this Article, both the common and dictionary definitions of the use, and the array of listed uses that are allowed in the district as to their character and intensity, as determined by the Planning and Zoning Director.

(Table 4 and Table 4A on the following pages)

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
RESIDENTIAL:													
		Apartment Buildings			P		C	C	C	C	P		
		Apartment Houses			P		C				P		
		Apartment Lofts					P	P	P	P	P		
		Single-Family Dwellings, Detached	P	P	P		P	P	P	P	P		
		Single-Family Dwellings, Attached		C	P		P	P	P	P	P		
		Two-Family Dwellings/Duplexes			P						P		
		Manufactured Home, Parks				P							Note (1) (in 610), 1045
		Manufactured Home, Individual	P	P	P	P							Note (1) (in 610), 1040
		Townhouses		C	P		C	C	C	C	P		
AGRICULTURAL:													
		Animals - Horses and Stables	C	C	C	C							Note (2) (in 610)
		Animals - Household Pets	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		Note (7) (in 610)
		Animals - Cows, Sheep, Goats, Chickens	C	C	C	C							Note (3) (in 610)
		Farming, General Practice											Note (4) (in 610)
		Game Preserves and/or Sanctuaries											
		Nut/Fruit Tree Harvesting											
		Produce Stands	C	C	C	C							Note (5) (in 610)
		Timber Harvesting								P			
	Greenhouse, Nursery, and Floriculture Production												
		Greenhouses and Plant Nursery, Wholesale											
		Indoor Food Crop Production										P	
COMMERCIAL*:													
	Administrative <u>and Professional Offices</u> , and Information Services												
		Administrative Offices/Processing Center					P	P	P	P	P	P	
		Call/Telecommunications Center					P	P	P	P	P	P	
		Collection Agency					P	P	P	P	P		
		Data Processing/Programming Facilities					P	P	P	P	P	P	
		Data Processing/Programming Facilities with Product Production										P	
		Detective Agency					P	P	P	P	P		
		Professional Offices					P	P	P	P	P		Note (9) (in 620)
		Professional Office Parks					P	P		P			
		Travel Agencies					P	P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

		P		Use is permitted by right in the zoning district indicated									
		C		Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES		R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT													
Alcohol and Beverage													
	Beer and Wine, Retail Store						C	P	P	C		CODE - CHAP. 6	
	Brewpubs									P		CODE - CHAP. 6	
	Breweries										C	CODE - CHAP. 6	
	Distilleries										C	CODE - CHAP. 6	
	Micro-Breweries									P		CODE - CHAP. 6	
	Micro-Distilleries									P		CODE - CHAP. 6	
Amusements and Entertainment													
	Adult Entertainment Establishment										P	Note (19) (in 620) & Note (5) (in 630)	
	Archery Range or Firing Range								P		P	1031	
	Game Center						P	P	P	P			
	Miniature Golf, Outdoor								C				
	Play Centers, Skating Rink, Bowling Alley								P	P	P		
	Theaters								P	P			
	Theaters, Outdoor		C	C	C		C	C	C	C			
Animal Facilities and Services													
	Clinics and Specialty Services							P	P		C	Note (4) (in 620)	
	Hospitals, Lodging, and Shelters								P C		C	Note (4) (in 620)	
	Animal/Pet Supply Stores, Retail (Excluding Pet Sales)						P	P	P	P			
	Animal/Pet Supply Stores, Retail (Including Pet Sales)							P	P				
	Pet Cemeteries												
Apparel Stores-Clothing and Accessories, Retail													
	Bridal, Vintage, Consignment, and Rental						P	P	P	P			
	New						P	P	P	P			
	Secondhand and/or Thrift						P	P	P	P			
	Shoe Repair, Service						P	P	P	P			
	Tailoring and/or Dressmaking, Service						P	P	P	P			
Arts, Crafts, and Hobbies													
	Art, Craft, and/or Hobby Supply Stores, Retail						P	P	P	P			
	Art Gallery or Shop, Retail						P	P	P	P			
	Art Studios					P	P	P	P	P			
	Craftsman Studios					P	P	P	P	P			
Audio/Video/Computer Equipment													
	Supply Stores, Rental and/or Repairs						P	P	P	P			

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note
CURRENT													
		Supply Stores, Retail						P	P	P	P		
	Beauty Shops, Services												
		Barber, Hairdresser, and/or Stylist Shops					P	P	P	P	P		
		Beauty Supply Retail					P	P	P	P	P		
		Beauty/Health Spas						P	P	P	P		
		Manicure Establishment						P	P	P	P		
		Tanning Centers						P	P	P	P		
		Tattoo Parlors								P	P		
	Building, Construction and Special Trade Facilities												Note (5) (in 620)
		Contractor and Developer Offices						P	P	P	P	P	
		Contractor/Developer Offices with Facilities								P		P	Note (6) (in 620)
		Contractor/Developer Office Center								P		P	Note (6) (in 620)
		Landscape/Irrigation Service								P		P	Note (6) (in 620)
		Timber Harvesting Service								P		P	Note (6) (in 620)
		Tree Surgery Service								P		P	Note (6) (in 620)
		Building Supply Store, Wholesale								P		P	Note (6), (10) (in 620)
	Child Care Facilities												
		Child Care, Homes	C	C	C	C	C	C	P	P	C		
		Child Care, Centers	C	C	C	C	C	C	P	P	C		
	Churches												
		Administrative Offices	P	P	P	P	P	P	P	P	P		
		Community Church	P	P	P	P	P	P	P	P	P		
		Mega Church	P	P	P	P	P	P	P	P	P		
		Neighborhood Church	P	P	P	P	P	P	P	P	P		
	Community Associations/Clubs-Civic and Private						P	P	P	P	P		
	Educational Facilities												
		Schools - Public, Private, Parochial	C	C	C	C	C	C	C	C	C		
		Schools Programs - Day-, Pre-, Post-	C	C	C	C	C	C	C	C	C		
		Small Scale Instruction					C	P	P	P	P		
		Studios for Work or Teaching of Fine Arts, Photgraphy, Music, Drama, Dance, Martial Arts					C	P	P	P	P		
	Financial Institutions-Banks, Savings/Loans												
		With/Without Drive-Thru Window					P	P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated										
			C	Use is allowed in the district if approved as a Conditional Use										
				Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT														
		Automatic Teller Machine Only					P	P	P	P	P			
	Funeral and Interment Establishments													
		Cemeteries and Memorial Cemeteries								C			1020	
		Gravestone and Burial Vault, Sales and Storage								P			Note (10) (in 620)	
		Undertaking, Mortuary, and/or Funeral Home							C	P				
	Grocers, Retail													
		Convenience Food Stores						P	P	P	P		Note (12) (in 620)	
		Delicatessens, Bakery, Specialty						P	P	P	P		Note (12) (in 620)	
		Grocers Famers Market									P		Note (7) (in 620)	
		Grocery Markets						P	P	P	P		Note (12) (in 620)	
		Health Food Store						P	P	P	P		Note (12) (in 620)	
	Healthcare Facilities, Service-Dental, Medical, Optometry, Psychiatric, Chiropractic													
		Clinics (Day Services Only)					P	P	P	P	P			
		Convalescent Care, Nursing, Rest Homes					P	P	P	P				
		Hospitals and Laboratories					P-C		P-C	P-C				
		Medical Office Parks						P		P				
		Personal Care Homes, Family		C	C			P	P	P			Note (20) (in 620)	
		Personal Care Homes, Group					C	P	P	P	C		Note (20) (in 620)	
		Personal Care Homes, Congregate					C	C	P	P	C		Note (20) (in 620)	
		Private Offices					P	P	P	P	P			
		Sanitariums and Mental Institutions								P-C				
	Interior Design and Decorating Establishments													
		China, Clock, Frame, and/or Rug Shops						P	P	P	P			
		Retail Floor Covering, Retail and Service						P	P	P	P			
		Furniture and Furnishing Stores						P	P	P	P			
		Retail Hardware and Paint Stores						P	P	P	P			
		Retail Kitchen Supply Stores, Retail						P	P	P	P			
		Kitchen Supply Stores, Rental						P	P	P	P			
		Linen and Drapery, Retail and Service						P	P	P	P			
		Wallpaper, Retail and Service						P	P	P	P			
	Laundry and/or Dry Cleaning Establishments													
		Drop-Off and Pick-Up						P	P	P	P			
		Stations Full-Service						P	P	P		P		

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated										
			C	Use is allowed in the district if approved as a Conditional Use										
				Any use not shown permitted by right or by Conditional Use is specifically prohibited										
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note	
CURRENT														
		Self-Service, Public						C	P	P				
	Lawn and Garden Establishments													
		Supply and Equipment, Retail and Rental						C	P	P			Note (10) (in 620)	
		Greenhouse and Plant Nursery, Retail						C	C	P			1000.5	
		Lawn and Garden Supply, Wholesale								P		P		
	Lodging													
		Bed and Breakfast Inns							P	P	P		CODE - CHAP. 22: 146-155, 1003.3.3	
		Hotel						C	P	P	P			
		Inns						C	P	P	P			
		Motels							C	P				
	Media Facilities, Print and Electronic													
		Copy and Blueprint Shops					P	P	P	P	P			
		Film and Internet Production Offices					P	P	P	P	P			
		Newspaper Offices						P	P	P	P			
		Publishing and Printing Establishments						P	P	P	P			
	Motor Vehicles and Equipment, Passenger Vehicles and Small Engine Equipment												Note (14) (in 620)	
		Body Repair and Painting								P-C		P-C	Note (8) (in 620)	
		Car Wash, Service or Self-Service						P-C	P-C	P-C		P-C		
		Fuel Sales						P-C	P-C	P-C	C	P-C		
		General Service/Installation of Parts/Accessories						P-C	P-C	P-C	C	P-C		
		New or Used, Sales and Rental							C	P-C		P-C	Note (8), (10) (in 620)	
		Light Duty Trailer Sales, New, Accessory Use							C	P-C			Note (13) (in 620)	
		Parts and Accessories						P	P	P	P	P		
		Tire Sales						C	C	P-C		P-C	Note (10) (in 620)	
		Vehicle Storage Yard								P-C		P-C	Note (8), (15) (in 620)	
		Welding and Fabrication								P-C		P-C	Note (8), (15) (in 620)	
		Wrecker and/or Towing Service								P-C		P-C	Note (8), (15) (in 620)	
	Motor Vehicles and Equipment, Heavy Trucks, RV's and Other Heavy Equipment													
		Body Repair and Painting								P-C		P-C	Note (8) (in 620)	
		Fueling Station								P-C		P-C		
		General Service/Installation of Parts/Accessories								P-C		P-C	Note (8) (in 620)	
		New or Used, Sales and Rental								P-C		P-C	Note (13) (in 620)	

Table 4: Principal Uses Allowed By Zoning District

PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
			P Use is permitted by right in the zoning district indicated C Use is allowed in the district if approved as a Conditional Use Any use not shown permitted by right or by Conditional Use is specifically prohibited										
		Parts and Accessories								P		P	CURRENT
		Tire Sales								P C		P C	
		Truck Wash, Service or Self-Service										P C	
		Motor Freight Terminal										P C	
		Truck Stop/Travel Plaza										P C	
	Parking, Commercial-Primary Use												
		Garages					P	P	P	P	P		Note (10) (in 620) & 520
		Lots								C	C		
	Parks and Recreation												
		Campgrounds			€	€							
		Health/Fitness Center		C	C	C		P	P	P	P	C	Note (17) (in 620)
		Gymnasium		C	C	C		C	C	P		C	Note (18) (in 620)
		Neighborhood Activity Center—Accessory Use	C	C	C	C	P	P	P	P	P	C	Note (17) (in 620)
		Parks, Active	C	C	C	C		P	P	P	C		
		Parks, Passive	P	P	P	P	P	P	P	P	P	P	
	Photography												
		Supply and Processing Stores, Sales/Service						P	P	P	P		
		Portrait Studio					P	P	P	P	P		
	Public and Semi-Public Buildings												
		Government Offices					P	P	P	P	P		
		Libraries					P	P	P	P	P		
		Community Center	C	C	P	P	P	P	P	P	P		
		Convention Hall					P	P	P	P	P		
		Historic Sites	€	€	€	€							
		Museums		€	€	€	P	P	P	P	P		
	Restaurant												
		Restaurant/Café, Grill, Lunch Counter						P	P	P		P	Note (11) (in 620)
		Restaurant with Drive-In or Drive Thru Service								P	C	P	
		Restaurant with Walk-Up or Walk Away								P	P		Note (17) (in 620) DO NOT APPLY TO CBD
	Retail												
		Antique, Curio, and/or Collectible Shops					P	P	P	P	P		
		Book, News, Magazine Stores, Retail						P	P	P	P		
		Catering Establishments, Retail and Rental					P	P	P	P	P		

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

Principal Uses			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
		Confectionary and Dessert Shops, Retail						P	P	P	P		
		Department/Discount Department Stores, Retail						P	P	P	P		
		Drug Stores, Retail					P	P	P	P	P		
		Fabric and Notion Shops, Retail						P	P	P	P		
		Florist and Plant Shops, Retail						P	P	P	P		
		Gift, Card, and Stationary Shops, Retail						P	P	P	P		
		Jewelry Stores, Retail						P	P	P	P		
		Mercantile and Dry Good Stores, Retail						P	P	P	P		
		Mobile Telephones/Paging, Retail and Service						P	P	P	P		
		Musical Instruments Shop, Retail						P	P	P	P		
		Office Supply Stores, Retail					P	P	P	P	P		
		Optical Supply Stores, Retail					P	P	P	P	P		
		Recreational Equipment Stores, Retail							P	P	P		Note (10), (13) (in 620)
		Satellite Dishes, Retail						P	P	P			
		Shopping Centers								P			
		Toy, Variety, Novelty, and Dime Stores, Retail						P	P	P	P		
Sales and Service Facilities													
		Appliance Stores (Small and Large), Retail, Rental, and/or Repairs						P	P	P		P	Note (2), (3), & (6) (in 620)
		Building Supply, Retail								P		P	Note (6) (in 620)
		Equipment (Small and Large), Service and Rental						P	P	P		P	Note (2), (16) (in 620)
		Equipment (Office), Service and Rental							P	P	P	P	
		Fuel Sales-Liquid, Wholesale and Retail										P-C	Note (4) (in 630)
		Funeral and Interment Establishments, Wholesale and Storage								P		C	
		Janitorial Cleaning Services							P	P		P	
		Janitorial Cleaning Supply Store							P	P		P	
		Locksmith Shop and Service, Wholesale							P	P	P	P	
		Manufactured Home Sales Lots										C	Note (13) (in 620)
		Pawn Shop and Pawn Brokers								P		P	CODE - CHAP. 78
		Pest Control Services								P		P	
		Print and Publication Shops								P		P	
		Recreational Equipment Stores, Repair and Rental							P	P			Note (10) (in 620)
		Scrap Hauling Service										P	
		Sewer and Septic Tank Service										C	
		Vending Supply and Service										P	
Shipping, Packaging, and Delivery Establishments													

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

[illegible]

Table 4: Principal Uses Allowed By Zoning District

P	Use is permitted by right in the zoning district indicated
C	Use is allowed in the district if approved as a Conditional Use
	Any use not shown permitted by right or by Conditional Use is specifically prohibited

[illegible]

Table 4: Principal Uses Allowed By Zoning District

			P	Use is permitted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown permitted by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD <i>Overlay</i>	M1	See Sec. or Note
CURRENT													
		Wood, Paper, and Plastic Assembly										P	

Table 4A: Accessory Uses Allowed By Zoning District

			P	Use is permtted by right in the zoning district indicated									
			C	Use is allowed in the district if approved as a Conditional Use									
				Any use not shown by right or by Conditional Use is specifically prohibited									
PRINCIPAL USES			R1	R1A	R2	MH	P	B1	B2	B3	CBD Overlay	M1	See Sec. or Note
CURRENT													
RESIDENTIAL:													
		Accessory Dwelling Units	P	P	P		P	P	P	P	P		1000.8(2)
		Accessory Apartments	P	P	P		P	P	P	P	P		1000.8(1)
		Bed and Breakfasts	P	P			P						CODE - CHAP. 22: 146-155, 1003.3.3
		Home Occupations	P	P	P	P	P	P	P	P	P		1000.3
		Home Office	P	P	P	P	P	P	P	P	P		1000.3.1
		Residential Business	C	C	C	C	P	P	P	P	P		1000.3.2
		Home Swimming Pools Recreation - Swimming Pools and Tennis Courts	P	P	P	P	P	P	P	P			1000.4
		Accessory Structures - General	P	P	P	P	P	P	P	P	P		Note (1) (in 610) , 1000.1
		Accessory Uses - General	P	P	P	P	P	P	P	P	P		Note (1) (in 610) , 1000.2
		Temporary Buildings and Structures	P	P	P	P	P	P	P	P	P		1000.9
NON-RESIDENTIAL:													
		Fuel Dispensary, Pump, Island, and/or Canopy						C	P C	P C	C		Note (1) (620)
		Outdoor Storage								P			1000.5
		Outdoor Display									P		1000.6
		Sidewalk Amenities Displays									P		1000.6.1
		Accessory Structures - General					P	P	P	P	P	P	1000.1
		Accessory Uses - General					P	P	P	P	P	P	1000.2
		Temporary Buildings and Structures					P	P	P	P	P	P	1000.9

(Current Section 610.3 – Table 4 Notes)

- (1) Service and auxiliary buildings located and specifically designed to service only the residents of one (1) manufactured home park, as specified herein, not to include repair facilities of any type. Permitted buildings shall be limited to the following uses:
 - (a) manufactured home park management office,
 - (b) storage for maintenance tools, equipment and supplies,
 - (c) residence for a park watchman, caretaker, owner or manager,
 - (d) recreation, community and laundry facilities for the exclusive use of the manufactured home park community.
- (2) As an accessory use, one (1) horse per acre of fenced area on the same lot as the principal dwelling, not to exceed a maximum of four (4) horses per lot; one (1) stable having no more than four (4) stalls, with no stall exceeding two hundred (200) square feet in area. Stables are considered accessory buildings and shall meet Section 1000.1 standards.
- (3) As an accessory use, non-commercial keeping of these animals provided that the lot must be a minimum of two (2) acres with no more than: one (1) cow per four (4) acres, one (1) sheep or goat per acre, and three (3) chickens per acre.
- (4) Includes crop production on the premises, as well as commercial livestock/poultry farms, fur farms, and kennels/cattery.
- (5) Selling only products grown or produced on site in hobby gardening or farming. Commercial growing prohibited.
- (6) Unmanned utility structures and substations, excluding towers, provided that such structures are screened in accordance with Section 550. No on-site storage of equipment is permitted.
- (7) Dogs:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) dogs. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) dogs. On any residential property larger than two (2) acres, there shall be no restriction on the number of dogs allowed to be possessed or kept provided all other applicable zoning provisions are obeyed. However, any such property that contains more than six (6) dogs shall be required to maintain those animals in an enclosure at least one hundred (100) feet from the nearest property line.

Cats:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) cats. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than two (2) acres, there shall be no restriction on the number of cats allowed to be possessed or kept provided all other applicable zoning provisions are obeyed.

Litters of animals shall be exempt from the provisions herein for up to six (6) months from the date of birth.

(Current Section 620.3 – Table 5 Notes)

- (*) Unless otherwise specifically noted (for example, **RESIDENTIAL**), all of the following uses are considered to be nonresidential, which for the purposes of this section encompasses commercial, professional, office and/or institutional uses. For commercial retail uses, incidental manufacturing of products sold by the retail establishment on the premises is included provided that the manufacturing area does not occupy more than twenty (20) percent of the total floor area and does not employ more than ten (10) persons.
- (1) Provided that fuel dispensary, pump and/or canopy is not located in the front yard except in B-3.
- (2) Small appliances means radio, television, computer, kitchen counter appliances, stereo, fax, computer printer, VCR/DVD players, and other appliances of similar size.
- (3) Large appliances means refrigerator, washer, dryer, dishwasher, stove, freezer, office copier, sewing machine, vending machine and other appliances of similar size.
- (4) Outdoor kennels, runs, or open areas are permitted as accessory uses in B-3 zoning districts only provided that such are located in the rear yard, enclosed by a fence not less than seven (7) foot high, and screened from the public right-of-way and from adjoining properties in accordance to Section 550.
- (5) Special trades means goods and services integral to building and construction, specifically roofing, sheet metal, electrical, plumbing, heating/air conditioning systems, cabinetry, carpentry, flooring, drapery, upholstery, lumber and building materials, hardware and paint, rug and carpet care, sign making, glass and mirror cutting, and antique repair and restoration.
- (6) Provided that such is not located within one hundred (100) feet of any residential district; provided that all operations are conducted in a building which shall not have any openings (other than a stationary window and pedestrian doors) facing the street frontage; and provided that no parts or waste materials shall be stored in the principal building.
- (7) Provided that temporary produce stands are located within the designated area within the CBD Overlay District and operated only during the established times set by Council or its designee.

- (8) Motor vehicle storage which is secondary and clearly incidental is permitted provided that such is located in the rear yard, enclosed by a fence not less than seven (7) foot high, and screened from the public right-of-way and from adjoining properties in accordance with Section 550.
- (9) Professional offices means the following recognized professional services/professionals: accountant, actuary, appraisal, architect, billing/bookkeeping, brokerage, computer science, decorator, designer, editor, engineer, insurance, investment, landscape architect, lawyer, real estate, researcher, surveyor, translator, and web design. See Section 210.
- (10) Provided that such is screened in accordance with Section 550.
- (11) For licensing requirements regarding pouring of alcoholic beverages, see Code of Ordinances, Chapter 6.
- (12) The selling of produce from vehicles or from temporary stands outside of the building is prohibited.
- (13) Outdoor display and storage of manufactured home (retail) and motor vehicle and heavy equipment (retail and rental) is permitted in accordance with Section 1000, but any repair of such must be conducted entirely within a building which shall not have any openings (other than a stationary window and pedestrian doors) facing the street frontage, shall have no parts or waste materials stored outside, and all motor vehicles placed on the display lot shall be in operating condition at all times.
- (14) Small equipment means lawn mowers (pushing), hand tillers, and other equipment of similar size whether engine operated or not.
- (15) Heavy equipment means farm machinery and implements, construction equipment, lawn mowers (riding and trailing), motorcycles, all-terrain vehicles (ATV), off-road vehicles (ORV), recreational vehicles (RV), boats, travel trailers and other equipment of similar size whether engine operated or not.
- (16) Excludes retails sales of fuels intended for car and light truck vehicle use.
- (17) As an accessory use only, snack counters and/or sales of food and non-alcoholic beverages are also included provided that said accessory use shall be operated in compliance with all applicable health regulations of the Walton County Health Department.
- (18) As an accessory use only, non-commercial nursery or child-care areas are also included provided that said accessory use shall be available only for patrons while the patrons are on the premise.
- (19) In compliance with the City of Monroe Code of Ordinances, Chapter 22, Article II, Adult Entertainment.
- (20) Not allowed in B2 located within the CBD Overlay.

(Current Section 630.3 – Table 6 Notes)

- (1) Acid manufacturing includes without limitation the manufacturing of hydrochloric, nitric, picric, sulfuric acid or other similar acids.
- (2) Excluding the manufacturing of paper from pulp wood.
- (3) Excluding the processing of raw materials.
- (4) Excludes fuels intended for vehicle use.
- (5) In compliance with the City of Monroe Code of Ordinances, Chapter 22, Article II, Adult Entertainment.
- (6) Excludes properties located in the Federal Enterprise Opportunity Zone and Urban Redevelopment Authority boundary with the exception of M-1 zoned properties located within a ½ mile of the Vine Street and South Broad Street intersection. Outdoor self-service (mini) warehouses as principal uses shall be limited to properties 3 and ½ acres or less in size. Climate controlled buildings are permitted within an outdoor self-service (mini) warehouse facility. Buildings shall be situated so that overhead access doors do not face or are visible from public roads or residentially zoned properties. Outdoor storage areas shall not exceed 20 percent of the total area of the site.
- (7) Indoor self-service (mini) warehouses as principal uses shall be limited to properties 3 and ½ acres or less in size and shall not be developed in conjunction with, adjacent to, or part of any facility containing outdoor self-service (mini) warehouses. Indoor self-service (mini) warehouses shall not include any outdoor storage units or outdoor storage areas.

~~It is recognized that there are certain areas of the central core of the City that are classified as Industrial (M-1) due to their historic uses as industrial manufacturing and transportation facilities. In particular, the City was once home to the manufacturing operations of the Monroe Cotton Mills, the Walton Mill and the transportation hub known as the Great Walton Railroad Train Depot. These areas no longer service industrial uses but have seen repurposing in recent years to service retail, commercial and public assembly uses. Additionally, living in close proximity to these historic industrial sites has become attractive and desirable. Deference to the historic nature of these certain industrial complexes located within the historical central core of the City should be given and all efforts should be made to accommodate new and modern repurposed uses of these complexes for uses other than traditional industrial uses, such as retail, public assembly, light commercial including food service establishments and multifamily dwelling units.~~

➤ **Section 643: Modify Section 643.4(3)(b) for the Minor Change policy for projects in the Corridor Design Overlay District Overlay (CDO). Modifications will include the allowance to install new signs which conform to the Ordinance, clarifying language describing sites and buildings, and increasing the alteration cost trigger for new COA applications.**

- (b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, [installation of new signs conforming to the regulations in this Ordinance](#), removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than [Twenty-Five Thousand Dollars \(\\$25,000.00\)](#) expense to existing [buildings or the site](#)~~elevations or site plans~~.

➤ ***Section 644.4: Modify the parking requirement for MHDO developments. Reduce the number of required parking spaces and add a parking requirement for senior housing.***

644.4 Density; Open Space; Set Back; Parking Requirements

- (1) The maximum permitted density in MHDO developments shall be ten dwelling units per gross acre.
- (2) All MHDO developments shall contain a minimum of 400 square feet of common open space per dwelling unit. At least 50 percent of the dwelling units shall abut the common open space and the common open space shall have dwelling units abutting on at least two sides.
- (3) Each dwelling unit shall have a minimum set back of ten (10) feet from any adjacent property.
- (4) All MHDO developments shall have set backs consistent with the form and style of setbacks of similar properties in the MHDO District. Setbacks generally should be at least 15 feet from the public right of way unless surrounding forms suggest otherwise.
- (5) All MHDO developments shall provide one ~~and one-half (1.5)~~ [\(1\)](#) parking spaces per dwelling unit, [and one-half \(0.5\) parking spaces per dwelling unit for senior housing](#). In order to promote shared functional open space and access to and from the site, all parking shall be located in clusters, which provide not more than five adjoining spaces each. Parking on the MHDO development is prohibited in the front yard setback areas for those individual units which abut the common open space. Parking may be permitted to encroach upon the front yard setback areas for dwelling units which do not abut the common open area if said parking is contained in a cluster designated as off street parking. Off street parking is defined as clustered parking which is adjacent to a city maintained street and which is approved as part of the MHDO development site plan. All on-site parking other than off street parking which is adjacent to structures shall be permitted only when it is located toward the rear of the principal structure and is served by an alley or private drive specifically designated on the MHDO development site plan. A MHDO development may also provide on street parking for some of the units if the on street parking area is contiguous to the MHDO development and the MHDO development is located on a city maintained street not defined as an arterial or collector street. Any such on street parking shall be specifically designated in the MHDO development site plan, and may not encroach upon the paved width of the street, and must be specifically approved by the Code Enforcement Officer. All MHDO developments shall be permitted to utilize materials other than concrete and asphalt for driveways and parking areas for on-site parking and ingress and egress that are approved by the Code Enforcement Officer.

➤ ***Section 646: Remove Table 8 and consolidate all existing land uses and their identified permitted or conditional use ability into new primary table.***

646.3 Permitted Uses. Uses permitted in the CBD Overlay are outlined below. In ~~Table 84 - Central Business District Overlay (CBD)~~ [Principal Uses Allowed By Zoning District](#), the letter "P" designates use classifications permitted in CBD only. The letter "C" designates use classifications allowed by [conditional use](#) approval ~~of a conditional use permit~~, see Section ~~1425~~ [1525](#). ~~The letter "X" designates use classifications prohibited in the CBD Overlay~~ [Any use not shown as a permitted or conditional use is specifically prohibited](#).

~~Section 646.3 Central Business District Overlay (CBD):~~

~~Section 646.3 Table 8—Central Business District Overlay (CBD)~~

~~[P]=permitted; [X]=prohibited; [C]=conditional use permit required~~

LAND-USE CATEGORY	
Principal Use* (unless noted as an accessory use)	CBD Overlay

- **Section 646: Modify Section 646.5(3)(b) for the Minor Change policy for projects in the Central Business District Overlay (CBD). Modifications will include the allowance to install new signs which conform to the Ordinance, clarifying language describing sites and buildings, and increasing the alteration cost trigger for new COA applications.**

- (b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, [installation of new signs conforming to the regulations in this Ordinance](#), removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than [Twenty-Five Thousand Dollars \(\\$25,000.00\)](#) expense to existing [buildings or the site](#) ~~elevations or site plans~~.

- **Section 650: Modify and clarify language in Section 650.5 for Written Reports, Plans, and Development Agreements for Planned District developments.**

650.5 Required Report and Plans.

- (1) Written Report. This shall describe the land uses proposed and the type, nature, size, intent, and characteristics of the proposed development. [The Written Report, also called a "Pattern Book"](#), ~~This report~~ shall include:
- (a) a description of the proposal including proposed uses and location;
 - (b) the proposed standards for development, including restrictions on use of the property, density, setback requirements, [building standards, architectural standards and elevations](#), and any proposed restrictive covenants;
 - (c) an explanation of why the proposed development standards are necessary, if the proposed standards vary from existing standards in this ordinance;
 - (d) plans for [street access, thoroughfares, connectivity, pedestrian sheds, parking](#), utilities, including water, sewer, and drainage;
 - (e) traffic report, unless a more extensive traffic study is requested by the Code Enforcement Officer;
 - (f) plans for protection of abutting properties, [if necessary](#), including buffers, screening, and landscaping;
 - (g) data stating the total number of acres (or square feet) for every proposed use;
 - (h) proposed development timetable; [and](#),
 - ~~(i) for any planned development or portion thereof within an overlay district, a Certificate of Appropriateness or a letter of support from the relevant board (i.e. HPO, CDO) for the district~~
 - ~~(j)~~ [\(i\)](#) additional data required by the Code Enforcement Officer.
- (2) Required Detailed Site Plans. These shall be prepared by a registered engineer, architect, land surveyor, or landscape architect. The site plan shall bear the official registration seal of the professional(s) who prepared the plan, and shall include at a minimum:
- (a) survey of the property, indicating all property dimensions, property size, adjoining owners, scale, north arrow, and tie-in point to a known location (road intersection, land lot corner, etc.),
 - (b) [development concept plans including](#) proposed platting (subdivision), streets, setbacks, building sites, type of use for each building site, access to the site, internal access and circulation, [on and off-street parking areas](#), proposed public facilities and open areas, name of the development, [phasing of the development](#), and any special drainage features, and

~~(c) If the proposal includes the subdivision of land for any purpose or for the provision of new public or private streets, any additional information required under the Development Regulations. The rezoning request and the proposed subdivision of the property shall be processed simultaneously. Any requested variance from the Development Regulations shall be listed on the site plan and explained in the written report.~~

- (3) Required Development Agreement. A draft of the development agreement between the applicant and the City of Monroe ~~shall~~ may be submitted with the Written Report and Detailed Site Plans. If a draft of the development agreement between the applicant and the City of Monroe is not provided at the time of rezoning, the zoning approval will be conditioned to require preparation and submission of the draft development agreement to the City for review prior to the submission of any future submittals for platting or site development. The draft development agreement shall be in a form acceptable to the City Attorney and shall contain at a minimum the Written Report, Site Plans, and an itemized list of variances and mitigating conditions. The development agreement shall be finalized to include all special conditions and requirements as approved through zoning action and signed by both parties prior to the submittal of plans for plat, subdivision, or civil review; no land disturbance nor building permits shall be issued prior to execution of the development agreement by the City and the applicant/owner. The Development Agreement shall include any necessary Performance Bond and Maintenance Surety Agreements necessary to ensure completion of all City Street and Public Right of Ways to be completed within the Development.

➤ **Article VII: Insert new Article VII for the Character Based Code and Regulating Plan.**

The Character Based Code and Regulating Plan are located at the following link:

<https://www.dropbox.com/scl/fo/ymcnzmf34rsme9f5od6tz/ACzcU7yR4MjSAU2-7-Y-bl8?rlkey=xyd4algmxxwa33p82otj3y5ohv&st=xp5ev0ik&dl=0>

➤ **Article VIII through Article XVI: Renumber all Articles, Section, and Tables from existing Articles VII to XV. Update all cross references in the Zoning Ordinance to the new Article, Table and Section numbers.**

➤ **Section 1285: Remove section for sign variances. All variances will be considered under the new variance types and standards created in Article XIV.**

~~Section 1285 Variances.~~

~~(1) The Council can authorize, upon application in specific cases, such variance from the terms of this Article as will not be contrary to the public interest when, due to special conditions, a literal enforcement of the provisions of this Article will in an individual case result in extreme and unusual hardship, so the spirit of this Article shall be observed, public safety and welfare secured, and substantial justice done. The mere existence of a nonconforming sign or advertising device shall not constitute a valid reason to grant a variance. A Variance may be granted in accordance with the provisions of Section 1430. In addition to the standards to be considered in Section 1430.6, the Council shall consider the following:~~

- ~~(a) Whether the variance is a request to permit a type of sign which otherwise is not permitted in the zoning districts involved;~~
- ~~(b) Whether the cause for the need for the variance is created by the applicant, the owner, lessor, or successor in ownership or occupancy;~~

- ~~(c) Signs may be displaced upon the vertical surface of a canopy only by a variance, upon the applicant reducing the number or square footage of ground or wall signs authorized by this Article for the lot in question, so as to reasonably set off for the additional signs.~~
- ~~(2) All requests for such variances shall be in written form and filed with the Code Enforcement Officer. The Council shall make a decision on a complete application as prescribed in Section 1430.~~
- ~~(3) No change may be made in the location, shape, color, height, size, copy or text of any sign subject to a variance unless the sign is brought into compliance with the provisions of this Article and a sign permit is granted.~~
- ~~(4) A change in the owner, lessor, lessee, or user of property served by a sign subject to a variance shall negate the variance, and the sign shall be removed or brought into compliance with the provisions of this Article and a new sign permit granted.~~
- ~~(5) A sign subject to a variance may not be reconstructed, replaced or reset if it is removed for any reason.~~
- ~~(6) When a sign under a variance has been razed or damaged by any cause, naturally occurring or otherwise, the sign shall not be re-established:~~
 - ~~(a) If the value of the sign as damaged is 50 percent or less of the value of the sign prior to the damage;~~
 - ~~or~~
 - ~~(b) If the estimated cost of repairing the above ground portion of the sign is more than the value of the sign in its damaged condition.~~
 - ~~(c) Value shall be established by the Code Enforcement Officer and shall be based upon the value of the sign's materials above ground with no allowance for the intrinsic value of the sign or the value of the right to have a sign at that location.~~

➤ ***Section 1430: Modify existing Variance section to create three (3) new types of variances, Special Exception Variances, Hardship Variances, and Administrative Variances (under certain elements of Special Exception Variances). Add standards for new variance types and modify application variance standards.***

Section 1430 Variances.

The City Council [or the Planning & Zoning Director](#) may in specific cases approve a variance from the terms of this Ordinance as will not be contrary to the public interest where, due to special circumstances, a literal enforcement of the Ordinance will in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done. A non-conforming use of neighboring land, buildings, or structures in the same district or permitted or non-conforming uses in other districts shall not constitute a reason for the requested variance.

1430.1 Use Variance Prohibited. No variance may be granted that would permit a use not permitted by right or as a conditional use in the district.

1430.2 Application Procedure.

- (1) **Application Contents.** Each application for a variance must be submitted to the Code Enforcement Officer at least forty-five (45) days before any hearing by the Planning Commission. Unless waived by the Code Enforcement Officer, each application shall include all the following information about the subject property:
 - (a) name and address of applicant;
 - (b) location of structure and/or use for which the variance is sought, as shown on a plat by a licensed surveyor, [and the type of variance requested](#);

- (c) relationship of structure and/or use to existing structures and uses on adjacent lots;
 - (d) specific sections of this Ordinance ~~which would cause hardship~~ **for which the variance is requested**;
 - (e) characteristics of property relating to its size, shape or topography that prevent compliance with this Ordinance;
 - (f) the particular hardship that would result from strict application of this Ordinance;
 - (g) for any application for an overlay district, a Certificate of Appropriateness ~~or a letter of support~~ **Approval Certificate** from the **applicable** design review board(s) (i.e. Historic Preservation Commission, Corridor Design Commission) for the district; and,
 - (h) any other information as may be reasonably required by the Code Enforcement Officer.
- (2) Filing Fee. All applications for variance shall be accompanied by payment of a non-refundable fee as established by the Fee Schedule.
- (3) Disclosure Report. The requirements of Section 1450 apply.
- (4) Withdrawal of Variance Application. Any application may be withdrawn once at any time at the discretion of the applicant without prejudice, upon written notice to the Code Enforcement Officer, prior to a decision by the Council.

1430.3 Notice Procedure. The requirements of Section 1440 apply.

1430.4 Planning Commission Hearing and Recommendations. The Planning Commission shall consider the standards in Section 1430.6 prior to making any recommendation. Hearings shall comply with Section 1445.

1430.5 City Council Hearing and Decision. Before taking action on a variance application, the Council shall hold a public hearing in accordance with Section 1445, and shall consider the standards in Section 1430.6. At the conclusion of the public hearing, the Council may approve or deny the application, approve with modifications or conditions, or defer a decision until a specified meeting date.

~~1430.6 Standards for Variance Application Decisions.~~

~~When considering an application for a variance, the Council and the Planning Commission should consider the following issues in regards to the subject property and requested variance:~~

- ~~(1) Whether there are extraordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography;~~
- ~~(2) Whether the literal application of this Ordinance would create an unnecessary hardship;~~
- ~~(3) Whether the variance would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance;~~
- ~~(4) Whether a variance will not confer upon the property of the applicant any special privilege denied to other properties in the district;~~
- ~~(5) Whether the special circumstances surrounding the request for the variance are not the result of acts by the applicant;~~
- ~~(6) Whether the variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;~~
- ~~(7) Whether the zoning proposal is consistent with the construction and design standards and design criteria adopted by the City of Monroe; and,~~
- ~~(8) Whether the variance is the minimum variance that will make possible an economically viable use of the land, building, or structure.~~

1430.6. Types of Variances. The following are the types of variances to provide relief from certain requirements of this Ordinance:

- (1) Special Exception Variances.
When an exception is desired for a particular property from certain requirements of this Ordinance, as specified in Sections 1430.7.
 - (a) Administrative Special Exception Variances.
The Planning & Zoning Director is hereby authorized to consider and grant or deny, pursuant to the procedures and standards contained in Section 1430, limited to the Special Exception Variances specified in Section 1430.7A.

(2) Hardship Variances.

When compliance with the requirements of this Ordinance would create a particular and unique hardship, as specified in section 1430.8.

1430.7. Special Exception Variances.

(1) Special Exception Variances shall be limited to relief from the following requirements of this Ordinance:

- (a) Minimum building setbacks.
- (b) Maximum building height.
- (c) Automobile parking requirements.
- (d) Screening, buffering, and landscaping.
- (e) Lot coverage.

(2) Standards for Special Exception Variance approval. A Special Exception Variance may be granted upon a finding that the relief, if granted:

- (a) Would not cause substantial detriment to the public good;
- (b) Would not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity;
- (c) Would not diminish and impair property values within the surrounding neighborhood; and,
- (d) Would not impair the purpose and intent of this Ordinance.

1430.7A. Administrative Special Exception Variances.

(1) The Planning & Zoning Director is hereby authorized to consider and grant or deny, Administrative Special Exception Variances limited to the following requirements:

- (a) Minimum building setbacks. Reduction of any front, side, or rear yard setback by an amount not to exceed twenty percent (20%) of the district dimensional requirement specified in Section 700 – Table 10, Table 11, or Table 12.
- (b) Maximum building height. Increase of any building height by an amount not to exceed twenty percent (20%) of the district dimensional requirement specified in Section 700 – Table 10, Table 11, or Table 12.

(2) Standards for Administrative Special Exception Variance approval. The standards for granting a Special Exception Variance outlined in Section 1430.7(2) shall apply.

1430.8. Hardship Variances.

(1) Standards for Hardship Variances approval.

Such variances may be granted in such individual cases of unnecessary hardship upon a finding by the Council that all of the following conditions exist:

- (a) There are extraordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography;
- (b) The literal application of this Ordinance to the subject property would create an unnecessary hardship;
- (c) Such conditions are peculiar to subject property; and
- (d) Relief, if granted, would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance;

(2) Limitations on Hardship Variances approval.

In no case shall a Hardship Variance be requested or granted for any of the following:

- (a) A condition created by the applicant or property owner, including the result of an unwise investment decision or real estate transaction;
- (b) A change in conditions of approval imposed through a zoning change or conditional use approval granted by the Council;
- (c) Confer upon the property of the applicant any special privilege denied to other properties in the district;

- (d) Permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;
- (e) Inconsistent with the construction and design standards and design criteria adopted by the City of Monroe; and,
- (f) Any item or matter regulated under Article XIII of this Ordinance.

**AN ORDINANCE TO AMEND CHAPTER 90 – TAXATION, ARTICLE IV. –
OCCUPATION TAXES OF THE CODE OF ORDINANCES
CITY OF MONROE, GEORGIA**

THE MAYOR AND THE COUNCIL OF THE CITY OF MONROE HEREBY ORDAIN AS
FOLLOWS:

ARTICLE I.

Chapter 90, Article IV, of the Code of Ordinances is hereby amended by implementing the below
text amendments as follows: Underlined sections are added, Stricken sections are being removed.

SEE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF
CHAPTER 90, ARTICLE IV, SECTIONS 106 THROUGH 155, AS AMENDED.

ARTICLE II.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ARTICLE III.

This ordinance shall take effect from and after its adoption by the Mayor and Council of the City
of Monroe, Georgia.

FIRST READING. This ____ day of November, 2024.

SECOND READING AND ADOPTED on this ____ day of December, 2024.

.

CITY OF MONROE, GEORGIA

By: _____(SEAL)

John Howard, Mayor

Attest: _____(SEAL)

Laura Wilson, City Clerk

EXHIBIT A

Chapter 90 – TAXATION

ARTICLE IV. – OCCUPATION TAXES

Sec. 90-106. Purpose and scope of occupational tax; occupation tax required, occupation tax certificate required; display of occupation tax certificate.

- (a) Each person engaged in a business, trade, profession or occupation, whether with a location within the city or in the case of an out-of-state business with no location in the state exerting substantial efforts within the city pursuant to O.C.G.A. § 48-13-7, shall pay an occupational tax for said business, trade, profession or occupation.
- (b) Occupation taxes shall be based upon gross receipts in combination with profitability ratio and number of employees. The profitability ratio for the type of business will be determined from nationwide averages derived from statistics, classifications or other information published by the United States Office of Management and Budget, the United States Internal Revenue Service or successor agencies of the United States.
- (c) The occupation tax levied herein is for revenue purposes only and is not for regulatory purposes, nor is the payment of the tax made a condition precedent to the practice of any profession, trade or calling.
- (d) Any person engaged in any business, trade, profession, or occupation in the city shall receive an occupation tax certificate upon submission of the appropriate tax and providing proof of compliance with the provisions of this chapter.

- (e) The occupation tax certificate provided for in this section shall be issued by the city administrator or designee.

Sec. 90-107 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrative fee means a component of an occupation tax that approximates the reasonable cost of handling and processing the occupation tax.

Business means any person, sole proprietor, partnership, corporation, trade, profession, occupation or other entity and the efforts or activities associated thereby for the purposes of raising revenue or producing income, including, but not limited to, sole proprietors receiving a form IRS 1099 from another business at the same location.

Dominant line means the type of business, within a multiple-line business, from which the greatest amount of income is derived.

Employee means an individual whose work is performed under the direction and supervision of the employer and whose employer withholds FICA, federal income tax, or state income tax from such individual's compensation, or whose employer issues to such individuals, for purposes of documenting compensation, a form I.R.S. W-2 but not a form I.R.S. 1099.

Gross receipts.

- (1) The term "gross receipts" means the total revenue of the business or practitioner for the period including, without limitation, the following:
 - a. Total income without deduction for the cost of goods or expenses incurred;
 - b. Gain from trading in stocks, bonds, capital assets, or instruments of indebtedness;
 - c. Proceeds from commissions on the sale of property, goods, or services;
 - d. Proceeds from fees for services rendered; and
 - e. Proceeds from rent, interest, royalty, or dividend income.
- (2) The term "gross receipts" does not include the following:
 - a. Sales, use, or excise tax;
 - b. Sales returns, allowances, and discounts;
 - c. Interorganizational sales or transfers between or among the units of a parent-subsidiary controlled group of corporations as defined by 26 USC 1563(a)(1), or between or among the units of a brother-sister controlled group of corporations as defined by 26 USC 1563(a)(2);
 - d. Payments made to a subcontractor or an independent agent for services which contributed to the gross receipts in issue;

- e. Governmental and foundation grants, charitable contributions, or the interest income derived from such funds received by a nonprofit organization which employs salaried practitioners otherwise covered by this article, if such funds constitute 80 percent or more of the organization's receipts; and
- f. Proceeds from sales of goods or services which are delivered to or received by customers who are outside the state at the time of delivery or receipt.

Location or Office shall include any structure or vehicle where a business, profession, or occupation is conducted, but shall not include a temporary or construction work site which serves a single customer or project or vehicle used for sales or delivery by a business or practitioner of a profession or occupation which has a location or office.

North American Industry Classification System [NAICS] means categories of occupations and industries established by and promulgated by the Office of Management and Budget of the United States of America and found in the 1997 NAICS Manual.

Occupation tax means a tax levied on persons, partnerships, corporations, or other entities for engaging in an occupation, profession, or business and enacted by the local government as a revenue-raising ordinance or resolution.

Occupation tax certificate means a document issued by the city acknowledging payment of the occupation tax.

Practitioner of profession or occupation means those individuals listed in O.C.G.A. § 48-13-9(c) but does not include a practitioner

who is an employee of a business if such business pays an occupation tax.

Sec. 90-108 Occupation taxes due and payable dates

- (a) Occupational taxes on businesses continuing from the preceding year shall be due and payable on January 1 of each subsequent year. Occupational tax due from businesses continuing operation in the current year from the preceding year shall be considered delinquent if not paid by April 1 of each year. Any business failing to pay the occupational taxes by April 1 shall be subject to and shall pay a ten percent penalty of the amount of tax or fees due and one and one-half percent per month interest as provided by state law.
- (b) If a business begins on or after January 1 of the occupation tax year, the tax on such business and any administrative fee or regulatory fee shall be due and payable on the date of the commencement of the business.
- (c) Any business failing to pay the occupational taxes within 60 days after commencement shall be subject to and shall pay a ten percent penalty of the amount of tax or fees due and one and one-half percent per month interest as provided by state law. Such penalty shall be assessed in full on the 121st day of the tax year in addition to interest on delinquent occupation taxes and administrative fees.
- (d) Payment of an occupation tax shall not be required prior to the commencement of business relating to legal services, nor shall it in any other manner act as a precondition on the practice of law.

Sec. 90-109 Applicant Requirements

- (a) Any person engaged in any business, trade, profession, or occupation in the city shall submit an occupation tax certificate application with supporting documentation showing compliance with all applicable provisions of state, county, and city laws relating to their business, trade, profession, or occupation.
- (b) Any person who performs any business, occupation or profession subject to an occupation tax in the city is required to provide the following information when paying such occupation tax:
 - (1) The legal name of the business.
 - (2) Any associated trade names for the business.
 - (3) The mailing address for the business.
 - (4) The actual physical address of each location of the business, if it is different than the mailing address.
 - (5) A detailed description of all business activity(ies).
 - (6) The North American Industry Classification System code (NAICS) applicable to such business, based on the dominant line of business.
 - (7) The sales and use tax identification number assigned to the business by the state department of revenue, if the business is required by law to have such a number.
 - (8) Federal tax identification number.

(9) Estimated Gross Receipts for the current year as defined under section 90-107 in the form of an affidavit provided by the city.

(10) Any additional information and documents as required by the city.

Sec. 90-110 Business classifications for determining tax levy

- (a) For the purpose of this article, every person engaged in business requiring the payment of occupational taxes shall be assigned a code in accordance with the North American Industrial Classification System (NAICS) on the basis of their dominant line of business;
- (b) Businesses engaged in more than one business activity shall be classified on the basis of their dominant line of business at each location where business is done; except, that a person whose dominant business activity is legally exempt as defined by this article shall be classified according to such person's principal subsidiary business, if any, which is subject to the levy and assessment of occupation taxes.
- (c) To the extent that a business or practitioner generates gross receipts, those gross receipts shall be taxable based upon their NAICS classification as follows:

(1) Wholesale and retail trade business and NAICS categories 42, 44, and 45 shall pay an annual occupation tax levy of 0.0002 on gross receipts.

(2) Construction, manufacturing transportation and warehousing, administration and support, waste management, remediation services,

accommodations, food services and drinking places businesses and NAICS categories 23, 21, 32, 44, 48, 49, 56, and 72 shall pay an annual occupational tax levy of 0.0003 on gross receipts.

(3) Agriculture, forestry, hunting, fishing, information, educational, health services, social assistance, unclassified services, and unclassified industries businesses and NAICS categories 11, 21, 51, 61, 62, and 81, excepting category 622210 as delineated in Subsection (6) hereunder, shall pay an annual occupational tax levy of 0.0005 on gross receipts.

(4) Finance, professional services, scientific services, technical services, arts, entertainment, and recreation businesses and NAICS categories 52, 54, and 71 shall pay an annual occupational tax levy of 0.0006 on gross receipts.

(5) Real Estate, rental, leasing, and holding companies businesses and NAICS categories 53 and 55 shall pay an annual occupational tax levy of 0.0008 on gross receipts.

(6) Psychiatric and Substance Abuse Hospital businesses, NAICS category 622210 shall pay an annual occupational tax levy of 0.0015 on gross receipts.

Sec. 90-111 Administrative Fee

A non-prorated, nonrefundable administrative fee of \$50.00 is required on all occupation tax accounts for the initial registration and all renewals thereafter.

Sec. 90-112 Occupation Tax Levied

(a) An occupation tax based upon gross receipts of the business or practitioner in combination with the profitability ratio for the business or profession and number of employees is levied on businesses and practitioners that:

(1) Have one or more locations or offices within the corporate limits of the city; or

(2) Are an out-of-state business or practitioner with no location or office in the city but:

(a) Have employees or agents engaging in substantial efforts to solicit business or serve customers or clients in the State of Georgia; or

(b) Own personal or real property that generates gross receipts and is located within the corporate limits of the City.

(b) (1) Each business or practitioner shall pay a \$50.00 administrative fee; plus,

(2) The tax equal to the tax rate determined by the business's NAICS profitability ratio as set forth hereinabove in section 90-110(c) multiplied by with the gross receipts of the business for the calendar year; plus

(3) An amount equal to \$50.00 per full-time employee of the business employed as of January 1 of each calendar year:

After determining the occupation tax due using the criteria set forth in section 90-112(b)(1),(2), and (3), the

tax shall be reduced by the lower of the components set forth in (2) and (3). This shall be the net occupation tax owed by the particular business, trade, or profession for the current year.

(c) Except as provided elsewhere in this Article, all businesses and practitioners shall pay a minimum Occupation Tax of \$200.00 in addition to the Administrative Fee of \$50.00 pursuant to section 90-111.

(d) The maximum Occupation Tax to be levied on any particular business location shall be \$375,000.00.

(e) All occupation taxes levied by this article are levied on the gross receipts of the calendar year or the number of employees employed in the business conducted. For new businesses, the occupation tax for the year of commencement shall be based upon an estimate of gross receipts or number of employees of the business from the date of commencement until the end of that year. Continuing businesses subject to the occupational tax shall file with the city an affidavit showing all gross receipts of that business during the preceding calendar year ending on December 31. This affidavit showing preceding calendar year gross receipts shall be used as an estimate of gross receipts for making payments on the occupation tax for the current tax year. The number of employees reported for the current year's business operations shall be based on the number of employees employed as of January 1 of the current tax year. Applicants or owners engaged in the business shall be reported as employees of the business. The affidavit showing the business' preceding year's actual gross receipts shall also be used to adjust the estimated occupation tax for the same period.

Should a business not continue or terminate during the year, such business shall notify the city's business occupation tax section and file a final return reporting those gross receipts not previously reported and making payment of any tax due.

- (f) Where a business subject to the occupation tax for the calendar year has been conducted for only a part of the preceding year, the affidavit shall contain a figure that puts such part of a year on an annualized basis with the part-year receipts bearing the same ratio to the whole-year gross receipts as the part year bears to the whole year. Said figure shall be used as the estimate of the gross receipts of the business for the current calendar year in establishing the business tax liability.
- (g) In the event a business's actual amount of gross receipts in a given year are less than what was estimated, and it results in a fee difference, the business shall be responsible for submitting a written request for a refund of the difference by April 1 of the subsequent tax year; said request must be accompanied by financial support, i.e. tax return for that tax year. If the refund is substantiated, a refund will be processed within 30 days.
- (h) No refund or proration shall be made for a taxpayer who shall cease doing business or remove the business from the city.
- (i) Notwithstanding the foregoing, if an attorney, licensed to practice law in the State of Georgia and in good standing with the State Bar of Georgia, begins or continues business after January 1 of the occupation tax year, the tax on such business shall be due and payable on December 31 of the year in which the business begins or continues. Any lawyer failing to pay the occupation tax within

120 days after December 31 shall be considered delinquent and shall be subject to and shall pay a ten percent penalty of the amount of tax or fee due and interest as provided by state law. Such penalty shall be assessed in full on the 121st day of the year following the tax year in addition to interest on delinquent occupational taxes. In addition, a list of all delinquent lawyers may be sent to the State Bar of Georgia. The general penalty for continuing violations of this code shall not apply to violations of this Article by lawyers. Specifically, failing to comply with the article will not result in the city closing the business or penalizing the continued practice of law by fining, imprisoning or criminalizing noncompliance.

- (j) The city shall not require the payment of more than one occupational tax for each location of a business or practitioner.
- (k) The city shall not require a business to pay an occupational tax for more than 100 percent of the business' gross receipts.
- (l) Gross receipts of an out-of-state business or practitioner may include only the gross receipts of the business that are reasonably attributable to sales or service in Georgia.
- (m) A business or practitioner with no location or office in Georgia shall only be required to pay occupation tax to the local government in Georgia where the largest dollar volume of business is done or service is performed by such business or practitioner. This limitation shall only apply when the business or practitioner has provided to the City satisfactory proof as to the applicability of this subsection.
- (n) If a business or practitioner with no location or office in Georgia provides to

the City proof of payment of a local business or occupation tax in another state that includes sales or services in this state, then the business or practitioner shall be exempt from this occupation tax.

(o) The City shall levy the occupation tax on a business or practitioner that has offices or locations in multiple locations in Georgia according to the following methods:

(1) If the business or practitioner can reasonably allocate the dollar amount of its gross receipts to one or more of its locations or offices based on the product manufactured, sales or other services, each local government may tax the gross receipts generated by the location or office inside the jurisdiction of the local government; or

(2) If the business or practitioner cannot reasonably allocate the dollar amount of gross receipts among its locations or offices, the business must divide its total gross receipts reported in Georgia by the number of locations or offices that contributed to those gross receipts. The business or practitioner must allocate an equal percentage of its gross receipts to each location or office.

(p) Real estate brokers shall be subject to occupation tax pursuant to this article only if they maintain a principal or branch office in the City and based only upon gross receipts derived from transactions with respect to property listed or sold and located within the ~~state of Georgia~~ City.

(q) A business or practitioner that is subject to an occupation tax by another local government and claiming an exemption from or limitation to the occupation tax imposed by this ordinance shall submit

documentation satisfactory to the city as to current payment of the occupation tax to the other local government and the basis of such tax.

(r) A business or practitioner which has locations in this state subject to occupation tax by more than one local government in this state shall only be subject to occupation tax by the city for the gross receipts generated within the corporate limits of the city. This limitation shall only apply when the business or practitioner has provided to the city satisfactory proof of current payment of the occupation tax of the other local government.

(s) For purposes of this section, prima facie evidence of gross receipts generated during any period shall be a sworn statement under oath and penalty of perjury, in a form provided by the city, that the provided gross receipt information is true and correct as stated on the applicable income tax return of the business for the applicable year, less allowed exemptions. If no tax return has been filed for the applicable year, the applicant must swear under oath and penalty of perjury that no tax return has been filed for the applicable year, and the gross receipts as presented to the city are true and correct to the best of the applicant's knowledge, ability and training based on financial documents such as CPA statement and/or the business's annual profit and loss statement.

(t) No portion of the tax may be prorated.

(u) For purposes of determining the number of employees of a business, trade, or practitioner, an employee who works 40 hours or more weekly shall be considered a full-time employee, and the average weekly hours of employees who work less than 40 hours weekly shall be added and such sum shall be divided by 40 to produce full-time position equivalence. For

purposes of this section, the number of employees shall be the number of full-time employees or full-time position equivalence.

- (v) Notwithstanding any other provision of this article, practitioners of professions as described in O.C.G.A. § 48-13-9(c) shall elect as their entire occupation tax one of the following:

(1) The occupation tax based on their NAICS classification tax levy and gross receipts as provided for in this section; or

(2) \$400.00 per practitioner licensed to provide the service, but a practitioner paying according to this subsection shall not be required to provide information relating to the gross receipts of such practitioner.

Sec. 90-113 Reduction in tax.

- (a) Businesses and practitioners located within the City of Monroe Downtown Development Authority (DDA) boundaries shall have a maximum annual occupation tax of ~~\$500.00~~ per business location in addition to any administrative fees or regulatory fees as further outlined herein in Subsection (b) below. This reduction in the maximum tax is part of a plan for economic development, with the goal of attracting, encouraging and maintaining business within the boundaries of the DDA which is essential to the welfare of the citizens of the city.

- (b) The maximum annual occupation tax for businesses and practitioners located within the City of Monroe Downtown Development Authority boundaries is as follows:

- (1) Businesses with gross receipts less than \$1,000,000.00, shall pay a maximum annual occupational tax of \$500.00.
- (2) Businesses with gross receipts from \$1,000,000.00 to \$1,999,999.99, shall pay a maximum annual occupational tax of \$1,000.00.
- (3) Businesses with gross receipts from \$2,000,000.00 to \$2,999,999.99, shall pay a maximum annual occupational tax of \$1,500.00.
- (4) Businesses with gross receipts from \$3,000,000.00 to \$3,999,999.99, shall pay a maximum annual occupational tax of \$2,000.00.
- (5) Businesses with gross receipts from \$4,000,000.00 to \$4,999,999.99, shall pay a maximum annual occupational tax of \$2,500.00.
- (6) Businesses with gross receipts of \$5,000,000.00, or more, shall pay an annual occupational tax in accordance with Section 90-110, Subsection (c), of this article.

Sec. 90-114 Certificate.

- (a) Every business, practitioner, and location subject to payment of the occupation tax levied by this article shall display a current occupation tax certificate in a conspicuous place at the location for which such certificate was issued. If the taxpayer does not have a permanent location within the city, the occupation tax certificate shall be shown to any

police officer (or other person charged with enforcing this article) upon request.

- (b) The occupation tax certificate of each business operated in the city shall identify the dominant line of business that the business conducts. However, no business shall conduct any line of business without first having that line of business registered in writing with the city. This section shall not apply to attorneys in the practice of law.

Sec. 90-115. Exemptions.

- (a) No occupation tax shall be levied under this article on the following:
 - (1) Any practitioner whose office is maintained by and who is employed in practice exclusively by the United States, the state, a municipality or county of the state, or instrumentality of the United States, the state or municipality or county of the state;
 - (2) Those businesses regulated by the state public service commission;
 - (3) Those electrical service businesses organized under O.C.G.A. Title 46, chapter 3;
 - (4) Any farm operation for the production from or on the land of agricultural products, but not including any agribusiness;
 - (5) Nonprofit agricultural product cooperative marketing associations pursuant to O.C.G.A. § 2-10-05;
 - (6) Motor common carriers pursuant to O.C.G.A. § 46-7-15;
 - (7) Persons purchasing guano, meats, meal, flour, bran, cottonseed, or cottonseed meal or hulls in carload lots for distribution among the

purchasers for use and not sale pursuant to O.C.G.A. § 48-5-355;

- (8) Persons selling or introducing into the city agricultural products or livestock, including animal products, raised in this state when the sale or introduction are made by the producer of the product and the sale is made within 90 days of the introduction of the product into the city pursuant to O.C.G.A. § 48-5-356;
- (9) Depository institutions pursuant to O.C.G.A. § 48-6-93;
- (10) Any business operated for a charitable purpose; or
- (11) Any business where the levy of such occupation tax is prohibited by the laws of the state or the United States.
- (b) The exemptions and limitations contained in this article shall not be construed to repeal or otherwise affect in any way any franchise fees, business taxes or other fees or taxes otherwise allowed by law.

Sec. 90-116. Evidence of state registration required.

Each person who is licensed under O.C.G.A. Title 43 by the examining boards of the secretary of state's office shall provide evidence of proper and current state licensure before any city occupation tax certificate or regulatory fee certificate may be issued.

Sec. 90-117. Evidence of qualification required if applicable.

- (a) Any business required to obtain health permits, bonds, certificates of qualification, certificates of competency or any other regulatory matter shall first,

before the issuance of an occupation tax certificate or a regulatory fee certificate, show evidence of such qualification.

- (b) Any business required to submit an annual application for continuance of the business shall do so before the registration is issued.

Sec. 90-118. Filing returns; other information required or requested.

- (a) On or before April 1 of the following year, an individual, business or practitioner subject to this occupation tax ordinance shall file with the city clerk, on a form approved by and available from the City, a signed return attesting to the gross receipts of such business or practitioner during the preceding calendar year.
- (b) Individuals, businesses, and practitioners doing business in the city shall submit to the city clerk or make available to the city within 30 days, such information as may be required or requested by the city to determine the applicability and amount of the occupation tax or regulatory fee or to facilitate levying or collection of the occupation tax.

Sec. 90-119. Confidentiality.

Information provided by a business or practitioner to the city for the purpose of determining the applicability and amount of the occupation tax or levying or collecting the occupation tax is confidential and exempt from disclosure under Article 4 of Chapter 18 of Title 50 of the Official Code of Georgia. Such information may be provided to the governing authority of another local government for occupation tax purposes or pursuant to court order or for the purpose of

collecting occupation tax or prosecution for failure or refusal to pay occupation tax.

Sec. 90-120. Change of address.

Any person moving a non-transient business from one location to another shall notify the city clerk of the move and the new address in writing, no later than ten days after moving. The same tax certificate shall be valid at the new location.

Sec. 90-121. Change of ownership; transfers.

No tax certificate issued under this article may be transferred from one person to another. Additions to or deletions from the ownership of a business, which do not affect the liability and the principal ownership of a business for which the certificate is issued, may be made without cancelling the old business or occupational tax certificate and applying for a new certificate. Whenever any person shall lease, operate or control the business franchise or property of other persons, they shall obtain a separate business tax certificate for each such business; provided no business shall pay the tax more than once under such an arrangement.

Sec. 90-122. Disabled veterans license.

An occupational tax certificate is to be granted to any veteran who presents to the city clerk a certificate from the state revenue department stating that he should be exempt from payment of any business license in the city due to disability; provided that no veteran is relieved from compliance with the remaining provisions of this article.

Sec. 90-123. Enforcement; violations.

- (a) It is the duty of the city administrator or designee to administer and enforce the

provisions of this article, to perform all functions necessary to administer and enforce this article and to summon violators of this article to appear before the municipal court. The city administrator may issue executions against individuals, businesses and practitioners for taxes and fees which are due and owing.

- (b) The city administrator shall issue executions against individual, businesses and practitioners for taxes and fees which are due and owing. Such executions shall bear interest at the rate authorized by O.C.G.A. § 48-2-40 or, if such statute should be repealed, one percent per month. The lien shall cover the property of the individual, business or practitioner liable for payment of the delinquent occupation tax or regulatory fee and become fixed as of the date and time the occupation tax or regulatory fee became delinquent. The execution shall be levied by the city administrator upon property of the delinquent tax or fee payer located in the city and sufficient property shall be advertised and sold to pay the amount of the execution, including penalty, interest and costs. All other proceedings in relation thereto shall be as provided by the Code and charter of the city and state law. The defendants at execution shall have the rights of defense, by affidavit of illegality of the tax or otherwise as provided by the charter of the city and the state law in regard to tax executions.
- (c) When a nulla bona entry has been entered upon an execution, the person against whom the entry is made shall not be allowed or entitled to have or collect any fees or charges whatever for services rendered after the entry of the nulla bona. If, at any time after the nulla bona entry has been made, the person against whom

the execution issues pays the tax in full together with all interest and costs accrued on the tax, the person may collect any fees and charges due to such person had such person never defaulted in the payment of the tax.

- (d) Individuals, businesses and practitioners who fail or refuse to pay any occupation tax or regulatory fee charged pursuant to this article shall be punished as provided in section 1-11.
- (e) Individuals, businesses and practitioners who fail or refuse to make a timely or truthful tax return or make available truthful and accurate information the city requests or requires for determining applicability or amount of occupation tax or regulatory fee or for levying or collecting such occupation tax or regulatory fee shall be subject to punishment pursuant to section 1-11.
- (f) All persons subject to the occupation tax or regulatory fee imposed by this article shall be required to file for and pay such tax or fee. For failure to do so, any officers or agents soliciting for or obtaining such person or business shall be subject to the same penalty as other persons, businesses or practitioners who fail to obtain, make a return for, or pay the applicable occupation tax or regulatory fee.
- (g) The criminal provisions contained in paragraph (d) and (e) hereinabove shall not apply to professions which are licensed by the State of Georgia or State Bar of Georgia. Practitioners of such professions which violate any of the provisions of this article shall be subject to a civil penalty in the amount of \$300.00 plus interest set forth in section 90-108. Section 90-126, Revocation of

licenses, shall not apply to professions which are licensed by the State of Georgia or State Bar of Georgia. This tax is a revenue measure only and is not a precondition or license for engaging in the practice of law or other profession regulated by the State of Georgia. The city recognizes only the State Bar of Georgia under the authority of the Georgia Supreme Court can regulate the practice of law and the city cannot impede the practice of law in any way whatsoever. There are no criminal penalties associated with this tax for lawyers or other professionals regulated by the State of Georgia.

Sec. 90-124. Lien taken for delinquent tax.

In addition to the other remedies provided in this article, for the collection of the occupation tax levied in this article, the city, upon any tax or installment of the tax becoming delinquent and remaining unpaid, shall issue execution for the correct amount of the tax against the persons, partnership, or corporation liable for such tax, which execution shall bear interest at the rate of 18 percent per annum from the date when such tax or installment becomes delinquent. The lien shall cover the property (in the city) of the person, partnership, or corporation liable for such tax. The lien of the occupation tax shall become fixed on and date from the time when such tax or any installment thereof becomes delinquent. The execution shall be levied by the city administrator or designee upon the property of such defendant located in such jurisdiction. Sufficient property shall be advertised and sold to pay the amount of the execution, with interest and costs. This section shall not apply to attorneys in the practice of law.

Sec. 90-125. Public hearing before increase in tax rate.

The City shall conduct at least one public hearing before adopting any ordinance or resolution which will increase the occupation tax rate authorized by this article to determine the use of any additional revenue so generated from such increase.

Sec. 90-126. Revocation and denial of licenses.

(a) All licenses issued pursuant to the provisions of this article are subject to revocation or suspension by the mayor and city council upon one or more of the following grounds:

- (1) The applicant or certificate holder is guilty of fraud in the operation of the business or occupation he practices or fraud or deceit in being licensed to practice in that area;
- (2) The applicant or certificate holder is engaged in the business or occupation under a false or assumed name, or is impersonating another practitioner of a like or different name;
- (3) The applicant or certificate holder is addicted to the habitual use of intoxicating liquors, narcotics, or stimulants to such an extent he is unable to perform his duties under the business or occupation;
- (4) The applicant or certificate holder is guilty of fraudulent, false, misleading, or deceptive advertising or practices;
- (5) The applicant or certificate holder has been convicted of or has pled guilty or nolo contendere to any sexual offense as set out in O.C.G.A. § 16-6-1 et seq., or to any offense involving the lottery, illegal possession or sale of

- narcotics or alcoholic beverages or possession or receiving of stolen property, for a period of five years immediately prior to the filing of the application. If, after having been granted a certificate, the applicant pleads guilty, is convicted of, or enters a plea of nolo contendere to any of the above offenses, said certificate shall be subject to suspension and/or revocation;
- (6) The original application, any supporting document, or renewal thereof, contains materially false information, or the applicant has deliberately sought to falsify information contained therein;
 - (7) Failure of the business to provide books and records for inspection within 30 days of a demand by the city administrator or designee as provided for in section 90-409118(b).
 - (8) The business or establishment is not authorized to operate within the city, or within the zoning district within which it is located, or is otherwise not in conformity with locational requirements of any of the city's ordinances;
 - (9) The applicant or licensee has failed to pay any fee to the city or county, has failed to make a return or pay a tax due to the tax commissioner of the county, or any other agency of the city or county government or has otherwise failed to comply with the provisions of this chapter or any other chapter of this Code of Ordinances.
 - (10) The business or establishment is a threat or nuisance to public health, safety or welfare;
 - (11) The business or establishment has been found by a court of law to have been operating unlawfully;
 - (12) Any other violation of this article; or
 - (13) Violation of another statute, ordinance, rule, or regulation that governs the operation of the business in question.
- (b) Within 45 days of the filing of a completed application, the city shall either issue an occupation tax certificate to the applicant or issue a written notice of intent to deny an occupation tax certificate for one or more reasons set forth in subsections (a)(1) through (a)(13) of this section. The notice shall be sent by certified mail, return receipt requested. The written notice shall also notify the applicant of the right to appeal said decision as designated in this section.
 - (c) Should the city administrator or designee find cause for one or more reasons set forth in subsections (a)(1) through (a)(13) of this section for an occupation tax certificate to be suspended or revoked, the city administrator or designee shall notify the occupation tax certificate holder by written notice of intent to suspend or revoke said occupation tax certificate. The notice shall be sent by certified mail, return receipt requested. Such notice shall state the grounds for the suspension or revocation of said occupation tax certificate and notify the holder of the right to appeal said decision as designated in this section.
 - (d) The city administrator or designee shall administer and enforce the provisions of this article. Should an aggrieved person or entity desire to appeal a decision of the city administrator or designee under this article, the following procedure shall apply: a notice of appeal must be filed

with the city administrator or designee within 15 calendar days after receipt of the adverse decision. The notice of appeal shall be in the form of a letter and shall clearly identify all of the objections or exceptions taken to the decision of the city. The notice of appeal shall also contain an address for receipt of future notices. Should the aggrieved person or entity fail to file a notice of appeal within the time allowed, the right to appeal is lost.

- (e) Upon receipt of a timely and proper notice of appeal, the city administrator or designee shall notify the appellant, in writing, of the date, time and place where a hearing will be held. The notice shall specify the time, place and date, not less than ten days nor more than 30 days after the date the notice is issued on which an independent hearing officer appointed by the mayor and council shall conduct a hearing on the city administrator or designee's written notice of intent to deny, suspend, or revoke the occupation tax certificate. Said hearing shall be conducted in accordance with the administrative hearing procedures as adopted by resolution of the city council.
- (f) The hearing officer appointed by the mayor and council shall issue a written decision, including specific reasons for the decision pursuant to this article, to the respondent within five days after the hearing. If the decision is to deny, suspend, or revoke an occupation tax certificate, the decision shall become final unless the applicant or certificate

holder files an appeal by petition for writ of certiorari to the Walton County Superior Court within 30 days of the date of the decision. In case of intent to deny, if the decision concludes that no grounds exist for denial, of the occupation tax certificate, the city shall, within three business days of the issuance of the decision, issue the occupation tax certificate to the applicant.

- (g) This section shall not apply to attorneys in the practice of law.

Sec. 90-127. Prior Ordinance.

To the extent that any occupation taxes are owed pursuant to an ordinance passed prior to this one, such amounts remain due and owing and the provisions of that prior ordinance will remain in effect with respect to such unpaid occupation taxes until such time as they are paid in full.

Sec. 90-128. Severability.

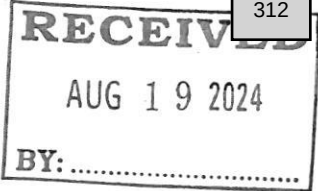
In the event any portion of this Article shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of Monroe that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Article which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause or phrase were not originally part of the Article.

Sec. 90-129—90-155. Reserved



New LIC# 001133
OCCUPATIONAL TAX APPLICATION
CITY OF MONROE

PO Box 1249 - Monroe, GA 30655
770-207-4674 - hbrookshire@monroega.gov



Business Contact Information

Business Name: Sumred, LLC
DBA: MORINGA
Physical Location: 130 S Broad St, Monroe, GA 30655
Inside DDA (Downtown Development Authority) Boundary? Y or N
Mailing Address: 130 S Broad St, Monroe, GA 30655
Email: moringa.monroe@gmail.com
Business Phone: 912-7070621

Ownership Type (select only one)

- ☐ Corporation
☒ LLC
☐ Sole Proprietor
☐ Partnership
☐ Non-profit

Business Owner Contact Information

Owner(s) Name: Ubenwan Davis
Owner's Email: moringa.monroe@gmail.com Owner's Phone: 678-9941533
Local / Emergency Contact: Bunyachai Yordprai Phone: 912-7070621
Property Owner's Name: Chris Collins Phone: _____

Business Information

Current Business License Number: 993431430
Business Description: Thai & sushi Restaurant
Residential or Commercial? Commercial
NAICS Code (<https://www.census.gov/naics>): _____
Start Date (N/A if a renewal): _____
Federal Tax ID (EIN): 993431430
GA State & Use Tax: _____
GA Professional State License Number(s): _____
Exempt from E-Verify?: _____
If no, list E-Verify Number _____

Reason for Application (select one)

- ☒ New Business
☐ Change of Ownership
☐ DBA Change
☐ Change of Address
☐ Change of Business Activity
☐ Short Term Rental
☐ Renewal

Gross Receipts^: (Estimated from start of business to end of calendar year) 125,000
^ If renewing, provide Gross Receipts for 2023 (If applying before January 1st, provide an estimate) _____
OR Number of Practitioners*: _____

*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to pay \$400 per practitioner and practitioners are defined as Lawyers; Physicians; Osteopaths; Podiatrists; Dentists; Optometrists; Psychologists; Veterinarians; Landscape Architects; Land Surveyors; Practitioners of Physiotherapy; Public Accountants; Embalmers; Funeral Directors; Civil, Mechanical, Hydraulic, or Electrical Engineers; Architects; Marriage and Family Counselors; Social Works, and Professional Counselors.

IF applying as a Non-Profit: Under O.C.G.A. § 48-13-13, nonprofit organizations are exempt from any occupation tax, regulatory fee, or administrative fee. If applying for an occupation tax certificate as a nonprofit, please provide proof of nonprofit status.

Number of Employees

1. Number of Full-Time Employees: 2
2. Total Weekly Part-Time Hours**: 1
**On average how many hours do ALL the part-time employees work in one week?

Full-Time Equivalent

- A. Answer from #1 _____
B. Answer from #2 divided by 40 _____
C. Add lines A and B: _____

Questions

1. In the past five years have you been convicted of, or pled guilty or nolo contendere to any sexual offense as set out in O.C.G.A. § 16-6-1 et seq., or to any offense involving the lottery, illegal possession or sale of narcotics or alcoholic beverages or possession or receiving of stolen property? _____
2. For Commercial Businesses, will a sign be installed on the building or property? (permit required) _____

I, Ubonwan Davis, do solemnly swear that the information on this application is true, correct to the best of my knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with any and all ordinances of the City of Monroe.

Signature

Print Name

Date

Subscribed and sworn before me this 20 day of June, 2024
 Notary Public Signature and Seal: Heather Brooks

Any false statement, misrepresentation of fact(s) or omission may be cause for criminal prosecution.

O.C.G.A. § 16-10-20





City of Monroe—Alcoholic Beverage License Application

Please print or type application and answer all questions!

Do not leave any sections blank. If it does not apply mark sections N/A

ALCOHOLIC BEVERAGE LICENSE TYPES & FEES—CHECK ALL LICENSE TYPES YOU ARE APPLYING FOR

Consumption On Premise Licenses

- Beer & Wine:

- ☒ Restaurant Beer & Wine: Fee \$1,000.00
- ☐ Non-profit Private Club Beer & Wine: Fee \$1,000.00
- ☐ Special Event Facility Beer & Wine: Fee \$1,000.00

- Distilled Spirits:

- ☐ Restaurant Distilled Spirits: Fee \$3,000.00
- ☐ Non-profit Private Club Distilled Spirits: Fee \$3,000.00
- ☐ Special Event Facility Distilled Spirits: Fee \$3,000.00

Package Licenses

- ☐ Beer / Wine: Fee \$2,000.00
- ☐ Hotel / Motel In-Room Service: Fee \$250.00
- ☐ Growlers: Fee \$2,000.00
- ☐ Brew-Pub: Fee \$750.00
- ☐ Wine Shop: Fee \$750.00

Manufacturer Licenses

- ☐ Distilleries or Micro-Distilleries: Fee \$3,000.00
- ☐ Brewery or Micro-Breweries: Fee \$1,000.00

Alcohol Beverage Caterer

- ☐ Alcohol Beverage Caterer Beer / Wine: Fee \$1,000.00
- ☐ Alcohol Beverage Caterer Distilled Spirits: Fee \$1,000.00

Wholesale Dealers

_____ Principal Place of Business in City Beer / Wine: Fee \$1,500.00

_____ Principal Place of Business in City Distilled Spirits: Fee \$2,000.00

Other Fees

_____ Annual registration for Special Event Facility: Fee \$300.00

☒ First-time Application Administrative: Fee \$250.00

Total Fees Submitted: \$750 (prorated)

NOTE: FOR NEW APPLICATIONS ONLY THERE IS A \$250.00 NON-REFUNDABLE ADMINISTRATIVE FEE FOR ALL LICENSES EXCEPT A BEER/WINE AMENITIES LICENSE FOR WHICH THE FEE IS \$200.00; ADMINISTRATIVE FEES NOT APPLY TO RENEWALS

Application Information:

1. Full Name of Business: SUMRED LLC.

DBA: MORINGA THAI-SUSHI

Is the business is a proprietorship, partnership, or corporation? Domestic or Foreign? _____

Domestic Partnership

2. Address: A) Physical: 130 S Broad St. Monroe GA 30655

B) Mailing: 130 S Broad St. Monroe GA 30655

3. Phone: 943 227 4533 Beginning Date of Business in City of Monroe 08/22/2024

4. ☒ New Business _____ Existing Business Purchase

***IF change in ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 99 343 1430 GA Sales Tax Number 001133

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes _____ No X

Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No X

7. Full name of Applicant Ubonwan Davis

Full Name of Spouse, if Married Scot Davis

Are you a Citizen of the United States or Alien Lawful Permanent Resident? YES

Birthplace THAILAND

Current Address 872 Sky Ridge City Snellville St _____ Zip 30078

Home Telephone 678 994 1533

Number of Years at present address 12 Years

Previous address (If living at current address less than 2 yrs).

Number of years at previous address _____

8. If new business, date business will begin in Monroe 08/22/2024

If transfer or change of ownership, effective date of this change _____

If transfer or change of ownership, enclose a copy of the sales contract and closing statement.

Previous applicant & D/B/A N/A

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer UBONWAN DAVIS

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NO.

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? [] yes or ☒ no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

N/A

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

N/A

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner.

BUNYACHAI YOROPRAI 1228 Dogwood Rd. Shellville GA 30078
20% 912 707 0621

Ubannwan Davis
40%

872 Blue Sky Ridge, Shellville GA 30078
678 994 1533

malinee Chaloeisak 4489 Dobbs Xing, Marietta, GA 30068
201.

Samarak Chamnanraksa 202 Summit Pointe Way NE Atlanta GA
201. 30329

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

N/A

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. _____

N/A

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain. _____

N/A

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) _____

N/A

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? _____

N/A

22. If a retail grocery business in existence for more than six (6) months:

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. BUNYACHAI YORDPRAI
 Name 1228 Dogwood Rd.
 Address Shelville GA 30078 912 707 06 21
 City State Zip Telephone
2. Malinee Chalgeisak
 Name 2289 Robbs Xing
 Address Maricetta GA 30068 678 994 1533
 City State Zip Telephone
3. Samark Chamnanraksa
 Name 202 Summit Pointe Way NE
 Address Atlanta GA 30329 404 547 2153
 City State Zip Telephone

This the 28 day of October 2024.

[Signature] (Signature Applicant)

OWNER (Title i.e. Partner, General Partner, Manager, Owner, etc.)

UBONWAN DAVIS (Print Name)

Or: _____ (Signature of Corporate Officer)

 (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: Heather Brooblen

Notary Public:

Executed: _____



CITY OF MONROE

REGISTERED AGENT INFORMATION FORM

I, GILBERT E. LUCERO, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors of and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Monroe, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon, which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served upon the licensee or owner. I understand that the Registered Agent must be a citizen of the United States of at least 21 years of age and a resident of the City of Monroe. I further certify that I will notify the City of Monroe of any changes affecting my status and/or position with this company.

Name of Business/Company MORINGA THAI SUSHI

Signature of Agent [Signature]

Type or Print Name of Agent GILBERT E. LUCERO

Type of Print Agent's Home Address 2430 BROACH RD NW

Type or Print City, State, and Zip Code MONROE GA 30656

Type or Print Area Code and Telephone Number 926 750 0747

Type or Print Date Moved into the Above Address 2/8/2018

Type or Print Driver's License Number 060466168

Type or Print Date of Birth JAN 30 1987

Subscribed and sworn to me

This 9th day of October, 2024.

[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My Commission expires: 8/15/27





OCCUPATIONAL TAX APPLICATION

CITY OF MONROE

321

PO Box 1249 - Monroe, GA 30655
770-207-4674 – hbrookshire@monroega.gov

Business Contact Information

Business Name: THAI WON ON LLC
DBA: THAI WON ON
Physical Location: 129 N. WYANE ST, MONROE GA 30655
Inside DDA (Downtown Development Authority) Boundary? Y or N
Mailing Address: 2070 PANNELL RD MONROE, GA 30655
Email: THAIWONONUSA@gmail.com
Business Phone: 678-900-5675

Ownership Type (select only one)

- ☐ Corporation
☒ LLC
☐ Sole Proprietor
☐ Partnership
☐ Non-profit

Business Owner Contact Information

Owner(s) Name: WILLIAM MCDANIEL
Owner's Email: THAIWONONUSA@gmail.com Owner's Phone: _____
Local / Emergency Contact: 678-900-5675 Phone: _____
Property Owner's Name: CHAD DRAPER Phone: _____

Business Information

Current Business License Number: _____
Business Description: RESTAURANT
Residential or Commercial? COMMERCIAL
NAICS Code (<https://www.census.gov/naics>): _____
Start Date (N/A if a renewal): _____
Federal Tax ID (EIN): 92-0551272
GA State & Use Tax: _____
GA Professional State License Number(s): _____
Exempt from E-Verify?: _____
If no, list E-Verify Number _____

Reason for Application (select one)

- ☒ New Business
☐ Change of Ownership
☐ DBA Change
☐ Change of Address
☐ Change of Business Activity
☐ Short Term Rental
☐ Renewal

Gross Receipts[^]: (Estimated from start of business to end of calendar year) \$ 958,000.00
[^]If renewing, provide Gross Receipts for 2023 (If applying before January 1st, provide an estimate) _____
OR Number of Practitioners*: _____

*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to pay \$400 per practitioner and practitioners are defined as Lawyers; Physicians; Osteopaths; Podiatrists; Dentists; Optometrists; Psychologists; Veterinarians; Landscape Architects; Land Surveyors; Practitioners of Physiotherapy; Public Accountants; Embalmers; Funeral Directors; Civil, Mechanical, Hydraulic, or Electrical Engineers; Architects; Marriage and Family Counselors; Social Workers, and Professional Counselors.

IF applying as a Non-Profit: Under O.C.G.A. § 48-13-13, nonprofit organizations are exempt from any occupation tax, regulatory fee, or administrative fee. If applying for an occupation tax certificate as a nonprofit, please provide proof of nonprofit status.

Number of Employees

1. Number of Full-Time Employees: 6
2. Total Weekly Part-Time Hours**: 3
**On average how many hours do ALL the part-time employees work in one week?

Full-Time Equivalent

- A. Answer from #1 6
B. Answer from #2 divided by 40 0.075
C. Add lines A and B: 6.075

Questions

1. In the past five years have you been convicted of, or pled guilty or nolo contendere to any sexual offense as set out in O.C.G.A. § 16-6-1 et seq., or to any offense involving the lottery, illegal possession or sale of narcotics or alcoholic beverages or possession or receiving of stolen property? NO
2. For Commercial Businesses, will a sign be installed on the building or property? (permit required) YES

I, WILLIAM WALKER MCDANIEL III, do solemnly swear that the information on this application is true, correct to the best of my knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with any and all ordinances of the City of Monroe.

[Signature] WILLIAM WALKER MCDANIEL 10 OCT 2024
Signature Print Name Date

Subscribed and sworn before me this 10 day of October, 20 24

Notary Public Signature and Seal: Heather Brooken

Any false statement, misrepresentation of fact(s) or omission may be cause for criminal prosecution.

O.C.G.A. § 16-10-20





City of Monroe—Alcoholic Beverage License Application

Please print or type application and answer all questions!

Do not leave any sections blank. If it does not apply mark sections N/A

ALCOHOLIC BEVERAGE LICENSE TYPES & FEES—CHECK ALL LICENSE TYPES YOU ARE APPLYING FOR

Consumption On Premise Licenses

- Beer & Wine:

☒ Restaurant Beer & Wine: Fee \$1,000.00

☐ Non-profit Private Club Beer & Wine: Fee \$1,000.00

☐ Special Event Facility Beer & Wine: Fee \$1,000.00

- Distilled Spirits:

☒ Restaurant Distilled Spirits: Fee \$3,000.00

☐ Non-profit Private Club Distilled Spirits: Fee \$3,000.00

☐ Special Event Facility Distilled Spirits: Fee \$3,000.00

Package Licenses

☐ Beer / Wine: Fee \$2,000.00

☐ Hotel / Motel In-Room Service: Fee \$250.00

☐ Growlers: Fee \$2,000.00

☐ Brew-Pub: Fee \$750.00

☐ Wine Shop: Fee \$750.00

Manufacturer Licenses

☐ Distilleries or Micro-Distilleries: Fee \$3,000.00

☐ Brewery or Micro-Breweries: Fee \$1,000.00

Alcohol Beverage Caterer

☐ Alcohol Beverage Caterer Beer / Wine: Fee \$1,000.00

☐ Alcohol Beverage Caterer Distilled Spirits: Fee \$1,000.00

Wholesale Dealers

- _____ Principal Place of Business in City Beer / Wine: Fee \$1,500.00
- _____ Principal Place of Business in City Distilled Spirits: Fee \$2,000.00

Other Fees

- _____ Annual registration for Special Event Facility: Fee \$300.00
- ☒ First-time Application Administrative: Fee \$250.00

Total Fees Submitted: 2,250 (prorated)

NOTE: **FOR NEW APPLICATIONS ONLY** THERE IS A \$250.00 NON-REFUNDABLE ADMINISTRATIVE FEE FOR ALL LICENSES EXCEPT A BEER/WINE AMENITIES LICENSE FOR WHICH THE FEE IS \$200.00; ADMINISTRATIVE FEES NOT APPLY TO RENEWALS

Application Information:

1. Full Name of Business: Thai Won On LLC

DBA: Thai Won On

Is the business is a proprietorship, partnership, or corporation? Domestic or Foreign? _____

Proprietorship

2. Address: A) Physical: 129 N. Wyane St, Monroe GA 30655

B) Mailing: 129 N. Wyane St, Monroe GA 30655

3. Phone: 678-559-7775 Beginning Date of Business in City of Monroe _____

4. ☒ New Business _____ Existing Business Purchase

***IF change in ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 92-0551272 GA Sales Tax Number _____

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes X No

Liquor 100 Yards (Church) or 200 Yards (School) Yes X No

7. Full name of Applicant William Walker McDaniel III

Full Name of Spouse, if Married Pannita Bootkosa

Are you a Citizen of the United States or Alien Lawful Permanent Resident? Yes

Birthplace Atlanta Georgia

Current Address 2070 Pannell Rd City Monroe St GA Zip 30655

Home Telephone 678-900-5675

Number of Years at present address 42

Previous address (If living at current address less than 2 yrs).

Number of years at previous address

8. If new business, date business will begin in Monroe December 1

If transfer or change of ownership, effective date of this change

If transfer or change of ownership, enclose a copy of the sales contract and closing statement.

Previous applicant & D/B/A

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer TONG BOOTKOSA

2070 PANNELL RD MONROE GA 30655

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NO

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? ☒ yes or ☐ no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

N/A

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

NA

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner.

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. NO

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain.

NO

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) NO

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? NO

22. If a retail grocery business in existence for more than six (6) months:

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. Richard Miley

Name

115 Southland Dr

Address

Watkinsville

GA

30677

678-458-2321

City

State

Zip

Telephone

2. Larry Price

Name

380 Alton Green Rd NE

Address

Monroe

GA

30655

770-757-6783

City

State

Zip

Telephone

3. Pannita Bootkosa

Name

2070 Pannell Rd

Address

Monroe

GA

30655

678-559-7775

City

State

Zip

Telephone

This the 10 day of October 2024.

[Signature] (Signature Applicant)

OWNER

(Title i.e. Partner, General Partner, Manager, Owner, etc.)

William Walker McDaniel

(Print Name)

Or: _____ (Signature of Corporate Officer)

(Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: Heather Brookshire

Notary Public:

Executed: 10-10-24



CITY OF MONROE

REGISTERED AGENT INFORMATION FORM

I, William Walker McDaniel III, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors of and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Monroe, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon, which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served upon the licensee or owner. I understand that the Registered Agent must be a citizen of the United States of at least 21 years of age and a resident of the City of Monroe. I further certify that I will notify the City of Monroe of any changes affecting my status and/or position with this company.

Name of Business/Company THAI WON ON

Signature of Agent

[Handwritten Signature]

Type or Print Name of Agent William Walker McDaniel III

Type or Print Agent's Home Address 2070 Pannell Rd

Type or Print City, State, and Zip Code Monroe, GA 30655

Type or Print Area Code and Telephone Number 678-900-5675

Type or Print Date Moved into the Above Address 1985

Type or Print Driver's License Number 055855124

Type or Print Date of Birth 27AUG1970

Subscribed and sworn to me

This 10 day of October, 2024.

Heather Brookshire

(Clerk/Notary Public)

Heather Brookshire

(Signature of Named Individual)

My Commission expires:

11-4-27





OCCUPATIONAL TAX APPLICATION CITY OF MONROE

PO Box 1249 - Monroe, GA 30655
770-207-4674 – hbrookshire@monroega.gov

Business Contact Information

Business Name: Elixir Brew Co LLC
 DBA: Elixir Brew Co
 Physical Location: 123 N Lumpkin Street
 Inside DDA (Downtown Development Authority) Boundary? ☒ or N
 Mailing Address: 123 N Lumpkin Street
 Email: ryan@elixirbrewco.com
 Business Phone: 770 851 4753

Ownership Type (select only one)

- ☐ Corporation
☒ LLC
☐ Sole Proprietor
☐ Partnership
☐ Non-profit

Business Owner Contact Information

Owner(s) Name: Ryan Hulsar / Chad Davis
 Owner's Email: ryan@elixirbrewco.com / chad@elixirbrewco.com Owner's Phone: (770) 851-4753 *
 Local / Emergency Contact: " Phone: 208-704-6301
 Property Owner's Name: Rick Huszagh Phone: 678-522-6560

Business Information

Business Description: Microbrewery
 Residential or Commercial? 34
 NAICS Code (<https://www.census.gov/naics>): 312120
 Start Date: December 1st 2024
 Federal Tax ID (EIN): 93-1757908
 GA State & Use Tax: 308-072741
 GA Professional State License Number(s): _____
 Exempt from E-Verify?: yes
 If no, list E-Verify Number _____

Reason for Application (select one)

- ☒ New Business
☐ Change of Ownership
☐ DBA Change
☐ Change of Address
☐ Change of Business Activity
☐ Short Term Rental

Gross Receipts: (Estimated from start of business to end of calendar year) \$20,000
 OR Number of Practitioners*: 0

*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to pay \$400 per practitioner and practitioners are defined as Lawyers; Physicians; Osteopaths; Podiatrists; Dentists; Optometrists; Psychologists; Veterinarians; Landscape Architects; Land Surveyors; Practitioners of Physiotherapy; Public Accountants; Embalmers; Funeral Directors; Civil, Mechanical, Hydraulic, or Electrical Engineers; Architects; Marriage and Family Counselors; Social Workers, and Professional Counselors.

IF applying as a Non-Profit: Under O.C.G.A. § 48-13-13, nonprofit organizations are exempt from any occupation tax, regulatory fee, or administrative fee. If applying for an occupation tax certificate as a nonprofit, please provide proof of nonprofit status.

Number of Employees

- Number of Full-Time Employees: 0
- On average, how many hours do ALL the part-time employees work in one week? 72

Full-Time Equivalent

- A. Answer from #1 0
 B. Answer from #2 divided by 40 1.8
 C. Add lines A and B:
1.8

Questions

- In the past five years have you been convicted of, or pled guilty or nolo contendere to any sexual offense as set out in O.C.G.A. § 16-6-1 et seq., or to any offense involving the lottery, illegal possession or sale of narcotics or alcoholic beverages or possession or receiving of stolen property?
No
- For Commercial Businesses, will a sign be installed on the building or property? (permit required)

I, Ryan Keyser, do solemnly swear that the information on this application is true, correct to the best of my knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with any and all ordinances of the City of Monroe.

[Signature]
Signature

Ryan Keyser
Print Name

10/24/24
Date

Subscribed and sworn before me this 24th day of Oct, 2024

Notary Public Signature and Seal [Signature]

Any false statement, misrepresentation of fact(s) or omission may be cause for criminal prosecution.

O.C.G.A. § 16-10-20





City of Monroe—Alcoholic Beverage License Application

Please print or type application and answer all questions!

Do not leave any sections blank. If it does not apply mark sections N/A
**ALCOHOLIC BEVERAGE LICENSE TYPES & FEES—CHECK ALL LICENSE TYPES YOU ARE
 APPLYING FOR**

Consumption On Premise Licenses

- Beer & Wine:

- _____ Restaurant Beer & Wine: Fee \$1,000.00
- _____ Non-profit Private Club Beer & Wine: Fee \$1,000.00
- _____ Special Event Facility Beer & Wine: Fee \$1,000.00

- Distilled Spirits:

- _____ Restaurant Distilled Spirits: Fee \$3,000.00
- _____ Non-profit Private Club Distilled Spirits: Fee \$3,000.00
- _____ Special Event Facility Distilled Spirits: Fee \$3,000.00

Package Licenses

- _____ Beer / Wine: Fee \$2,000.00
- _____ Hotel / Motel In-Room Service: Fee \$250.00
- _____ Growlers: Fee \$2,000.00
- _____ Brew-Pub: Fee \$750.00
- _____ Wine Shop: Fee \$750.00

Manufacturer Licenses

- _____ Distilleries or Micro-Distilleries: Fee \$3,000.00
- ☒ _____ Brewery or Micro-Breweries: Fee \$1,000.00

Alcohol Beverage Caterer

- _____ Alcohol Beverage Caterer Beer / Wine: Fee \$1,000.00
- _____ Alcohol Beverage Caterer Distilled Spirits: Fee \$1,000.00

Wholesale Dealers

____ Principal Place of Business In City Beer / Wine: Fee \$1,500.00

____ Principal Place of Business In City Distilled Spirits: Fee \$2,000.00

Other Fees

____ Annual registration for Special Event Facility: Fee \$300.00

☒ First-time Application Administrative: Fee \$250.00Total Fees Submitted: \$1250

NOTE: FOR NEW APPLICATIONS ONLY THERE IS A \$250.00 NON-REFUNDABLE ADMINISTRATIVE FEE FOR ALL LICENSES EXCEPT A BEER/WINE AMENITIES LICENSE FOR WHICH THE FEE IS \$200.00; ADMINISTRATIVE FEES NOT APPLY TO RENEWALS

Application Information:1. Full Name of Business: Elixir Brew Co LLCDBA: Elixir Brew Co

Is the business is a proprietorship, partnership, or corporation? Domestic or Foreign? _____

Corporation, Domestic2. Address: A) Physical: 123 N Lumpkin Street, Monroe, GA 30655B) Mailing: same as physical3. Phone: 770 851 4753 Beginning Date of Business In City of Monroe Jan 1, 20254. ☒ New Business ☒ Existing Business Purchase

***IF change in ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 93-1757908 GA Sales Tax Number 308-972741

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes _____ No _____

Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No _____

7. Full name of Applicant Ryan P. Keysar

Full Name of Spouse, If Married Colleen Keysar

Are you a Citizen of the United States or Alien Lawful Permanent Resident? yes

Birthplace Syracuse, NY

Current Address 3690 Watson Fair Rd city Logansville st GA Zip 30052

Home Telephone 770 851 4753

Number of Years at present address 1

Previous address (If living at current address less than 2 yrs).

Number of years at previous address _____

8. If new business, date business will begin in Monroe as soon as possible aiming for Dec 1 2021

If transfer or change of ownership, effective date of this change _____

If transfer or change of ownership, enclose a copy of the sales contract and closing statement.

Previous applicant & D/B/A _____

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer Ryan Keysar, 3690 Watson Fair Rd, Logansville GA 30052

770 851 4753, Regional Manager / Owner

Asbury Automotive

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

N/A

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? N/A

12. Do you own the land and building on which this business is to be operated? No

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? ☐ yes or ☒ no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

Elkix Brew Co LLC, 2024 Buford GA

Ryan Keysar owner/officer, 3690 Watson Fair Rd, Loganville GA 30052

Chad Davis owner/officer, 6771 Grand Magnolia Drive NE, Sugar Hill GA 30518

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

Ryan Keysar 50%; 3690 Watson Fair Rd, Loganville GA 30052 - 770 851 4753 phone

Chad Davis 50%; 6771 Grand Magnolia Drive NE, Sugar Hill GA 30518

phone (208) 704 6301

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner.

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

N/A

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. _____

N/A

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain. _____

N/A

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) _____

Yes, we have an alcohol license in Buford, GA

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? _____

N/A

22. If a retail grocery business in existence for more than six (6) months:

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. Andrew Hanson
 Name
3700 Watson Fain Rd
 Address
Logansville GA 30052 404-557-4935
 City State Zip Telephone

2. Suzanne Rice
 Name
 Address
Peachtree City GA 30269 770-595-2995
 City State Zip Telephone

3. Brandon Perez
 Name
26411 N 43rd Place
 Address
Phoenix AZ 85050 602-703-0965
 City State Zip Telephone

This the 23 day of Oct 2024.

[Signature] (Signature Applicant)

Owner (Title i.e. Partner, General Partner, Manager, Owner, etc.)

Ryan Kysar (Print Name)

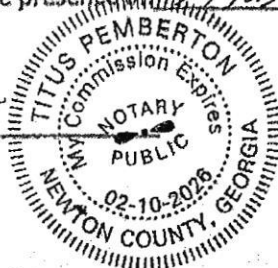
Or: _____ (Signature of Corporate Officer)

 (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of Titus M. Pemberton

Notary Public:

Executed: [Signature]



CITY OF MONROE

REGISTERED AGENT INFORMATION FORM

I, Remberton Law LLC, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors of and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the City of Monroe, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon, which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served upon the licensee or owner. I understand that the Registered Agent must be a citizen of the United States of at least 21 years of age and a resident of the City of Monroe. I further certify that I will notify the City of Monroe of any changes affecting my status and/or position with this company.

Name of Business/Company Remberton Law, LLC / Elixir Mhuw CO, LLC

Signature of Agent [Signature]

Type or Print Name of Agent Titus M. Remberton

Type or Print Agent's ^{Business} ~~Home~~ Address 818 GILLOU ST, Monroe, GA 30655

Type or Print City, State, and Zip Code _____

Type or Print Area Code and Telephone Number 770-786-0678

Type or Print Date Moved into the Above Address 5-1-2024

Type or Print Driver's License Number 058841735

Type or Print Date of Birth 08-20-1984

Subscribed and sworn to me

This 25 day of October, 2024.

[Signature]
(Clerk/Notary Public)

Brittany Churchill
(Signature of Named Individual)

My Commission expires: _____

