



Council Meeting

AGENDA

Tuesday, December 08, 2020

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 13, 2020 Council Minutes
 - b. November 3, 2020 Council Minutes
 - c. November 10, 2020 Council Minutes at 4:00 PM
 - d. November 10, 2020 Council Minutes
 - e. November 18, 2020 Council Minutes
 - f. November 3, 2020 Executive Session Minutes
 - g. November 17, 2020 Planning Commission Minutes
 - h. November 24, 2020 Historic Preservation Commission Minutes
 - i. October 8, 2020 Downtown Development Authority Minutes
 - j. October 14, 2020 Downtown Development Authority Minutes
 - k. October 8, 2020 Conventions and Visitors Bureau Minutes

- [l.](#) Inter-Participant Transaction (IPT) Reserve Sale - Approval of sale to four MEAG cities as presented. (Recommended for Council approval by Utilities Committee December 1, 2020)
- [m.](#) Purchase - Modules and Removal Tool - To purchase from Dupont for \$142,750.00. (Recommended for Council approval by Utilities Committee December 1, 2020)
- [n.](#) Approval of Addendum for Diesel Generator - Installation by Allsouth Constructors for \$114,511.00. (Recommended for Council approval by Utilities Committee December 1, 2020)

II. **PUBLIC PRESENTATIONS**

- 1. United Way

III. **PUBLIC FORUM**

1. **Public Comments**

2. **Public Hearing**

- [a.](#) Rezone - 1000 Highway 138
- [b.](#) Rezone - 302 Michael Etchison Road
- [c.](#) Variance - 249 Boulevard
- [d.](#) 2021 Budget All Funds

IV. **NEW BUSINESS**

- [1.](#) Rezone - 1000 Highway 138
- [2.](#) Rezone - 302 Michael Etchison Road
- [3.](#) Variance - 249 Boulevard
- [4.](#) Appointments (2) - Downtown Development Authority & Convention & Visitors Bureau Authority & Urban Redevelopment Agency
- [5.](#) Resolution - 2020 Budget Amendment
- [6.](#) Approval - 2021 Budget Resolution
- [7.](#) 1st Reading - Personnel Policy Ordinance Amendment Regarding Appeal and Grievance Procedures
- [8.](#) Adopt - 2021 Council Meeting Schedule
- [9.](#) Solar - Power Purchase Contract
- [10.](#) Garbage Truck Purchase

V. MAYOR'S UPDATE

VI. ADJOURN

The Mayor and Council met for their regular meeting.

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| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Myoshia Crawford | Council Member |
| | Ross Bradley | Council Member |
| | Norman Garrett | Council Member |
| | Nathan Little | Council Member |
| | David Dickinson | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |
| | Russell Preston | City Attorney |
| | Paul Rosenthal | City Attorney |

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| Absent: | Lee Malcom | Council Member |
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| Staff Present: | Danny Smith, Jeremiah Still, R.V. Watts, Andrew Dykes, Beth Thompson, Brian Thompson, Patrick Kelley, Chris Bailey, Sadie Krawczyk, Beverly Harrison |
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| Visitors: | Les Russell, Jayne Sinclair, Lori Volk, Bruce Hendley, Rita Dickinson, Sally Fielder, Shaney Lokken, Tommy Ratchford, Dessa Morris, Kerie Rowe, Kimberly Mayfield, Joy Gilliam, Thad Gilliam, Gloria Briscoe, Zac Johnson, Sarah Johnson, Cheryl Larson, Thomas Mitchell (via zoom), Derek Gwaltney, Chad Husted |
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I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Youth Pastor Gloria Briscoe with the First Baptist Church gave the invocation.

2. Roll Call

Mayor Howard noted that all Council Members were present, except Council Member Lee Malcom. There was a quorum.

3. Approval of Agenda

To approve the agenda as presented.

*Motion by Little, seconded by R. Bradley.
Passed Unanimously*

4. Approval of Consent Agenda

- a. September 1, 2020 Council Minutes
- b. September 8, 2020 Council Minutes
- c. September 1, 2020 Executive Session Minutes
- d. September 8, 2020 Executive Session Minutes

- e. September 15, 2020 Planning Commission Minutes
- f. September 22, 2020 Historic Preservation Commission Minutes
- g. August 13, 2020 Downtown Development Authority Minutes
- h. September 10, 2020 Downtown Development Authority Minutes
- i. August 13, 2020 Conventions and Visitors Bureau Minutes
- j. September 10, 2020 Conventions and Visitors Bureau Minutes
- k. Approval – Purchase 30-Ton Dump Trailer – To purchase from Gainesville Truck Center for \$61,653.00. (Recommended for Council approval by Utilities Committee October 6, 2020)
- l. Yield Analysis Update Engineering Services – Approval of Wiedeman & Singleton for \$15,000.00. (Recommended for Council approval by Utilities Committee October 6, 2020)

To move Item K – Approval – Purchase of 30-Ton Dump Trailer and Item L – Yield Analysis Update Engineering Services under New Business to be considered by the full Council. To approve the consent agenda as amended.

*Motion by Little, seconded by L. Bradley.
Passed Unanimously*

II. PUBLIC PRESENTATION

1. Workforce Development

Ms. Dessa Morris, with the Walton County Development Authority, gave a presentation. She was hired three years ago to help ensure the local companies were happy, planning to stay, and possibly even expand. The number one concern for the industries was securing the talent necessary to exceed. Her position quickly turned into a Workforce Development Position. She is charged with getting the industrial partners, manufacturers, distributors, and educators working together to benefit the community. She works under the direction of a Workforce Advisory Council, which includes school superintendents, industry leaders, the Students Success Alliance, the Walton Chamber, a Department of Labor representative, Athens Tech officials, and Mr. Les Russell from the City of Monroe. Manufacturing is 8.9% of all the jobs in Georgia. In Walton County more than one out of ten jobs are in the manufacturing field. She stated Mr. Shane Short is always working to bring the right industrial partners into the community. Ms. Morris discussed it being a great time to look for a job, virtual job fairs, available manufacturing jobs in Walton County, and Career Expos. There will be a Manufacturing Program starting at Monroe Area High School in August 2021.

No Action.

III. PUBLIC FORUM

1. Public Comments

Ms. Rita Dickinson, of 512 East Church Street, stated that she sees the neighborhood she has always dreamed of developing on Church Street. The people trying to change Church Street do not live there. The neighbors have been promised several times that something was going to be done with this specific house to make the neighborhood great, and the promises have not been kept. She does not feel this facility is appropriate for Church Street; it does not fit in a neighborhood with lots of children. Pilot Park has just been redone. She has purchased several houses in the neighborhood and changed them to single family residences instead of apartments in order to encourage families to move there and be part of their neighborhood.

Ms. Sally Fielder, of 414 East Church Street, requested Council to stop the approval of Sparrow Hill Inn. She wants the proposal declined so the City of Monroe can move forward in the right direction.

She lives next door; she has always considered that as her home and Church Street as her neighborhood. She discussed the house at the corner of Colley Street and Church Street wanting a rezone years ago and all of the neighbors came in protest of it too. There are already several drug facilities within five miles. She requested Council to vote against Sparrow Hill and their lawyers.

Mr. Thad Gilliam stated that he is one of the Sparrow Hill Inn owners. They purchased the property in 2013 and invested a lot of money restoring it in the same historical character. They have been faithful business and property owners. They entered into negotiations for Pyramid Healthcare to purchase the property in 2019. The property has been Zoned B2 Commercial since 2006, even though it is adjacent to residential properties. He explained, in January Pyramid's council researched the zoning classification and intended use; they concurred that the use is allowed. Their council repeatedly reached out to Mr. Kelley for a zoning determination letter, and Mr. Kelley suggested involving the City Attorney. The issue was then assigned to Mr. Tom Mitchell, an outside attorney. After four months, Mr. Kelley issued his determination letter. Pyramid, their council, and the property owners viewed the determination as inaccurate and disagreed with it. He stated Mr. Kelley chose to call their use a sanitarium, which is the only use prohibited by the City. Mr. Kelley stated in his letter that the only options to his determination would be an appeal or a variance. Therefore, an appeal was made to his determination letter. Mr. Gilliam stated they have been working on this for over nine months, been discouraged, incurred tremendous financial loss, and feel they have been wronged. He implores Council to confirm that this is an allowed use. He discouraged Council from denying this use, to end up in a legal battle, which would be a waste of tax payer money. A protected class should be allowed their due usage by the City of Monroe Ordinance.

Ms. Kimberly Mayfield stated that she speaks as a neighbor of Sparrow Hill Inn and a landowner in Monroe. She has often been asked by guests whether it's safe to park on Colley Street or in their rear parking lot. The Inn's parking lot shares a property line with the acre of land that fronts Colley Street, Davis Street, and Bell Street. There were five rental houses on that acre which always had noise, mounds of trash, and lots of drug activity. She and her husband purchased the property with the sole purpose of knocking down the five houses and clearing the land so their business guests could feel safe and secure while staying in Monroe. Multiple people stopped by to say thank you while the houses were being demolished. They have maintained the property since. It is important that they leave something better than they found it, and they are doing the same with Sparrow Hill Inn. As a potential next-door neighbor to Pyramid Healthcare, they couldn't be more relieved. They have had to deal with a neighbor that doesn't keep up his property, which reflects poorly on their bed and breakfast. They don't have any plans currently for the back acre, but it is their investment in this town. They would be very unwise and short sighted to sell their current commercial property to Pyramid Healthcare if they had any doubt that they wouldn't be the best neighbors. She definitely would not approve of any number of other businesses that by zoning could occupy that space and bring down their own property value. They are content with all of their research into Pyramid Healthcare and warmly welcome them to the community.

Council Member David Dickinson read a letter from Ms. Linda Jones-Sibert concerning the Code Officer Appeal at 410 East Church Street. Her letter requested Council not to approve the drug rehabilitation facility moving into their neighborhood. The houses on Bell Street, Davis Street, Colley Street, and Milledge Avenue that previously housed drug dealers and users have been torn down. There are young families with children buying houses on Church Street, and the renovation of Pilot Park will draw even more families to the neighborhood. She doesn't feel there is any comparison between the proposed facility on Church Street and the Silver Ridge facility. The Silver Ridge facility is a 10,000 square foot mansion, with eight bedrooms, and 15 beds located on 12 acres. The Church Street facility is 5,384 square feet, with four bedrooms, and 12 beds located on

1.65 acres, which are mostly unusable. According to the American Addiction Centers, the relapse rate in drug rehabilitation is between 40 and 60%. She questioned whether that means 40 to 60% of those people will be on the streets looking for drugs. Ms. Jones-Sibert also wanted to know if the clients will have an open-door policy, if there will be full time staff, what the staff's training is, where the staff will live, and if background checks will be run on both the staff and clients.

Ms. Cheryl Larson, of 501 East Church Street, spoke against the drug rehab facility coming into their neighborhood. She stated when she moved to Church Street 15 years ago, more than half of the houses were dilapidated, and no children were living there. Now, there are families with children who play outside. She discussed when the Sparrow Hill owners didn't want the house next to them turned into a residential facility. Ms. Larson understands that their business is suffering due to COVID-19, but they are planning on leaving it on the neighborhood. The owners purchased the property located behind them and if it goes commercial, what guarantee do the residents have that the property will stay the way it is. They could request a variance and build whatever they want to.

2. Public Hearing

a. Conditional Use – 319 South Madison Avenue

Code Enforcement Officer Patrick Kelley presented the application for a conditional use of this property to allow Townhouses in a B2 Zoning. The applicant is Lori Volk with New Leaf Georgia.

Council Member Norman Garrett stated he was unable to come to the meeting last week and questioned who actually purchased the property. He questioned whether New Leaf Georgia has a history of doing townhouses. Mr. Garrett questioned the purchase of the property and the property being deeded for \$10.00. He questioned how the property that used to belong to Mr. John Howard transferred hands for only \$10.00. He stated that Mr. Logan Propes estimated the property to be worth between \$130,000.00 and \$150,000.00.

Ms. Lori Volk stated she and her partner, New Leaf Georgia, purchased the property. New Leaf Georgia has experience building townhouses. She explained New Leaf Georgia purchased the property and she does not have the contract or purchase price in front of her. She stated that she is confused by the questions.

City Attorney Paul Rosenthal referred Mr. Garrett to page 66 of the agenda record. He stated that any conditional use or zoning application is required to provide proof of ownership. Georgia Law is very clear that a real estate transfer tax shall be paid on all property transferred by warranty deed or otherwise. So, the face of page 66 of the agenda can not be used to ascertain the actual purchase price paid by New Leaf Georgia, LLC. Mr. Rosenthal referred to the top corner of page 66 where the document is marked from the Clerk of Superior Court of Walton County, which notates the Real Estate Transfer Tax Paid for the transaction was \$152.00. The \$152.00 Real Estate Transfer Tax indicates that the purchase price paid for the transfer would be \$152,000.00. The \$10.00 transfer is standard nomenclature that anyone that purchases, buys, or sales real property will normally see in a deed; it is what is called the nominal consideration. The actual consideration that was paid on this transaction from review of page 66 indicates the property sold for \$152,000.00.

The Mayor declared the meeting open for the purpose of public input.

Ms. Lori Volk explained they are requesting a conditional use of the property to build a small townhouse community. There will be seven townhouses with four facing South Madison Avenue and three facing Milledge Avenue; they will each be approximately 1,800 square feet. They will be built with high end materials, back entries only, a shared driveway in the back, and two entrances.

Council Member Ross Bradley stated these are the types of projects that the DDA have been focused on trying to get to town, and he appreciates them being here.

There were no other public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

b. Zoning Ordinance Code Text Amendment #8

Code Enforcement Officer Patrick Kelley presented the request for a zoning code text amendment of Article X, Section 1000.3.2 to add Item (iv) Cottage Food Business. He stated that Applicant Jamie Cox has requested the addition of cottage food business to the listing of residential businesses.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

IV. NEW BUSINESS

1. Conditional Use – 319 South Madison Avenue

To approve the conditional use.

*Motion by Dickinson, seconded by R. Bradley.
Voting no Garrett.
Passed 5-1.*

2. 1st Reading – Zoning Ordinance Code Text Amendment #8

City Attorney Paul Rosenthal presented the first reading of the ordinance.

3. Resolution – Support Development of the Proposed Downtown Green

To approve the resolution as presented.

*Motion by R. Bradley, seconded by Dickinson.
Passed Unanimously.*

4. Capital Campaign Commitment

City Administrator Logan Propes stated the Walton County Chamber of Commerce is putting forward a Capital Campaign to purchase the house at 207 North Wayne Street for their new offices. They are requesting a three-year commitment from the City totaling \$25,896.00, which will be paid in three annual payments of \$8,662.00 each. Mr. Propes requested the amounts to be authorized, so that he can execute the subsequent contract with the Chamber of Commerce.

Vice-Mayor Larry Bradley clarified that the request is being made for all of the Municipalities in Walton County.

Mr. Propes answered that to be correct. He explained all of the Cities and the County will be contributing; the contribution amounts are based on population.

Council Member Norman Garrett questioned the money being used and whether they already have the building. He questioned how the Chamber helps the City of Monroe.

Mr. Propes explained the Chamber currently has the building through a lease purchase. The Walton Foundation owns the building, and they are doing a lease purchase option for the property. He stated that Ms. Teri Smiley presented the information at the work session, but she is not present tonight.

Mayor Howard stated that Ms. Kerie Rowe came to answer questions.

Mr. Garrett questioned how the Chamber actually helps to benefit the City of Monroe. He questioned how many businesses participate with the Chamber, and how much each business pays. He questioned the smallest membership fee amount and the number of employees.

Ms. Kerie Rowe, with the Walton County Chamber of Commerce, apologized that Ms. Smiley or the Chair couldn't be present. She explained that the Chamber helps the businesses throughout the City and the County to grow, invest, get more involved, and connect with other businesses in the community. They help with programs through the school systems. There are currently 763 Chamber Members. She explained the membership fees differ, because there are different membership packages. The smallest membership fee amount is \$350.00 a year. She stated the Chamber has three employees.

Mayor, Council, and Ms. Rowe further discussed the membership fees, the different events held by the Chamber throughout the year, the Chamber budget, their expenses, the cost of the building, and things the Chamber does for the Cities and County. Previous conversations between Mr. Garrett and Ms. Smiley were also discussed.

Ms. Rowe explained that she came to represent the Chamber of Commerce, but she does not know all of the financial answers. She stated Ms. Smiley would be happy to answer any questions. She suggested that Mr. Garrett have a meeting with Ms. Smiley to go through everything and get more involved with the Chamber.

Mr. Propes stated the purpose tonight is only for the Capital Campaign; Council has already approved the General Operating Transfer for the Chamber.

To approve the Walton County Chamber of Commerce Capital Campaign three-year commitment for the total amount of \$25,986.00, which is to be paid in three annual payments of \$8,662.00 each, and to authorize the City Administrator to execute the subsequent contract.

*Motion by R. Bradley, seconded by L. Bradley.
Voting no Garrett.
Passed 5-1.*

5. Financial Policies Update

Ms. Beth Thompson presented the request for approval of the Financial Policies Update, which is primarily a cleanup of the last update from 2006. She explained there was some language changed, and the Capital Asset Management Policy and Internal Control Policy were added.

To approve the Financial Policies Update to Council.

*Motion by Little, seconded by L. Bradley.
Passed Unanimously.*

6. Authorization of a Parity Bond Ordinance

City Administrator Logan Propes gave a short overview. The \$50 million Parity Bond Ordinance will be for 30 years and will fund improvements in wastewater treatment, water treatment, water transmission and distribution, gas distribution, and telecommunications. He explained these large projects have been put off for a long time and will continue to drive Monroe forward in the infrastructure world. He introduced Mr. Andrew Tritt as the City's Placement Agent.

Mr. Andrew Tritt, with Stifel Financial Services, gave an update of the day at the Bond Market. He stated that it was a great day at the market. Everyone has done an amazing job working together compiling all of this information. The City of Monroe got a Bond Rating from Moody's Investors Service, who provided an investment grade Bond Rating A2. This helped sell the Bonds at the level that they did, and the interest rate is absolutely phenomenal. The City is down 138 basis points compared to the beginning of 2019. They sold \$50 million worth of Bonds at the Market today. The rate was able to be lowered again, due to a variety of interest. The total arbitrage yield is 2.22%, it is tax exempt, from year seven to 30, and the 30-year money is weighted on the back end. He stated they are very pleased with the outcome. The Parity Ordinance authorizes everything.

Ms. Shaney Lokken, with Murray Barnes Finister, LLP, stated her firm has been serving as Bond Council and Disclosure Council for the City on this Bond Issuance. She stated that the City issued four of the Combined Utility System Bonds in 2016, so the original Master Bond Ordinance was put in place in 2016. The reason this is called a Parity Bond Ordinance is because the original Ordinance allowed for additional bonds to be issued in the future, under certain circumstances. The Parity Bond Ordinance primarily focuses on the specific terms for these 2020 Bonds that are proposed tonight, which authorizes the specific terms for these bonds. It also ratifies the provisions from the 2016 Master Ordinance as being applicable to these bonds. A couple of amendments made to the Ordinance are included, primarily to allow for the insurer of these bonds.

To approve and adopt the Parity Bond Ordinance to authorize the issuance of the City of Monroe Combined Utility Revenue Bonds, Series 2020, to pay the costs of certain improvements to the Combined Utility System, the premium for the bond insurance policy, and the premium for the debt service reserves surety bond, and to authorize the execution, delivery and performance of related documents including but not limited to the Bond Purchase Agreement, the Paying Agent Agreement, and the Custodial Agreement.

*Motion by Dickinson, seconded by R. Bradley.
Passed Unanimously*

7. Approval – Purchase 30-Ton Dump Trailer – To purchase from Gainesville Truck Center for \$61,653.00. (Recommended for Council approval by Utilities Committee October 6, 2020)

To approve.

*Motion by Little, seconded by L. Bradley.
Passed Unanimously.*

8. Yield Analysis Update Engineering Services – Approval of Wiedeman & Singleton for \$15,000.00. (Recommended for Council approval by Utilities Committee October 6, 2020)

To approve.

*Motion by Little, seconded by R. Bradley.
Passed Unanimously.*

9. Code Officer Appeal – 410 East Church Street

Attorney John Andrew Nix stated there will be three presenters, and he will be the last person to speak. He requested Ms. Joy Gilliam to come forward and introduce herself again; there will be two representatives from Pyramid Healthcare to speak and answer any questions.

Ms. Joy Gilliam, one of the owners of Sparrow Hill Inn, discussed Pyramid Healthcare. She stated that she and her husband have personal experience with Pyramid and their program. She reiterated that Sparrow Hill Inn is a commercial property, and there are a lot of other commercial properties on Church Street. They have physically witnessed what type of neighbor Pyramid is. They are a commercial property in a residential area at their other property. They are extremely quiet, respectful, create very little traffic, keep their property impeccably maintained, and don't have any signs. She stated that in this world it is hard to have any real guarantees, even the Bible says we can't be guaranteed a tomorrow. Ms. Gilliam discussed the probability that Pyramid will own the property for a very long time and being a huge asset to the City and County.

Mr. Derek Gwaltney, Vice-President of Marketing with Pyramid Healthcare, gave a brief reminder on the facility they want to bring to Monroe. They are looking to treat mid-life adults, professionals, people with real family engagement, who want to be there, and are looking to get well. They will provide 24-hour staffing, 24-hour care, and oversight. The workers will be residents of Monroe or the surrounding Counties; the staff does not live on-site.

Council Member David Dickinson stated he researched Silver Ridge, which is not in Asheville. It is in Mills River, half way to Hendersonville. He questioned why people suffering from drug and alcohol addiction would be put in a facility where they can walk out of at any time. They are five

minutes away from a number of convenience stores where they can purchase alcohol or five minutes away from someone who would sell them drugs.

Mr. Chad Husted, Executive Vice-President of Southeastern Operations of Pyramid Healthcare, stated he has been with the company for about five years. He lives in Atlanta and has been in this field for twenty-five years. They very much care about the community of Monroe. He has been through this process about ten times in different communities. They worked through the concerns from the community together with Mills River. They no longer have any opposition there; they are part of the fabric of the community now. This program does not serve the individuals who can go out and just get beer and drugs in the streets; these individuals are qualified to be in this program. There has been an extensive assessment process remotely where they say that they want to change. This is an intrinsic program that they support, which is different than an extrinsic program. Their treatment model is that they want to be there and want the help to change. He stated the doors are not locked, because someone can not be forced to do something that they are not interested in doing. Mr. Husted discussed other programs that he has been involved with. These individuals are seeking change with discretion; to get their lives back together and to go back to their day to day living.

Mr. Nix stated that this is not a rezoning request or a variance request. This all began with an inquiry to Mr. Kelley's office about whether the use being sought was permitted in B2 Zoning. Mr. Kelley has an opinion that this use is not permitted under B2 Zoning. He stated under the City's Ordinance, the B2 Zoning classification allows a full range of professional, office, institutional service, and retail businesses needed by residents of and visitors to the City and the Region. The people talking against this live in a Zoning District created by the City of Monroe that allows these uses within it. Mr. Nix and Mr. Kelley have had the discussion of where their use fits. He stated sister uses in the Zoning Ordinance related to this use are convalescent care, nursing homes, rest homes, hospitals, laboratories, personal care homes, family personal care homes, group personal care homes, and congregate private offices; but their use is not there. He discussed the definitions in the City's Zoning Ordinance, the intention of the Ordinance, and the North American Industry Classification System national publication. He argues after everything is considered that the City's Zoning Code allows this use, and does not require any action by Council, other than agreeing with them, and disagreeing with Mr. Kelley's interpretation. Mr. Nix discussed the Fair Housing Act, and Due Process and Equal Protection under the United States Constitution, the Georgia Constitution, and the City of Monroe's Zoning Ordinance. He stated Federal Law considers someone who has an addiction to alcohol or drugs to be handicapped and questioned whether a home setup for a handicapped person has protection under the Fair Housing Act.

Mr. Dickinson discussed a person suffering for alcohol or drug addiction being automatically covered under the Fair Housing Act and ADA, which is not true. He stated in all of the cases where Cities are sued due to the FHA, ADA, and the Rehabilitation Act, the person has to be recovering and not suffering from the problem. He questioned whether Mr. Nix would concede that despite the hundred or so cases in District Courts and Court of Appeals across the country, there is no definition of what recovering means. It is case by case; the United States Supreme Court has never addressed it. He discussed various cases and merits to the arguments. Mr. Dickinson stated he doesn't feel that everything goes in one direction like Mr. Nix is saying.

Mr. Nix stated that the Circuits don't align themselves; there is different law coming out of different Circuits. This is not a slam dunk, but it is something that reasonable people can litigate, due to it not being clear. He believes the Courts are going to be sympathetic and support quality care. He thinks the Zoning Ordinance is fraught with gaps; the rational basis for excluding does not line up with the Ordinance. Mr. Nix stated he is not a Federal Litigator and stays away from Federal Court.

Council Member Ross Bradley stated Mr. Kelley’s letter gave the applicant two options, to either appeal the decision to Council or to apply for a variance. He questioned the choice to appeal the decision, which takes the public component out of the initial decision-making process.

Mr. Nix stated he doesn’t think that procedurally they could get a variance, because the Zoning isn’t permitted under Mr. Kelley’s interpretation. A variance would typically be an adjustment to how a property could be developed, such as a setback adjustment. He stated a variance doesn’t fit what they are doing.

Code Enforcement Officer Patrick Kelley stated that he is not a lawyer and is only trying to look out for the community. He stated the NAICS is an economic classification, which has nothing to do with zoning. The national publication has no bearing on zoning anywhere. That definition was used because it agreed with their argument. Mr. Kelley stated in the absence of a definition he used the common meaning in his interpretation; he used Websters and Wikipedia, an older source and a more recent source. He used common meanings when making his determination. He stated that it has been pointed out that this use is completely not allowed in the City of Monroe based on his interpretation, which is not the case. It would actually be allowed; it is a permitted use in B3 Zoning and is not prohibited throughout the City. He explained even though he mentioned a variance and an appeal in his letter, a zoning lawyer would know that they could apply for a text amendment to have this use included in clear language in the Ordinance itself. That effort was not made and would require a public notice. He believes public notice was trying to be avoided and was intimated in a conversation. Mr. Kelley stated that he immediately responded to the request for an interpretation in March; there was some time lag between wanting to get the lawyers involved, which he did not suggest. He just wanted to clarify how he reached his decision.

No Action.

V. ADJOURN TO EXECUTIVE SESSION

*Motion by R. Bradley, seconded by Crawford.
Passed Unanimously.*

RETURN TO REGULAR SESSION

Motion to deny the appeal and uphold the decision of the Code Department

*Motion by Dickinson, seconded by L. Bradley.
Voting no Garrett, Crawford.
Passed 4-2.*

VI. MAYOR’S UPDATE

Mayor John Howard stated the Blue Rooster will be opening Thursday. Early voting began this week, with nine extra days. He has discussed the trash problem with John Mura and Clay Edmondson. The Battle of the Burgers will be on October 24. Mayor Howard read a letter from Mr. Brian Krawczyk bragging on all the improvements in the City of Monroe.

MAYOR AND COUNCIL MEETING
VII. ADJOURN

OCTOBER 13, 2020

6:00 P.M.

*Motion by R. Bradley, seconded by Little.
Passed Unanimously.*

MAYOR

CITY CLERK

The Mayor and Council met for a called meeting.

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| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Lee Malcom | Council Member |
| | Myoshia Crawford | Council Member |
| | Ross Bradley | Council Member |
| | Nathan Little | Council Member |
| | David Dickinson | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |
| | Russell Preston | City Attorney |
| | Paul Rosenthal | City Attorney |

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| Absent: | Norman Garrett | Council Member |
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| Staff Present: | Danny Smith, Jeremiah Still, R.V. Watts, Andrew Dykes, Beth Thompson, Rodney Middlebrooks, Brian Thompson (via phone), Chris Bailey, Sadie Krawczyk, Beverly Harrison, Les Russell |
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| Visitors: | Matt Bidwell |
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I. CALL TO ORDER – JOHN HOWARD

1. Roll Call

Mayor Howard noted that all Council Members were present, except Council Member Norman Garrett. There was a quorum.

2. City Administrator Update

City Administrator Logan Propes thanked the entire City team for everything that has been accomplished the last week. Fall Fest was great, with a huge turnout, and a lot of positivity. There was a couple of days of storm cleanup. He thanked everyone for their participation at Pilot Park, which is a real positive for the community. Mr. Propes stated that Pilot Park is posted as no pets allowed, due to safety and cleanliness for the small kids visiting the park. There is a sizable dog park at Childers Park for anyone wanting to take their pets to the park.

3. Central Services Update

Mr. Chris Bailey stated the facilities and grounds crews picked up almost 2,800 pounds of trash. Leaf Collection started on Monday and will be from November 1 to January 31. The completion date for the Police Station / Municipal Court Building is projected for November 20, but he expects it to be December. There are some issues concerning the availability of flooring tile and hardware for the doors. He explained there was a meeting Friday for the CDBG, which is a \$1.5 million project in stormwater. The project is currently in the survey and design phase that will be put out for bid around the middle of next year. Construction will start the last quarter of next year and finish the early part of 2022.

II. COMMITTEE INFORMATION

1. Finance

a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She stated revenues and expenditures are where they should be overall; revenues are at or above budget, and expenses are at or below budget. She explained that her figures use the assumption of the allocated property tax money, which will not be received until November or December. Sales Tax Collections have continued to increase; there was an 8% increase from this time last year. The 2021 Proposed Operating and CIP Budgets have been handed out to Council, and the Budget Meetings will begin next week.

Council Member Nathan Little explained the Summary Reports tend to show negative balances, because the Capital Projects that are in progress are reported as an expense. They will be moved to Capital items when the statements are completed. The overall net revenue is in good shape when those are taken into consideration.

Ms. Thompson stated the Utilities Funds have approximately \$9.1 million in Capital expense that will be moved to the Capital line item at the end of the year. She will start running a separate report to pull those numbers out which will show a truer picture.

2. Airport

a. Monthly Airport Report

Mr. Chris Bailey presented the monthly Airport Report. He stated September and October have been the biggest months for fuel sales since the fuel farm opened in 2015. The concrete pad has been poured for the single hangar site, and the hangar building will be constructed onsite within the next couple of weeks. He explained the grading for the 16-unit hangar site will be finished tomorrow, and it will be ready for the concrete to be poured. Once the hangar has been built, the City will complete the roadway compaction for paving the apron and taxiway. He stated the Fuel Tax Revenue Report and CIP must be submitted to the State by the end of November.

b. Grading & Pipe Installation

Mr. Chris Bailey requested approval for NRC Grading and Hauling, LLC to perform additional site work at the single hangar site to get the site ready for paving, for an amount not to exceed \$12,500.00. The project includes grading and installation of GAB for paving a small extension of Richard Parsons Drive, constructing a parking lot area for the hangar sites, and paving the apron of the single hangar unit.

The committee recommends to Council approval for NRC Grading and Hauling, LLC to perform additional site work for an amount not to exceed \$12,500.00.

*Motion by R. Bradley, seconded by Little.
Passed Unanimously.*

c. Hangar Site Grading Change Additional / Change

Mr. Chris Bailey requested approval of the change order for the excavation project by Conner Grading & Landscaping for an additional \$23,995.00. He stated that it is not feasible to build a retaining wall, because it is too close to Richard Parsons Drive, and the quality of the soil is not good enough. Therefore, the size of the hangar had to be reduced. He explained the changes include shifting the parking area, the entrance area from the roadway, and the pad size. The request includes compaction grading and GAB for the area that will become the apron, which

will be paved at a later date. It also includes changing the drainage areas and grading the existing area of glider staging paths located on the west side of the runway.

The committee recommends to approve the change order for Conner Grading & Landscaping for the amount of \$23,995.00 to Council.

*Motion by R. Bradley, seconded by Little.
Passed Unanimously.*

3. Public Works

a. Monthly Solid Waste Report

Mr. Danny Smith presented the monthly Solid Waste Report. He stated all of the site improvement projects have been completed for this year. The tonnage has increased over 2,300 tons compared to last year. There are 235 citizens opting for the curbside glass collection service, and there was over a ton of glass collected.

b. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. The crews have been doing sidewalk work in various locations. They have been paving on the Bell Street extension and doing some patching throughout the City. The stormwater crews have recovered from the storms. He stated they will be erecting the lights for the 12 Days of Christmas at Childers Park next week.

4. Utilities

a. Monthly Electric & Telecom Report

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He discussed the storm response and thanked the other departments for all their help. There was a total of five broken poles, with two of the poles being 3-Phase. He is looking at what can be done better in the future. The lighting project on Spring Street is finished. They are working with Keck & Wood to change the design parameters for future projects.

Council Member Lee Malcom questioned the progress of street light repairs and whether they get checked for maintenance on a regular basis.

Mr. Thompson answered a large number from the list have been completed, but more come in every day. He has a crew of two that only repair street lights. He has directed them to replace the older lights with newer fixtures, instead of repairing the older ones. The lights on the list have all been done except for the Highway 78 and Highway 11 intersection, which are located on the GDOT right-of-way. The City has no access to those poles. Mr. Thompson stated the poles are checked periodically, and he hopes to have an automated system that will report outages in the 2022 Budget.

b. Monthly Water, Sewer, & Gas Report

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, & Gas Report. The gas main project has been completed on Snows Mill Road and Jones Woods Road. He stated seven houses have been connected for Mr. Boeey, and two houses have been connected for Mr. Thomas, which leaves five additional houses to be connected. The electricity is being hooked up to the belt press at the sewer plant. They have finally gotten under Cown Road for the Loganville water line extension project. He explained the back reamer got hung up under the

MAYOR AND COUNCIL MEETING NOVEMBER 3, 2020 6:00 P.M.

river about two weeks ago, which delayed the project. Hopefully, the 20-inch water line will be pulled underneath the river this week.

c. Approval of Addendum for Engineering Services

Mr. Rodney Middlebrooks explained Council previously approved for Wiedeman & Singleton to get the old 30-inch raw water plans up to date and ready to bid. Now, Georgia Department of Transportation is in the process of designing a ramp that will affect the 30-inch water line and require the City to relocate the existing 20-inch raw water line. He requested approval of the quote from Wiedeman & Singleton for the amount of \$69,515.00. They will redesign the portions of the 20-inch and 30-inch raw water lines that must be relocated and design the 20-inch finished water line that will go from Charlotte Rowell Boulevard to the Alcovy River.

City Administrator Logan Propes stated it will be funded from the Raw Water Line Project within the Bond. He discussed the designs being changed by GDOT multiple times.

The committee recommends approval of the addendum for engineering services for \$69,515.00 to Council.

*Motion by L. Bradley, seconded by Little.
Passed Unanimously.*

d. Purchase – Monroe-Loganville Water Main Materials

Mr. Rodney Middlebrooks requested approval to purchase the materials to install an additional 650 feet onto the Monroe-Loganville Water Line. If the City purchases the materials, the City of Loganville has agreed to install them. He explained the low bid of \$33,245.48 came from Consolidated Pipe & Supply, but a late bid was received today. The late bid amount is \$26,881.00, but there are lots of things left off of the bid. Mr. Middlebrooks requested approval for the amount not to exceed \$33,245.48, so he can discuss the bid.

The Committee recommends to Council approval to purchase the materials for an amount not to exceed \$33,245.48.

*Motion by L. Bradley, seconded by Little.
Passed Unanimously.*

5. Public Safety

a. Monthly Fire Report

Battalion Chief Andrew Dykes presented the monthly Fire Report. He stated the department responded to 205 incidents in the month of September and two of them were actual fires. There was one structure fire which had significant loss. He explained part of the fire loss was due to a delay in the occupants calling 911. There was a commercial structure fire call on South Broad Street yesterday. When the crews arrived at the scene, there was smoke in one of the bathrooms, but the fire had already been extinguished by the sprinkler system. Those cost savings will be documented in next month's report.

b. Monthly Police Report

Police Chief R.V. Watts presented the monthly Police Report. He stated officers have done four times the amount of area checks as the previous year. He discussed two arrests from the Home

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Depot felony shoplifting case and two arrests from the Check Cashing armed robbery case. The Joint Operations Unit executed one search warrant, seized five guns, and made 10 felony arrests.

6. Planning & Code

a. Monthly Code Report

City Administrator Logan Propes presented the monthly Code Report. He stated 14 new businesses acquired business licenses and five businesses closed. The Code office did 203 inspections, with 36 permits written, and the City Marshals had 252 Repair Cleanup Orders. He stated the Historic Preservation Commission and the Planning and Zoning Commission have both had a busy month.

7. Economic Development

a. Monthly Economic Development Report

Ms. Sadie Krawczyk stated 55 registrants attended the Incremental Development Alliance Workshop on October 29. She stated Fall Fest went well last weekend. The City has three commercials that focus on dining, antiques, and shopping. The Land and Water Conservation Fund Grant has been submitted, and the results will be back early next year. Light Up the Night will begin Thursday evening with shopping and live music.

8. Parks

a. Monthly Parks Report

Mr. Chris Bailey presented the monthly Parks Report. He stated Pilot Park opened on October 19; it was an absolute hit and has been crowded every day. The equipment is onsite for Mathews Park. The pavilion, sign, and some of the structures have already been painted. Installers will be onsite around the middle of November and will install two new basketball goals on Green Street at that time. He discussed the new sign logo for Mathews Park and the plaque honoring Dr. James Mathews. The crews will start working on the lights at Childers Park on Monday. The dam is in the last stages of being repaired, and the bridge will be opened and secured.

III. ITEMS OF DISCUSSION

- 1. Public Hearing Rezone / Annexation – 0 North Broad Street – Parcel #C0900009**
- 2. Application – Beer & Wine Package Sales – Quick Food Mart**
- 3. Application – Beer & Wine Package Sales – Sam Food Mart**
- 4. 2nd Reading – Zoning Ordinance Code Text Amendment #8**
- 5. Personnel Search Firm – Fire Chief**

There was a general discussion on the above items. There was no action taken.

IV. ITEMS REQUIRING ACTION

1. Public Hearing – Zoning Ordinance Code Text Amendment #9

City Administrator Logan Propes presented the zoning ordinance code text amendment to Article VIII: Site Design; Article IX: Building Design; and Article XIII: Landscaping Design and Tree Preservation. He explained the amendment is an effort to ensure the City’s quality development pattern is fulfilled, as previously discussed by Council. The amendment fills some of the gaps within the small regulations, such as sustainability of products, landscaping around detention ponds, and establishing a higher minimum standard on certain levels of building. He discussed

Section 910.1 – Single and Two Family Dwellings of Exhibit A, which changed the most significantly in the update.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

2. 1st Reading – Zoning Ordinance Code Text Amendment #9

City Attorney Paul Rosenthal presented the first reading of the ordinance.

3. Renewal – Health & Ancillary Insurance

Mr. Les Russell explained the requested health insurance renewal expense is \$2.6 million for 2021. The plan is currently running at about 70% of the anticipated claims for this fiscal year, compared to 59% last year. He believes the increase is due to COVID. There were two lasers last year but neither will max out; the claims and medical conditions are being managed well. There will only be one specific laser of \$350,000 for 2021. He stated the changes that were made to the health plan have been working, such as the deductible credits. There are 93 people that claim at least four of the credits every year, which is moving toward the right direction. The claim numbers are aggressive, but they are not really high. Mr. Russell stated the vision plan and dental plan vendors are being changed. There has been a lot of criticism about the dental plan not covering crowns or implants. The new MetLife Dental Plan will offer implants, crowns, bridges, and orthodontics for about \$0.38 more per pay period. The new vision plan will increase to \$250 for a pair of glasses every year, instead of \$130 every two years.

Mr. Matt Bidwell, with MSI Benefits Group, reviewed the changes that were made last year. He discussed how deductibles were lowered by the wellness program participation. The medical plan increased 6.8% last year. He discussed the renewal offer in detail. He recommends changing the pharmacy benefit manager from Optum to CVS RX, and a 2% increase on employee contributions for 2021. There will be no increase on the dental plan if the employee chooses to stay with Delta Dental, but if the employee wants the MetLife option, there will be a slight increase on the premiums. The MetLife Dental Plan has a higher maximum amount; it will also cover oral surgery and implants. The voluntary vision plan will change to MetLife, which will increase the allowance for frames and contacts from \$130 to \$250 annually. The employee bi-weekly cost will go from \$2.66 to \$3.39. The voluntary disability will change from UNUM to Standard to avoid a 27% increase. He explained overall there is approximately a 2.27% increase in the fixed costs and expected claims; the employee contributions will go up approximately 2%. He recommends changing the dental plan to MetLife Dental, changing the voluntary vision plan to MetLife, and changing the voluntary disability to Standard. The Basic Life will remain with Standard.

City Administrator Logan Propes stated the insurance package contains the most significant coverage changes that the City has had, without any major changes in the cost.

MAYOR AND COUNCIL MEETING NOVEMBER 3, 2020 6:00 P.M.

Mr. Bidwell stated open enrollment will begin on November 9. He recommends that the City accept the HCC renewal, the employee deductions, changing the dental plan to MetLife, changing the vision plan to MetLife, and changing the disability to Standard.

To approve renewal of the 2021 Health & Ancillary Insurance Policies as presented, to be brokered through MSI Benefits.

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously.*

V. MAYOR’S UPDATE

Mayor John Howard stated the City has one issue on the ballot tonight; Spencer Seay and Tyler Gregory are running to replace Wayne Adcock. He hasn’t talked to either candidate, but plans for the winner to be sworn in tomorrow afternoon by Judge Benton. Mayor Howard will send a message to Council when everything is confirmed.

VI. ADJOURN TO EXECUTIVE SESSION

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

RETURN TO REGULAR SESSION

VII. ADJOURN

*Motion by R. Bradley, seconded by Little.
Passed Unanimously.*

MAYOR

CITY CLERK

The Mayor and Council met for a called meeting.

| | | |
|----------------|-----------------|--------------------|
| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Lee Malcom | Council Member |
| | Ross Bradley | Council Member |
| | Tyler Gregory | Council Member |
| | Nathan Little | Council Member |
| | David Dickinson | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |

| | | |
|---------|------------------|----------------|
| Absent: | Myoshia Crawford | Council Member |
| | Norman Garrett | Council Member |

Staff Present: Beth Thompson, R.V. Watts, Jack Armstrong, Andrew Dykes

I. CALL TO ORDER

Mayor Howard noted that Council Member Lee Malcom, Council Member Nathan Little, Council Member Norman Garrett, and Council Member Myoshia Crawford were absent. There was a quorum.

Council Member Lee Malcom arrived at 4:17 pm during the discussion.

Council Member Nathan Little arrived at 4:50 pm during the discussion.

II. DEPARTMENTAL OPERATING & CAPITAL IMPROVEMENT BUDGETS

1. Police

There was a general discussion on the above item. There was no action taken.

2. Fire

There was a general discussion on the above item. There was no action taken.

III. ADJOURN

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously.*

MAYOR

CITY CLERK

The Mayor and Council met for their regular meeting.

| | | |
|----------------|------------------|--------------------|
| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Lee Malcom | Council Member |
| | Myoshia Crawford | Council Member |
| | Ross Bradley | Council Member |
| | Norman Garrett | Council Member |
| | Tyler Gregory | Council Member |
| | Nathan Little | Council Member |
| | David Dickinson | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |
| | Russell Preston | City Attorney |
| | Paul Rosenthal | City Attorney |

Staff Present: Danny Smith, Jeremiah Still, Joe Page, Beth Thompson, Brian Thompson, Rodney Middlebrooks, Patrick Kelley, Chris Bailey, Sadie Krawczyk

Visitors: Mohammed Ullah, Stephanie Calabrese, Gareth Fenley, Pete Powell, Whit Holder, Jim Wilson, Raphael Crutchfield, Jamie Cox, James Cox, Jr., Carlos Thompson, Lynn Hill, George Baker III, Alan Satterfield, Rashad Ansley

I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Pastor Lynn Hill with Smith Memorial AME Zion Church gave the invocation.

2. Roll Call

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

3. Approval of Agenda

To approve the agenda as presented.

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously*

4. Approval of Consent Agenda

- a. October 6, 2020 Council Minutes
- b. October 13, 2020 Council Minutes
- c. October 6, 2020 Executive Session Minutes
- d. October 13, 2020 Executive Session Minutes
- e. October 20, 2020 Planning Commission Minutes
- f. October 27, 2020 Historic Preservation Commission Minutes

MAYOR AND COUNCIL MEETING NOVEMBER 10, 2020 6:00 P.M.

- g.** Grading & Pipe Installation – Approval of NRC Grading and Hauling for an amount not to exceed \$12,500.00. (Recommended for Council approval by Airport Committee November 3, 2020)
- h.** Hangar Site Grading Change Additional / Change – Approval of Change Order for \$23,955.00. (Recommended for Council approval by Airport Committee November 3, 2020)
- i.** Approval of Addendum for Engineering Services – To contract with Wiedeman & Singleton for \$69,515.00. (Recommended for Council approval by Utilities Committee November 3, 2020)
- j.** Purchase – Monroe-Loganville Water Main Materials – To purchase for an amount not to exceed \$33,245.48. (Recommended for Council approval by Utilities Committee November 3, 2020)

To remove Item A – October 6, 2020 Council Minutes and Item B – October 13, 2020 Council Minutes from the Consent Agenda, for purposes of correction and clarification. To approve the consent agenda as amended.

*Motion by L. Bradley, seconded by Little.
Passed Unanimously*

- a.** October 6, 2020 Council Minutes
- b.** October 13, 2020 Council Minutes

Vice-Mayor Larry Bradley stated the Police Report in the October 6, 2020 Council Minutes makes reference to Hammond Park, but the reference was actually to Hammock Park located at the corner of Broad Street and Church Street. Mr. Bradley stated several people were speaking in objection to something with Sparrow Hill Inn during the Public Forum on October 13, 2020. The October 13, 2020 Council Minutes make it sound like they were opposed to Sparrow Hill Inn, but they were really opposed to the sale of Sparrow Hill Inn to Pyramid Healthcare. He stated from a historic record keeping standpoint that point needs to be noticed in the Minutes, to clarify what the people were speaking in objection to.

City Administrator Logan Propes requested the October 13, 2020 Council Minutes be brought back for approval after there has been a thorough review of the actual verbiage.

To approve the October 6, 2020 Council Minutes, with the Hammock Park correction.

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously*

II. PUBLIC PRESENTATION

1. Carver Middle School

Principal Alan Satterfield, with Carver Middle School, gave a presentation. He has been at Carver for five years. They had a \$3 million renovation three years ago, with one of the major focuses being security. Middle school is a challenging time academically, socially, and emotionally. He discussed professional learning communities where the teachers meet as subject grade level groups. They analyze data to see what needs to be remediated, form common assessments, and alter plans as they go forward. He stated their CCRPI Score has gone up about 8 ½ points as of last year. The school has implemented Positive Behavior Interventions and Supports (PBIS) to identify behaviors in all areas of the building; they have acronyms posted everywhere. Teachers reward students with points; they earn incentives to teach behaviors,

MAYOR AND COUNCIL MEETING NOVEMBER 10, 2020 6:00 P.M.

which addresses soft skills needed beyond school. Mr. Satterfield stated their athletics are doing very well; they work closely with the High School to develop the athletics. He discussed introducing the students to family consumer science, business education, data input, and agriculture. Monroe Area High School and Carver Middle School are the only two schools in the district starting the Sources of Strength Program from the Department of Education where the State trains peer leaders.

No Action.

2. City of Monroe Diversity Advisory Board

Mr. Rashad Ansley presented recommendations to Council from the City of Monroe Diversity Board, a group of community members looking to make a change in the City and County. The Young Game Changers presented their final recommendations to Council in 2019, which included the founding of a Diversity Board. The Board will focus on establishing and organizing activities to make Monroe a more welcoming, inclusive, and equitable place. Six areas of discussion have been identified; they include preserving history, business, health, finance, housing, and government. Community activities to promote the education and discussion of Monroe’s Diverse Culture Heritage include: making a public statement in reference to the Moore’s Ford Lynching; local minority history, and Georgia Historical Markers. He stated markers submitted by July 1, 2021 could receive grant funding to cover the costs. The Board seeks to strengthen connections among the heterogeneous communities living in the City of Monroe. The importance and value of diversity is established by educating the community about the minority heritage. The Board requests the approval of Council to proceed with the list of recommended activities. The Diversity Advisory Board will continue to present their recommendations to the City in the future. They meet on the third Thursday of each month and encourage everyone to attend.

No Action.

III. PUBLIC FORUM

1. Public Comments

No one signed up for public comments.

2. Public Hearing

a. Rezone / Annexation – 0 North Broad Street – Parcel #C0900009

Code Enforcement Officer Patrick Kelley presented the application for rezone and annexation of this property from R1 County to B3 City. He stated the property will be inside the Corridor Design Overlay District and will be required to meet those standards. The applicant wants to maximize the development potential by having City services.

The Mayor declared the meeting open for the purpose of public input.

Mr. Pete Powell spoke in favor of the rezone and annexation. He and Mr. Nathan Purvis will be developing the site. They would like the property annexed into the City in order to have access to the City sewer system.

There were no other public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

IV. NEW BUSINESS

1. Annexation – 0 North Broad Street – Parcel #C0900009

To grant the annexation.

*Motion by Malcom, seconded by L. Bradley.
Passed Unanimously.*

2. Rezone – 0 North Broad Street – Parcel #C0900009

To approve the rezone.

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

3. Application – Beer & Wine Package Sales – Quick Food Mart

To approve the application.

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously*

4. Application – Beer & Wine Package Sales – Sam Food Mart

To approve the application.

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously*

5. 2nd Reading – Zoning Ordinance Code Text Amendment #8

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend the Official Zoning Ordinance with Amendment #8 by implementing text amendments and changes identified in Exhibit A. Article X, Section 1000.3.2 (a) Additional Minimum Requirements – Residential Business – to add item (iv) cottage food business.

To adopt the Zoning Ordinance Code Text Amendment #8 as presented.

*Motion by L. Bradley, seconded by Little.
Passed Unanimously.*

MAYOR AND COUNCIL MEETING NOVEMBER 10, 2020 6:00 P.M.

6. 2nd Reading – Zoning Ordinance Code Text Amendment #9

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend the Official Zoning Ordinance with Amendment #9 by implementing text amendments and changes identified in Exhibit A. The following Sections are hereby amended by deleting said Sections in their entirety and substituting the following in lieu thereof: Article VIII: Site Design; Article IX: Building Design; and Article XIII: Landscaping Design and Tree Preservation.

Mr. Rosenthal clarified that a scrivener’s error in Section 910.1 (1) that was pointed out by Council Member David Dickinson will be fixed. The error inadvertently omitted wood siding from an approved siding types.

To adopt the Zoning Ordinance Code Text Amendment #9 as presented.

*Motion by Dickinson, seconded by R. Bradley.
Passed Unanimously.*

7. Personnel Search Firm – Fire Chief

City Administrator Logan Propes presented the proposal from Ralph Anderson & Associates for a nationwide search for a Fire Chief for \$25,000.00. There is a one-year guarantee of employment, which is reimbursable for expenses paid should the applicant not work out.

To engage the services of Ralph Anderson & Associates for the total amount of \$25,000.00.

*Motion by L. Bradley, seconded by R. Bradley.
Passed Unanimously.*

Vice-Mayor Larry Bradley emphasized that even though the City is engaging a search firm, the City welcomes and encourages internal candidates.

8. Discussion – MAB Development Agreement

City Administrator Logan Propes presented the highlights of the Development Agreement with MAB Monroe, LLC. He stated MAB will be reimbursed \$499,608.06 for upsizing the water line from a ten-inch line to a twenty-inch line. The City and County have already agreed to contribute to the US Highway 78 West Bound On-Ramp, and the City’s portion will be \$350,000.00. He stated the traffic signal at Charlotte Rowell Boulevard will be reimbursed for up to \$230,000.00. Permitting fees related to building and development will be reimbursed \$50,000.00. The Water and Sewer Funding will be reallocated from the original MOU to the water and sewer line on the southern connection. He explained this is significant to ensure the project has adequate water, flows, and pressure. The Fire Station must be built within seven years or the lot will revert back to the Rowell Family.

To approve the MAB Development Agreement.

*Motion by R. Bradley, seconded by Dickinson.
Passed Unanimously.*

V. MAYOR’S UPDATE

Mayor John Howard stated the TSPLOST did not pass in the election; it lost in the County by 680 total votes. All four precincts in the City of Monroe voted in favor of the TSPLOST.

MAYOR AND COUNCIL MEETING NOVEMBER 10, 2020 6:00 P.M.

Council Member Tyler Gregory was sworn in yesterday, with between 25 and 30 in attendance. He appreciates the time Council puts in to serve the City.

Ms. Sadie Krawczyk stated Candle Light Shopping will be every Thursday evening between now and Christmas, except Thanksgiving and December 3. The Christmas Parade will be on December 3, which will be stationary this year along Broad Street. The Christmas Light Display in Childers Park will come on November 19.

VI. ADJOURN

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

MAYOR

CITY CLERK

MAYOR AND COUNCIL MEETING NOVEMBER 18, 2020 9:00 A.M.

The Mayor and Council met for a called meeting.

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|----------------|---------------|--------------------|
| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Lee Malcom | Council Member |
| | Ross Bradley | Council Member |
| | Nathan Little | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |

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|---------|------------------|----------------|
| Absent: | Myoshia Crawford | Council Member |
| | Norman Garrett | Council Member |
| | Tyler Gregory | Council Member |
| | David Dickinson | Council Member |

Staff Present: Danny Smith, Jeremiah Still, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Patrick Kelley, Chris Bailey, Sadie Krawczyk, Les Russell

I. CALL TO ORDER

Mayor Howard noted that Council Member Norman Garrett, Council Member Myoshia Crawford, Council Member David Dickinson, and Council Member Tyler Gregory were absent. There was a quorum.

II. DEPARTMENTAL OPERATING & CAPITAL IMPROVEMENT BUDGETS

1. 2021 Operating Budget Overview

There was a general discussion on the above item. There was no action taken.

2. Planning & Development

There was a general discussion on the above item. There was no action taken.

3. Economic Development

There was a general discussion on the above item. There was no action taken.

4. Human Resources

There was a general discussion on the above item. There was no action taken.

5. Central Services

There was a general discussion on the above item. There was no action taken.

6. Streets

There was a general discussion on the above item. There was no action taken.

7. Solid Waste

There was a general discussion on the above item. There was no action taken.

8. Water, Sewer, & Natural Gas

There was a general discussion on the above item. There was no action taken.

9. Electric & Telecom

There was a general discussion on the above item. There was no action taken.

10. General Fund & Utility Finance

There was a general discussion on the above item. There was no action taken.

III. ADJOURN

*Motion by R. Bradley, seconded by Little.
Passed Unanimously.*

MAYOR

CITY CLERK

The Mayor and Council met for an Executive Session.

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|--------------------|-------------------------|--------------------|
| Those Present: | John Howard | Mayor |
| | Larry Bradley | Vice-Mayor |
| | Lee Malcom | Council Member |
| | Myoshia Crawford | Council Member |
| | Ross Bradley | Council Member |
| | Nathan Little | Council Member |
| | David Dickinson | Council Member |
| | Logan Propes | City Administrator |
| | Debbie Kirk | City Clerk |
| | Russell Preston | City Attorney |
| | Paul Rosenthal | City Attorney |
| Absent: | Norman Garrett | Council Member |
| Staff Present: | Rodney Middlebrooks | |

I. Call to Order – John Howard

1. Roll Call

Mayor Howard noted that all Council Members were present, except Council Member Norman Garrett. There was a quorum.

II. Legal Issue (s)

1. Legal Matter

Legal matters were discussed, including attorney-client discussions.

III. Adjourn to Regular Session

*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously.*

MAYOR

CITY CLERK

**MONROE PLANNING COMMISSION
MINUTES FOR MEETING
November 17, 2020**

Present: Nate Treadaway, Randy Camp, Rosalind Parks, Mike Eckles, Chase Sisk

Absent: None

Staff: Pat Kelley – Director of Planning and Code
Debbie Adkinson – Code Department Assistant
Logan Propes – City Administrator

Visitors: Ned Butler, Chad Draper, Chris Adamson, Kyle Ward, Steven C Kapp, Casey Durden, Tiffany Beckstine, Jay Rawl

CALL TO ORDER by Chairman Eckles at 5:30 pm.

Chairman Eckles asked for any changes, corrections or additions to the October 20, 2020 minutes.

To approve

Motion Parks, Seconded Camp
Passed unanimously.

Chairman Eckles ask for a Code Officer Report.
Kelley: I have no report at this time.

PH open 5:31 pm

The First Item of Business is for petition # PCOM-000077-2020 for a COA at 390 Jim Daws Road. The applicant is Jay Rawl, owner of location. The request is for a new building.

Mr. Jay Rawls spoke to the request. He offered to answer any questions.

Chairman Eckles asked for any questions. None.

PH Closed at 5:32

Chairman Eckles entertained a motion.

To approve the COA.

Motion by Camp. Seconded by Treadaway
Passed unanimously

Public Hearing Opened at 5:33 pm

The Second Item of Business is for petition # PCOM-000072-2020 for a COA for exterior improvements at 620 Hwy 138. The applicant is Hill Foley Rossi & Associates. Code Department recommends for approval.

Casey Durden and Tiffany Beckstine spoke to the request. Durden explained there would be two lanes around the drive thru with two canopies separate from the building. These canopies will be permanent.

Chairman Eckles asked for any questions.
Treadaway asked about the sidewalk being added.
Durden stated when Chick fil A does redevelopment or work on a site, they also improve accessibility design. This is to provide an ADA access from the site up to the sidewalks at 138.

Chairman Eckles asked if there was any opposition to speak. There was none.

PH Closed 5:36

Chairman Eckles entertained a motion.
To approve the COA.

Motion by Camp, Seconded by Parks
Passed unanimously

Public Hearing Opened at 5:36 pm

The Third Item of Business is for petition # RZ-000075-2020 for a rezone at 302 Michael Etchison from PRD to PRD with text changes to remove 55+ age restriction. The applicant is Reliant Homes, owner of the property. Code Department recommends approval.

Ned Butler, representative for Reliant Homes spoke to the request. He stated they did not want to be hemmed in to only the market of an active adult community. They would like to market to families and possibly use portions of it as an active adult community.

With no other questions Chairman Eckles asked for any opposition. There was none.

Public Hearing close at 5:38 pm

Chairman Eckles entertained a motion.
To approve the rezone with text changes.

Motion by Parks, Seconded by Sisk
Passed unanimously

Public Hearing Opened At 5:38 pm

The Fourth Item of Business is for petition # RZ-000076-2020 for Rezone from PRD/PCD to PCD/PRD changing master plan at 1000 Hwy 138. The applicant is the Reliant Homes, owner. Code Department recommends approval.

Ned Butler, representative for Reliant Homes spoke to this request. He stated the original plan had 51 various commercial units up front on hwy 138. They are now proposing to do 3 commercial outparcels, 1 a carwash, 1 possibly office retail and 1 for retail uses on the corner of the entrance off hwy 138. They also are proposing an assisted living facility with villas attached. This depicts the change being made to the PCD property. This will consist of 130 assisted living proposed, 96 units in the large building and 34 villas proposed to go around that. The PRD section, a 269-lot subdivision is proposed. Going with smaller lots and incorporating an alley system to allow rear entry. All interior lots will have rear entry and exterior will have front entry load. There will also be increased buffers to Rao drive and Wood Chase residents. Lots will be 50x100. Houses to be the minimum allowed of 1600 sq ft.

Treadaway asked how many phases this would be developed in.
Butler all residential would be 1 phase. Commercial would be as marketed and sold. Assisted living would be as marketed and sold or partnered with.
Chairman Eckles asked the time line to start.
Butler at least a 1 ½ years out for design depending on approval of rezone.

Chairman Eckles asked for any opposition. There was none.

Public Hearing closed at 5:44 pm

Chairman Eckles entertained a motion.
To approve the rezone

Motion by Treadaway, Seconded by Sisk
Passed unanimously

Public Hearing opened at 5:44 pm

The Fifth Item of Business is for petition # VAR-000078-2020 for a Variance of Article VII, Sect 700.1 table 11 Lot Frontage at 249 Boulevard. The applicant is Chad Draper. Code Department recommends denial.

Chad Draper spoke to the request. Wants to purchased the house at 249 boulevard and divide into 3 lots. The old Mondland Place subdivision plat included in the packet was the original design of the neighborhood had lots at 50' wide. There are other lots on the street that are at the 50' width. He is requesting the 3 lots be widths of 55', 90' and 60'.

There was much discussion about the reason the lots would be non-conforming, the 10' sliver added to 253 Boulevard, the driveway that would be added on 253

Boulevard lot, and what type houses and how many would be placed on the lots and if they would have driveways and rear or side entrance garages.

Chairman Eckles asked for other questions.

Chairman Eckles asked for any opposition to the request. There was none.

Public Hearing Closed at 6:01 pm

Chairman Eckles entertained a motion.
To deny the variance.

Motion by Camp, Seconded by Parks
Passed unanimously

Public Hearing open at 6:02

Old Business: Revisit of 0 Mayfield Drive COA request. Code Department removes the recommendation to deny due to revised renderings which meets every CDO standards.

Kyle Ward spoke to the request. He gave an overview of what had been requested and the changes made to meet the CDO requirements.

Chairman Eckles asked for any opposition. There was none.

Public Hearing closed at 6:08 pm

Chairman Eckles entertained a motion.
To approve COA based on most recent submittals.

Motion by Treadaway, Seconded by Camp
Passed unanimously

New Business: None

Chairman Eckles entertained a motion to adjourn.

Motion by Parks, Seconded by Eckles
Meeting adjourned at 6:10 pm

Historic Preservation Commission
Meeting Minutes
November 24, 2020

Present: Crista Carrell, Susan Brown, Fay Brassie, Elizabeth Jones,

Absent: Mitch Alligood

Staff: Pat Kelley, Director of Planning & Code
Debbie Adkinson, Code Department Assistant

Visitors: Lori Volk, Dulce Villarruel, Fernando Villarruel

Meeting called to order at 6:09 P.M.

Chairman Carrell asked if there were any changes or corrections to the October 27, 2020 minutes.

To approve as submitted.

Motion by Brown Second by Brassie
Motion carried

Old Business:

319 S Madison Request # HP-0000802020 for a COA for townhouses revisited.

Lori Volk spoke to the request again. She provided a drawing of the actual elevations for the townhouses.

There was more discussion on the types of windows and doors that would be used. Ms. Volk stated the windows would be narrower than the actual drawing. The doors will be different shapes for each Townhouse.

Chairman Carrell asked for any other questions or discussion. There were none.

Chairman Carrell entertained a motion.

To approve as presented in the new drawing as a traditional style pending the blueprints with the traditional style windows and doors.

Motion by Brown Second by Jones
Motion carried

Brassie brought up the signage for the Mercantile’s sign on rear of building and the stucco and brick on the 100 S Broad Street building. It will be looked into by the Code Department.

New Business: Chairman Carroll discussed the plans for getting the historic survey done.

Jones spoke with Allison Asbrock with the Department of Natural Resources. She will be going thru the previous grant application to see what needs to be amended or changes that need to be made.

Chairman Carrell spoke to WLA Studio to try to get an estimate on the historic survey. We discussed in our planning meeting that we would start with the historic districts and in future years work out from there. We should have some answer by Friday. She will reach out to a couple more firms for there prices. Jones will be researching what the impact would be to the City to lose the Certified Local Government status. This will be shared with the Mayor and Logan Propes.

Chairman Carroll entertained a motion to adjourn.

Motion by Brassie Second by Jones
Motion carried to adjourn at 6:26 pm



Downtown Development Authority

MINUTES

Thursday, October 08, 2020

8:00 AM

City Hall

CALL TO ORDER

Meeting was called to order at 8:03 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Les Russell
- Leigh Ann Walker
- Sadie Krawczyk
- Logan Propes

APPROVAL OF PREVIOUS MEETING MINUTES

- 1. DDA September Minutes

Approved - Motion made by Board Member Sanders, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board

Member Collin

APPROVAL OF FINANCIAL STATEMENTS

2. DDA August Financials

Approved - Motion made by City Council Representative Bradley, Seconded by Vice Chair Malcom.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

PUBLIC FORUM

None.

CITY UPDATE

The Walton Plaza MPD renovation completion date is 10/31/2020; city council will review/approve a parity bond ordinance next week that will fund various utility improvements for the city; 10/19 is the anticipated open date for Pilot Park with a plan to coordinate a community re-opening celebration for Pilot and Mathews Park sometime next spring; resolution for Downtown Green grant application on agenda for this month

COUNTY UPDATE

None.

COMMUNITY WORK PLAN &REPORTS

Existing Environment -

VC park still progressing, but waiting for change to after hours activity to be curtailed more before further installation of pieces; new mural location on W. Spring is still being evaluated

Infill Development -

it was mentioned to the board that the S. Midland building is under contract, we will wait to hear more as the sale progresses; Jagged Edge is moving to the Walton Mill and the event space is open

2.3. Ice Box Update

Entertainment Draws/Diversify Businesses - Ebb Flow closure; new baseball training facility; Holiday Shopping Passport idea; Story Book Walk

PROGRAMS

Events

Fall Fest moved to 10/31/2020; concert on 10/2 went well with continued positive feedback on new location (Downtown Green); 11/5 LUTN, 11/19 Magical Light Parade in Childers Park, 12/3 Christmas Parade in Place; 12/10 Santa photos, 12/17 Grinch photos.

Downtown Design - update on holiday lights

Childers bridge will be stabilized in time for the parade, and public works will be repairing the dam as well.

Farmers Market - Farm to Table donations currently around \$3,700; last market this weekend

Farmers market will move last day of market to new Fall Fest date of 10/31.

FUNDING

SPONSORSHIP - \$51,650 contributed to date; \$6,625 outstanding

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none.

NEW BUSINESS

Downtown Dollar update

ANNOUNCEMENTS:

Next meeting scheduled, November 12, at 8:00 am at Monroe City Hall

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Holder. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin



Downtown Development Authority

MINUTES

Wednesday, October 14, 2020

9:00 AM

<https://us02web.zoom.us/j/81281358982> (Virtual Zoom Meeting)

CALL TO ORDER

Charles Sanders called the meeting to order at 9:02 am.

ROLL CALL

PRESENT

- Vice Chair Meredith Malcom
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Sadie Krawczyk
- Leigh Ann Walker

ABSENT

- Chairman Lisa Anderson
- Secretary Andrea Gray
- Board Member Whit Holder

PUBLIC FORUM

None.

FUNDING

DDA Stabilization Grant Application

The board approved extending the DDA Stabilization Fund Grant period through 12/31/2020 or until the allocated funding has been dispersed.

Motion made by Board Member Sisk, Seconded by Vice Chair Malcom.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

Little Italy Application

Approved for \$2500 - Motion made by Vice Chair Malcom, Seconded by City Council Representative Bradley.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Collin.
Voting Yea: Vice Chair Malcom, Board Member Sisk, Board Member Sanders, City Council Representative Bradley, Board Member Collin



Convention and Visitors Bureau

MINUTES

Thursday, October 08, 2020

9:00 AM

City Hall (Council Chambers)

CALL TO ORDER

Meeting was called to order at 9:08 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chairman Meredith Malcom
- Secretary Andrea Gray
- Board Member Whit Holder
- Board Member Charles Sanders
- Board Member Wesley Sisk
- City Council Representative Ross Bradley
- Board Member Chris Collin

CITY STAFF

- Les Russell
- Logan Propes
- Sadie Krawczyk
- Leigh Ann Walker

APPROVAL OF EXCUSED ABSENCES

APPROVAL OF MINUTES FROM PREVIOUS MEETING

CVB September Minutes

Approved - Motion made by Secretary Gray, Seconded by Vice Chairman Malcom.
Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member

Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley, Board Member Collin

APPROVAL OF CURRENT FINANCIAL STATEMENTS

CVB August Financials

Approved - Motion made by Board Member Holder, Seconded by Board Member Sanders. Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley, Board Member Collin

Chairman's Report

None.

Director's Report

None.

OLD BUSINESS

TV Commercials all complete and airing.

Airing during Braves games and occasional college football games; still working on schedule for holidays.

NEW BUSINESS

Visitors Center to open on 10/10 and resume regular opening hours.

ANNOUNCEMENTS

Next meeting will be November 12th at Monroe City Hall.

McDaniel-Tichenor House "Friends of the House" event will be tonight. Tickets are \$40 each. Mr. Sanders encouraged our board to attend.

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Sanders. Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley, Board Member Collin



To: Utilities Committee
From: Brian Thompson
Department: Electric
Date: 12/01/2020
Subject: IPT reserve sale

Budget Account/Project Name: EnterAccountHere N/A

Funding Source: EnterFundingSource N/A

Budget Allocation: \$0.00

Budget Available: \$0.00

Requested Expense: \$0.00

Company of Purchase: MEAG

Description:

The sale of excess reserve load to multiple cities through MEAG.

Background:

We are required to have an excess of 15% of our electric needs. This year we have more than that and can recoup and estimated \$26,000.00 by the sale of that capacity to multiple cities through MEAG

Attachment(s): 8

- 1 – Griffin
- 2 – Hogansville
- 2 – Mansfield
- 2 – Oxford
- 1 – Opinion Letter

[CITY ATTORNEY FOR THE CITY OF _____]

Addressee

RE: Opinion Re: Enforceability of Inter-Participant Transaction

Dear _____

The purpose of this letter is to provide my legal opinion concerning the execution and enforceability of that certain Inter-Participant Transaction entered into by the Cities of _____ and MEAG Power dated (“IPT”). I have conducted a thorough review of applicable law, including statutory and constitutional law of Georgia, the Charter of the City of _____, and all applicable ordinances and resolutions of the City of _____. I am also knowledgeable concerning the procedure utilized by the City of _____ in reviewing and approving the IPT.

For the benefit of and reliance of each of the parties to the IPT, I hereby opine as follows:

- (1) That the process utilized by the governing body of the City of _____ in approving the IPT complied in full with each of the requirements set forth in the City’s Charter, ordinances and resolutions; and,
- (2) The signatory of the IPT on behalf of the City of _____ is fully authorized by applicable law to execute the IPT on behalf of the City of _____ and that the City of _____ upon execution will be fully bound by the terms of the IPT; and,
- (3) Upon execution, the IPT will be a fully enforceable document legally binding the City of _____ to the terms thereof.

I understand fully that the parties to the IPT are relying upon this opinion in moving forward with this transaction.

Very truly yours,



October 22, 2020

City of Monroe, Georgia
Attn: Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Griffin, Georgia
Attn: Honorable Douglas Hollberg, Mayor
100 South Hill Street, Level One
Griffin, GA 30223

**Re: MEAG Power Sale of Excess Reserve Capacity to the City of Griffin
on Behalf of the City of Monroe**

Dear Mayor Howard and Mayor Hollberg:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Griffin, Georgia (“Griffin”) for MEAG Power’s sale on behalf of Monroe of certain excess reserve capacity to Griffin pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Griffin, it is understood and agreed that:

(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 1,474 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Griffin.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Griffin for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe’s obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Reserve Capacity by Griffin. Griffin agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Griffin for such amount and Griffin shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Griffin.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess reserve capacity to Griffin pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

(6) Termination and Unwind. If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Monroe and Griffin shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Griffin shall receive a credit for amounts it paid pursuant to this Letter Agreement and Monroe shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Griffin, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By:

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



Agreed to and accepted, this ____ day
of _____, _____.
Month Year

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF MONROE

CITY OF GRIFFIN

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



October 28, 2020

City of Monroe, Georgia
Attn: The Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Hogansville, Georgia
Attn: The Honorable Bill Stankiewicz, Mayor
400 East Main Street
Hogansville, Georgia 30230

Re: MEAG Power Sale of Excess Reserve Capacity to the City of Hogansville on Behalf of the City of Monroe

Dear Mayor Howard and Mayor Stankiewicz:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Hogansville, Georgia (“Hogansville”) for MEAG Power's sale on behalf of Monroe of certain excess reserve capacity to Hogansville pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Hogansville, it is understood and agreed that:

(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 868 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Hogansville.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Hogansville for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Reserve Capacity by Hogansville. Hogansville agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Hogansville for such amount and Hogansville shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Hogansville.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess reserve capacity to Hogansville pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

(6) Termination and Unwind. If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Monroe and Hogansville shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Hogansville shall receive a credit for amounts it paid pursuant to this Letter Agreement and Monroe shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Hogansville, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By: _____

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this ____ day
of _____, _____.
Month Year

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF MONROE

CITY OF HOGANSVILLE

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



October 28, 2020

City of Monroe, Georgia
Attn: The Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Hogansville, Georgia
Attn: The Honorable Bill Stankiewicz, Mayor
400 East Main Street
Hogansville, Georgia 30230

**Re: MEAG Power Sale of Excess Capacity to the City of Hogansville
on Behalf of the City of Monroe**

Dear Mayor Howard and Mayor Stankiewicz:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Hogansville, Georgia (“Hogansville”) for MEAG Power's sale on behalf of Monroe of certain excess capacity to Hogansville pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Hogansville, it is understood and agreed that:

(1) Sale of Excess Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 577 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Hogansville.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Hogansville for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Capacity by Hogansville. Hogansville agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Hogansville for such amount and Hogansville shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Hogansville.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess capacity to Hogansville pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Hogansville, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By:

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this ____ day
of _____, ____
Month Year

Agreed to and accepted, this ____ day
of _____, ____
Month Year

CITY OF MONROE

CITY OF HOGANSVILLE

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



October 22, 2020

City of Monroe, Georgia
Attn: Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Mansfield, Georgia
Attn: Honorable G. W. Davis Jr., Mayor
3146 Highway 11
Mansfield, GA 30055

**Re: MEAG Power Sale of Excess Capacity to the City of Mansfield
on Behalf of the City of Monroe**

Dear Mayor Howard and Mayor Davis:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Mansfield, Georgia (“Mansfield”) for MEAG Power’s sale on behalf of Monroe of certain excess capacity to Mansfield pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Mansfield, it is understood and agreed that:

(1) Sale of Excess Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 532 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Mansfield.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Mansfield for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe’s obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Capacity by Mansfield. Mansfield agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Mansfield for such amount and Mansfield shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Mansfield.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess capacity to Mansfield pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Mansfield, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By:

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this ____ day
of _____, ____
Month Year

CITY OF MONROE

By: _____

ATTEST:

City Clerk

[SEAL]

Agreed to and accepted, this ____ day
of _____, ____
Month Year

CITY OF MANSFIELD

By: _____

ATTEST:

City Clerk

[SEAL]



October 22, 2020

City of Monroe, Georgia
Attn: Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Mansfield, Georgia
Attn: Honorable G. W. Davis Jr., Mayor
3146 Highway 11
Mansfield, GA 30055

Re: MEAG Power Sale of Excess Reserve Capacity to the City of Mansfield on Behalf of the City of Monroe

Dear Mayor Howard and Mayor Davis:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Mansfield, Georgia (“Mansfield”) for MEAG Power’s sale on behalf of Monroe of certain excess reserve capacity to Mansfield pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Mansfield, it is understood and agreed that:

(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 171 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Mansfield.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Mansfield for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe’s obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Reserve Capacity by Mansfield. Mansfield agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Mansfield for such amount and Mansfield shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Mansfield.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess reserve capacity to Mansfield pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

(6) Termination and Unwind. If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Monroe and Mansfield shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Mansfield shall receive a credit for amounts it paid pursuant to this Letter Agreement and Monroe shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Mansfield, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By: _____

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



Agreed to and accepted, this ____ day
of _____, _____.
Month Year

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF MONROE

CITY OF MANSFIELD

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



October 27, 2020

City of Monroe, Georgia
Attn: The Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Oxford, Georgia
Attn: The Honorable David Eady, Mayor
110 West Clark Street
Oxford, GA 30054

**Re: MEAG Power Sale of Excess Capacity to the City of Oxford
on Behalf of the City of Monroe**

Dear Mayor Howard and Mayor Eady:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Oxford, Georgia (“Oxford”) for MEAG Power's sale on behalf of Monroe of certain excess capacity to Oxford pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Oxford, it is understood and agreed that:

(1) Sale of Excess Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 650 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Oxford.

(b) This Sale Amount shall not reduce Monroe’s cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Oxford for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Capacity by Oxford. Oxford agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Oxford for such amount and Oxford shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Oxford.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess capacity to Oxford pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Oxford, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By:

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this ____ day
of _____, ____
Month Year

Agreed to and accepted, this ____ day
of _____, ____
Month Year

CITY OF MONROE

CITY OF OXFORD

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



October 27, 2020

City of Monroe, Georgia
Attn: The Honorable John Howard, Mayor
215 North Broad Street
Monroe, GA 30655

City of Oxford, Georgia
Attn: The Honorable David Eady, Mayor
110 West Clark Street
Oxford, GA 30054

**Re: MEAG Power Sale of Excess Reserve Capacity to the City of Oxford
on Behalf of the City of Monroe**

Dear Mayor Howard and Mayor Eady:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia (“MEAG Power”), City of Monroe, Georgia (“Monroe”), and the City of Oxford, Georgia (“Oxford”) for MEAG Power's sale on behalf of Monroe of certain excess reserve capacity to Oxford pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Monroe and Oxford, it is understood and agreed that:

(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Monroe.

(a) Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Monroe, Monroe has declared capacity in the amount of 437 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the “Sales Amount”) to be excess to its needs. Monroe has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Oxford.

(b) This Sale Amount shall not reduce Monroe's cost obligations under the Power Sales Contract and Monroe shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Oxford for the Sale Amount pursuant to this Letter Agreement shall be credited to Monroe's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia
1470 Riveredge Parkway NW
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



(2) Purchase of Excess Reserve Capacity by Oxford. Oxford agrees to purchase the Sale Amount for a price of \$6.00 per kW-year (the "Contract Price"). MEAG Power shall bill Oxford for such amount and Oxford shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Oxford.

(3) Costs. Monroe shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Monroe to enable it to verify any such costs.

(4) Indemnification. Monroe hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Monroe's sale of excess reserve capacity pursuant to this Letter Agreement.

(5) Term. The initial term of the sale of Monroe's excess reserve capacity to Oxford pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2021 and end at 2400 hours on December 31, 2021. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Monroe's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

(6) Termination and Unwind. If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Monroe and Oxford shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Oxford shall receive a credit for amounts it paid pursuant to this Letter Agreement and Monroe shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Monroe and Oxford, please execute this Letter Agreement in the space provided below.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

ATTEST:

By: _____

James E. Fuller
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]



Agreed to and accepted, this ____ day
of _____, _____.
Month Year

Agreed to and accepted, this ____ day
of _____, _____.
Month Year

CITY OF MONROE

CITY OF OXFORD

By: _____

By: _____

ATTEST:

ATTEST:

City Clerk

City Clerk

[SEAL]

[SEAL]



To: City Council, Committee, Mayor, City Administrator
From: Rodney Middlebrooks, Director of Water & Gas
Department: Water
Date: 12/1/2020
Description: Approval to purchase modules & removal tool from Dupont

Budget Account/Project Name: Module Replacement

Funding Source: CIP

| | | |
|---------------------------|--------------|------------------------------------|
| Budget Allocation: | \$25,000.00 | |
| Budget Available: | \$66,365.00 | |
| Requested Expense: | \$142,750.00 | Company of Purchase: Dupont |

Recommendation: Staff recommends the approval to purchase 180 modules for water plant along with a new removal tool. Also requesting to move the additional \$76,385 needed for the purchase from other unused line items in the water CIP.

Background: Plant personal have isolated 180 modules that will not pass sonic testing. We had hoped to see a 10-20-year life span on these new low-pressure modules but that hasn't been the case. We will begin budgeting two skids of modules (90 each) over the next 5 years.

Attachment(s):
Quote - Dupont



Quotation

69

MPS MEM Tewksbury
FilmTec Corporation, 558 CLARK ROAD
TEWKSBURY MA 01876

Sold-to address:
MONROE UTILITIES NETWORK
215 N BRD ST
MONROE GA 30655

Order Date: 11/11/2020
Sales Order No.: 10239138
Customer No.: 1060077
Customer PO No.: GEC 11112020-2
Incoterms (part 1): FOB Free on board
Incoterms (part 2): Free on board
Payment Terms: within 30 days Due net
Sales Rep: HEYWARD INC. ATLANTA
Contact Person: Gene Cerilli
Phone Number: 508-558-1628

180 L10N modules - reduced price \$725.00

1 Module Removal Tool - reduced price \$11,500.00

Pricing valid to Decemebr 15, 2020

Valid from date: 11/11/2020
Valid to date: 12/15/2020

| Line Item | Material Description | Old Part Number | Origin | Qty./UOM | Unit Price | Total Price Currency USD |
|-----------|---|-----------------|--------|----------|------------|-----------------------------|
| 001000 | W3T310440 MODULE, SPARE L10N WF2 PVDF ECCN: EAR99 HTS: 8421990040 | 120406 | AU | 180 EA | 725.00 | 130,500.00 |
| 002000 | W3T311469 TOOL, REMOVAL L10/M10 304SS TUBE/FRAE; ECCN: EAR99 HTS: 8421990040 | 900131 | AU | 1 EA | 11,500.00 | 11,500.00 |

Applicable taxes to be
added at time of invoicing

Net Total 142,000.00 USD
Shipping & Handling 750.00 USD

Ship-to address
MONROE UTILITIES NETWORK
205 E MARBLE ST
MONROE GA 30655

Bill-to address
MONROE UTILITIES NETWORK
PO Box 1249
MONROE GA 30655



To: City Council, Committee, Mayor, City Administrator
From: Rodney, Middlebrooks, Director of Water, Sewer & Gas
Department: Water
Date: 12/1/2020
Subject: Approval of addendum to Monroe-Loganville Water Project

Budget Account/Project Name:

Funding Source:

Budget Allocation: \$0.00

Budget Available: \$0.00

Requested Expense: \$114,511.00

Company of Purchase: Allsouth Constructors, Inc

Description:

Staff recommends the approval to have Allsouth Constructors install a 500KW diesel generator at the water pump station @ Hwy 78.

Background:

This item was included in the original bid as addendum 1 to the bid documents. The City was looking at the idea of installing a natural gas generator as the primary power source. After talking with representatives with Walton EMC, there were not any savings. The City request the council’s approval to have Allsouth install a diesel generator instead.

Attachment(s):

Email - Quote

From: [Rodney Middlebrooks](#)
To: [Vashon Tuggle-Hill](#)
Subject: FW: Monroe-Loganville BPS
Date: Tuesday, November 24, 2020 2:46:19 PM

For agenda

From: John Fry [mailto:john.hofstadter@gmail.com]
Sent: Tuesday, November 17, 2020 1:52 PM
To: Rodney Middlebrooks
Subject: Fwd: Monroe-Loganville BPS

----- Forwarded message -----

From: **Scott Moeller** <smallsouth@bellsouth.net>
Date: Fri, Aug 21, 2020 at 1:12 PM
Subject: Monroe-Loganville BPS
To: John Fry <john.hofstadter@gmail.com>

John,

Our price to provide a 500KW diesel generator is \$114,511. This would be similar to the specified natural gas generator. This price would include a 24 hour fuel tank (1000 gallons). Delivery for this generator is about the same time as the natural gas.

Our price to provide a 350KW diesel generator is \$90,776. This generator is similar to the 500 KW diesel generator.

We will have to evaluate a contract time extension when the generator of choice submittal has been approved and ready for release. Please advise if we should proceed with any of these generators. This pricing is valid for 30 days.

Scott Moeller
Allsouth Constructors, Inc.
770-788-8703



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Rezone request for 1000 GA Hwy 138 from current PRD/PCD to a new configuration but remaining a mixed planned development of PRD/PCD

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: *Approve*

Background: This parcel has been dormant in the current configuration and zoning for 14 year. With changing economics and development patterns the applicant believes the changes requested would make this a more viable project in the near term.

Attachment(s): Application and supporting documents.



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: RZ-000076-73

Plan Type: Re-Zoning Request All Types

Work Classification: Request for Rezone

Plan Status: In Review

Apply Date: 10/08/2020

Expiration:

Location Address

Parcel Number

1000 HWY 138, MONROE, GA 30655

M0020021

Contacts

| | |
|---|--|
| RELIANT HOMES PO BOX 2655, LOGANVILLE, GA 30052 (678)373-0536 | Applicant nbutler@relianthomes.com |
|---|--|

Description: REQUEST FOR REZONE FROM PRD/PCD TO PCD/PRD CHANGING MASTER PLAN - P&Z MTG 11/17/20 @5:30 PM - COUNCIL MTG 12/8/20 @6:00 PM 215 N BROAD ST

| | |
|-----------------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|-----------------------------------|-----------------|
| Commercial Rezone or Variance Fee | \$200.00 |
| Total: | \$200.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$200.00 |
| Check # 12450 | \$200.00 |
| Amount Due: | \$0.00 |

| | | |
|-----------------------|--------------------|-----------------|
| <u>Condition Name</u> | <u>Description</u> | <u>Comments</u> |
|-----------------------|--------------------|-----------------|

Abbi Adkins

Issued By:

October 08, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date



215 N Broad St Monroe GA 30655
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER RZ-000076-2020

- I. LOCATION 1000 Hwy 138 Monroe GA 30655
 COUNCIL DISTRICT District 1 & 7
 MAPNUMBER _____
 PARCEL NUMBER M0020021
- II. PRESENT ZONING PRD/PCD REQUESTED ZONING PCD/PRD
- III. ACREAGE 123.921 PROPOSED USE PCD/PRD
- IV. OWNER OF RECORD MFT Land Investments, LLC
 ADDRESS PO Box 2655 Loganville, GA 30655
 PHONE NUMBER 678.373.0536

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
 - 1. A description of all existing uses and zoning of nearby property
A-1, A-2, B-3
 - 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification None
 - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$971,000.00
 - 4. The value of the property contained in the application for rezoning under the proposed zoning Classification To be determined

- 5. A description of the suitability of the subject property under the existing zoning classification
The property is not fully utilized for it's location based on the current zoning classification.

- 6. A description of the suitability of the subject property under the proposed zoning classification of the property
The property better utilized given it's location and additional commercial used with the single family residential components as presented.

Rezoning/Annexation Application
 Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property
Vacant

- 8. The length of time the property has been vacant or unused as currently zoned
14 Years

- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification
The property has had several designs for SFR developments and commercial developments none of which have ever been started.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

See Exhibit "A"

Rezoning/Annexation Application
Page Three (3)

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]
Address PO Box 2655 Loganville, GA 30655
Phone Number 678.373.0536

Attorney/Agent (signature) _____
Address _____
Phone Number _____

Personally appeared before me the above applicant named _____ who on oath says that he/she is the _____ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 10/7/2020 (Date)
My Commission Expires 10/31/2020



Rezoning/Annexation Application
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- ___ the maximum gross square footage of building area
- ___ the maximum lot coverage of building area
- ___ the minimum square footage of landscaped area
- ___ the maximum height of any structure
- ___ the minimum square footage of parking and drive areas
- ___ the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- ___ the maximum number of residential dwelling units
- ___ the minimum square footage of heated floor area for any residential dwelling unit
- ___ the maximum height of any structure
- ___ the minimum square footage of landscaped area
- ___ the maximum lot coverage of building area
- ___ the proposed number of parking spaces
- ___ on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- ___ yes no Applicant site plan indicates a variance requested
- ___ for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- ___ any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

- ___ 1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- ___ 2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- ___ 3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- ___ 4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- ___ 5. Information that the special circumstances are not the result of the actions of the applicant.
- ___ 6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
- ___ 7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application
Page six (6)

COMMENTS

Please see the attached River Village packet for further information on the proposed development.

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: _____ Date: _____

EXHIBIT "A"

Tract One:

All that tract or parcel of land lying and being in Land Lot 13 of the 4th Land District, Walton County, Georgia, as shown on that survey for Marie Green by Kenneth C. Sims, RLS #1783, dated 11/14/86, which is incorporated herein by reference thereto for a more complete description, and being more particularly described as follows:

BEGINNING at an iron pin found at the southeasterly corner of Land Lot 13 of the 4th Land District and the southwesterly corner of Land Lot 5 of said District and the northwesterly corner of Land Lot 4 of said District and the northeast corner of Land Lot 4 of said District; thence from said iron pin found, which is the TRUE POINT OF BEGINNING, running South 63 degrees 33 minutes 19 seconds West 631.0 feet to an iron pin; thence continuing South 58 degrees 55 minutes 59 seconds West 2137.7 feet to an iron pin found designated as Point "B"; thence from said Point "B", continuing South 50 degrees 55 minutes 59 seconds West 95.30 feet to a point in the centerline of the Alcovy River, thence running in a northerly and northwesterly direction along the centerline of the Alcovy River to a point, which point is South 63 degrees 19 minutes East a distance of 95 feet from iron pin designated as Point "B"; Point "B" may be reached from Point "A" by measuring the following courses and distances: North 04 degrees 48 minutes East 155.15 feet to a point, North 08 degrees 48 minutes East 376.4 feet to a point, North 17 degrees 50 minutes East 272.4 feet to a point, North 09 degrees 78 minutes East 252.7 feet to a point, North 02 degrees 08 minutes East 170.8 feet to a point, North 19 degrees 31 minutes West 261.7 feet to an iron pin designated as Point "B"; thence from said point in the centerline of the Alcovy River, measuring North 63 degrees 19 minutes East 95 feet to an iron pin previously designated as Point "A"; thence continuing North 63 degrees 19 minutes East 292.2 feet to an iron pin; thence North 67 degrees 04 minutes East 242.8 feet to an iron pin; thence North 85 degrees 44 minutes East 203.4 feet to an iron pin; thence North 29 degrees 54 minutes 15 seconds West 1041.73 feet to an iron pin; thence North 79 degrees 28 minutes 50 seconds East 1125.0 feet to an iron pin; thence South 28 degrees 31 minutes 10 seconds East 1554.45 feet to an iron pin; thence continuing South 30 degrees 54 minutes 53 seconds East 95.55 feet to an iron pin, which iron pin is the TRUE POINT OF BEGINNING. Said tract containing 78.930 acres according to the above survey.

Tract Two:

All that tract or parcel of land lying and being in the County of Walton, State of Georgia, located in Land Lot 5, 3rd Land District and Land Lot 13, 4th Land District, Brooks G.M.D. containing 45.531 acres, more or less, according to a plat of survey entitled "SURVEY FOR HARRY M. ARNOLD, JR. AND DAVID THOMPSON" dated October 16, 1991, prepared by Sims Surveying Co., Kenneth C. Sims, Georgia Registered Professional Land Surveyor No. 1783, recorded in Plat Book 53, Page 166, Walton County Clerk of Superior Court records. Reference is hereby made to said plat of survey and the same is incorporated herein for a more complete description of the within described property.

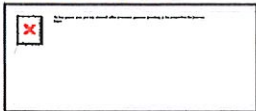
Ned Butler

From: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Sent: Monday, October 5, 2020 4:32 PM
To: Ned Butler
Subject: RE: Utility Letters request

Ned,
Water, Sewer & Gas are available. Electric is Walton EMC. Telecommunication could possibly be available. Would you like to discuss the telecom options before I submit the letter?

Thanks,

Vashon Tuggle-Hill
Utilities Administrative Assistant
City of Monroe
Vtuggle@Monroega.gov
770-266-5382



From: Ned Butler <nbutler@relianthomes.com>
Sent: Monday, October 5, 2020 3:42 PM
To: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Subject: Utility Letters request

Vashon,

I hope this finds you doing well. I have a request for two utility letters for rezones we are submitting next week.




The first is a project rezoned several years ago which Monroe had already planned the utilities for the project so it should not be an issue. The number of lots has not changed it is still 325 lots and the site plan is attached for Rivers Edge.

The second letter is for 123 are site located on Hwy 138 with a planned 269 single family lots, 130 assisted living units and 3 commercial out parcels. That site plan is attached as well.

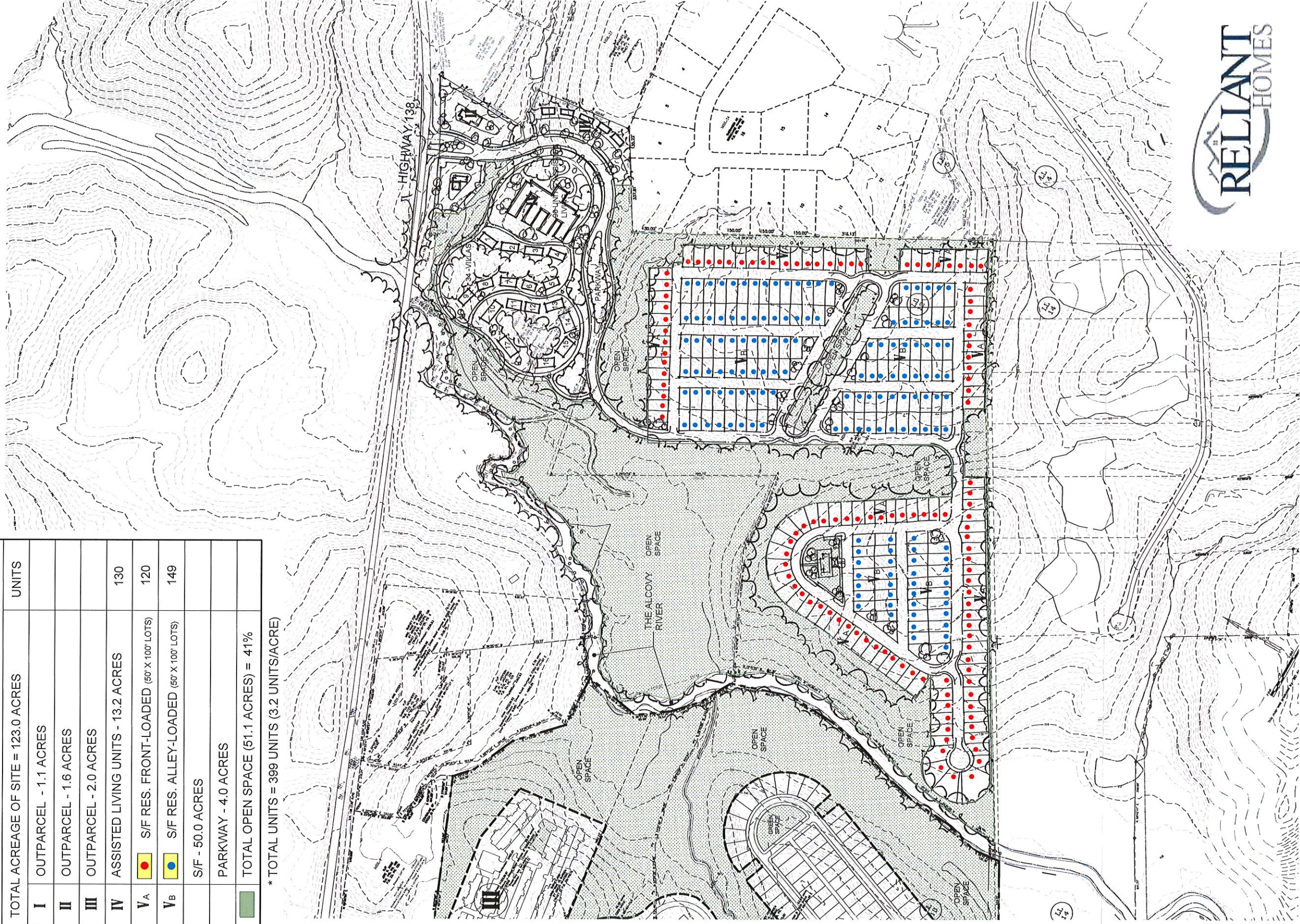
If possible can I get these letters this week?

Please call my cell with any questions or concerns at 770-601-8583 or email to nbutler@relianthomes.com.

Ned Butler | Reliant Homes
Direct 678.373.0536 | PO Box 2655 Loganville, GA 30052
nbutler@relianthomes.com | www.relianthomes.com

| TABULATION CHART | | UNITS |
|---|---|-------|
| TOTAL ACREAGE OF SITE = 123.0 ACRES | | |
| I | OUTPARCEL - 1.1 ACRES | |
| II | OUTPARCEL - 1.6 ACRES | |
| III | OUTPARCEL - 2.0 ACRES | |
| IV | ASSISTED LIVING UNITS - 13.2 ACRES | 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| | S/F - 50.0 ACRES | |
| | PARKWAY - 4.0 ACRES | |
|  | TOTAL OPEN SPACE (51.1 ACRES) = 41% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



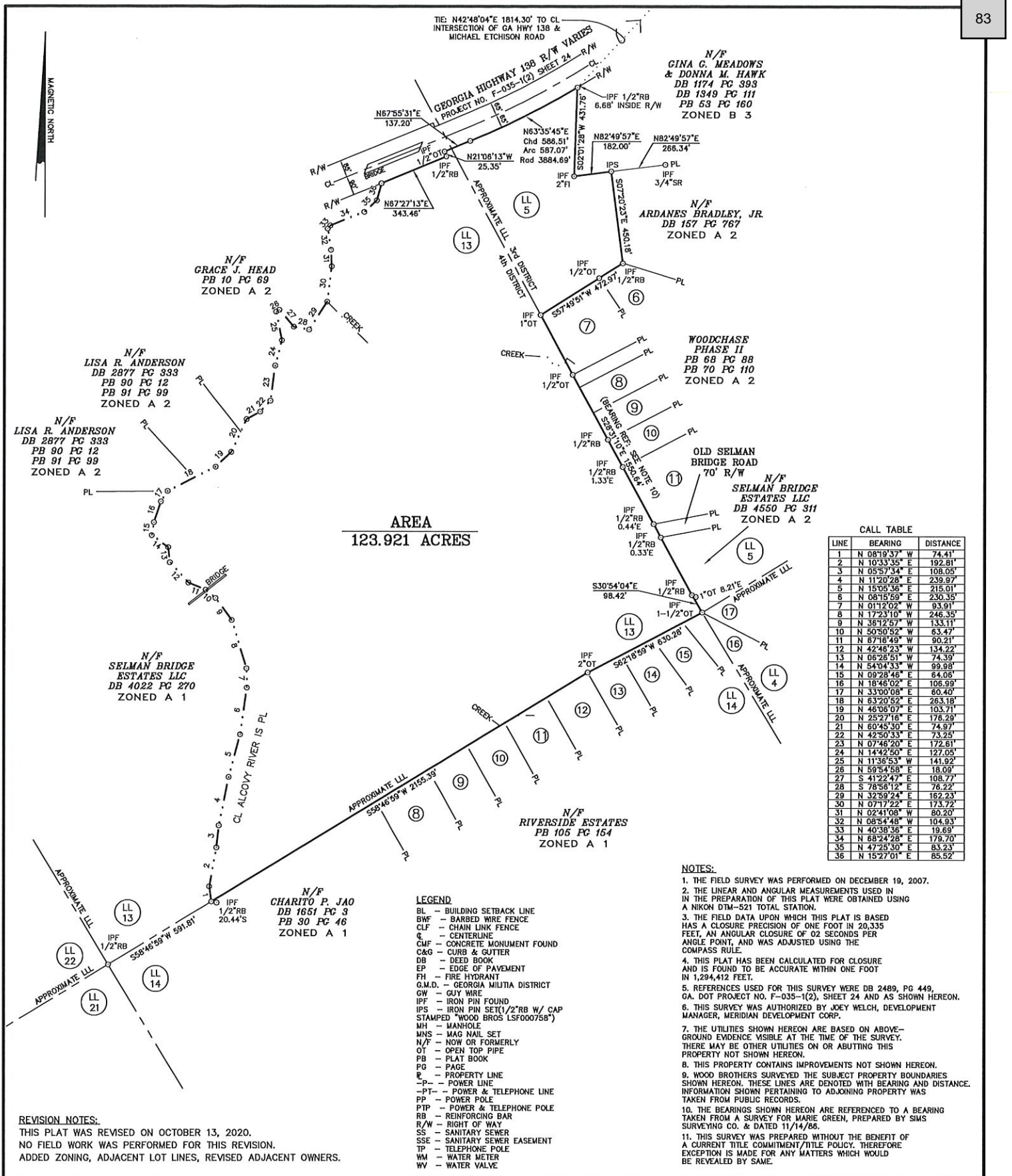
Preliminary Master Plan
123 Acre Site
 Monroe, Georgia



September 29, 2020



SCALE IN FEET



AREA
123.921 ACRES

CALL TABLE

| LINE | BEARING | DISTANCE |
|------|---------------|----------|
| 1 | N 08°19'37" W | 74.41' |
| 2 | N 10°33'35" E | 192.81' |
| 3 | N 05°57'34" E | 108.05' |
| 4 | N 11°20'28" E | 239.97' |
| 5 | N 15°05'36" E | 215.01' |
| 6 | N 08°15'59" E | 230.35' |
| 7 | N 01°12'02" W | 93.91' |
| 8 | N 17°23'10" W | 246.35' |
| 9 | N 36°12'57" W | 133.11' |
| 10 | N 50°50'52" W | 63.47' |
| 11 | N 87°16'49" W | 90.21' |
| 12 | N 42°46'23" W | 134.22' |
| 13 | N 06°26'51" W | 74.39' |
| 14 | N 54°34'33" W | 89.88' |
| 15 | N 09°28'46" E | 64.05' |
| 16 | N 18°46'02" E | 106.99' |
| 17 | N 33°00'08" E | 60.40' |
| 18 | N 63°20'52" E | 263.18' |
| 19 | N 46°06'07" E | 103.71' |
| 20 | N 25°27'16" E | 176.29' |
| 21 | N 60°45'30" E | 74.97' |
| 22 | N 42°50'33" E | 73.25' |
| 23 | N 07°46'20" E | 172.61' |
| 24 | N 14°42'50" E | 127.05' |
| 25 | N 11°36'53" W | 141.92' |
| 26 | N 59°54'58" E | 18.09' |
| 27 | S 41°22'47" E | 108.77' |
| 28 | S 78°56'12" E | 76.22' |
| 29 | N 32°59'24" E | 162.23' |
| 30 | N 07°17'22" E | 173.72' |
| 31 | N 02°41'08" W | 80.20' |
| 32 | N 08°54'48" W | 104.93' |
| 33 | N 40°38'36" E | 19.69' |
| 34 | N 68°24'28" E | 179.70' |
| 35 | N 47°25'30" E | 83.23' |
| 36 | N 15°27'01" E | 85.52' |

- LEGEND**
- BL - BUILDING SETBACK LINE
 - BWF - BARBED WIRE FENCE
 - CLF - CHAIN LINK FENCE
 - CL - CENTERLINE
 - CMF - CONCRETE MONUMENT FOUND
 - C&G - CURB & GUTTER
 - DB - DEED BOOK
 - EP - EDGE OF PAVEMENT
 - FH - FIRE HYDRANT
 - G.M.D. - GEORGIA MILITIA DISTRICT
 - GW - GUY WIRE
 - IPF - IRON PIN FOUND
 - IPS - IRON PIN SET (1/2" RB W/ CAP STAMPED "WOOD BROS LSF000758")
 - MH - MANHOLE
 - MNS - MAG NAIL SET
 - N/F - NOW OR FORMERLY
 - OT - OPEN TOP PIPE
 - PB - PLAT BOOK
 - PG - PAGE
 - P - PROPERTY LINE
 - PL - POWER LINE
 - PT - POWER & TELEPHONE LINE
 - PP - POWER POLE
 - PTP - POWER & TELEPHONE POLE
 - RB - REINFORCING BAR
 - R/W - RIGHT OF WAY
 - SS - SANITARY SEWER
 - SSE - SANITARY SEWER EASEMENT
 - TP - TELEPHONE POLE
 - WM - WATER METER
 - WV - WATER VALVE

- NOTES:**
1. THE FIELD SURVEY WAS PERFORMED ON DECEMBER 19, 2007.
 2. THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT WERE OBTAINED USING A NIKON DTM-521 TOTAL STATION.
 3. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 20,335 FEET, AN ANGULAR CLOSURE OF 02 SECONDS PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE.
 4. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1,294,412 FEET.
 5. REFERENCES USED FOR THIS SURVEY WERE DB 2489, PG 449, GA. DOT PROJECT NO. F-035-1(2), SHEET 24 AND AS SHOWN HEREON.
 6. THIS SURVEY WAS AUTHORIZED BY JOEY WELCH, DEVELOPMENT MANAGER, MERIDIAN DEVELOPMENT CORP.
 7. THE UTILITIES SHOWN HEREON ARE BASED ON ABOVE-GROUND EVIDENCE VISIBLE AT THE TIME OF THE SURVEY. THERE MAY BE OTHER UTILITIES ON OR ABUTTING THIS PROPERTY NOT SHOWN HEREON.
 8. THIS PROPERTY CONTAINS IMPROVEMENTS NOT SHOWN HEREON.
 9. WOOD BROTHERS SURVEYED THE SUBJECT PROPERTY BOUNDARIES SHOWN HEREON. THESE LINES ARE DENOTED WITH BEARING AND DISTANCE INFORMATION SHOWN PERTAINING TO ADJOINING PROPERTY WAS TAKEN FROM PUBLIC RECORDS.
 10. THE BEARINGS SHOWN HEREON ARE REFERENCED TO A BEARING TAKEN FROM A SURVEY FOR MARIE GREEN, PREPARED BY SIMS SURVEYING CO. & DATED 11/14/88.
 11. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT/TITLE POLICY. THEREFORE EXCEPTION IS MADE FOR ANY MATTERS WHICH WOULD BE REVEALED BY SAME.

REVISION NOTES:
THIS PLAT WAS REVISED ON OCTOBER 13, 2020.
NO FIELD WORK WAS PERFORMED FOR THIS REVISION.
ADDED ZONING, ADJACENT LOT LINES, REVISED ADJACENT OWNERS.

BOUNDARY SURVEY FOR
MERIDIAN DEVELOPMENT CORPORATION
LOCATED IN
LAND LOT 5, 3rd DISTRICT & LAND LOT 13, 4th DISTRICT
WALTON COUNTY, GEORGIA
THIS PLAT WAS PREPARED ON JANUARY 2, 2008.

THIS PLAT IS VALID ONLY IF IT BEARS THE REGISTRANT'S ORIGINAL SIGNATURE ACROSS THE REGISTRANT'S CERTIFICATION.
WARREN S. WOOD GA. RLS #2849
MY REGISTRATION EXPIRES ON DECEMBER 31, 2008.

0' 150' 300' 600' 900'
GRAPHIC SCALE 1"=300'



PREPARED BY
WOOD BROTHERS
LAND SURVEYORS, INC.
LSP000758
P.O. BOX 477
JEFFERSON, GA. 30549
(706) 387-0075

RIVER VILLAGE

MONROE, GEORGIA

OCTOBER 2020



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www.relianthomes.com

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MASTER DEVELOPMENT PLAN

| TABULATION CHART | | | |
|---|---|----------|-------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | | |
| | | ACRES | UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC | |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC | |
| I | OUTPARCEL | 1.1 AC | |
| II | CAR WASH | 1.6 AC | |
| III | OUTPARCEL | 2.0 AC | |
| IV | ASSISTED LIVING UNITS | 13.2 AC | 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | | 149 |
| | SINGLE-FAMILY - 50.0 ACRES | 50.0 AC | |
| | PARKWAY - 4.0 ACRES | 4.0 AC | |
|  | TOTAL OPEN SPACE (52 ACRES) = | 42% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



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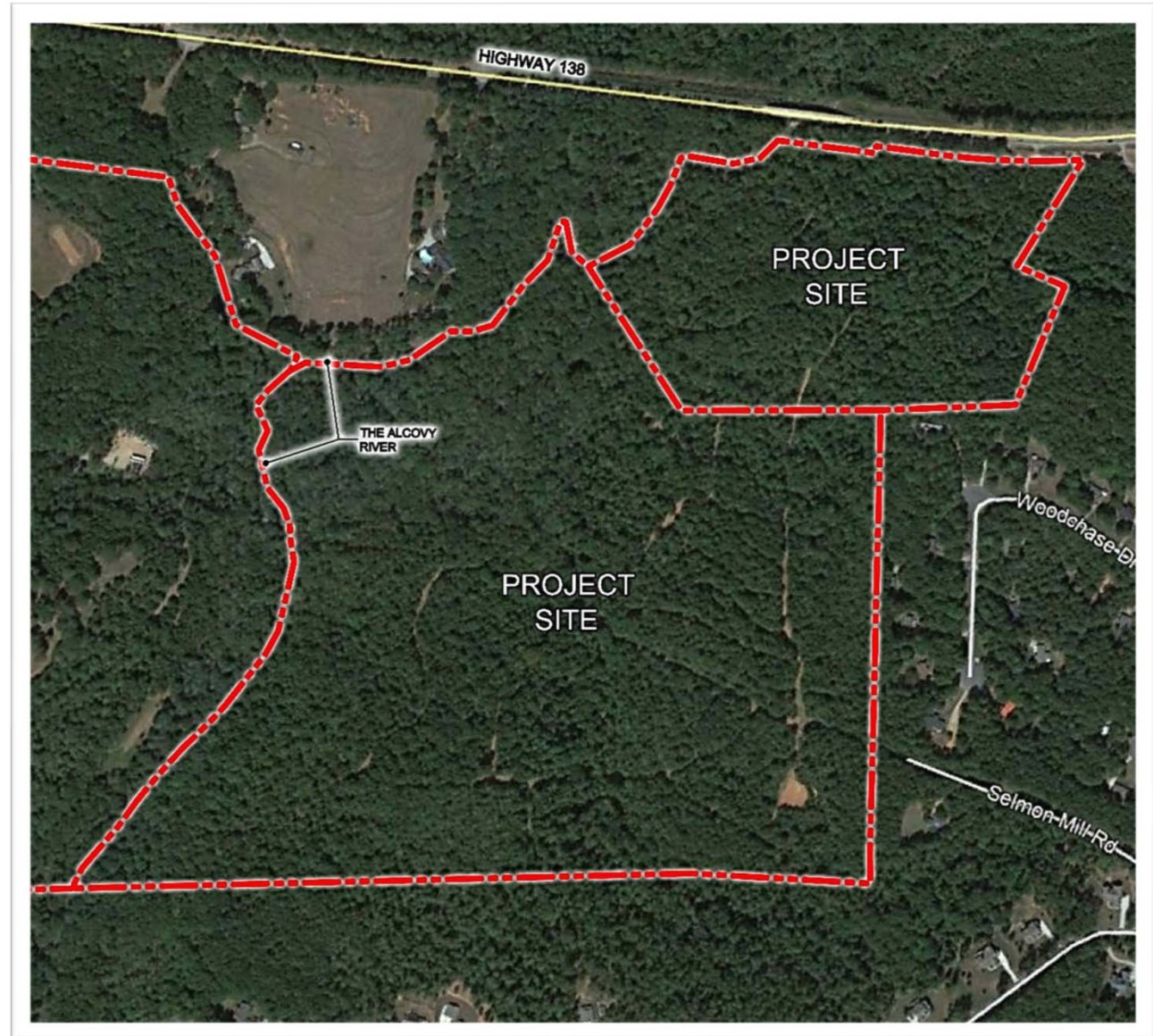
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



SITE OVERVIEW

AERIAL SITE MAP

River Village is located at US Hwy and is adjacent to the Alcovy River.



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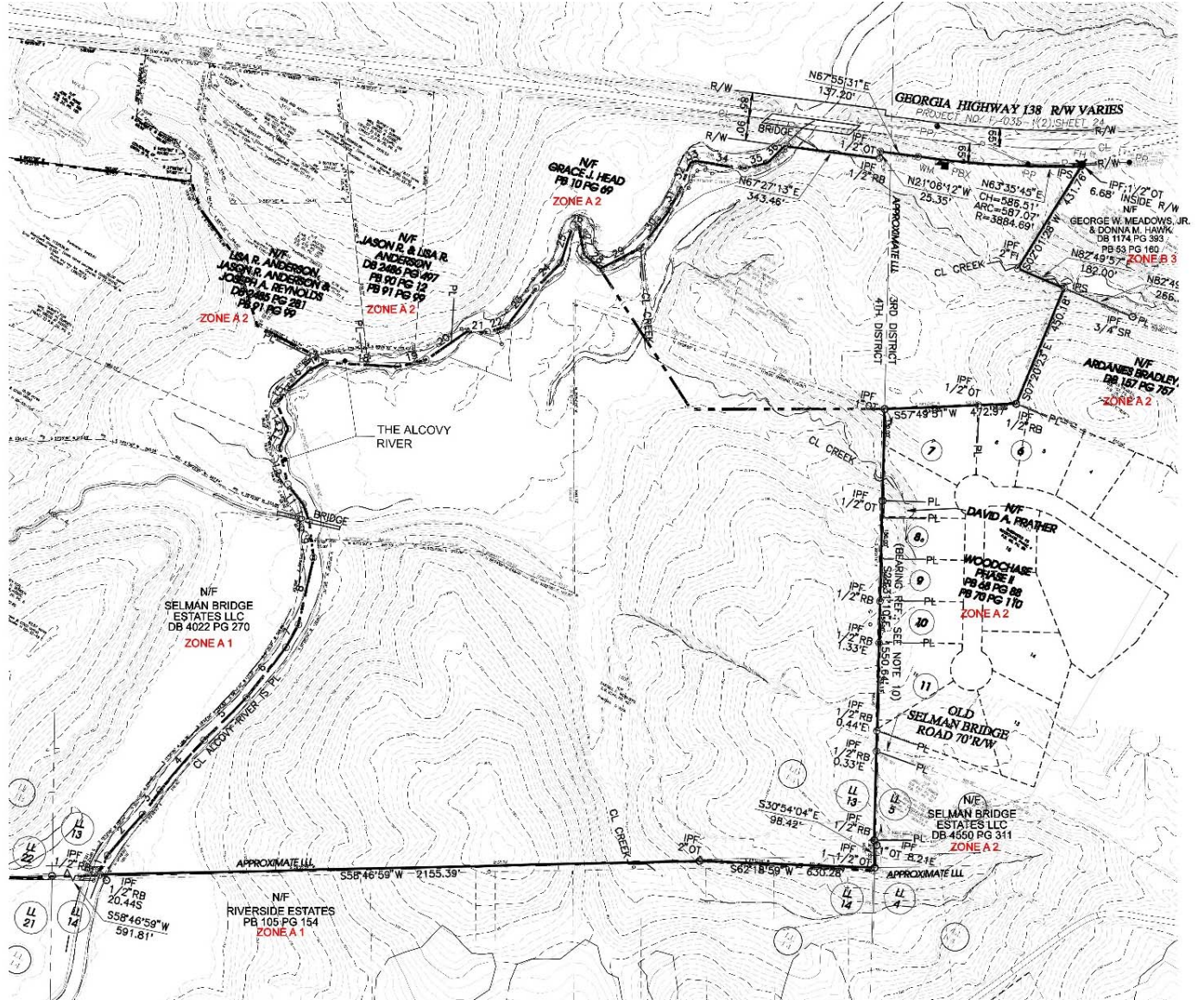
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



TOPOGRAPHIC & BOUNDARY SURVEY

EXISTING TOPOGRAPHY

- 2' - Contour Intervals

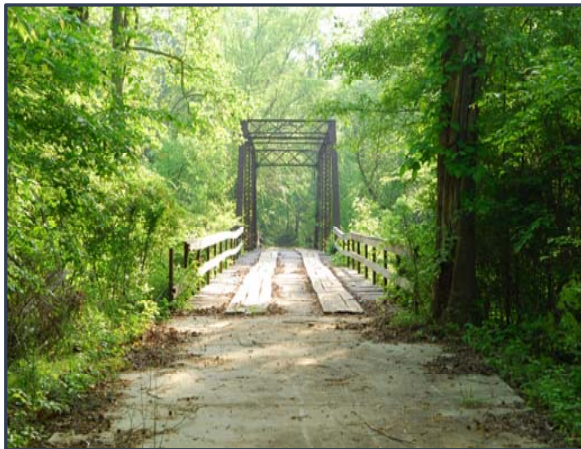
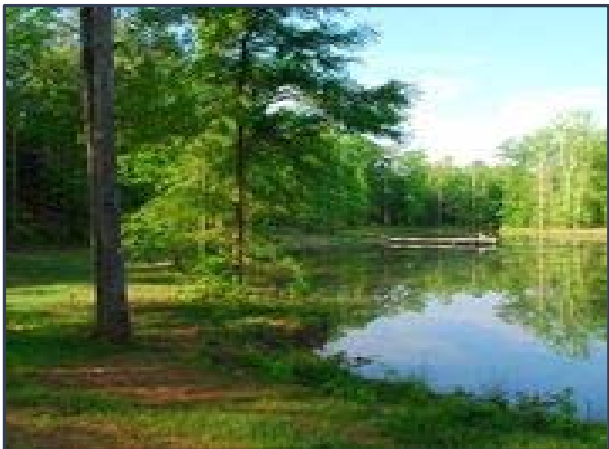
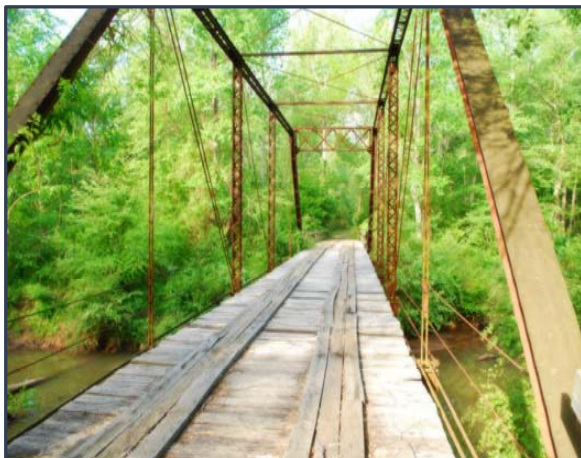


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EXISTING SITE PHOTOS



EXISTING SITE PHOTOS



VISION AND INTENT OF COMMUNITY

The vision of River Village is to create an active yet relaxing living space to call home. The goal is to build a vast living center that will balance residential product choices to include multiple lifestyles. These various residential hubs would support a small retail center within the development and include drug store, physician offices, and a car wash to name a few. The focal point will be the divided parkway which will connect to the residential hubs to the commercial center. Walking and biking trails will be planned with golf cart access throughout the community. The intent at River Village is to create a community pulse bustling with activity and pride. This will be done by creating an active lifestyle encouraging residents to enjoy the outdoors with their neighbors.

River Village is being designed to highlight the beauty of the existing development and create outdoor enjoyment centers for residents to gather. Whether walking one of the pathways with friends or fishing and kayaking on the Alcovy River, there will be plenty of options to enjoy the natural beauty that Walton County and Monroe Georgia have to offer. Pocket parks are planned throughout the community for families to gather outside. A mixture of concrete paver, and natural paths will be constructed to connect the various pods of the development to each other and the green space will highlight the extensive frontage of the Alcovy River for all residents to enjoy.

Changing market demands, new urban design ideas, cultural changes, and shifting public policy are favoring suburban mixed-use developments as preferences and attitudes change with the generations. Our community will include first-time home buyers, retirees and empty nesters looking to downsize, young adults renting their first apartment, and people looking for a place that is more than a standard neighborhood; a place to live, gather, and play.

Having an assisted living facility within the development will allow residents to care for and spend more time with aging parents that need more assistance, by having them within walking distance of kids and grandkids. By being in the center of a thriving development, our aging community will have more opportunities to enjoy an active lifestyle full of family and local community.



VISION AND INTENT OF COMMUNITY

All structures in the community will be covered by architectural guidelines to ensure a seamless transition between phases and will highlight craftsman style homes that will include a mixture of rear entry and front entry single-family homes.

The retail buildings will also showcase the craftsman style look throughout the entire development. The retail areas, entrances and pocket parks will include abundant landscaping complementing the residential neighborhoods. All hardscape elements, signage and mailboxes will be in keeping with the architectural designs, and consistent throughout the community.





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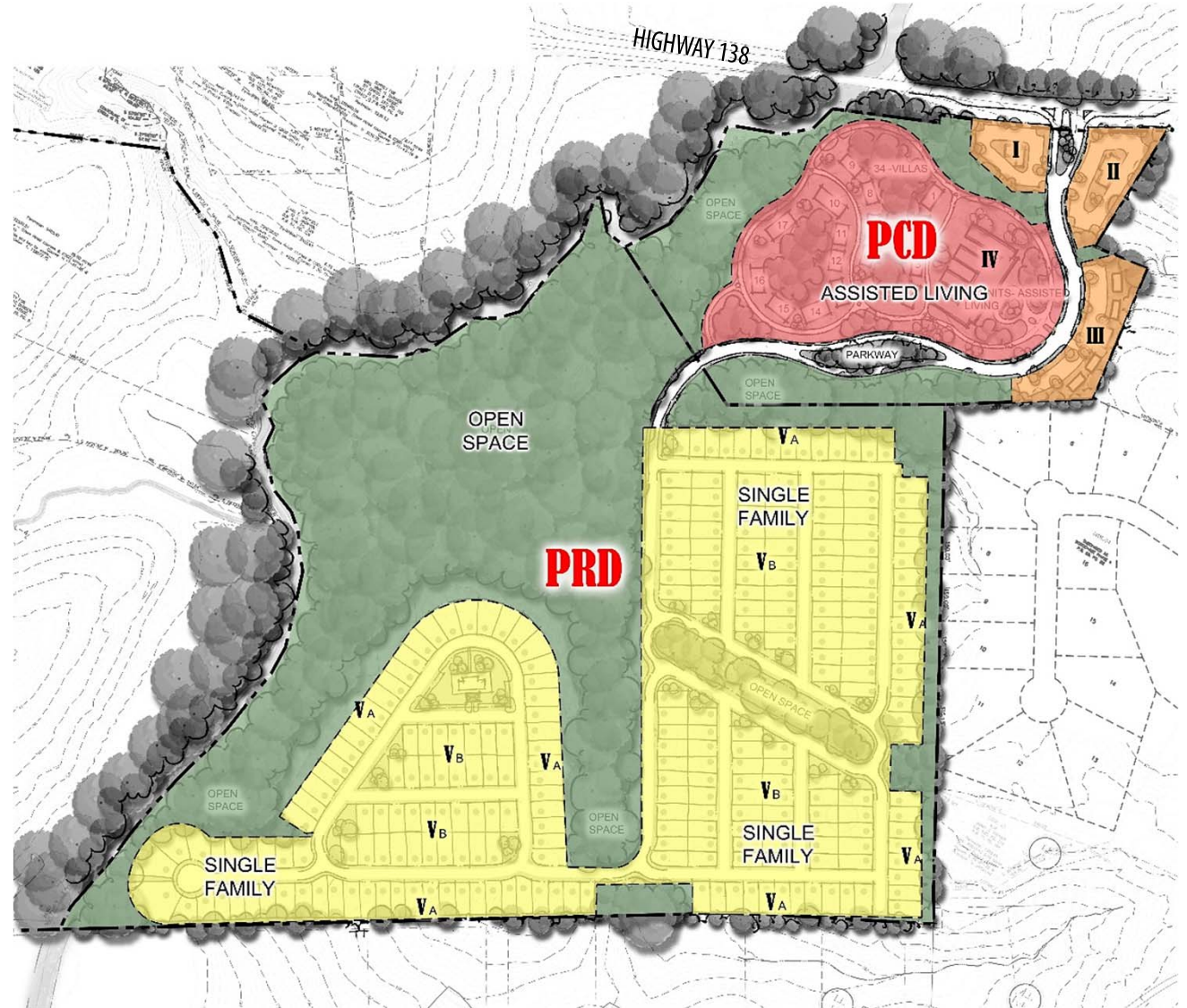
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.





UNIFORM PLAN

| TABULATION CHART | | |
|--------------------------------------|---|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC |
| I | OUTPARCEL | 1.1 AC |
| II | CAR WASH | 1.6 AC |
| III | OUTPARCEL | 2.0 AC |
| IV | ASSISTED LIVING UNITS | 13.2 AC 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC |
| PARKWAY - 4.0 ACRES | | 4.0 AC |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



COMMERCIAL AREAS

| TABULATION CHART | | |
|--------------------------------------|---|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC |
| I | OUTPARCEL | 1.1 AC |
| II | CAR WASH | 1.6 AC |
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| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC |
| PARKWAY - 4.0 ACRES | | 4.0 AC |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

COMMERCIAL:

- I = 1.1 AC.
- II = 1.6 AC.
- III = 2.0 AC.



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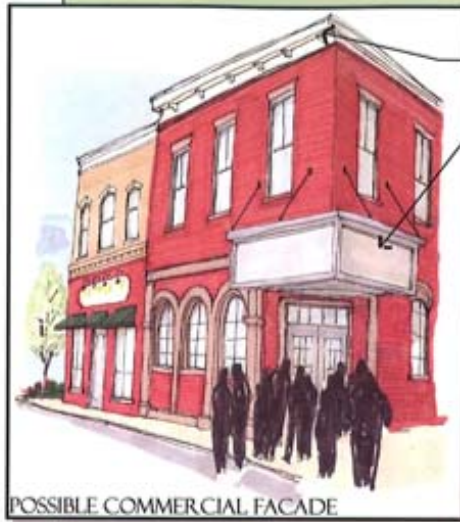


COMMERCIAL LAND USE STANDARDS

| PERFORMANCE STANDARDS | |
|---------------------------------------|--|
| PERMITTED USES: | RETAIL ESTABLISHMENTS, OFFICES, RESTAURANTS & DRIVE-THRU |
| BUILDING SETBACKS: | |
| • FRONT | 60' |
| • REAR | 50' |
| • SIDE | 10' |
| MINIMUM BUILDING SEPARATION: | 25' |
| MAXIMUM HEIGHT: | 60' |
| MAXIMUM BUILDING COVERAGE: | 70% |
| PARKING REQUIREMENTS: | |
| • RETAIL ESTABLISHMENTS | 1 PER 250 S.F. |
| • OFFICES | 1 PER 300 S.F. |
| • LANDSCAPE STRIP ADJACENT TO HWY 138 | 20' |



COMMERCIAL-ARCHITECTURAL STYLE



DEEP CORNICES
CORNER AND MAIN STREET FEATURES



LARGE OVERHANGS
DECORATIVE LIGHTS
VERTICAL VARIETY

TRADITIONAL LIGHT FIXTURES

CONTROLLED SIGNAGE AREAS
HARDSCAPE DESIGN AREAS



BREAKS IN BUILDING PLANES



COMMERCIAL-ARCHITECTURAL STYLE



POSSIBLE COMMERCIAL FACADE

MATERIAL CHANGES

DECORATIVE LIGHTS



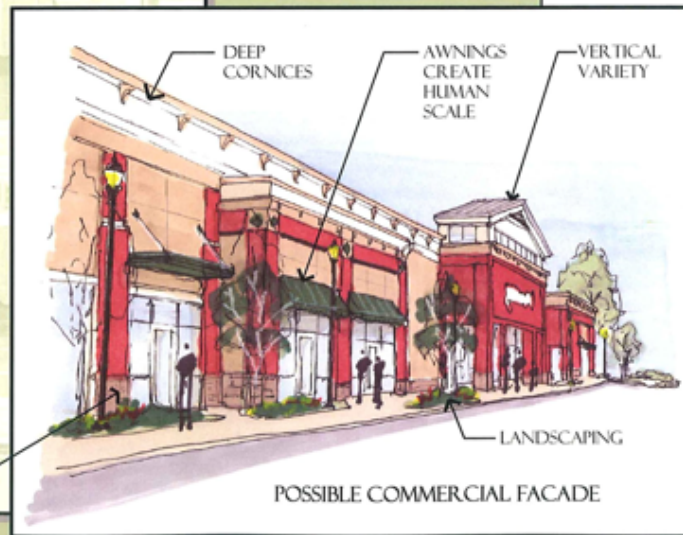
TRADITIONAL LIGHT FIXTURES

CONTROLLED SIGNAGE AREAS

POSSIBLE COMMERCIAL FACADE



ARCHITECTURAL BASES



DEEP CORNICES

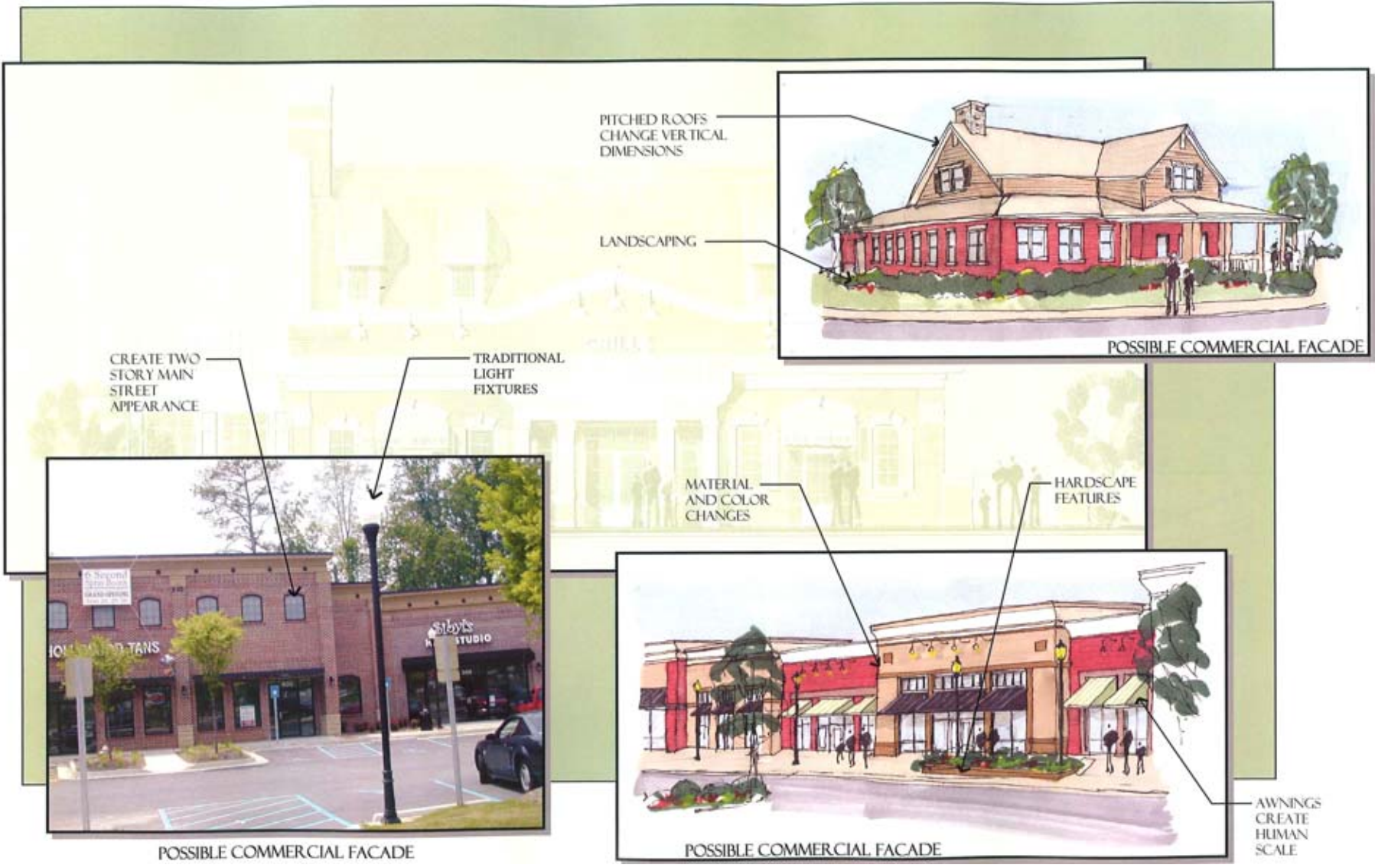
AWNINGS CREATE HUMAN SCALE

VERTICAL VARIETY

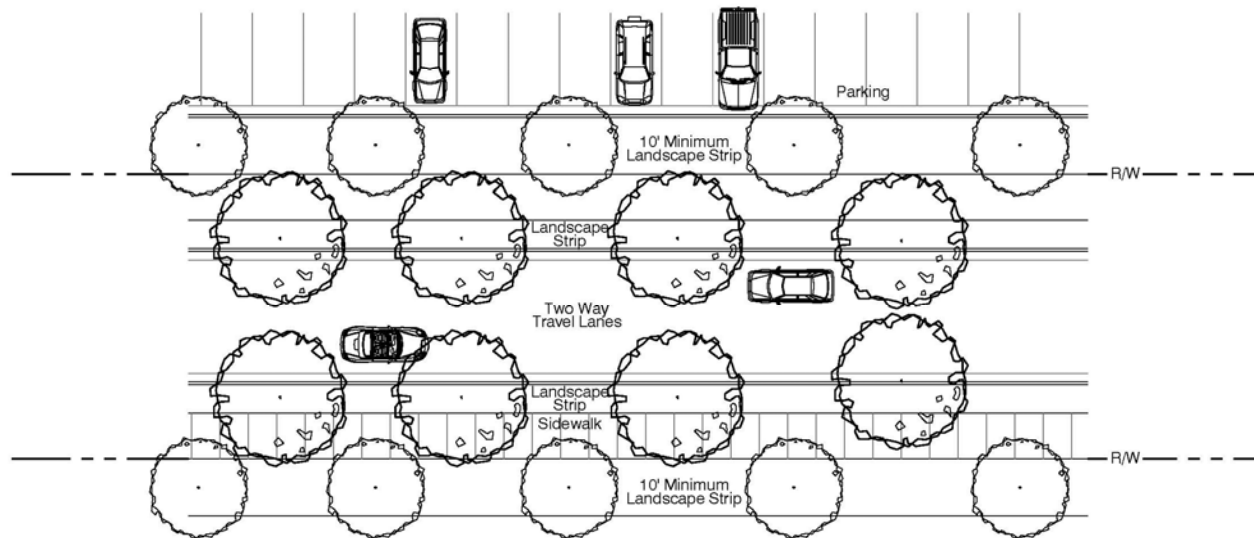
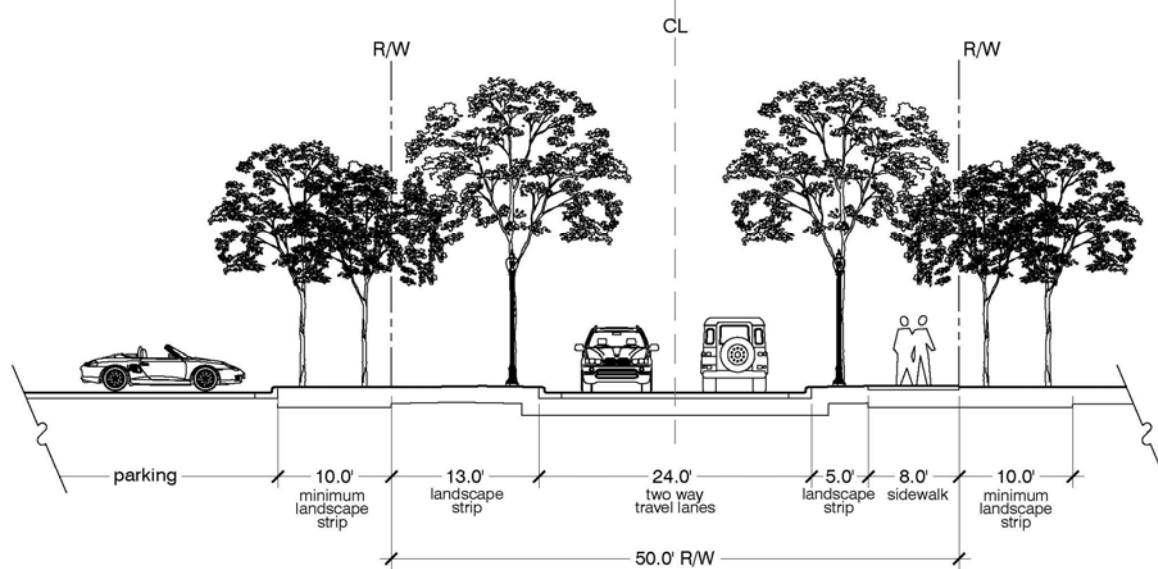
LANDSCAPING

POSSIBLE COMMERCIAL FACADE

COMMERCIAL-ARCHITECTURAL STYLE



TYPICAL STREET SECTION-COMMERCIAL



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ASSISTED LIVING

| TABULATION CHART | | | |
|--------------------------------------|--|----------|-------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | | |
| | | ACRES | UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC | |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC | |
| I | OUTPARCEL | 1.1 AC | |
| II | CAR WASH | 1.6 AC | |
| III | OUTPARCEL | 2.0 AC | |
| IV | ASSISTED LIVING UNITS | 13.2 AC | 130 |
| V_A | S/F RES. FRONT-LOADED (50' X 100' LOTS) | | 120 |
| V_B | S/F RES. ALLEY-LOADED (50' X 100' LOTS) | | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC | |
| PARKWAY - 4.0 ACRES | | 4.0 AC | |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

ASSISTED LIVING:

- TOTAL ACRE = 13.2 AC.



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REECE, HOOPES & FINCHER, INC.



ASSISTED LIVING CENTER LAND USE STANDARDS

| PERFORMANCE STANDARDS | |
|---------------------------------------|---|
| PERMITTED USES: | INDEPENDENT LIVING, ASSISTED LIVING, EXTENDED CARE FACILITY |
| BUILDING SETBACKS: | |
| • FRONT | 50' |
| • REAR | 25' |
| • SIDE | 10' |
| MINIMUM BUILDING SEPARATION: | 25' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | 70% |
| PARKING REQUIREMENTS: | 1 SPACE / UNIT |
| • LANDSCAPE STRIP ADJACENT TO HWY 138 | 20' |



ASSISTED LIVING-ARCHITECTURAL STYLE





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REECE, HOOPES & FINCHER, INC.



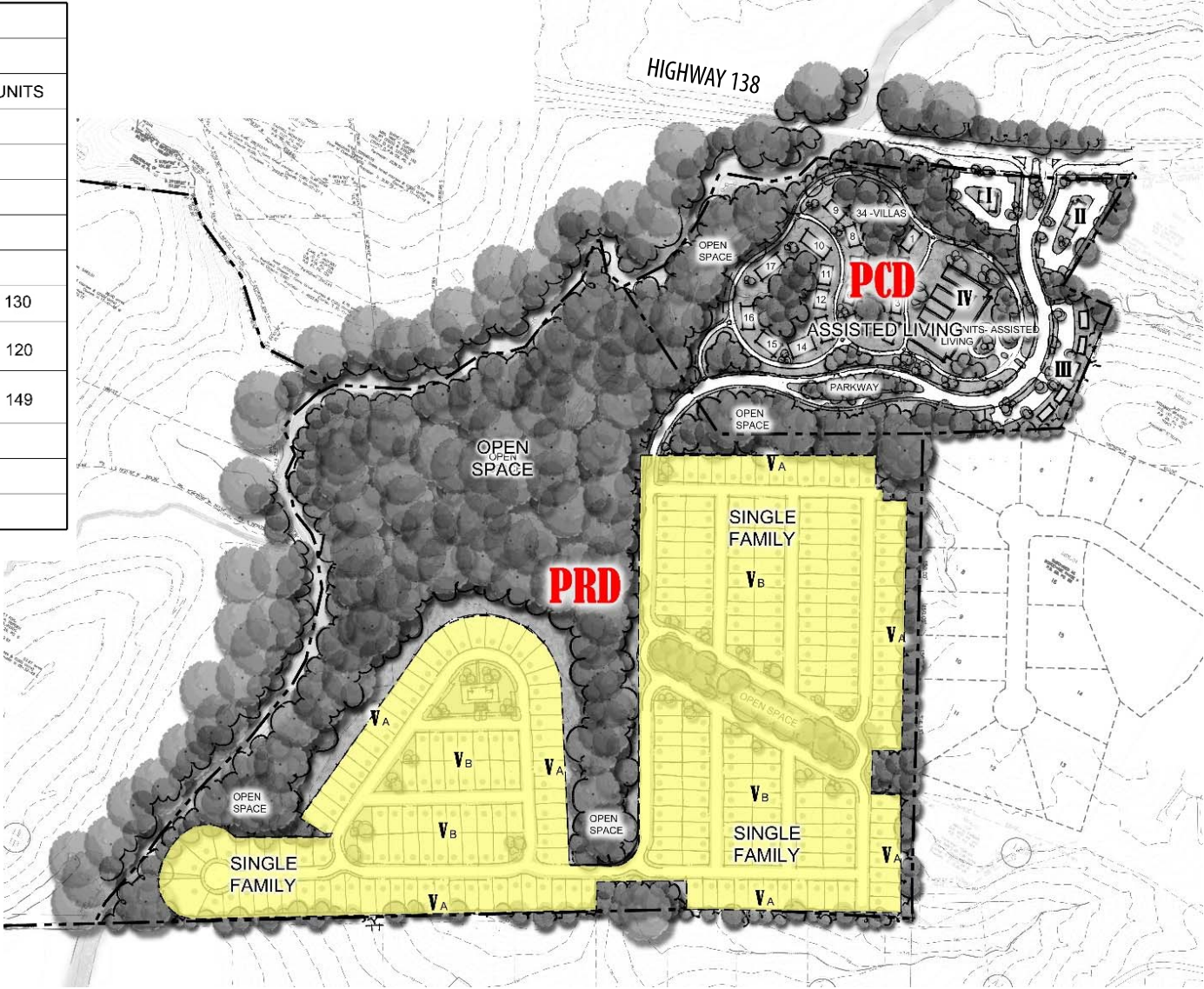
SINGLE-FAMILY AREAS

| TABULATION CHART | | |
|--------------------------------------|---|----------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC |
| I | OUTPARCEL | 1.1 AC |
| II | CAR WASH | 1.6 AC |
| III | OUTPARCEL | 2.0 AC |
| IV | ASSISTED LIVING UNITS | 13.2 AC 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC |
| PARKWAY - 4.0 ACRES | | 4.0 AC |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

SINGLE FAMILY:

- TOTAL ACRE = 50 AC.
- TOTAL FRONT-LOADED LOTS = 120
- TOTAL ALLEY-LOADED LOTS = 149
- 3.2 UNITS / AC



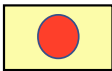
BUILT FOR THE LIFE AHEAD
www.relianthomes.com

LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.

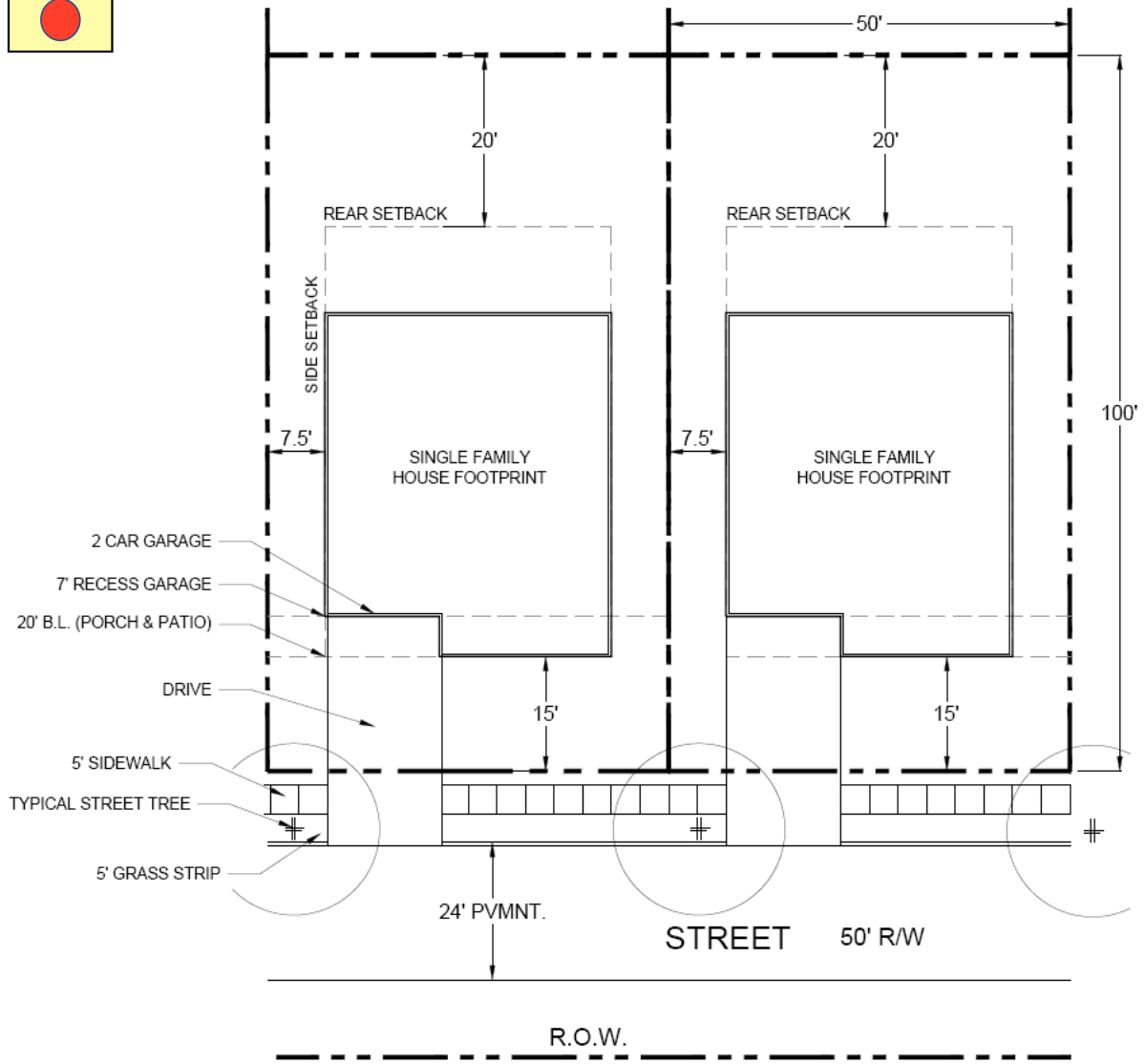


SINGLE-FAMILY FRONT ENTRY LAND USE STANDARDS

SINGLE-FAMILY FRONT ENTRY DATA CHART



| PERFORMANCE STANDARDS | |
|--------------------------------|------------------------------|
| PERMITTED USES: | SINGLE-FAMILY DETACHED HOMES |
| MINIMUM LOT SIZE: | 5,000 S.F. |
| MINIMUM LOT WIDTH: | 50' |
| BUILDING SETBACKS: | |
| • FRONT | 15' |
| • REAR | 20' |
| • SIDE | 7.5' |
| MINIMUM BUILDING SEPARATION: | 15' |
| BUFFERS AND SETBACKS: | |
| • RIPERIAN BUFFERS | 50' |
| • IMPERVIOUS SURFACE SETBACKS: | 75' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | N/A |
| PARKING REQUIREMENTS: | 2 CAR / LOT |



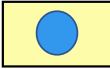
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LAND PLANNERS | LANDSCAPE ARCHITECTS
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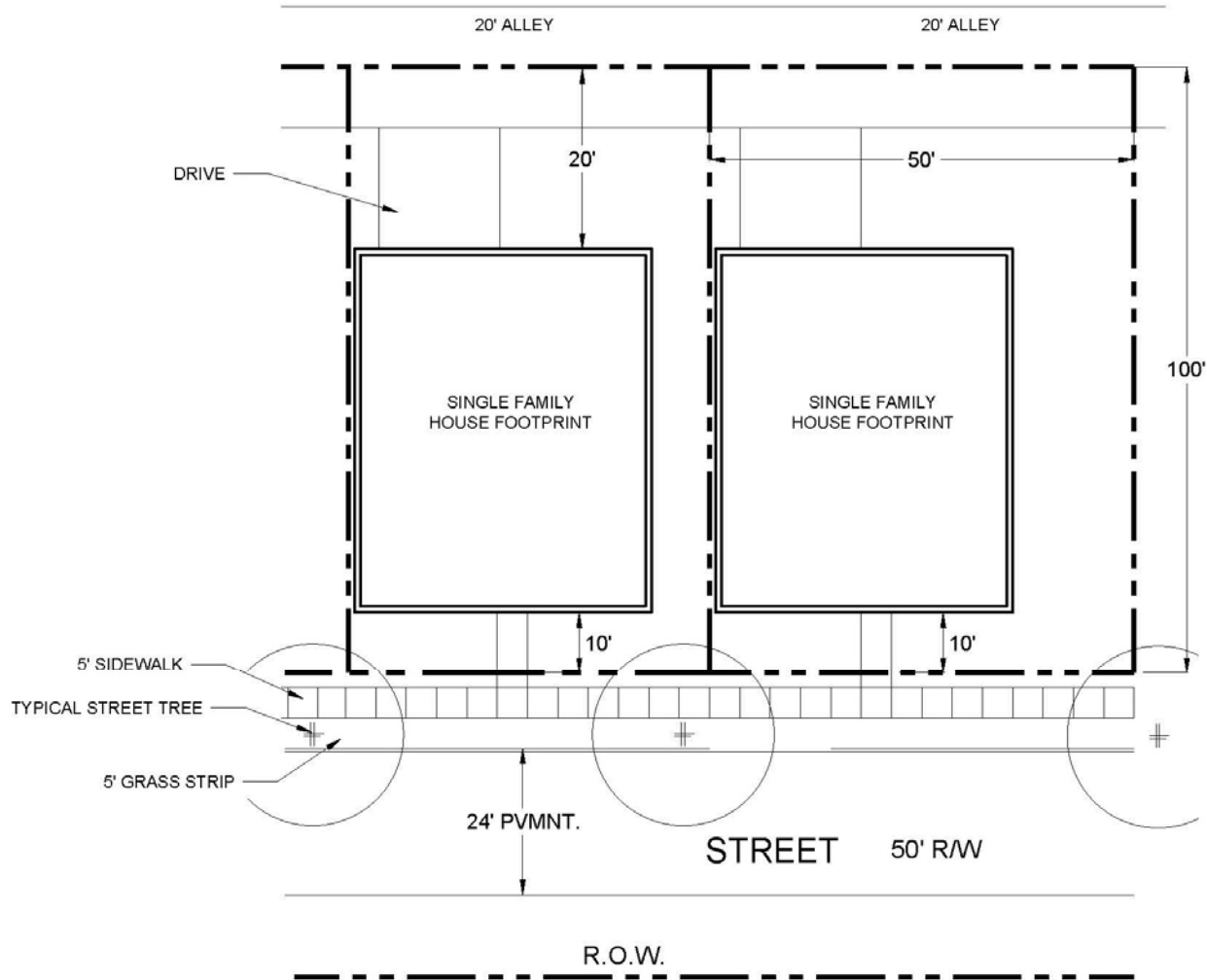


SINGLE-FAMILY REAR ENTRY LAND USE STANDARDS

SINGLE-FAMILY REAR ENTRY DATA CHART



| PERFORMANCE STANDARDS | |
|--------------------------------|------------------------------|
| PERMITTED USES: | SINGLE-FAMILY DETACHED HOMES |
| MINIMUM LOT SIZE: | 5,000 S.F. |
| MINIMUM LOT WIDTH: | 50' |
| BUILDING SETBACKS: | |
| • FRONT | 10' |
| • REAR | 20' |
| • SIDE | ZERO LOT LINE |
| MINIMUM BUILDING SEPARATION: | 10' |
| BUFFERS AND SETBACKS: | |
| • RIPERIAN BUFFERS | 50' |
| • IMPERVIOUS SURFACE SETBACKS: | 75' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | 60% PER LOT |
| PARKING REQUIREMENTS: | 2 CAR / LOT |

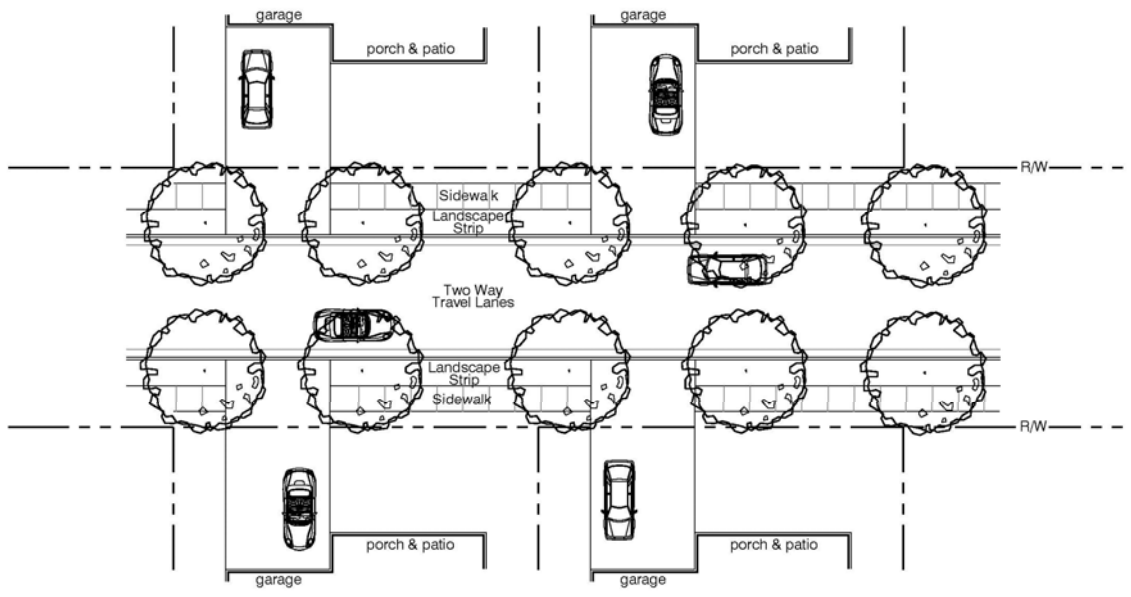
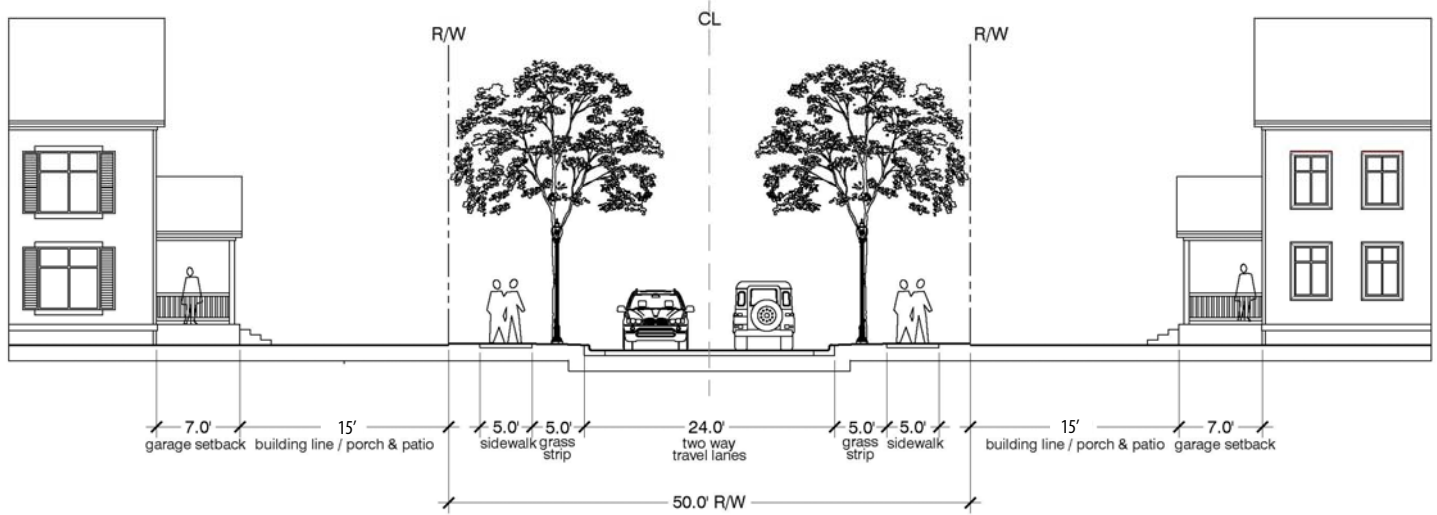


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TYPICAL STREET SECTION—SINGLE-FAMILY



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REECE, HOOPES & FINCHER, INC.



SINGLE-FAMILY ARCHITECTURE STYLE

Single Family

- Offers small-town community living, just minutes away from restaurants, grocery stores, shopping, and HWY 138
- Elementary, middle, and high schools so close to home, it would be quicker for your children to walk there on our interconnected trail system than to get a ride from mom or dad
- Create a community that incorporates all lifestyles in a healthy fashion
- The residential sections will enjoy diverse housing options with fresh architecture designed to feel like a small-town community built around the natural environment
- Designed and built to minimize impact on existing tree line
- Immersed in trail connections allow connection to your surroundings and an active amenity center with a pool, tennis courts, and more that caters to more active lifestyles
- The thoughtfully designed homes are geared toward maximizing your living experience while minimizing inconvenience
- Open floor plans with ample natural light
- Modern farmhouse style with high quality materials



Open floor plans with quality interior finishes similar in style to image above.



Modern Farmhouse with board and batten, cementitious siding, metal accent roof and front porch. Single family homes to be similar in style to images shown.

OPEN SPACE AREAS

| TABULATION CHART | | |
|--------------------------------------|--|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
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| I | OUTPARCEL | 1.1 AC |
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| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

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REECE, HOOPES & FINCHER, INC.



OPEN SPACE & AMENITIES

Open Space & Amenities

- Our future guests and residents will enjoy their time spent exploring the brilliant natural setting that gives our River Village development its distinctive spirit
- Miles of trails for walking and jogging connect neighborhoods, pocket parks, shopping and dining, which offers residents with an opportunity to unwind and recharge
- Vary your route to meander past streams, natural wetlands, or just stop by at a shaded bench along the way to relax and enjoy what nature has to offer
- Environmental impacts on the site are minimized utilizing the PCD and PRD zoning classification by creating an efficient land use plan that preserves over 30% of the site
- Town Green and Community Room offer unique gathering space and venue for local youth sports teams, local nonprofits, birthday parties, farmers’ markets, concerts, movie nights, and more



Town Green



Outdoor Gathering Space



Farmers Market / Cornhole Events

OPEN SPACE & AMENITIES



Nature Trails



Community Gathering



Bridge Crossing on Nature Trails



Salt-Water Pool



Tennis Courts



Community Events on the Town Green

Plan to Establish Board to Enforce Community Standards

The Developer will establish and operate an Architectural Review Board for the residential portions of the community until such time as the Developer turns over such powers to the River Village Owners Association, a non-profit corporation. The River Village Property Owners Association will manage all common area maintenance, financial management and enforcement of community standards, and guidelines and regulations of the solely residential portions of the community. All planned construction must be approved by the Architectural Review Board prior to commencement, and such approvals will be subject to review of complete building plans, grading plans, and landscape designs. The Architectural Review Board will publish guidelines for approvals, and these will include architectural detail standards, materials, and colors.

The Developer will establish and operate an Architectural Review Board for the commercial/retail portions of the community until such time as the Developer turns over such powers to the River Village Commercial Property Owners Association, a non-profit corporation. The River Village Commercial Property Owners Association will manage all common area maintenance, financial management and enforcement of community standards, and guidelines and regulations of the commercial portions of the community. All planned construction must be approved by the Architectural Review Board prior to commencement, and such approvals will be subject to review of complete building plans, grading plans, and landscape designs. The Architectural Review Board will publish guidelines for approvals, and these will include architectural detail standards, materials, and colors.



Landscaping

The overall landscape concept for the development will highlight the natural conditions of the site and provide a unifying landscape design which will complement the proposed building designs. The development is designed to preserve trees in certain locations as well as bring in new planting between and in front of buildings. The landscape will take environmental features such as existing plant and tree species, topography, tree cover, and other natural features into account. Landscaping is crucial to the visual appeal and atmosphere of the development. Native Georgia plantings will be utilized to enhance the sustainability of the existing vegetation. The landscape design will further establish a positive, harmonious character within the community.

Signage

All signage in the development will comply with City of Monroe requirements.

Lighting

The community streetlights will not exceed 16 feet in height and will have a black metal finish, as required by the City of Monroe. Typical streetlight detail shown - or similar style as substitute

Note: Streetlights will be provided throughout property



COMMUNITY STANDARDS

Street Furniture

Street furniture will consist of, but not be limited to, high-quality metal benches and high-quality covered metal trashcans to accommodate a pedestrian friendly atmosphere with plenty of spaces to sit and relax in the Town Green or other open spaces throughout the community.



Ownership & Maintenance of Streets & Open Space

The streets within the development will be deeded to City of Monroe who will own and maintain them. Open Space will be owned and maintained by the River Village Property Owners Association in the residential section of the development, while Open Space within the commercial section will be owned and maintained by the River Village Commercial Property Owners Association.

ARCHITECTURAL FEATURES & THEMES

Commercial Buildings

All commercial buildings will be located at street level with front doors facing Highway 138. Transparent windows will be on all first-floor spaces. Commercial buildings will be designed to look like they were built over time rather than all at once, with varying wall projections a minimum of 12 inches in depth. The commercial buildings will feature variations in the roofline, and will use decorative elements such as crown moldings, dentils, brick soldier courses, or similar details.

Residential Buildings

The single-family detached homes will explore modern farmhouse and mill architectural characteristics consistent with the historical architecture present in the City of Monroe and consistent with the guidelines set forth in the City of Monroe.

Building Materials

The single-family detached homes will have a distinctive mix of quality materials and colors to enhance the aesthetic value of the community as a whole. Building materials will consist of asphalt shingles, cementitious siding (Hardie plank), metal accent roofs, brick & stone accents, stucco, cedar shake accents, and board and batten siding. No vinyl siding shall be used. The commercial buildings will be comprised of brick, stone, stucco, cedar shake accents, cementitious siding, and other similar high-quality materials.

Building Colors

Building colors will complement the overall aesthetic of the community and will be determined by the community's Architectural Review Board and enforced by the River Village Property Owner's Association in the residential section and by the River Village Commercial Property Owner's Association in the commercial section of the development.

Prohibited Retail Uses

This development will comply with existing City of Monroe prohibited uses





Date: October 7, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at 1000 Hwy 138, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION (Lots located within the city of Monroe)

Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon P. Hill

 City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 1000 Hwy 138 to
be rezoned from PRD/PCD to PCD/PRD
to change Master Plan**

**A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on November 17, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 1000 Hwy 138 to
be rezoned from PRD/PCD to PCD/PRD
to change Master Plan**

**A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on December 8, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

October 25, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Rezone request 302 Michael Etchison Rd. to remove the age restriction of 55+ originally indicated for the PRD

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA **Company of Purchase:** NA

Recommendation: *Approve*

Background: This property has been zoned PRD for 4 years. The developer believes this project would be better suited for development in the current market without the age restriction.

Attachment(s): Application and supporting documents.



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: RZ-000075 118

Plan Type: Re-Zoning Request All Types

Work Classification: Request for Rezone

Plan Status: In Review

Apply Date: 10/08/2020

Expiration:

Location Address

302 MICHAEL ETCHISON RD, MONROE, GA 30655

Contacts

| | |
|---|--|
| RELIANT HOMES PO BOX 2655, LOGANVILLE, GA 30052 (678)373-0536 | Applicant nbutler@relianthomes.com |
|---|--|

Description: REQUEST FOR REZONE FROM PRD TO PRD TO MAKE TEXT AMENDMENT TO APPLICATION REMOVING 55+ AGE RESTRICTION - P&Z MTG 11/17/20 @ 5:30 PM - COUNCIL MTG 12/8/20 @ 6:00 PM 215 N BROAD ST

| | |
|----------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|--------------------------------------|-----------------|
| Single Family Rezone or Variance Fee | \$100.00 |
| Total: | \$100.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$100.00 |
| Check # 12449 | \$100.00 |
| Amount Due: | \$0.00 |

| <u>Condition Name</u> | <u>Description</u> | <u>Comments</u> |
|-----------------------|--------------------|-----------------|
|-----------------------|--------------------|-----------------|

Hebbie Adkinson

Issued By:

October 08, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date



215 N Broad St Monroe GA 30655
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER RZ-000075-2020

- I. LOCATION Michael Etchinson Road
 COUNCIL DISTRICT District 1 E 7
 MAPNUMBER _____
 PARCEL NUMBER M0030001
- II. PRESENT ZONING PRD REQUESTED ZONING PRD
- III. ACREAGE 192.15 PROPOSED USE PRD
- IV. OWNER OF RECORD Reliant Homes GA, LLC
 ADDRESS PO Box 2655 Loganville, GA 30655
 PHONE NUMBER 678.373.0536

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
 - 1. A description of all existing uses and zoning of nearby property
A-1, A-2, R-1
 - 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification None
 - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$900,700.00
 - 4. The value of the property contained in the application for rezoning under the proposed zoning Classification To be determined

5. A description of the suitability of the subject property under the existing zoning classification
Property currently zoned PRD with a 55+ age restriction. Current request removes that restriction.

6. A description of the suitability of the subject property under the proposed zoning classification of the property
Provides housing needs for the growing community of Monroe.

Rezoning/Annexation Application

Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property
Vacant

8. The length of time the property has been vacant or unused as currently zoned
4 Years

9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification
We are getting ready to start this project but feel it is better suited without the 55+ restriction.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

See Exhibit "A"

Rezoning/Annexation Application
Page Three (3)

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

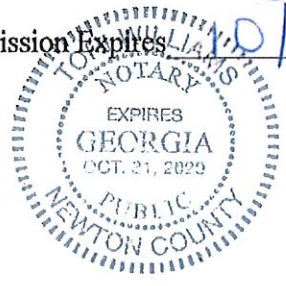
Owner of property (signature) [Signature]
Address PO Box 2655 Loganville, GA 30655
Phone Number 678.373.0536

Attorney/Agent (signature) _____
Address _____
Phone Number _____

Personally appeared before me the above applicant named _____ who on oath says that he/she is the _____ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 10/7/2020 (Date)

My Commission Expires 10/31/2020



Rezoning/Annexation Application
Page Four (4)

What method of sewage disposal is planned for the subject property?

Sanitary Sewer Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from PRD to PRD located at Michael Etchison Road, containing 192.15 acre(s), property owner being Reliant Homes GA, LLC filed on _____.

CHECK LIST - APPLICATION MATERIAL

- Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)
- The completed application form (one original with original signatures)
- Special Conditions made part of the rezoning/annexation request
- Legal Description
- Survey plat of property showing bearings and distances and:
 - abutting property owners
 - the zoning of abutting property
 - the current zoning of the subject property
- Development Plan (two full size and one 11x17)
- Site plan of the property at an appropriate scale
 - the proposed use
 - internal circulation and parking (proposed number of parking spaces)
 - landscaping minimum square footage of landscaped area
 - grading
 - lighting
 - drainage (storm water retention structures)
 - amenities (location of amenities)
 - buildings (maximum gross square footage and height of structures)
 - buffers
 - Additional information that may be required by the Code Enforcement Officer:

Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:

Rezoning/Annexation Application
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. Information that the special circumstances are not the result of the actions of the applicant.
6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

EXHIBIT "A"

Tract One: All that tract or parcel of land lying and being in Land Lot 14, 15, and 21 of the 4th Land District, Walton County, Georgia, and containing 221.8 acres as shown on survey for John Penland by Louie D. Patrick, GRLS #1757, dated September 24, 1999, and recorded in Plat Book 81, page 194, Walton County, Georgia Records, which plat is incorporated herein by reference and made a part hereof.

Tract Two: All that tract or parcel of land lying and being in Land Lot 4 of the 3rd Land District, Walton County, Georgia, and containing 5.401 acres as shown on survey for Blue Mule Land Company, Inc. by Kenneth C. Sims, GRLS #1783, dated September 24, 1999, and recorded in Plat Book 81, page 188, Walton County, Georgia Records, which plat is incorporated herein by reference and made a part hereof.

LESS AND EXCEPT:

All that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton, located in Land Lot 15, 4th District, containing 30.000 Acres, as shown by a plat of survey entitled Boundary Survey for: Dr. Stephen Baynham, prepared by Alcovy Surveying and Engineering, Inc., certified by Ronald Calvin Smith, Georgia Registered Land Surveyor No. 2921, dated May 7, 2009, recorded in Plat Book 105, Page 79, Clerks Office, Walton Superior Court. Reference to said plat of survey and the record thereof being hereby made for a more complete description.

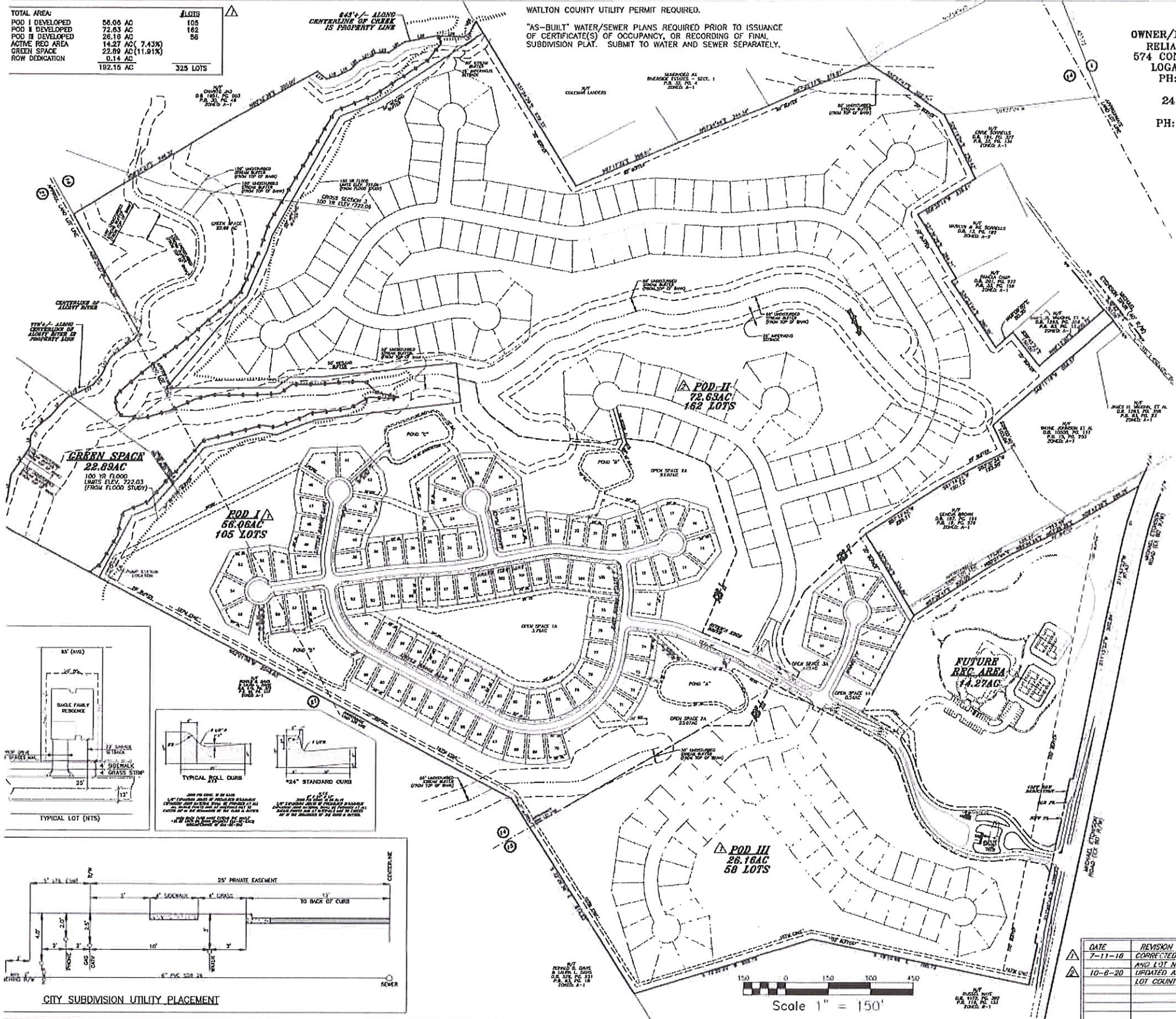
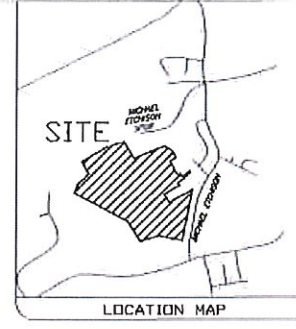
Being a portion of the property conveyed to Grantor herein by Quitclaim Deed dated November 27, 2001, recorded at Deed Book 1344, Page 43, Walton County, Georgia Records and Corrective Warranty Deed dated September 30, 2008, recorded at Deed Book 2976, Page 147, aforesaid records.

| | | | |
|-------------------|-------------------|-------|----------|
| TOTAL AREA: | | ACRES | LOTS |
| POD I DEVELOPED | 56.06 AC | | 105 |
| POD II DEVELOPED | 72.63 AC | | 162 |
| POD III DEVELOPED | 26.18 AC | | 58 |
| ACTIVE REC. AREA | 14.27 AC (7.43%) | | |
| GREEN SPACE | 22.89 AC (11.91%) | | |
| ROW DEMARCATION | 0.14 AC | | |
| | 192.15 AC | | 325 LOTS |

WALTON COUNTY UTILITY PERMIT REQUIRED.
 "AS-BUILT" WATER/SEWER PLANS REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE(S) OF OCCUPANCY, OR RECORDING OF FINAL SUBDIVISION PLAT. SUBMIT TO WATER AND SEWER SEPARATELY.

OWNER/DEVELOPER/APPLICANT
 RELIANT HOMES GA, LLC
 574 CONYERS RD, SUITE 200
 LOGANVILLE, GA 30052
 PH: 770-715-2800

24 HOUR CONTACT
 NED BUTLER
 PH: 770-601-8583



- GENERAL NOTES**
- TO BE PROVIDED PER PLANNED RESIDENTIAL DISTRICT PER THE CITY OF MONROE ZONING ORDINANCE.
 - MAX LOT COVERAGES: 30%
 MAX BUILDING HEIGHT: 8 FT
 MAX DWELLING SIZE: 3000 SQ FT
 MIN BUILDING SETBACKS: 5' FRONT, 5' SIDE, 10' REAR
 OPEN SPACE PROVIDED: 10%
 MIN LOT SIZE: 3000 SQ FT
 - TOTAL OPEN SPACE: 22.89 AC
 TOTAL NUMBER OF LOTS: 325
 OPEN SPACE: 10%
 - ALL UTILITIES TO BE UNDERGROUND.
 - THE TOPOGRAPHIC INFORMATION SHOWN WAS OBTAINED VIA AN AERIAL PHOTOGRAPHIC SURVEY PREPARED BY JACK BERRY AND ASSOCIATES. CONTOUR INTERVAL IS TWO FEET.
 - BOUNDARY INFORMATION BASED ON BOUNDARY AND TOPOGRAPHIC INFORMATION SURVEY: MCKENNA, HENRI, PREPARED BY TRAVIS HENRI & ASSOCIATES, INC. DATED 8/24/14.
 - PORTIONS OF THIS PROPERTY LIE IN THE FEMA FLOOD PLAIN.
 - WATER SERVICES TO BE PROVIDED BY THE CITY OF MONROE.
 - SEWER SERVICES TO BE PROVIDED BY THE CITY OF MONROE.
 - OPEN SPACE AND RECREATION AREA SHALL BE OWNED IN FEE-SIMPLE BY A MANDATORY PROPERTY OWNERS ASSOCIATION.
 - THERE ARE NOT COVENANTS OR OTHER RESTRICTIONS ON RECREATION AREAS ON SITE.
 - THE APPROVED RECREATION MANAGEMENT PLAN SUBMITTED TO WALTON COUNTY ON 10-08-14 FOR FUTURE EDCI DATED 8-20-14, BY MCKENNA & ASSOCIATES WILL BE UTILIZED FOR THE DEVELOPMENT.
 - THIS DEVELOPMENT IS TO BE OPEN. THE STREETS WITHIN THIS DEVELOPMENT ARE TO BE PRIVATE.
 - PORTIONS OF THIS PROPERTY LIE WITHIN A 100-YEAR FLOOD PLAIN PER FEMA FLOOD MAPS. THE 100-YEAR FLOOD ELEVATION IS PROVIDED FROM A STUDY PREPARED BY MCKENNA & ASSOCIATES, INC. DATED 8/24/14.
 - ALL STRUCTURES SHALL BE REQUIRED TO CONFORM TO THE STANDARD BUILDING CODES. HORIZONTAL REPAIRS SHALL BE REQUIRED. APPROVAL OF THE PERMIT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER. APPROVAL OF THE PERMIT SHALL BE THE RESPONSIBILITY OF THE CITY OF MONROE DEPT. OF COMMUNITY AFFAIRS.

AUTHORIZATION STATEMENT:
 I hereby submit this Subdiv. Plat as authorized agent/owner of all property shown hereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Preliminary Plat, as required by the Development Regulations.

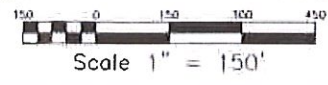
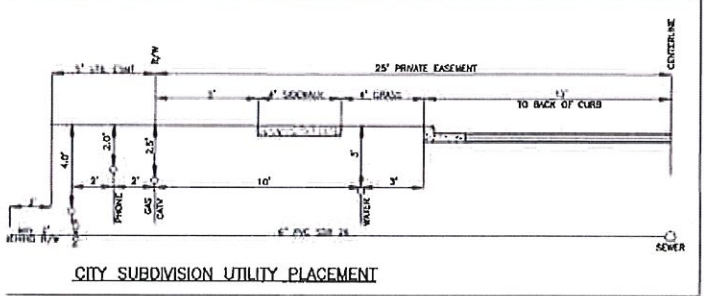
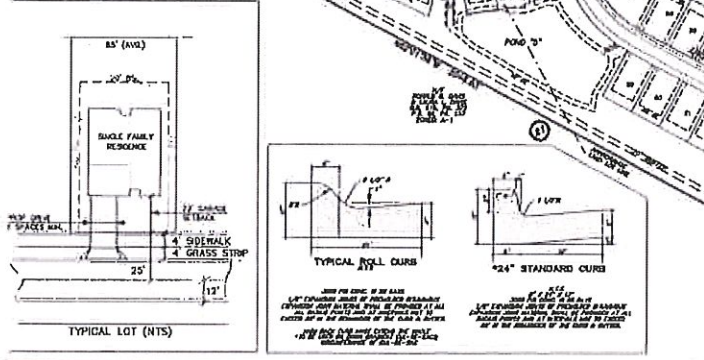
Signature of Authorized Agent/Owner: _____ Date: _____

CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE:
 The Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroe.
 Code Enforcement Officer: _____ Date: _____

CERTIFICATE OF APPROVAL BY PLANNING COMMISSION:
 The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.
 Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY MONROE WATER LIGHT AND GAS COMMISSIONS:
 The lots shown hereon and plans for water and sewage collection have been reviewed and approved by the City of Monroe Health Department, and with the exception of lots are approved for development.
 Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL:
 The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.
 Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary



| DATE | REVISION |
|---------|--|
| 7-11-16 | CORRECTED POD ACREAGES AND LOT NUMBERS |
| 10-6-20 | UPDATED ADJOINERS AND LOT COUNT |

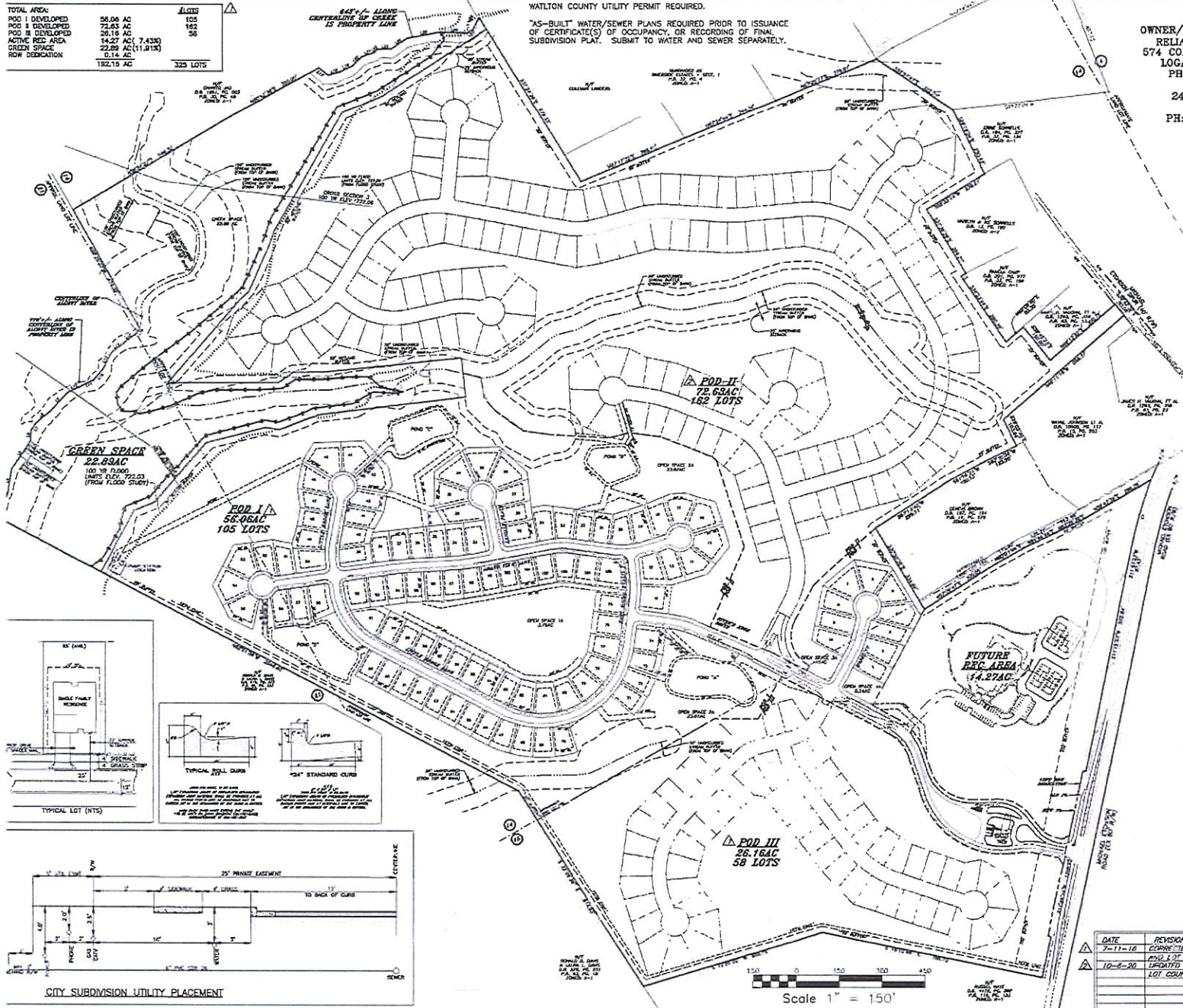
| | | | |
|--------------------------|--------|--------|---------|
| OVERALL PRELIMINARY PLAT | | | |
| RIVER'S EDGE | | | |
| LL & DIST | CITY | COUNTY | SCALE |
| 14,15,21/4TH | MONROE | WALTON | 1"=150' |
| DATE | | | |
| 4-27- | | | |
| SULLINS ENGINEERING, LLC | | | |

| | | |
|------------------|-------------------|----------|
| TOTAL AREA: | 56.00 AC | LOTS |
| POD I DEVELOPED | 22.83 AC | 105 |
| POD II DEVELOPED | 28.18 AC | 162 |
| ACTIVE REC AREA | 14.27 AC (7.43%) | 56 |
| GREEN SPACE | 22.89 AC (41.91%) | |
| ROW DEDICATION | 0.14 AC | |
| | 182.15 AC | 323 LOTS |

WATSON COUNTY UTILITY PERMIT REQUIRED.
 "AS-BUILT" WATER/SEWER PLANS REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE(S) OF OCCUPANCY, OR RECORDING OF FINAL SUBDIVISION PLAT. SUBMIT TO WATER AND SEWER SEPARATELY.

OWNER/DEVELOPER/APPLICANT
 RELIANT HOMES GA, LLC
 574 CONYERS RD, SUITE 200
 LOGANVILLE, GA 30052
 PH: 770-715-2800

24 HOUR CONTACT
 NED BUTLER
 PH: 770-801-8583



GENERAL NOTES

1. TO BE REVIEWED AND PLANNED INDIVIDUAL DISTRICTS FOR THE CITY OF LAWRENCE GEORGIA.
2. ALL UTILITIES TO BE UNDERGROUND.
3. ALL UTILITIES TO BE UNDERGROUND.
4. THE TOPOGRAPHIC INFORMATION SHOWN WAS OBTAINED BY AN AERIAL PHOTOGRAPHIC SURVEY PREPARED BY JACK BERRY AND ASSOCIATES. COORDINATE SYSTEM IS TWO POINT BURNING INFORMATION BASED ON BIRMINGHAM AND TOPOGRAHY INFORMATION SYSTEM.
5. MECHANICAL HOUSES PREPARED BY THOMAS PLETCHER ARCHITECT.
6. ELEVATIONS ON THIS PROJECT ARE IN FEET AND DECIMALS THEREAFTER.
7. ALL WORK SHALL BE SUPERVISED BY THE CITY OF LAWRENCE.
8. OWNER AGREES TO BE REPRESENTED BY THE CITY OF LAWRENCE.
9. CITY OF LAWRENCE WILL BE CHIEF ENGINEER FOR THIS PROJECT BY A LICENSED PROFESSIONAL ENGINEER.
10. THERE ARE NO OTHER SPECIAL OR OTHER SPECIAL AREAS ON SITE.
11. THE APPROVED INFORMATION MANAGEMENT SYSTEM SUBMITTED TO WALTON COUNTY ON 04/16/2010 FOR THEIR EDDI CHECKS IS IN FULL EFFECT. INFORMATION MANAGEMENT WILL BE USED FOR THE DEVELOPMENT.
12. THE DEVELOPMENT IS TO BE SITED. THE STREETS WITHIN THE DEVELOPMENT ARE TO BE FINISHED.
13. THE PROPERTY IS TO BE A 100-YEAR FLOOD PLAIN PER FEMA FIRM NUMBER 13050C0010A. THE 100-YEAR FLOOD ELEVATION IS PROVIDED FROM A STUDY PREPARED BY FROCHBETTER + PARTNER ARCHITECTS.
14. ALL STRUCTURES WILL BE REQUIRED TO CONFORM TO THE STANDING BUILDING CODES, CONSTRUCTION STANDARDS, APPROVED BY THE CITY OF LAWRENCE, AND ALL OTHER CITY ORDINANCES AND REGULATIONS AS ADOPTED AND AMENDED BY THE CITY OF LAWRENCE.

AUTHORIZATION STATEMENT:
 I hereby submit the Subdiv Plat as authorized agent/owner of all property shown herein, and certify that all conditions herein under the authority of zoning is included within the boundaries of this Preliminary Plat, as req. by the Development Regulations.

Signature of Authorized Agent/Owner _____ Date _____

CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE:
 The Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Lawrence.

Code Enforcement Officer _____ Date _____

CERTIFICATE OF APPROVAL BY PLANNING COMMISSION:
 The Preliminary Plat shown herein has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Lawrence and is hereby given Preliminary Approval by the City of Lawrence Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

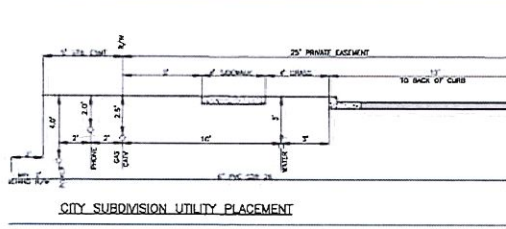
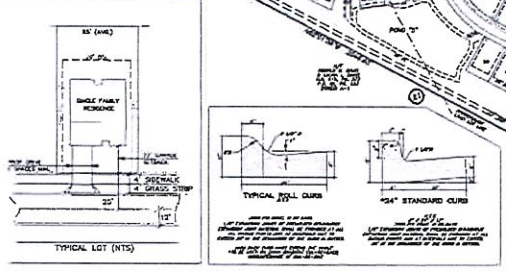
Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY LAWRENCE WATER WORK AND GAS COMMISSION:
 This site shown herein and plans for water and sewage collection have been reviewed and approved by the City of Lawrence Water Department, and with the exception of this one approved for development.

Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL:
 The Preliminary Plat shown herein has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Lawrence and is hereby given Preliminary Approval by the City of Lawrence Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this _____ day of _____, 20____
 By: _____, Chairman
 By: _____, Secretary



| DATE | REVISION | DATE | REVISION |
|---------|-----------------------------------|------|----------|
| 2-11-16 | REVISED POD CAGES AND LOT NUMBERS | | |
| 10-8-20 | UPDATED DIMENSIONS AND LOT COUNT | | |

| | | | |
|--------------------------|--------|--------|---------|
| OVERALL PRELIMINARY PLAT | | SHEET | |
| RIVER'S EDGE | | | |
| LL & DIST | CITY | COUNTY | SCALE |
| 14-15-21-4TH | MONROE | WALTON | 1"=150' |
| SULLINS ENGINEERING, LLC | | | |



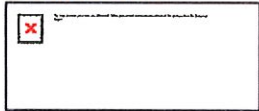
Ned Butler

From: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Sent: Monday, October 5, 2020 4:32 PM
To: Ned Butler
Subject: RE: Utility Letters request

Ned,
Water, Sewer & Gas are available. Electric is Walton EMC. Telecommunication could possibly be available. Would you like to discuss the telecom options before I submit the letter?

Thanks,

Vashon Tuggle-Hill
Utilities Administrative Assistant
City of Monroe
Vtuggle@Monroega.gov
770-266-5382



From: Ned Butler <nbutler@relianthomes.com>
Sent: Monday, October 5, 2020 3:42 PM
To: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Subject: Utility Letters request

Vashon,

I hope this finds you doing well. I have a request for two utility letters for rezones we are submitting next week.

The first is a project rezoned several years ago which Monroe had already planned the utilities for the project so it should not be an issue. The number of lots has not changed it is still 325 lots and the site plan is attached for Rivers Edge.

The second letter is for 123 acre site located on Hwy 138 with a planned 269 single family lots, 130 assisted living units and 3 commercial out parcels. That site plan is attached as well.

If possible can I get these letters this week?

Please call my cell with any questions or concerns at 770-601-8583 or email to nbutler@relianthomes.com.

Ned Butler | Reliant Homes
Direct 678.373.0536 | PO Box 2655 Loganville, GA 30052
nbutler@relianthomes.com | www.relianthomes.com

Walton EMC

Customer-Owned Electric Power

June 12, 2019

Ned Butler
Reliant Homes
P O Box 2655
Loganville, Ga. 30052

Re: Grandhaven Phase 2 (River's Edge), Michael Etchison Rd., Land Lots
14, 15 & 21, 4th District, Walton County, Georgia

To Whom It May Concern;

Walton Electric Membership Corporation has the electric distribution facilities to serve the property located at Grandhaven Phase 2 (River's Edge), Michael Etchison Rd., Land Lots 14, 15 & 21, 4th District, Walton County, Georgia. The electric service provided will be subject to the Cooperative's Service Rules and Regulations.

Sincerely,
Debra Clay
E&O Administrative Assistant



Date: October 7, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at Parcel M0030001, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION (Lots located within the city of Monroe)

Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon C. Hied

 City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 302 Michael Etchison Rd to
be rezoned from PRD to PRD with Changes
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on November 17, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 302 Michael Etchison Rd to
be rezoned from PRD to PRD with changes
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on December 8, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

October 25, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Variance request 249 Boulevard to subdivide this parcel into 3 non-conforming lots. By varying Article VII Sect 700.1 Table 11, R1 lot frontage, min.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA **Company of Purchase:** NA

Recommendation: Deny

Background:

Current R1 zoning requires a 100' lot width minimum this is a variance request of the lot frontage requirement.

This request will subdivide a single conforming lot into 3 non-conforming lots and add frontage to an adjacent non-conforming lot which will remain non-conforming even with the addition. This request is not in keeping with the established development pattern, of Boulevard, which is currently enjoyed by the constituents on this street. Since this neighborhood was originally platted, the lot pattern has been completely abandoned to combine land for larger lots and houses than were likely intended originally. The average current lot frontage on the same side of the street as the request is approximately 97'. On the opposite side of the street the current average is approximately 89'. Along Alcovy Street (the remainder of the Mondland Subdivision) the average lot frontage is approximately 83'. There is only 1 lot remaining on Boulevard that has a 50' or less lot frontage excluding the recent variance granted for subdivision of a non-conforming lot at 257 Boulevard into two non-conforming lots to accommodate the moving of an historic home. This was non-conforming but the extenuating circumstance made it somewhat more acceptable.

(continued below)

The variances requested are excessive and do not meet the considerations for a variance. Most particularly the creation of a hardship by actions of the applicant. Subdividing in this way is a choice by the developer.

The zoning ordinance reads:

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.

This variance request seeks to take advantage of the opening wedge variance of the previously mentioned parcel at 257 Boulevard. In addition, the variance request is excessive in that it seeks reduction of required lot frontage on the newly created lots of 45% on tract 1 and 39.59% on tract 3 while concurrently taking a presently conforming lot to a non-conforming status requiring 10.44% variance for the existing home. The last variance on tract 2 may not have been necessary but for the proposed adding of land to 253 Boulevard (the lot created by the non-conforming subdivision of 257 Boulevard) in order to accommodate a driveway.

Attachment(s): Application and supporting documents



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: VAR-000078 134

Plan Type: Variance

Work Classification: Variance

Plan Status: In Review

Apply Date: 10/13/2020

Expiration:

Location Address

249 BOULEVARD, MONROE, GA 30655

Contacts

| | |
|---|--|
| CHAD DRAPER PO BOX 1124, MONROE, GA 30655 (503)927-6321 | Applicant chad@placeportland.com |
|---|--|

Description: REQUEST FOR VARIANCE TO VARY ZONING ORDINANCE ARTICLE VII SECT 700.1 TABLE 11 LOT FRONTAGE - P&Z MTG 11/17/20 @5:30 PM - COUNCIL MTG 12/8/20 @6:00 PM 215 N BROAD ST

| | |
|-----------------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|--------------------------------------|-----------------|
| Single Family Rezone or Variance Fee | \$100.00 |
| Total: | \$100.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$100.00 |
| Credit Card | \$100.00 |
| Amount Due: | \$0.00 |

| | | |
|-----------------------|--------------------|-----------------|
| <u>Condition Name</u> | <u>Description</u> | <u>Comments</u> |
|-----------------------|--------------------|-----------------|

Heblie Adkinson

Issued By:

October 13, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date



Variance/Conditional Use Application

Application must be submitted to the Code Department 30 days prior to the Planning & Zoning

Meeting of: _____

Your representative must be present at the meeting

Street address 249 Boulevard Monroe GA 30655 Council District / Map and Parcel #
Zoning R1 Acreage 1.12 Proposed Use Residential Road Frontage 225 ft. / on
Boulevard (street or streets)

Applicant Name CHAD DRAPER Address PO Box 1124 Monroe GA 30657 Phone # 503 927 6321

Owner Name ROBERT CARTER Address 1100 Ivey Brook Dr. Bethlehem Ga Phone # 404 428 -3436

Request Type: (check one) Variance [checked] Conditional Use

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:

THE NATURE OF THE REQUEST IS TO ADD 10 FEET TO THE PROPERTY I OWN AT 253 BOULEVARD TO ALLOW FOR A DRIVEWAY. ALSO FOR THE ADDITION OF 2 BUILDING LOTS. EXISTING HOME TO BE FULLY RENOVATED.

State relationship of structure and/or use to existing structures and uses on adjacent lots;

STRUCTURE THAT EXISTS IS HISTORIC AND WILL BE RENOVATED. 253 BOULEVARD IS CURRENTLY BEING RESTORED. NEW STRUCTURES WILL CONFORM TO HISTORIC FORM.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):

THE REQUEST IS IN KEEPING WITH THE RESIDENTIAL NATURE OF THE STREET. THIS WILL INCREASE THE LOT WIDTH OF 253 BOULEVARD BY 10 FEET. THE RESTORATION OF 2 HOMES AND ADDITION OF 2 MORE WILL ENHANCE VALUE.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:

RENOVATION OF THE EXISTING HOME AT 249 BOULEVARD. NEW CONSTRUCTION IN KEEPING WITH NEIGHBORHOOD ON 2 BUILDABLE LOTS.

State the particular hardship that would result from strict application of this Ordinance:

THE ADDITIONAL 10 FOOT PROPOSED STRIP WILL ALLOW 253 BOULEVARD TO HAVE A STANDARD DRIVEWAY.

Check all that apply: Public Water: [checked] Well: Public Sewer: [checked] Septic: Electrical: [checked] Gas: [checked]

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

- Application Fees:
- \$100 Single Family
 - \$300 Multi Family
 - \$200 Commercial

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years.

The above statements and accompanying materials are complete and accurate. Applicant hereby authorizes Code department personnel to enter upon and inspect the property for all purposes allowed and required by the zoning ordinance and the development regulations.

Signature *[Handwritten Signature]* Date: 8-17-2020

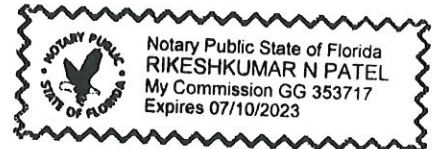
**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

***Property owners signature if not the applicant**

Signature *Robert L. Carr* Date: 8/17/2020

Ran Patel Date: 8/17/2020
Notary Public

Commission Expires: 07/10/2023



I hereby withdraw the above application: Signature _____ Date _____

Addendum to Variance and Conditional Use Application

Application Dated: 8/17/2020

Date: 10/11/2020

Subject Property Address: 249 Boulevard Monroe, Ga. 30655

Applicant is requesting to create 2 new building lots, one to the left and one to the right of the existing historic home located at 249 Boulevard. The proposed lot sizes are compatible with other lots on the street. The addition of 2 new homes in keeping with the neighborhood will bolster the historic rhythm of houses along the street. The proposed request is well in keeping with the original plat of the neighborhood originally titled Mondland Place. The existing home at 249 Boulevard will remain and be fully restored. Tract #4 will add 10.07 feet to the road frontage at 253 Boulevard (owned by the applicant.)

The parcel to the left and to the rear of subject property is zoned PRD which will most certainly be much higher density residential. The parcel to the right of subject property was recently approved for a lot size variance. Approval of this variance will actually increase the street frontage at 253 Boulevard. The subject parcel is currently unusually large for the neighborhood providing ample room for the request.

Applicant is asking for a variance to the minimum lot width, or any other hindrances to approval, for the creation of tracts per the W&A Engineering survey for this parcel dated 10/2/2020.

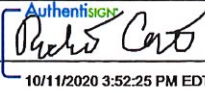
Tract 1: 55.01 feet of frontage. 0.324 Acres (New Building Lot)

Tract 2: 89.56 feet of frontage. 0.475 Acres (Existing Historic Home @ 249 Boulevard)

Tract 3: 60.41 feet of frontage. 0.390 Acres (New Building Lot)

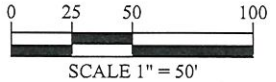
Tract 4: 10.07 feet of frontage. 0.032 Acres (Frontage to be added to home at 253 Boulevard)

Applicant :  CHAD C DRAPER
10/11/2020 3:56:15 PM EDT

Property Owner: 
10/11/2020 3:52:25 PM EDT

SURVEYOR'S CERTIFICATE

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



LINE TABLE

| LINE # | BEARING | DISTANCE |
|--------|---------------|----------|
| L1 | N 26°56'37" E | 10.07' |
| L2 | N 26°56'37" E | 60.41' |
| L3 | N 26°56'37" E | 47.95' |
| L4 | N 27°20'22" E | 41.61' |
| L5 | N 27°20'22" E | 55.01' |
| L6 | S 03°06'25" W | 1.95' |



GA WEST. ZONE 1002
NAD 83

10/2/2020
DATE
JOHN F. BREWER, III PLS#2905

REFERENCES:
DEED BOOK 666 PAGE 411
PLAT BOOK 26 PAGE 154

OWNER OF RECORD:
ROBERT LEONARD CARTER JR
1100 VEY BROOK DRIVE
BETHLEHEM, GA 30620

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS MAP, PLAT, OR PLAN FOR FILING:

CITY OF MONROE, GEORGIA

SIGNED: _____

DATE: _____

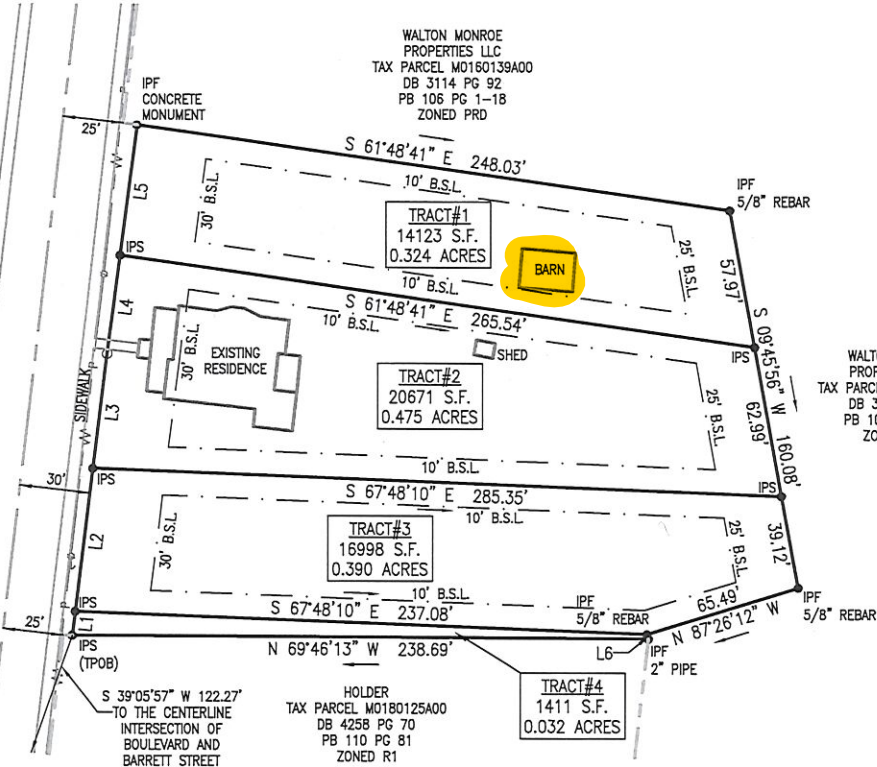
THE APPROVAL SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS ISSUED, AND ARE TO BE PROPERLY OBTAINED PRIOR TO RECORDING.

SURVEY LEGEND

- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- PB - PLAT BOOK
- B.S.L. - BUILDING SETBACK LINE
- CMF - CONCRETE MONUMENT FOUND
- IPF - IRON PIN FOUND
- IPS - IRON PIN SET (5/8" REBAR)
- OTF - OPEN TOP PIPE
- POC - POINT OF COMMENCEMENT
- R/W - RIGHT-OF-WAY
- TPOB - TRUE POINT OF BEGINNING
- PROPERTY CORNER FOUND
- CONCRETE MONUMENT
- ELEVATION BENCHMARK
- DELTA (SURVEY CONTROL)
- CO (CLEANOUT)
- FH (FIRE HYDRANT)
- SSMH (SANITARY SEWER MANHOLE)
- WM (WATER METER)
- WV (WATER VALVE)
- UTILITY POLE

FENCELINE --- X ---
 OVERHEAD UTILITY --- V --- UTL-
 OVERHEAD POWER --- W --- P ---
 OVERHEAD TELEPHONE --- T ---
 FLOODPLAIN --- FP ---
 SANITARY SEWER --- SS ---
 WATERLINE --- W ---

BOULEVARD - R/W VARIES
(37' PAVED)
SIDEWALK



WALTON MONROE PROPERTIES LLC
TAX PARCEL M0160139A00
DB 3114 PG 92
PB 106 PG 1-18
ZONED PRD

WALTON MONROE PROPERTIES LLC
TAX PARCEL M0160139A00
DB 3114 PG 92
PB 106 PG 1-18
ZONED PRD

HOLDER
TAX PARCEL M0180125A00
DB 4258 PG 70
PB 110 PG 81
ZONED R1

SURVEY NOTES:

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 50,532 FEET, AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 226,110 FEET BY MAP CHECK.

FIELD INFORMATION FOR THIS SURVEY WAS OBTAINED WITH A 3-SECOND LEICA TS16 TOTAL STATION INSTRUMENT.

HORIZONTAL DATUM IS GRID NORTH, GEORGIA STATE PLANE, WEST ZONE AND VERTICAL DATUM IS NAVD88, ESTABLISHED ON-SITE NETWORK GPS OBSERVATIONS WITH A LEICA GS16 GNSS RTK RECEIVER.

SUBJECT PROPERTY IS LOCATED WITHIN AREAS HAVING ZONE DESIGNATIONS OF "ZONE X", DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 13297C0137E WITH AN EFFECTIVE DATE OF 12/8/2016 FOR COMMUNITY NUMBER 130227, WALTON COUNTY, GEORGIA.

THIS SURVEY WAS PERFORMED WITHOUT A TITLE COMMITMENT AND MAY BE SUBJECT TO LEASES, EASEMENTS, AND RESTRICTIONS OF RECORD NOT REFLECTED UPON THIS SURVEY.

FIELDWORK COMPLETED: 9/16/2020.

THIS SURVEY COMPLIES WITH BOTH THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND THE OFFICIAL CODE OF GEORGIA ANNOTATED (OCGA) 15-6-67 AS AMENDED BY HB1004 (2016), IN THAT WHERE A CONFLICT EXISTS BETWEEN THOSE TWO SETS OF SPECIFICATIONS, THE REQUIREMENTS OF LAW PREVAIL.

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NO EXISTING NATIONAL GEODETIC SURVEY MONUMENT WAS FOUND TO BE WITHIN 500' OF SUBJECT PROPERTY.

BEING A DIVISION OF TAX PARCEL M0180126 ZONED R1.

TRACT#4 TO BE COMBINED WITH TAX PARCEL M0180125A00.

THE SUBJECT PROPERTY IS LOCATED WITHIN THE HISTORICAL DISTRICT.

TOTAL AREA = 1.221 ACRES

MINOR SURVEY FOR:

CHAD DRAPER

PROJECT NO: 20295

DATED 10/2/2020

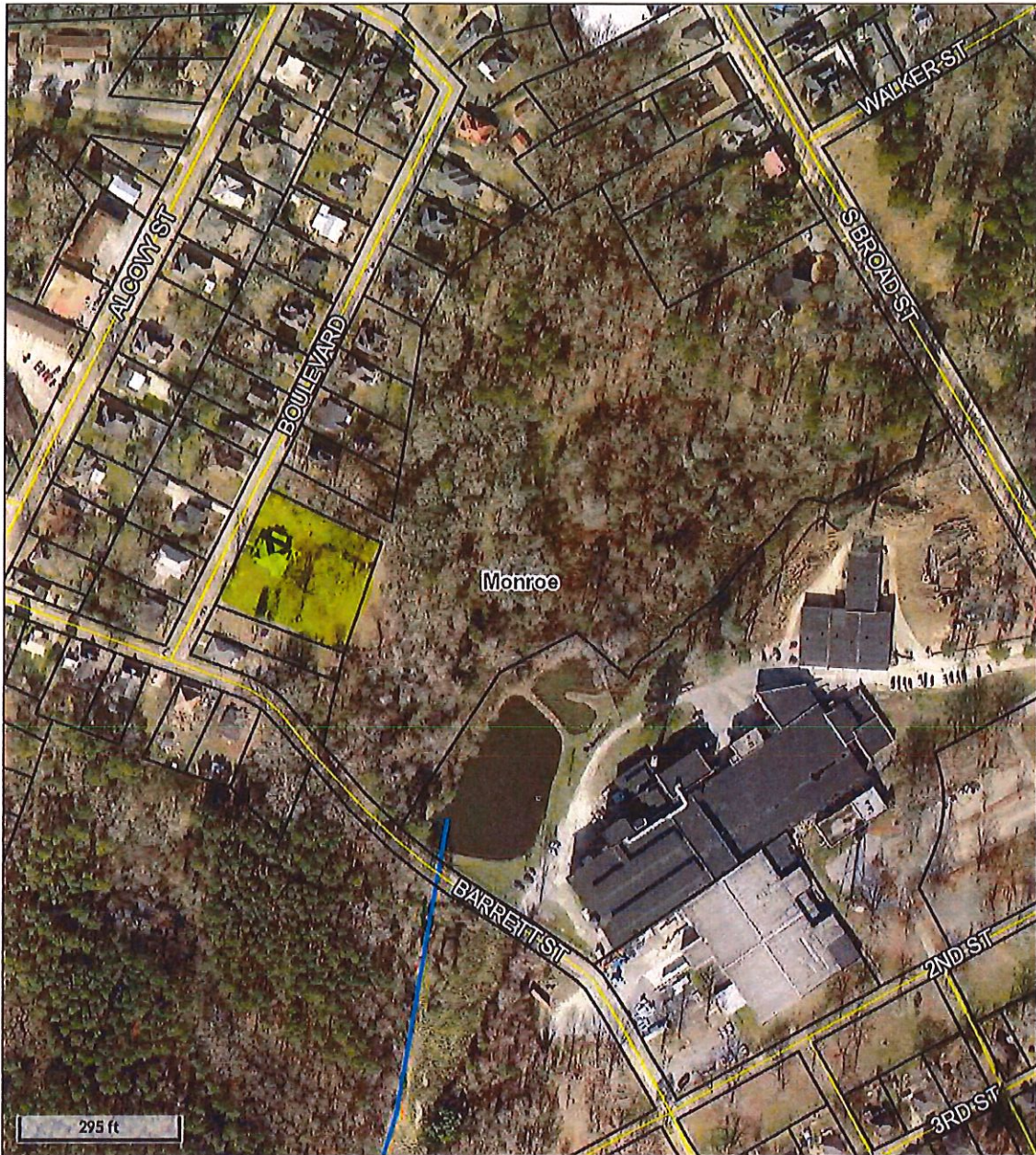
249 BOULEVARD
LAND LOT 37, 3RD DISTRICT
CITY OF MONROE
WALTON COUNTY, GEORGIA

W&A Engineering

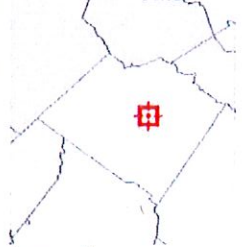
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • SURVEYING
TRAFFIC ENGINEERING • ECONOMIC DEVELOPMENT

355 Omega Street, Suite D100 Athens, GA 30601
P: (706) 310-0400 • F: (706) 310-0411
wataengineering.com





Overview



Legend

 Parcels

Date created: 10/11/2020
Last Data Uploaded: 10/11/2020 6:27:53 AM

Developed by  **Schneider**
GEOSPATIAL



Summary

Parcel Number M0180126
 Location Address 249 BOULEVARD
 Legal Description LOT#17&20
 (Note: Not to be used on legal documents)
 Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning R1
 Tax District Monroe (District 01)
 Millage Rate 39.382
 Acres 1.12
 Neighborhood Monroe/Alcovy St & Boulevard - 00221 25K base (00221)
 Homestead Exemption No (S0)
 Landlot/District 37 / 3

[View Map](#)



Owner

CARTER ROBERT LEONARD JR
 1100 IVEY BROOK DRIVE
 BETHLEHEM, GA 30620

Land

| Type | Description | Calculation Method | Square Footage | Frontage | Depth | Acres | Lots |
|-------------|--------------------------------|--------------------|----------------|----------|-------|-------|------|
| Residential | 00221 Monroe/Alcovy&Blvd 28K B | Lot | 0 | 0 | 0 | 1.12 | 1 |

Residential Improvement Information

Style Single Family
 Heated Square Feet 2392
 Interior Walls Plywood
 Exterior Walls Wood Siding
 Foundation Other
 Attic Square Feet 0
 Basement Square Feet 0
 Year Built 1909
 Roof Type Asphalt Shingles
 Flooring Type Pine
 Heating Type Baseboard
 Number Of Rooms 0
 Number Of Bedrooms 0
 Number Of Full Bathrooms 1
 Number Of Half Bathrooms 0
 Value \$96,600
 Condition Average
 House Address 0 BOULEVARD

Accessory Information

| Description | Year Built | Dimensions/Units | Identical Units | Value |
|-------------------------|------------|------------------|-----------------|---------|
| FB LAND | 2002 | 17568x0 / 0 | 1 | \$0 |
| FB IMPROVEMENT | 2002 | 56643x0 / 0 | 1 | \$0 |
| Residential Garages-Avg | 2000 | 12x20 / 0 | 1 | \$2,700 |

Sales

| Sale Date | Deed Book / Page | Plat Book / Page | Sale Price | Reason | Grantor | Grantee |
|-----------|------------------|------------------|------------|------------------------|--------------------|--------------------------|
| 4/11/1996 | 666 411 | 026 154 | \$0 | Unqualified - Improved | CARTER ROBERT L JR | CARTER ROBERT LEONARD JR |
| | 193 747 | 26 154 | \$0 | Unqualified Sale | | CARTER ROBERT L JR |

Valuation

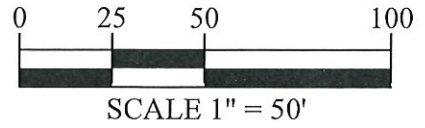
| | 2020 | 2019 | 2018 | 2017 |
|---------------------|-----------|-----------|-----------|-----------|
| Previous Value | \$119,200 | \$113,100 | \$113,100 | \$80,500 |
| Land Value | \$36,400 | \$32,500 | \$32,500 | \$32,500 |
| + Improvement Value | \$96,600 | \$84,000 | \$77,900 | \$77,900 |
| + Accessory Value | \$2,700 | \$2,700 | \$2,700 | \$2,700 |
| = Current Value | \$135,700 | \$119,200 | \$113,100 | \$113,100 |

Photos



Sketches

SURVEYOR'S CERTIFICATE
 AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



LINE TABLE

| LINE # | BEARING | DISTANCE |
|--------|---------------|----------|
| L1 | N 26°56'37" E | 10.07' |
| L2 | N 26°56'37" E | 60.41' |
| L3 | N 26°56'37" E | 47.95' |
| L4 | N 27°20'22" E | 41.61' |
| L5 | N 27°20'22" E | 55.01' |
| L6 | S 03°06'25" W | 1.95' |



GA WEST, ZONE 1002
 NAD 83

JOHN F. BREWER, III PLS#2905
 DATE 10/2/2020

REFERENCES:
 DEED BOOK 666 PAGE 411
 PLAT BOOK 26 PAGE 154

OWNER OF RECORD:
 ROBERT LEONARD CARTER JR
 1100 IVEY BROOK DRIVE
 BETHLEHEM, GA 30620

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS MAP, PLAT, OR PLAN FOR FILING:

CITY OF MONROE, GEORGIA

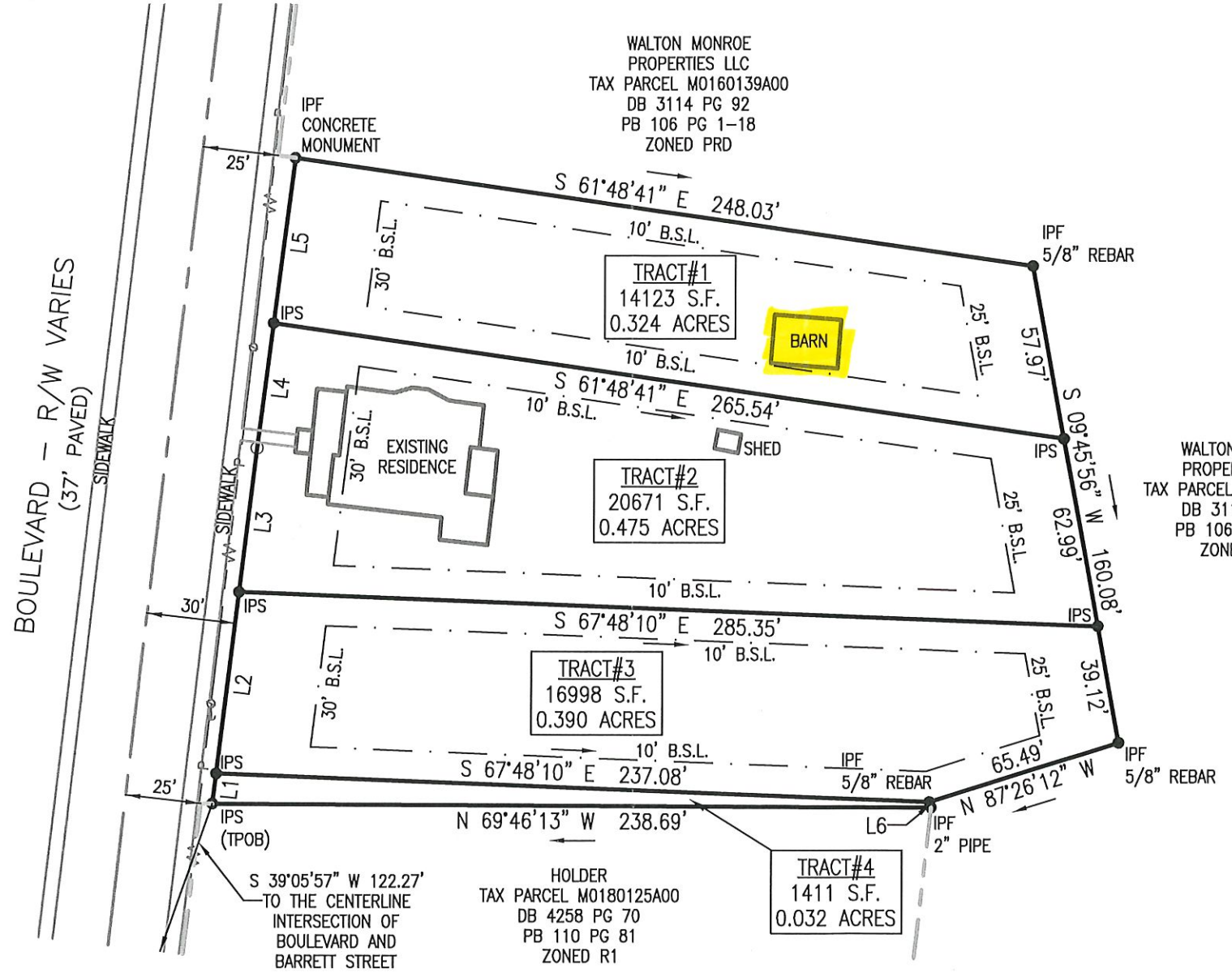
SIGNED: _____

DATE: _____

THE APPROVAL SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS ISSUED, AND ARE TO BE PROPERLY OBTAINED PRIOR TO RECORDING.

SURVEY LEGEND

- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- PB - PLAT BOOK
- B.S.L. - BUILDING SETBACK LINE
- CMF - CONCRETE MONUMENT FOUND
- IPF - IRON PIN FOUND
- IPS - IRON PIN SET (5/8" REBAR)
- OTP - OPEN TOP PIPE
- POC - POINT OF COMMENCEMENT
- R/W - RIGHT-OF-WAY
- TPOB - TRUE POINT OF BEGINNING
- PROPERTY CORNER FOUND
- PROPERTY CORNER
- CONCRETE MONUMENT
- ELEVATION BENCHMARK
- DELTA (SURVEY CONTROL)
- CO (CLEANOUT)
- FH (FIRE HYDRANT)
- SSMH (SANITARY SEWER MANHOLE)
- WM (WATER METER)
- WV (WATER VALVE)
- UTILITY POLE
- FENCELINE - - - X - - -
- OVERHEAD UTILITY - - - UTL - - -
- OVERHEAD POWER - - - P - - -
- OVERHEAD TELEPHONE - - -
- FLOODPLAIN - - - FP - - -
- SANITARY SEWER - - - SS - - -
- WATERLINE - - - W - - -



SURVEY NOTES:

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 50,532 FEET, AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 226,110 FEET BY MAP CHECK.

FIELD INFORMATION FOR THIS SURVEY WAS OBTAINED WITH A 3-SECOND LEICA TS16 TOTAL STATION INSTRUMENT.

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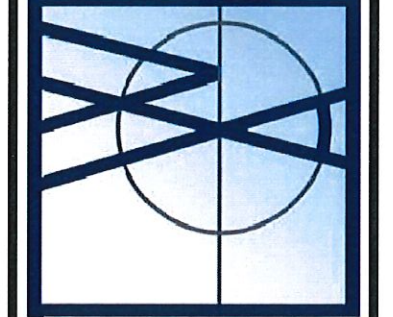
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TOTAL AREA = 1.221 ACRES

MINOR SURVEY FOR:
CHAD DRAPER
 249 BOULEVARD
 LAND LOT 37, 3RD DISTRICT
 CITY OF MONROE
 WALTON COUNTY, GEORGIA

W&A Engineering
 CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • SURVEYING
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 P: (706) 310-0400 • F: (706) 310-0411
 waengineering.com

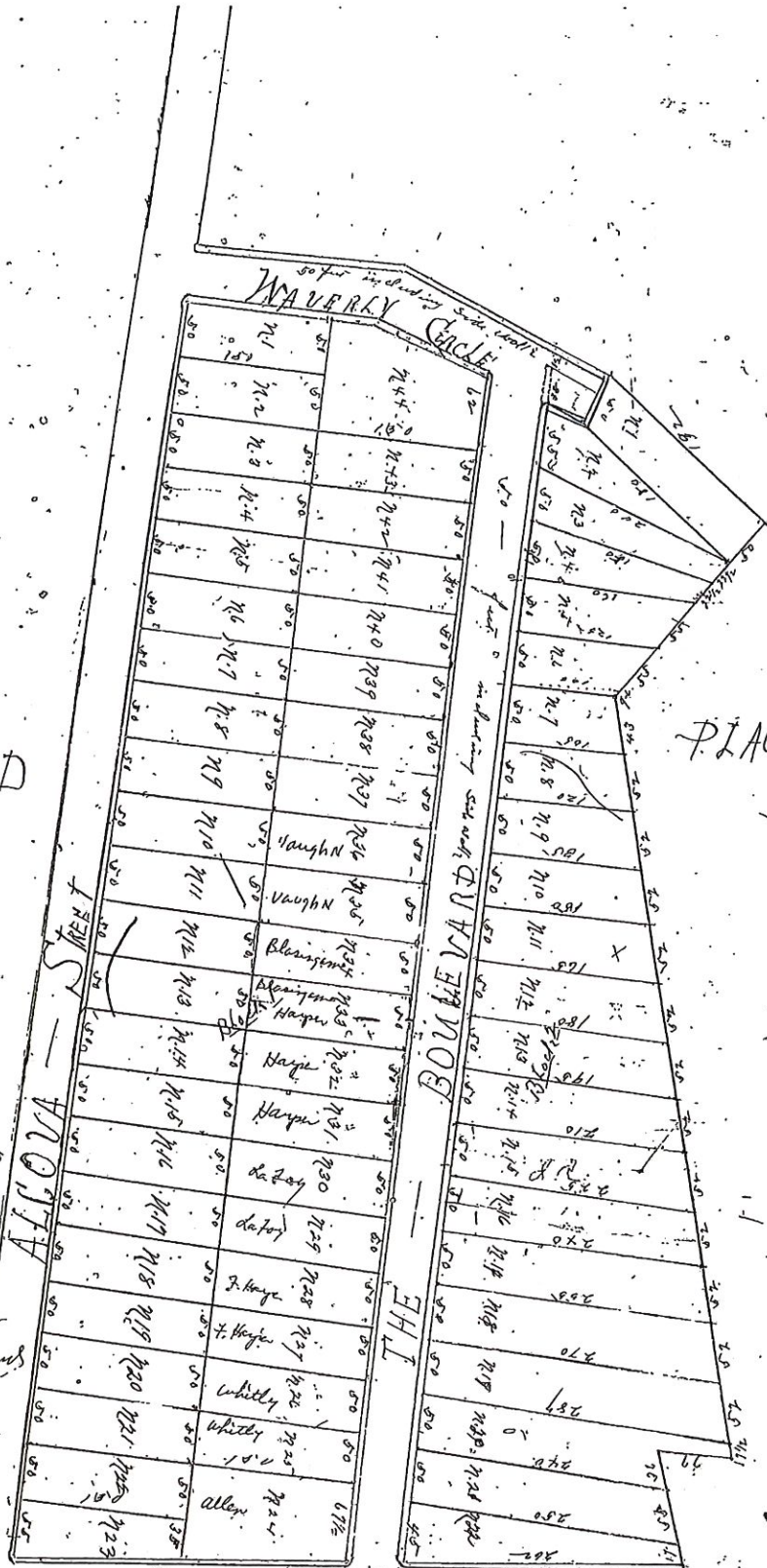


PROJECT NO: 20295

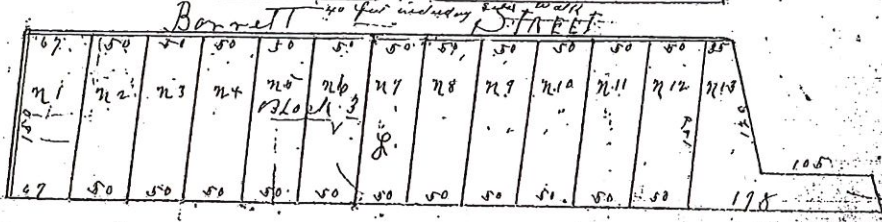
DATED 10/2/2020

MONDLAND

PLACE



This is to certify that
 map above is a
 representation
 Mondland Place
 owned by my firm
 American Land Co. and
 its + Lots + Sub
 as shown on
 above map
 Oct 22 1904
 E. Burton C.S



**NOTICE TO THE PUBLIC
CITY OF MONROE**

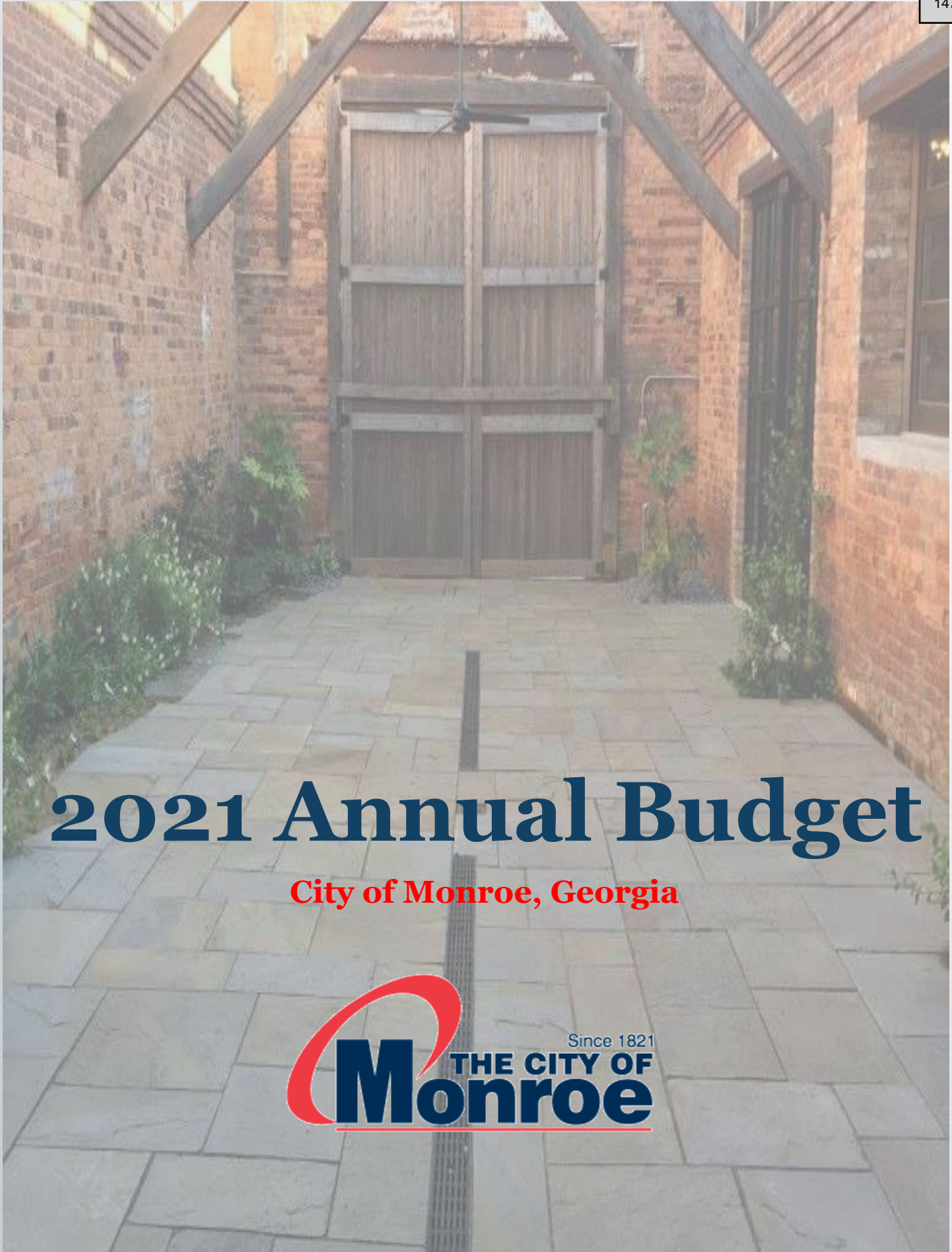
The City of Monroe has received a request for a variance of section 700.1 Table 11 for lot frontage of the Zoning Ordinance for 249 Boulevard. A public hearing will be held on November 17, 2020 before the Planning & Zoning Commission, at 5:30 P. M.

The City of Monroe has received a request for a variance of section 700.1 Table 11 for lot frontage of the Zoning Ordinance for 249 Boulevard. A public hearing will be held on December 8, 2020 before the Mayor and Council, at 6:00 pm.

The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.

Please run on the following date:

October 25, 2020



2021 Annual Budget

City of Monroe, Georgia



City of Monroe, Georgia

2021 Annual Budget

Prepared by the City of Monroe, Georgia

Finance Department



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monroe
Georgia**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morill

Executive Director



Elected Officials

John Howard, Mayor

Lee P. Malcom, District 1 Councilmember

Myoshia Crawford, District 2 Councilmember

Ross Bradley, District 3 Councilmember

Larry A. Bradley, Vice Mayor & District 4 Councilmember

Norman Garrett, District 5 Councilmember

Tyler Gregory, District 6 Councilmember

C. Nathan Little, District 7 Councilmember

David Dickinson, District 8 Councilmember

Appointed Officials

Logan Propes, City Administrator

Chris Bailey, Assistant City Administrator

Beth Thompson, Finance Director

Pat Kelley, Code & Development Director

Sadie Krawczyk, Economic Development Director

Brian Thompson, Electric & Telecommunications Director

Vacant, Fire Chief

Les Russell, Human Resources Director

R.V. Watts, Police Chief

Danny Smith, Solid Waste Director

Jeremiah Still, Streets and Transportation Director

Rodney Middlebrooks, Water, Sewer & Gas Director

City of Monroe, Georgia Organizational Chart

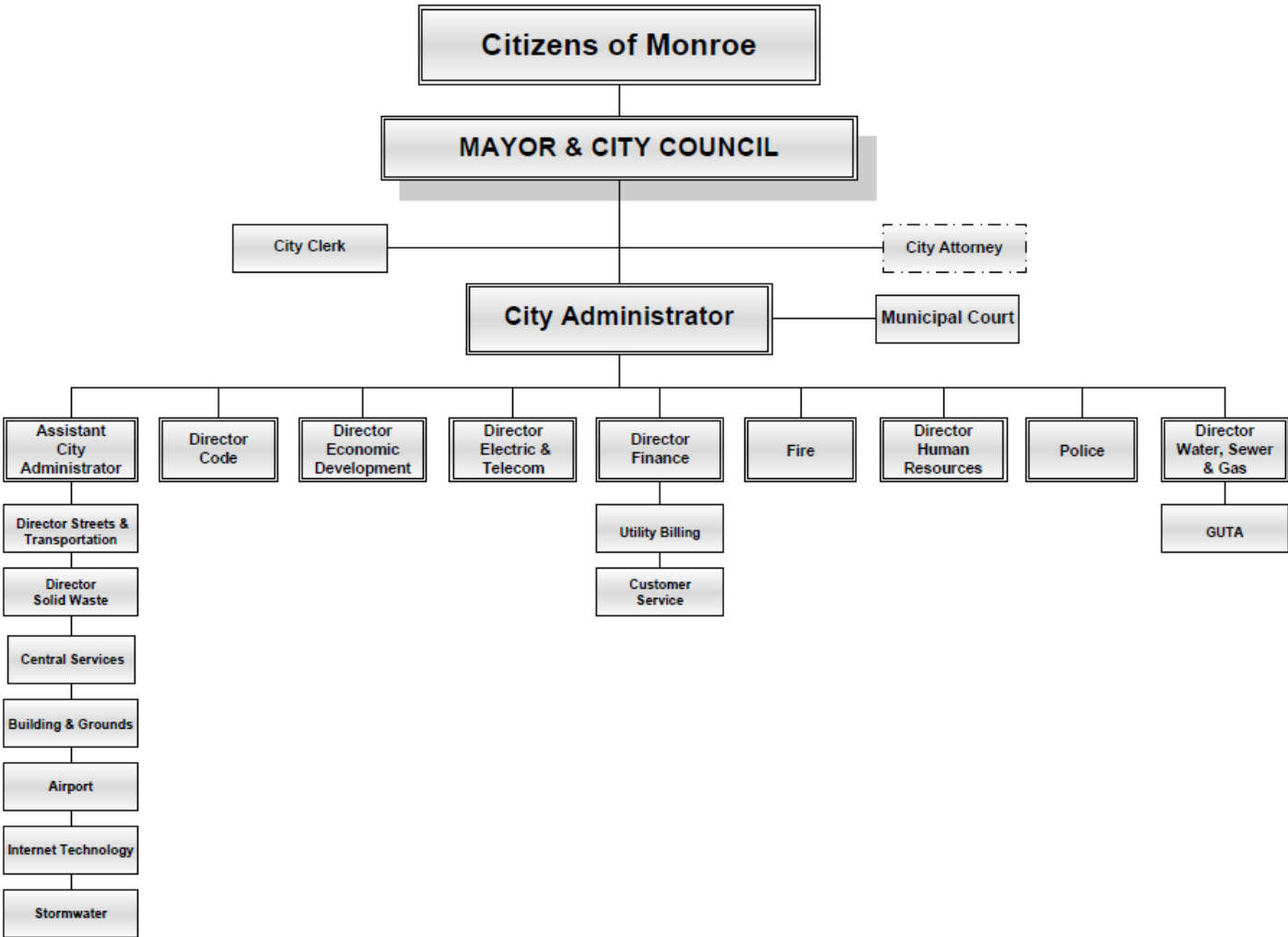


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INTRODUCTION



Post Office Box 1249 • Monroe, Georgia 30655
Telephone 770-267-7536 • Fax 770-267-2319

John S. Howard, Mayor
Larry Bradley, Vice Mayor

November 18, 2020

Honorable Mayor and Members of the City Council:

The City's Finance Department is pleased to present to you the FY2021 budget. This document contains the Capital Improvement Program (CIP) budget along with the Maintenance & Operations (M&O) budget. The process began with departmental requests which were reviewed and modified by myself and the Finance Director based on funding availability, scope of program need and actual performance.

The current FY2020 General Fund budget is \$12,668,341. The 2021 budget is \$13,756,877, which represents only an 8.6% increase over 2020. The current 2020 ad valorem tax rate for the City of Monroe is 7.588 mills which will fund the FY2021 budget. One mill equals approximately \$443,800 in ad valorem tax proceeds at the 98% collection rate.

The total Combined Utilities budget for FY2021 is \$43,375,851 this is an increase of 4.2% over the current FY2020 budget of \$41,612,339. The FY2021 Enterprise Fund budget of Solid Waste contains an increase of only 3.0%, at \$5,511,318. Both enterprise budgets are conservative and are indicative of the system growth.

These funds are supplemented by a robust Special Purpose Local Option Sales Tax (SPLOST) program that delivers a wide array of capital improvement projects. For 2021, SPLOST will fund major transportation project initiatives such as joint city-county-state projects and major parks improvements. Residual revenues from the 2013 SPLOST will continue to fund transportation and sidewalk projects along with public safety and solid waste capital purchases.

All funds combined city-wide are increasing 4.6% for FY2021 with a total city-wide M&O balanced budget of \$65,269,595. This is an increase of \$2,894,287 over 2020.

In the FY2021 budget, we have added three additional positions in the Police department, while un-funding two positions in other departments of the General Fund. In the Utility Fund, we unfunded five positions; for a total of four positions city-wide in various departments.

There are several new but necessary capital expenditures to ensure our infrastructure and services are top-of-the-line and also of high value for the ratepayer and taxpayer dollar.

This budget includes an employee merit increase in salaries for FY2021, of an average of 3%. These adjustments are based on performance evaluations and will be effective mid-year 2021.

The portion of the FY2021 budget that contains capital projects amounting to \$16,889,613 is outlined in the CIP. The General Fund portion of \$792,320 is funded by revenue generated in the General Fund. Other governmental fund capital projects are funded by a dedicated source such as the SPLOST and grants which total \$3,788,513 for the capital projects previously mentioned.

By ordinance, the City has established a utility capital improvement reserve to fund future capital projects for expansion and replacement. Included in the annual budget and financed from current and reserve utility capital revenues is \$3,818,780. The City has also issued a Utility Revenue Bond for capital projects and expansion of the system. For FY2021, \$8,020,000 is budgeted for projects from the bond. The Solid Waste fund accounts for another \$470,000 in capital expenditures in 2021. The CIP accounts for expenditures over \$5,000 and having a useful life of more than two years.

Goals

The following are some of the major goals and priorities of the City for FY2021:

- Continue rehabilitation of sewer, water & drainage throughout the City with the recently awarded Community Development Block Grant (CDBG) from the Department of Community Affairs (DCA) within the City of Monroe.
- Continue rehabilitation plan on the waster-water treatment plant in lieu of a total plant redesign. This will save the city millions and help the plant last another 10+ years.
- Begin implementation of several utility capital projects funded through the Series 2020 Revenue Bonds. Many of these projects are shovel ready while others will be designed, engineered, and put out for bid over the next three years.
- Begin construction of the sewer expansion project along the Hwy 138 corridor and Alcovy River to create new opportunities for commercial and residential growth.
- Renovation and revitalization of the 1.7 acres in downtown for use as the new Town Green to hold City events.
- Continue street light conversion project to LED for substantial cost savings and citizen safety.
- Continue replacement of old switches and conductors along with other improvements throughout the City's electric infrastructure. These projects will reduce line loss and outages and help with system reliability.
- Continue the partnership with Georgia Department of Transportation (GDOT) and Walton County on a much-needed and long-awaited downtown connector project for a commercial truck route around the historic downtown area connecting Hwy 83 and Hwy 11 South. Engineering is completed by GDOT, and right-of way acquisition is in progress, while a construction let date has been assigned by GDOT for FY2021. Such plans

will include a new roundabout for improved traffic flow. This project will eliminate 2,000+ commercial trucks per day from traversing Downtown Monroe.

- The Monroe Downtown Development Authority (DDA) and volunteer Main Street committees continue their efforts to promote the downtown district and attract tourism to the City. The Main Street Program sponsors multiple programs and successful events throughout the year. The City will continue to support the downtown through financial contributions and a revised alcohol ordinance allowing for new restaurants and businesses such as brewpubs and wine tasting rooms and will allow for a more robust event calendar. In FY 2021, the DDA and City will continue to be extremely supportive of its businesses in coming out of the COVID-19 pandemic, results of which have already been proven through a Stabilization Program and continued 100% Downtown occupancy of businesses.
- Continue to enhance the appearance on the main city corridors with grounds keeping along with our City parks and cemeteries.
- The City will closely monitor growth areas for economic development activity and create the appropriate utility infrastructure plans to position the City for maximum commercial and retail development. Additional resources will be used to help recruit retailers to come to the City of Monroe and also mitigate slum and blight through code enforcement, which has an economic development impact.
- Renovation of the old Walton Plaza shopping center for use as a new Police Department and Municipal Court will be a major initiative that will help change the face of the East Spring Street Corridor. The Police Dept. and Municipal Court will move in at the first of the year. Further master planning of the site will help to spur future, quality development in an area that has otherwise been left behind. Additionally, the sale of the current police department will allow for a higher and better use of limited downtown retail space and will free up significant amounts of downtown parking at the Wayne Street lot.

- Continued focus on many Airport capital improvement projects, such as runway paving and other joint GDOT and City project initiatives to make the Airport an economic engine for Monroe and Walton County.

Conclusion

The development of this budget was a challenging task that involved the evaluation of many competing priorities among our various departments and within the limitations of our available revenue. On balance, I believe that this proposed budget is a responsible fiscal plan that will keep Monroe moving progressively forward.

While some costs have increased, most of the budget is comprised of relatively fixed costs; those being personnel, utility purchases, and debt. There are no major changes for FY2021 regarding scope of services. This budget will only continue to enhance the City's services based on Council's priorities and vision.

Acknowledgement

I wish to thank and acknowledge the many hours of work, advice and knowledge provided by the dedicated department directors and staff of the City of Monroe that have helped myself and the city council to produce this annual financial plan in order to serve the residents and customers of the City of Monroe.

Sincerely,

Logan Propes

Logan Propes
City Administrator

City of Monroe's Mission & Goals

Organizational Mission:

To provide top quality services in a fiscally responsible manner while promoting high standards of living and quality of life.

| Department | Sound Leadership | Fiscal Responsibility | High Quality Services | Community Friendly | Open Dialogue | Recruit & Develop Businesses | Encourage Livable Community | Assure Safety of Community | Maintain & Improve Infrastructure | Provide Quality of Life |
|-------------------------------|-------------------------|------------------------------|------------------------------|---------------------------|----------------------|---|------------------------------------|-----------------------------------|--|--------------------------------|
| Airport | | x | x | x | x | | x | | x | |
| Buildings & Grounds | | x | x | x | x | | x | | x | x |
| City Administrator | x | x | x | x | x | x | | | | |
| City Council | x | x | x | x | x | | | | | |
| Economic Development | | x | x | x | x | x | x | | | |
| Electric & Telecommunications | | x | x | x | x | | | | x | |
| Finance | | x | x | x | x | | | | | |
| Fire | | x | x | x | x | | | x | | |
| Human Resources | | x | x | x | x | | | | | |
| Internet Technology | | x | x | x | x | | | | x | |
| Municipal Court | | x | x | x | x | | | x | | |
| Police | | x | x | x | x | | | x | | x |
| Protective/Code | | x | x | x | x | | | x | | x |
| Solid Waste | | x | x | x | x | | | | x | x |
| Streets & Transportation | | x | x | x | x | | | | x | |
| Water, Sewer, Gas | | x | x | x | x | | | | x | |

| Goals: | Initiatives: |
|---|---|
| <i>City Council</i> – To provide sound leadership through diligent policy making while acting to preserve our resources in a fiscally responsible manner. | <ul style="list-style-type: none"> * Listen to citizens concerns and be responsive to their needs. * Maintain low tax burden with lowest possible millage rate |
| <i>City Employees</i> – To serve the public by creating a safe, community-friendly atmosphere; to provide and preserve the highest quality services. | <ul style="list-style-type: none"> * Ensure projects are completed in a timely manner with the least disruption to our citizens * Maintain the City's current infrastructure and enhance as needed * Provide a safe environment for our citizens through public safety |
| <i>Communications</i> - To educate our citizens and keep them informed on City programs and to keep an open dialogue with management, staff and the community on a regular basis. | <ul style="list-style-type: none"> * Provide public educational events for our citizens * Continous updates to the City's website & social media * Implemented an ESS (Employee Self Service) Portal for all employees |
| <i>Economic Development</i> - To ensure continued sustainability of the community by attracting new businesses and encouraging existing businesses to improve and upgrade. Promote livable/walk-able communities. | <ul style="list-style-type: none"> * The Monroe Downtown Development Authority and volunteer Main Street committees continue their efforts to promote the downtown district and attract tourism to the City. The Main Street Program sponsors multiple programs and successful events throughout the year. * The City will closely monitor growth areas for economic development activity and create the appropriate utility infrastructure plans to position the City for maximum commercial and retail development. * Mitigate slum and blight through code enforcement, which has an economic development impact. |
| <i>Fiscal Responsibility</i> - To make reasonable financial decisions which have the best interest of the City and the community. | <ul style="list-style-type: none"> * Maintain high levels of accounting and reporting standards to be in compliance with local, state and federal laws. * Continue to achieve GFOA awards for Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting. |
| <i>Public Infrastructure</i> - To protect, preserve and improve the City's public infrastructure; to plan for future development and prevent system aging by applying proper maintenance techniques. | <ul style="list-style-type: none"> * Continue rehabilitation of sewer and water lines throughout the City with the recently awarded Community Development Block Grant (CDBG) from the Department of Community Affairs (DCA). * Continue rehabilitation on the wastewater treatment plant in lieu of a total plant redesign. * Major sewer & water line expansions. * Fiber expansion across the entire City. |
| <i>Quality of Life</i> – To provide a well maintained, pleasing atmosphere for all city facilities as well as downtown. | <ul style="list-style-type: none"> * Continue to enhance the appearance on the main city corridors & downtown. * Revitalize all City parks |
| <i>Transportation</i> - To provide and maintain quality streets; to properly maintain traffic signs and signals; to provide for the alternative transportation needs of all segments of the community. | <ul style="list-style-type: none"> * Continue the street light conversion project to LED for substantial cost savings and citizen safety. * Continue sidewalk projects throughout the City; Spring Street and North Broad Street. * Continue the partnership with Georgia Department of Transportation (GDOT) and Walton County on a much-needed downtown connector project for a commercial truck route around the historic downtown. * Continue street paving with annual LMIG funds. |

General Information

The City of Monroe, Georgia, the county seat of Walton County, was incorporated on November 30, 1821. The city is proud of our nickname, "City of Governors", because of the seven Georgia governors the city has produced. Monroe was named after the fifth U.S. President, James Monroe.



The restored Walton County courthouse is the center of Monroe's Historic District. Also located in this district are the Davis Edwards House and the McDaniel-Tichenor House, home to former Georgia Governor Henry D. McDaniel. Both are listed on the National Registry.

Monroe is the largest city in Walton County, with a population of 13,858 per the 2016 census. Walton County is nestled in the Alcovy River basin between the urban sprawl of Atlanta and classic Athens. Monroe offers the best of both those worlds. Our rich history draws visitors to Monroe; our small-town atmosphere, engaging cultural life, and technological capabilities entice them to stay. Monroe is typified by historic homes, a restored downtown core with one of kind experiences, and venerable government buildings. Monroe's growth projection aims to preserve its historic assets while intentionally connecting with planned residential growth and high-tech industries.

For years, many visitors have enjoyed our city as the Antiques Capital of Georgia. Our convenient location makes visiting the tree-lined streets of Downtown Monroe a great day trip or a relaxing weekend destination for shopping and dining.

The City of Monroe offers many events and activities throughout the year, including festivals, a farmer's market, concerts and parades. We have a widely divergent range of cultural and recreational activities. The City is home to the Monroe Walton Center for the Arts, the Monroe Museum and Visitor's Center, and the Monroe-Walton County Library, which is a member of the Azalea Regional Library System. Monroe's Cy Nunnally Memorial Airport hosts the only sky-dive club east of Atlanta and an award winning squadron of the Civil Air Patrol. We welcome you to come see our Museum & Visitor's Center,

shop in what is known as the antique capital of Georgia or enjoy hiking trails, parks and other recreational areas around Monroe.

Also attracting both individual and corporate customers is the Utilities Department. This community-owned, full-service utility company provides Monroe and Walton County residents a wide range of services including; water, electricity, gas, sewer, cable TV, high-speed internet, and voice over internet phone service. Additionally, the Utilities Department provides a citywide broadband fiber optic service typically found only in larger metropolitan areas.



Annual Events

| | |
|-----------------------|-------------------------------|
| Chocolate Walk | February |
| Car Show | March |
| Farm to Table Dinner | April |
| Food Truck Fridays | April, July & October |
| Farmers Market | May – October |
| Movies at the Mill | July |
| July 4 Celebration | July |
| First Friday Concerts | May, June, August & September |
| Fall Fest | October |
| Paws in the Park | October |
| Light up the Night | November |
| Candlelight Shopping | November & December |
| Christmas Parade | December |

Budget Adoption

The City of Monroe's budget process complies with state law and local ordinance. The budget is adopted by resolution, a public hearing is advertised and held and the final budget is advertised.

The budget development is led by the City Administrator who according to local ordinance shall prepare and submit the annual operating budget and capital budget to the Mayor and Council. The following process represents many months and hours of work involving a wide range of individuals in order to complete the final budget document:

- The Finance Department distributes spreadsheets showing budget to actual figures to all departments of the City. Staff begins the budget process by reviewing the current year and preparing a preliminary department budget using budget constraints put forth by the administration.
- The Finance Director along with the City Administrator prepares revenue budget estimates. In addition to preparing the revenue budget, customer fees are also analyzed.
- The City Administrator reviews each department's proposed budget, making any needed adjustments.
- Prior to January 1, the City Administrator submits to the Mayor and City Council a proposed operating budget for the fiscal year commencing on January 1. The operating budget includes proposed expenditures and the means for financing them. Council meets to discuss the proposed budget and makes adjustments as needed.
- The City Council holds a public hearing on the budget, giving notice thereof at least ten days in advance by publication in the local newspaper.
- The budget shall be revised and adopted or amended by the City Council at a subsequent regular meeting in the year to which it applies and within forty-five days following January 1. (Meaning a budget must be adopted within 45 days after the new year begins)
- The adopted budget may be revised during the year only by formal action of the City Council in a regular meeting and no increase shall be made without provision also being made for financing same, for anything above

the legal level of budgetary control, which is the department level. However, transfers within a department may be made within any fund.

Budget Amendments

The City of Monroe's budget is a dynamic rather than a static plan, which requires adjustments and formal budget amendments as circumstances change. Georgia law regulates how a budget may be amended. There are two types of amendments: budget transfers and appropriation changes.

The Finance Director and City Administrator are permitted to transfer appropriations within a department upon the request of a Department Head. These transfers do not change the total for a department. Transfers between departments and budget amendments require approval of the Mayor and City Council.

The appropriation resolution includes all the City's General Fund and Enterprise funds and the other Governmental funds listed in the table of contents. The City's fiscal year begins on January 1 and ends on December 31.

Budget Calendar

| | |
|------------------|---|
| August | <ul style="list-style-type: none"> * Finance Director creates Operating & CIP (Capital) Budget spreadsheets for Department Heads |
| September | <ul style="list-style-type: none"> * Operating & CIP Budget requests are due to the Finance Director from Department Heads |
| October | <ul style="list-style-type: none"> * The Finance Director reviews and compiles budget requests * City Administrator, Finance Director and Department Heads review budget requests and adjust where needed * Develop preliminary O&M and CIP Budget books |
| November | <ul style="list-style-type: none"> * Present preliminary O&M and CIP Budget to Council and Mayor * Review Council and Mayor input and update Budgets as needed |
| December | <ul style="list-style-type: none"> * Public hearing on annual Budget * Adoption of annual Budget |

Budget Resolution

A RESOLUTION ADOPTING THE 2021 BUDGET FOR THE CITY OF MONROE, GEORGIA; APPROPRIATING AMOUNTS AS SHOWN IN EACH BUDGET AS EXPENDITURES; ADOPTING THE REVENUE PROJECTIONS; AND PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS.

BE IT RESOLVED by the Mayor and City Council of the City of Monroe, Georgia as follows:

WHEREAS, for the purpose of financing the conduct of affairs of the **City of Monroe** during the fiscal year beginning January 1, 2021 and ending December 31, 2021, the Budget of the City’s Revenues and Expenditures for such period, as prepared and submitted to the **City Council** by the City Administrator; and so approved by the **Mayor and City Council**.

WHEREAS, the amounts listed are the appropriations so authorized by the **Mayor and City Council** and are approved for the amounts and purpose indicated.

WHEREAS, any pay classification or job description changes contained and funded herein the budget are approved for the amounts and purposes indicated.

WHEREAS, any organizational chart changes or descriptions contained herein the budget are approved as indicated.

WHEREAS, the rates listed are so authorized by the **Mayor and City Council** and are approved for the amounts and purpose indicated.

WHEREAS, a budget amendment is considered any action of the **Mayor and City Council** to purchase items not included in original budgeted figures.

BE IT FURTHER RESOLVED that the expenditures shall not exceed the appropriations authorized by this budget and that the expenditures for the fiscal year shall not exceed funding available.

ADOPTED by the **Mayor and City Council** of the **City of Monroe** this 8th day of December 2020.

John Howard, Mayor
City of Monroe

Attest:

Debbie Kirk, City Clerk

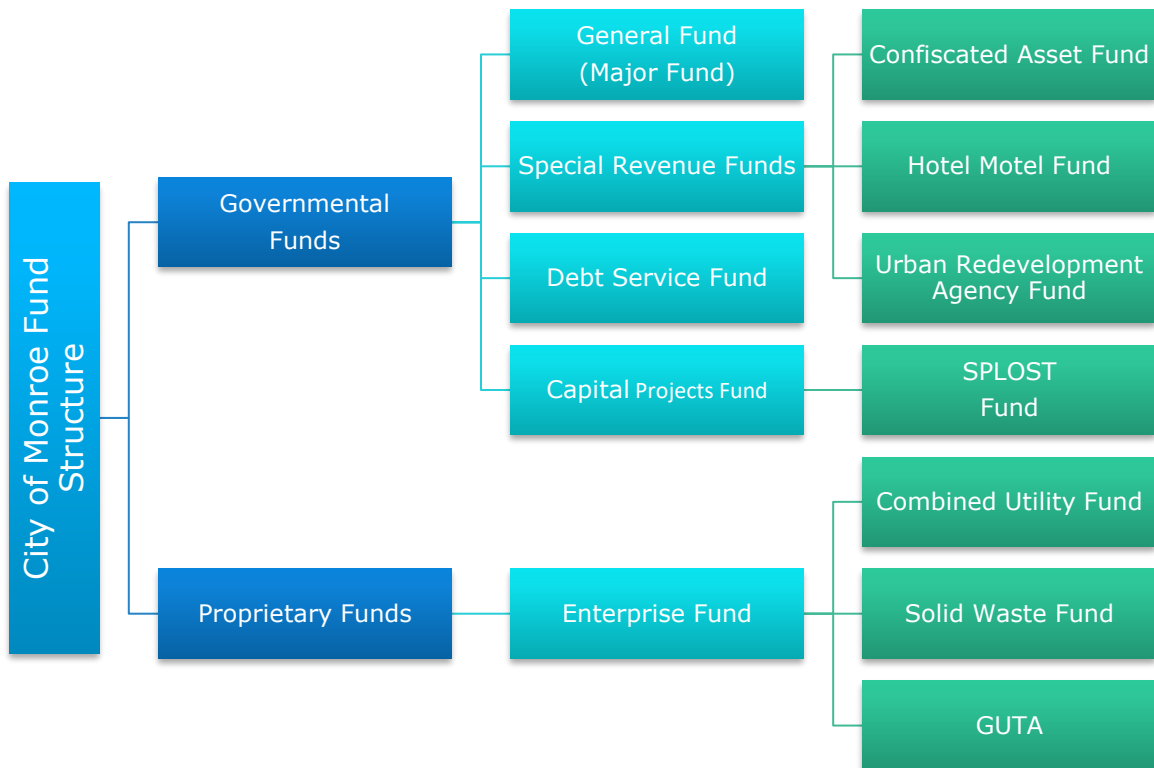
Fund Structure and Basis of Budgeting

The City’s financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. Each fund is a separate accounting entity with a self-balancing set of accounts. This is in accordance with Generally Accepted Accounting Principles (GAAP). The basis of accounting used for reporting is in accordance with GAAP. The basis for each of the funds is not necessarily the same as the basis used in preparing the budget.

The City of Monroe uses the modified accrual basis for budgeting. However, the actual amounts for the governmental funds are shown on the modified accrual basis and the enterprise funds are full accrual basis with the exception that the depreciation expense is not budgeted, repayments on debts are budgeted as expenses and capital assets are budgeted as expenses in enterprise funds.

Budgets are prepared for each fund except the capital projects fund which adopts project-length budgets and is controlled at the project level with the exception of the SPLOST capital project budget which is included in this document.

The following is a discussion and illustration of the City’s fund structure:



Fund Descriptions

The **General Fund** is the principal fund of the City. It supports services associated with the majority of basic governmental activities. The General Fund is used to account for all financial resources, unless they are required to be accounted for within another fund.

Special Revenue Funds are funds used to account for the proceeds of specific revenue resources that are legally restricted. These funds include: Confiscated Assets and Hotel Motel Tax Fund.

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital projects and are budgeted on a project-length basis. We have included the City’s Special Local Option Sales Tax Fund (SPLOST) in this budget document.

Debt Service Funds are used to account for the accumulation of resources for and payment of the City’s long-term debt principal and interest.

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private businesses. These funds include the Combined Utilities Fund and the Solid Waste Fund.

The Combined Utility Fund is the largest proprietary fund accounting for the operations of the Electric, Telecommunications, Water, Sewer and Gas systems of the City as well as GUTA which provides training for city employees as well as other outside organizations. The Solid Waste Fund accounts for all solid waste operations of the City.

| USE OF FUNDS BY DEPARTMENTS | | | | | | | | |
|---------------------------------|----------------------|--------------------|------------------|-------------------|-----------------------|-------------|-----------------------|------------------|
| Department | General Fund (Major) | Confiscated Assets | Hotel Motel Fund | Debt Service Fund | Capital Projects Fund | SPLOST Fund | Combined Utility Fund | Solid Waste Fund |
| General Government | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Finance | ✓ | | | | ✓ | ✓ | ✓ | |
| Protective Service | ✓ | | | | ✓ | ✓ | ✓ | |
| Fire | ✓ | | | | ✓ | ✓ | ✓ | |
| Public Works | ✓ | | | | ✓ | ✓ | ✓ | ✓ |
| Police | ✓ | ✓ | | | ✓ | ✓ | ✓ | |
| Buildings and Grounds | ✓ | | | | ✓ | ✓ | ✓ | |
| Electric and Telecommunications | | | | | | ✓ | ✓ | |
| Water, Sewer and Gas | | | | | | ✓ | ✓ | |

CITYWIDE SUMMARIES

Citywide Operating Budget Summary

Revenues, Expenditures and Other Sources & Use Summary

| REVENUE | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
|------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-------------|
| CHARGES FOR SERVICES | 42,528,342 | 45,405,647 | 47,856,348 | 47,325,462 | 49,197,769 | 1,872,307 | 4.0% |
| CONTRIBUTIONS AND DONATIONS | 107,416 | 157,988 | 301,525 | 43,000 | 39,000 | (4,000) | -9.3% |
| FINES AND FORFEITURES | 294,986 | 371,036 | 515,985 | 515,000 | 520,000 | 5,000 | 1.0% |
| FUND BALANCE | 0 | 0 | 0 | 757,905 | 432,349 | (325,556) | -43.0% |
| INTERGOVERNMENTAL | 517,113 | 3,473,967 | 4,612,461 | 2,284,481 | 2,387,699 | 103,218 | 4.5% |
| INVESTMENT INCOME | 1,168,599 | 2,296,296 | 1,977,795 | 352,200 | 447,200 | 95,000 | 27.0% |
| LICENSES AND PERMITS | 165,740 | 217,648 | 375,517 | 342,650 | 385,000 | 42,350 | 12.4% |
| MISCELLANEOUS | 296,297 | 327,712 | 329,422 | 243,808 | 267,558 | 23,750 | 9.7% |
| OTHER FINANCING SOURCES | 3,258,626 | 4,654,026 | 4,612,590 | 2,826,752 | 2,911,280 | 84,528 | 3.0% |
| TAXES | 8,203,390 | 7,189,628 | 7,893,612 | 7,684,050 | 8,371,740 | 687,690 | 8.9% |
| PROCEEDS OF GEN FIXED ASSETS | 32,366 | 925 | 23,086 | 0 | 0 | 0 | 0.0% |
| PROCEEDS OF GEN LONG TERM | 245,900 | 322,523 | 3,600,000 | 0 | 310,000 | 310,000 | 100.0% |
| TOTAL REVENUE | 56,818,774 | 64,417,395 | 72,098,340 | 62,375,308 | 65,269,595 | 2,894,287 | 4.6% |

| EXPENDITURES BY FUND | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-------------|
| COMBINED UTILITIES FUND | 34,108,687 | 38,052,883 | 37,645,161 | 41,612,339 | 43,375,851 | 1,763,512 | 4.2% |
| CONFISCATED ASSETS FUND | 34,120 | 23,642 | 21,111 | 40,000 | 45,000 | 5,000 | 12.5% |
| DOWNTOWN DEV FUND | 318,286 | 1,500 | 0 | 0 | 0 | 0 | 0.0% |
| GENERAL FUND | 12,330,653 | 12,110,628 | 12,859,200 | 12,668,341 | 13,756,877 | 1,088,536 | 8.6% |
| GO BOND DEBT SVC FUND | 842,725 | 862,140 | 881,962 | 0 | 0 | 0 | 0.0% |
| HOTEL MOTEL TAX FUND | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 | 7.0% |
| SOLID WASTE FUND | 4,350,396 | 4,557,685 | 5,507,589 | 5,351,523 | 5,511,318 | 159,796 | 3.0% |
| SPLOST 2013 FUND | 926,199 | 5,139,715 | 3,255,032 | 759,105 | 433,549 | (325,556) | -42.9% |
| SPLOST 2019 FUND | 0 | 0 | 474,320 | 1,901,000 | 2,101,000 | 200,000 | 0.0% |
| URA - URBAN REDEVELOPMENT AGENCY | 0 | 0 | 925,373 | 0 | 0 | 0 | 0.0% |
| SHOP WITH A HERO | 0 | 0 | 1,326 | 0 | 0 | 0 | 0.0% |
| TOTAL EXPENDITURES | 52,956,777 | 60,791,089 | 61,619,791 | 62,375,308 | 65,269,595 | 2,894,288 | 4.6% |

| | | | | | | | |
|--|------------------|------------------|-------------------|----------|------------|------------|------------|
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | 3,861,998 | 3,626,307 | 10,478,549 | 0 | (0) | (1) | (0) |
|--|------------------|------------------|-------------------|----------|------------|------------|------------|

CITYWIDE 2021 OPERATING BUDGET SUMMARY

ALL FUNDS

ESTIMATED FUND BALANCE/FUND EQUITY - BEGINNING OF YEAR

76,492,078 63,237 3,191,159 3,996 2,793,441 1,814,654 1,380,834 85,739,399

| REVENUE | COMBINED UTILITIES FUND | CONFISCATED ASSETS FUND | GENERAL FUND | HOTEL TAX FUND | MOTEL FUND | SOLID WASTE FUND | SPLOST 2013 FUND | SPLOST 2019 FUND | TOTAL REVENUE |
|------------------------------|-------------------------|-------------------------|-------------------|----------------|------------------|------------------|------------------|-------------------|---------------|
| CHARGES FOR SERVICES | 42,930,851 | | 755,600 | | | 5,511,318 | | | 49,197,769 |
| CONTRIBUTIONS AND DONATIONS | - | | 39,000 | | | | | | 39,000 |
| FINES AND FORFEITURES | | 45,000 | 475,000 | | | | | | 520,000 |
| FUND BALANCE | | | | | | | 432,349 | | 432,349 |
| INTERGOVERNMENTAL | - | | 287,699 | | | | - | 2,100,000 | 2,387,699 |
| INVESTMENT INCOME | 445,000 | | - | | | | 1,200 | 1,000 | 447,200 |
| LICENSES AND PERMITS | | | 385,000 | | | | | | 385,000 |
| MISCELLANEOUS | - | | 267,558 | | | | | | 267,558 |
| OTHER FINANCING SOURCES | 0 | | 2,911,280 | | | - | | | 2,911,280 |
| TAXES | | | 8,325,740 | 46,000 | | | | | 8,371,740 |
| PROCEEDS OF GEN FIXED ASSETS | | | - | | | | | | - |
| PROCEEDS OF GEN LONG TERM | | | 310,000 | | | | | | 310,000 |
| TOTAL REVENUE | 43,375,851 | 45,000 | 13,756,877 | 46,000 | 5,511,318 | 433,549 | 2,101,000 | 65,269,595 | |
| % OF BUDGET | 66.5% | 0.1% | 21.1% | 0.1% | 8.4% | 0.7% | 3.2% | 100.0% | |

| EXPENDITURES | COMBINED UTILITIES FUND | CONFISCATED ASSETS FUND | GENERAL FUND | HOTEL TAX FUND | MOTEL FUND | SOLID WASTE FUND | SPLOST 2013 FUND | SPLOST 2019 FUND | TOTAL EXPENDITURES |
|---|-------------------------|-------------------------|-------------------|----------------|------------------|------------------|------------------|-------------------|--------------------|
| CAPITAL OUTLAYS - MACHINERY & EQUIP | 0 | 0 | 452,000 | | | 0 | 262,437 | 85,000 | 799,437 |
| CAPITAL OUTLAYS - PROPERTY | 0 | 0 | 237,500 | | | 0 | 0 | 1,184,000 | 1,421,500 |
| DEBT SERVICE | 3,690,850 | | 904,565 | | | 0 | 66,113 | | 4,661,528 |
| DEPRECIATION AND AMORTIZATION | 31,122 | | 0 | | | 0 | | | 31,122 |
| OTHER COSTS | 1,139,953 | | 253,872 | 46,000 | | 17,100 | | | 1,456,925 |
| OTHER FINANCING USES | 5,870,776 | | 0 | | | 606,245 | 0 | | 6,477,021 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | 8,601,408 | | 9,043,276 | | | 1,582,037 | | | 19,226,721 |
| PURCHASED/CONTRACTED SERVICES | 3,986,884 | 14,000 | 1,634,515 | | | 2,864,736 | 0 | 45,000 | 8,545,135 |
| SUPPLIES | 20,054,858 | 31,000 | 1,231,150 | | | 441,200 | 104,999 | 787,000 | 22,650,207 |
| TOTAL EXPENDITURES | 43,375,851 | 45,000 | 13,756,877 | 46,000 | 5,511,318 | 433,549 | 2,101,000 | 65,269,595 | |

EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES

(0) 0 0 0 (0) 0 0 (0)

ESTIMATED FUND BALANCE/FUND EQUITY - END OF YEAR

76,492,078 63,237 3,191,159 3,996 2,793,441 1,814,654 1,380,834 85,739,399

CITYWIDE OPERATING BUDGET REVENUE COMPARISON

| | 2020 BUDGET | 2021 PROPOSED | | 2021 vs 2020 | |
|-------------------------|-------------------|-------------------|------------------|--------------|----------|
| | | | BUDGET | BUDGET | % CHANGE |
| COMBINED UTILITIES FUND | 41,612,339 | 43,375,851 | 1,763,512 | 4.2% | |
| CONFISCATED ASSETS FUND | 40,000 | 45,000 | 5,000 | 12.5% | |
| GENERAL FUND | 12,668,341 | 13,756,877 | 1,088,536 | 8.6% | |
| HOTEL MOTEL TAX FUND | 43,000 | 46,000 | 3,000 | 7.0% | |
| SOLID WASTE FUND | 5,351,523 | 5,511,318 | 159,795 | 3.0% | |
| SPLOST 2013 FUND | 759,105 | 433,549 | (325,556) | -42.9% | |
| SPLOST 2019 FUND | 1,901,000 | 2,101,000 | 200,000 | 10.5% | |
| Grand Total | 62,375,308 | 65,269,595 | 2,894,287 | 4.6% | |

CITYWIDE OPERATING BUDGET EXPENSE COMPARISON

| | 2020 BUDGET | 2021 PROPOSED | | 2021 vs 2020 | |
|-------------------------|-------------------|-------------------|------------------|--------------|----------|
| | | | BUDGET | BUDGET | % CHANGE |
| COMBINED UTILITIES FUND | 41,612,339 | 43,375,851 | 1,763,512 | 4.2% | |
| CONFISCATED ASSETS FUND | 40,000 | 45,000 | 5,000 | 12.5% | |
| GENERAL FUND | 12,668,341 | 13,756,877 | 1,088,536 | 8.6% | |
| HOTEL MOTEL TAX FUND | 43,000 | 46,000 | 3,000 | 7.0% | |
| SOLID WASTE FUND | 5,351,523 | 5,511,318 | 159,796 | 3.0% | |
| SPLOST 2013 FUND | 759,105 | 433,549 | (325,556) | -42.9% | |
| SPLOST 2019 FUND | 1,901,000 | 2,101,000 | 200,000 | 10.5% | |
| Grand Total | 62,375,308 | 65,269,595 | 2,894,288 | 4.6% | |

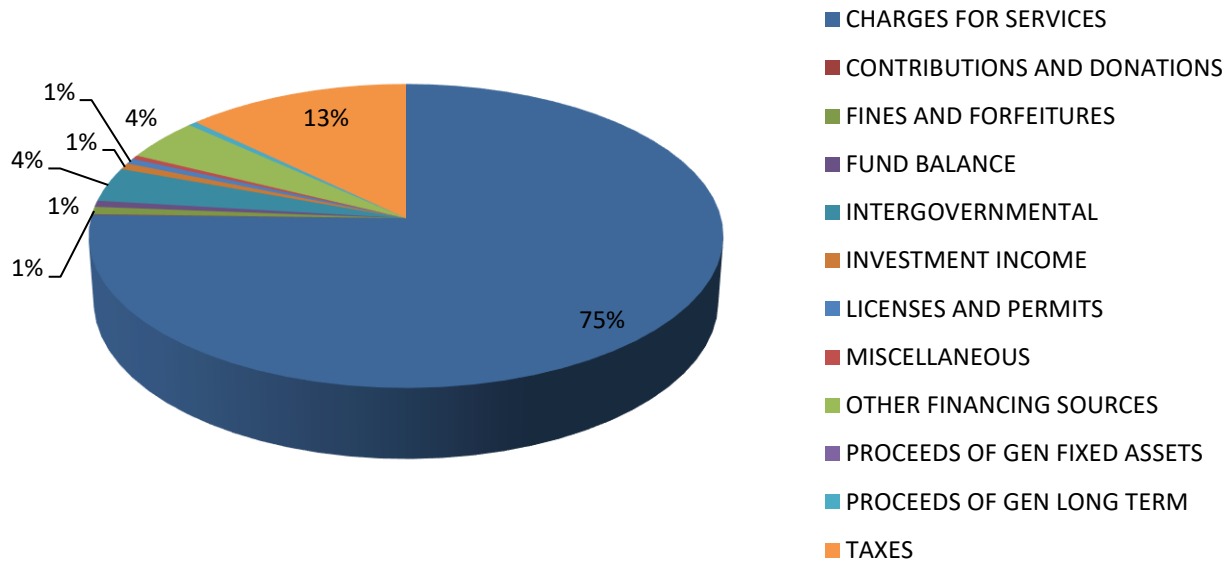
Full Time Citywide Positions by Fund

| | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|-----------------------------------|------------|------------|--------------|
| General Fund | 113 | 118 | 119.5 |
| Building & Grounds | 4 | 4 | 3 |
| Finance Financial Administration | 3 | 3 | 2 |
| Finance General Administration | 1.5 | 1.5 | 1.5 |
| Fire Operations | 29 | 29 | 29 |
| Fire Prevention / CRR | 1 | 1 | 1 |
| General Government Executive | 0.5 | 0.5 | 1 |
| Highways & Streets | 17 | 17 | 17 |
| Municipal Court | 1 | 1 | 1 |
| Police | 47 | 52 | 55 |
| Planning & Development | 2 | 2 | |
| Code & Development | 6 | 6 | 6 |
| Downtown/Economic Dev & Planning | 1 | 1 | 3 |
| Solid Waste Fund | 22 | 23 | 23 |
| Administration | 3 | 3 | 3 |
| Solid Waste Collection | 12 | 13 | 13 |
| Solid Waste Disposal | 2 | 2 | 2 |
| Yard Trimmings | 4 | 4 | 4 |
| Recyclables Collection | 1 | 1 | 1 |
| Utility Fund | 111 | 117 | 111.5 |
| GUTA | 2 | 2 | 2 |
| Utility-Admin ETC | 2 | 2 | 2 |
| Utility-Admin WSG | 2 | 2 | 2 |
| Utility-CATV | 6 | 6 | 6 |
| Utility-Customer Service | 19 | 20 | 17 |
| Utility-Electric | 14 | 14 | 14 |
| Utility-Finance | 6 | 7 | 7 |
| Utility-Natural Gas | 8 | 10 | 10 |
| Utility-Sewage Collection | 7 | 8 | 7 |
| Utility-Sewage Treatment Plant | 6 | 6 | 6 |
| Utility-Stormwater | 6 | 6 | 3 |
| Utility-Telecom & Internet | 4 | 4 | 4 |
| Utility-Utility Billing | 4 | 4 | 4 |
| Utility-Water Distribution System | 9 | 9 | 11 |
| Utility-Water Treatment Plant | 8 | 9 | 9 |
| Utility-Central Services | 8 | 8 | 7.5 |
| Grand Total | 246 | 258 | 254 |

Revenue Analysis

The City of Monroe’s revenue consists of eight general types of categories common to all fund of Monroe’s government. These categories are Charges for Services, Contributions and Donations, Fines and Forfeitures, Intergovernmental, Licenses and Permits, Miscellaneous, Other Financing Sources and Taxes. The City uses trend analysis to project revenues. Changes in the local economy and state mandates are taken into consideration when using this forecasting method. Below are the primary sources of revenue for the City.

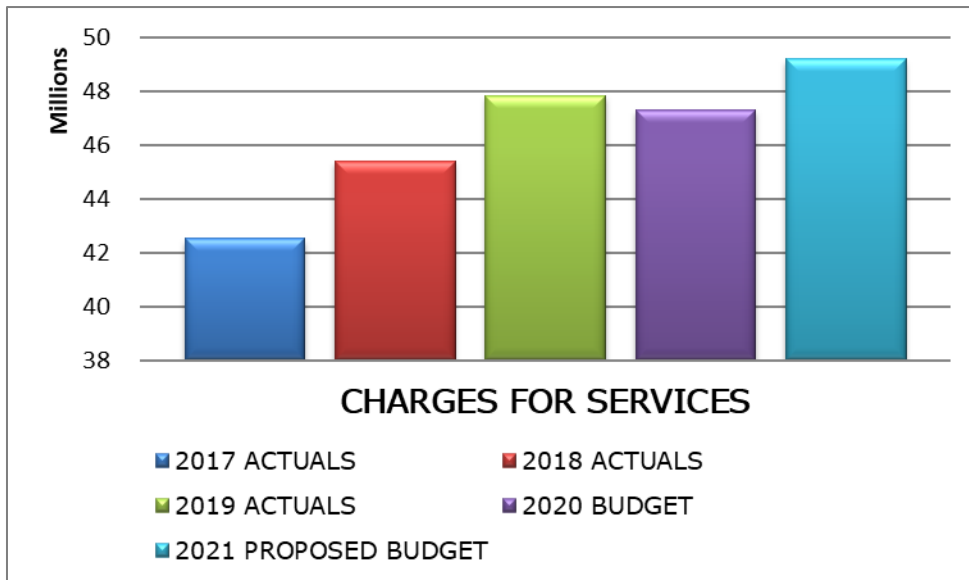
2021 CITYWIDE REVENUES



Charges for Services

This revenue category includes any fee or other billings from services such as cable, electric, natural gas, sewer, solid waste, telecom, water, and GUTA.

The Combined Utilities revenue budget increased by \$1,763,512 above last year's budget. Projections for FY2021 are calculated using a conservative approach. We estimate sale of all utility services to increase slightly due to growth and a rate increase for cable service in the Utility department. These revenue sources remain fairly stable barring any extreme weather conditions as we seen in early 2014. The rate structure for water and sewer was reconfigured in 2014 and we expect to see some increased expenditures due to our ongoing sewer & water rehab project. We continue to see growth in residential and commercial fiber internet, as well as residential water, sewer & natural gas. Employee contributions for health insurance are expected to remain stable as well as funding for pension.

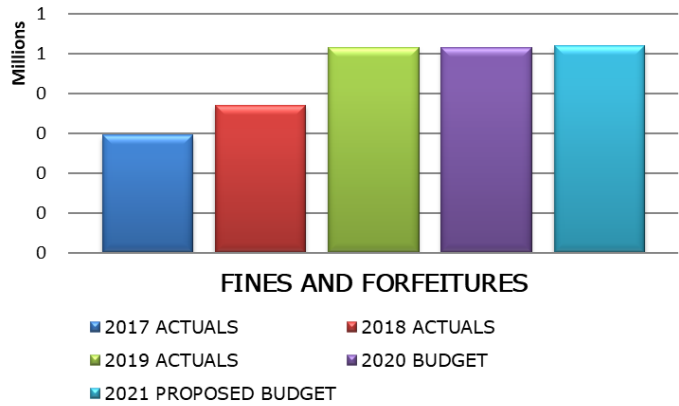


2021 CITYWIDE CHARGES FOR SERVICES

| | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
|---|-------------------|-------------------------|------------------------|-------------|
| CEMETARY LOT SALES | 10,000 | 9,500 | (500) | -5.0% |
| CODE DEPT OTHER INCOME | 500 | 5,000 | 4,500 | 900.0% |
| ELECTRIC METERED SALES | 19,000,000 | 19,000,000 | 0 | 0.0% |
| ELECTRIC MISC REVENUES | 50,000 | 21,000 | (29,000) | -58.0% |
| ELECTRIC OPERATING REVENUES | 475,000 | 420,000 | (55,000) | -11.6% |
| EMPLOYEE SELF INS FEES (HEALTH INSURANCE) | 660,000 | 700,000 | 40,000 | 6.1% |
| EVENT FEES | 20,000 | 20,000 | 0 | 0.0% |
| FIBER REVENUES | 530,000 | 560,000 | 30,000 | 5.7% |
| FIRE DEPARTMENT OTHER INCOME | 0 | 0 | 0 | 0.0% |
| GAS METERED SALES | 3,563,289 | 3,783,441 | 220,152 | 6.2% |
| GAS MISC REVENUES | 1,000 | 1,000 | 0 | 0.0% |
| GAS TAP FEES | 50,000 | 50,000 | 0 | 0.0% |
| GUTA | 130,000 | 130,000 | 0 | 0.0% |
| INTERNET/DATA REVENUES | 2,300,000 | 2,400,000 | 100,000 | 4.3% |
| MEAG REBATE | 200,000 | 200,000 | 0 | 0.0% |
| MGAG REBATE | 111,840 | 114,000 | 2,160 | 1.9% |
| POLICE DEPARTMENT OTHER FEES | 0 | 0 | 0 | 0.0% |
| POLICE DEPARTMENT OTHER INCOME | 20,000 | 20,000 | 0 | 0.0% |
| SALE OF RECYCLED MATERIALS | 32,000 | 32,000 | 0 | 0.0% |
| SANITATION FEES | 2,101,000 | 2,164,000 | 63,000 | 3.0% |
| SEWAGE OTHER OPER REVENUES | 40,000 | 200,000 | 160,000 | 400.0% |
| SEWAGE TREATMENT REVENUES | 4,000,000 | 4,300,000 | 300,000 | 7.5% |
| SEWERAGE TAP FEES | 800,000 | 900,000 | 100,000 | 12.5% |
| TELEPHONE REVENUES | 340,000 | 340,000 | 0 | 0.0% |
| TRANSFER STATION FEES | 3,219,523 | 3,316,318 | 96,795 | 3.0% |
| UTIL GENERAL CUST ACCOUNT FEES | 775,000 | 700,000 | (75,000) | -9.7% |
| WATER METERED SALES | 5,100,000 | 5,440,000 | 340,000 | 6.7% |
| WATER MISC REVENUES | 60,210 | 60,210 | 0 | 0.0% |
| WATER OPERATING REVENUES | 16,000 | 1,200 | (14,800) | -92.5% |
| WATER TAP FEES | 380,000 | 500,000 | 120,000 | 31.6% |
| SEWAGE MISC REVENUES | 0 | 0 | 0 | 0.0% |
| CATV REVENUES | 3,200,000 | 3,700,000 | 500,000 | 15.6% |
| CATV OPERATING REVENUES | 20,000 | 0 | (20,000) | -100.0% |
| CATV MISC REVENUES | 120,000 | 110,000 | (10,000) | -8.3% |
| LATE FEES | 100 | 100 | 0 | 0.0% |
| Grand Total | 47,325,462 | 49,197,769 | 1,872,307 | 4.0% |

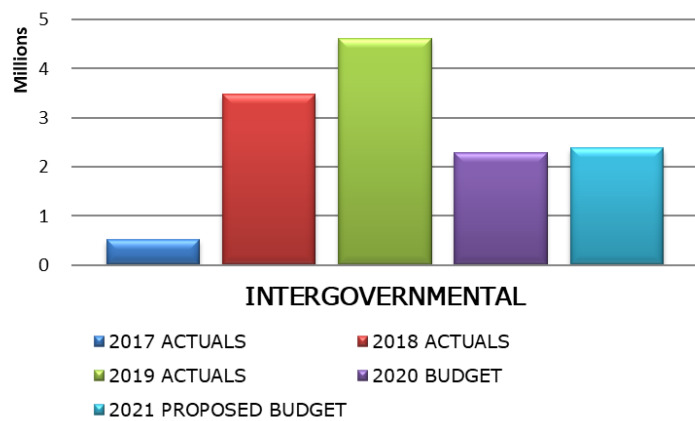
Fines and Forfeitures

Municipal court traffic fines and citations make up the majority of this revenue source. We have experienced an increase in the number of violators being sentenced to jail and/or community service, which has impacted revenues over the past couple of years. Although, in 2020 municipal court was cancelled for several months due to COVID-19, thus the slight decrease in 2020 revenues. Fines and Forfeitures are expected to remain stable for 2021.

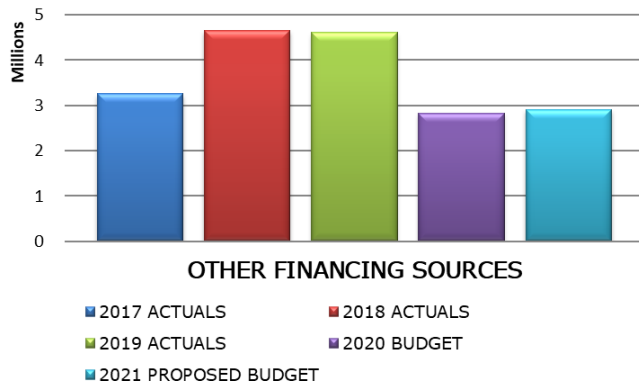


Intergovernmental

Receipts from local, state and federal governments are included in this category. They include grants, school resource officer and housing authority supplements, payment in lieu of taxes from the local housing authority and 1% Special Local Option Sales Tax (SPLOST). The previous SPLOST collections ended in 2018, as approved projects continue to be completed. A new SPLOST was approved in 2019. Main revenues comprise of \$2,100,000 in SPLOST and \$152,099 for the LMIG project. Any variances in revenue will be directly tied to the economy & future grants awarded.



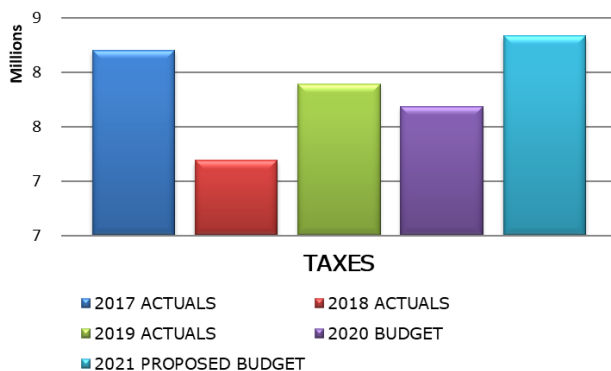
Other Financing Sources



The majority of revenues from this category come from inter-fund transfers. The City Charter requires, in lieu of taxes, the transfer of a minimum of 5% of the gross revenue from the receipts of utilities to the general fund. This amount is one of the general fund’s largest revenue

sources. The budgeted amount for this transfer is directly tied to the Combined Utilities Fund revenue & the Solid Waste Fund revenue. The total amount estimated to be transferred to the General Fund for FY2021 is \$2,911,280; of which \$2,580,601 is from the Utilities Fund and \$330,679 is from the Solid Waste Fund.

Taxes



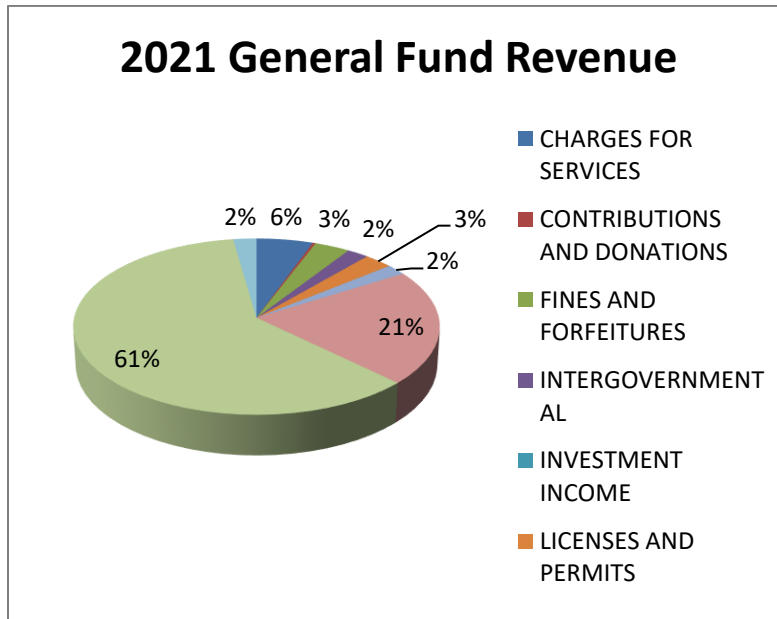
This category includes collections for Real and Personal Property Taxes, 1% Local Option Sales Tax (LOST), Franchise, Insurance Premium, Alcoholic Beverage and Hotel/Motel Tax.

The City’s total millage rate for FY2020 is 7.588 mills. This is the full rollback rate, with a 4.35% net tax increase over 2019 due to growth in the digest. Debt service millage for the City is 0.00, leaving 7.588 for the City’s operating millage. Sales Tax, Franchise Tax and other miscellaneous taxes are expected to slightly increase next year.

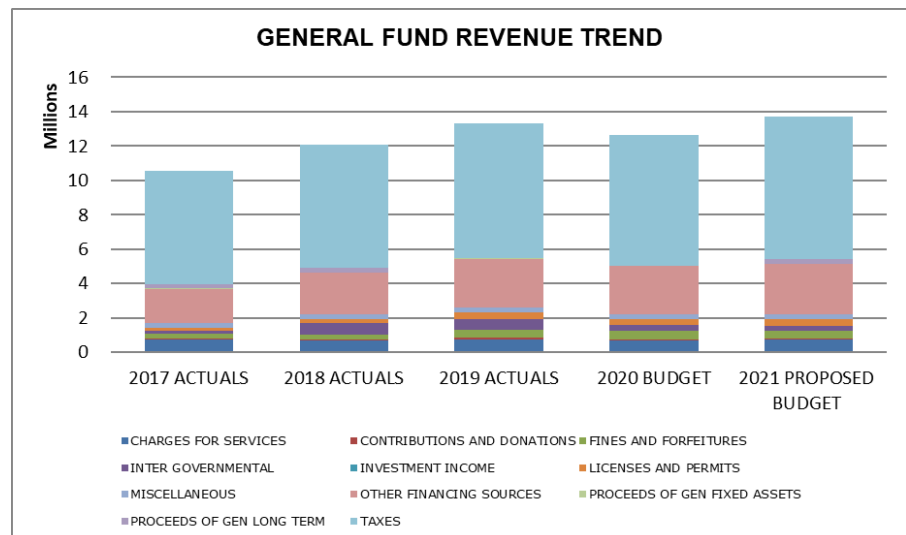
Revenue Summary

General Fund

The chart below shows sources of revenue along with the percent each generates of the total of revenue for the General Fund. Total budgeted revenue for FY2021 is \$13,756,877. The General Fund revenue budget for FY21 is increasing 8.6% from last year's adopted budget.

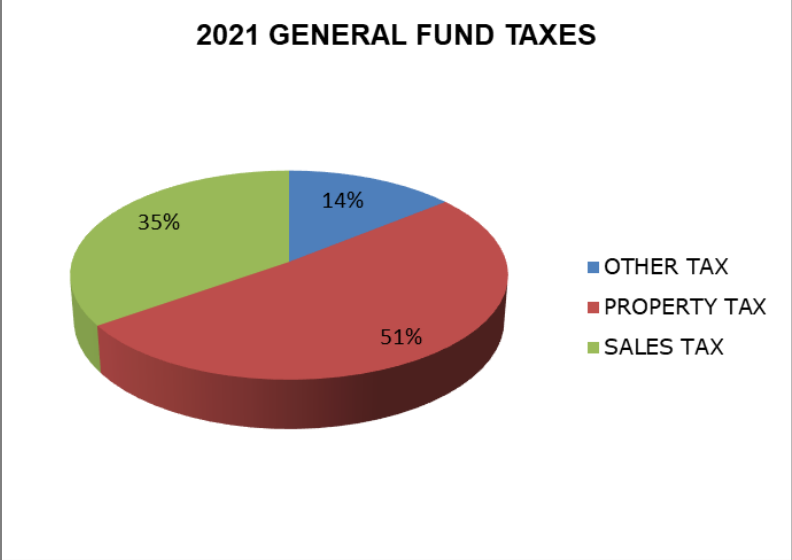


The next chart shows the trend in revenue categories in the General Fund. The trends show a slight increase in License & Permits, Other Financing Sources and Taxes. Those increases are explained in detail in another section.

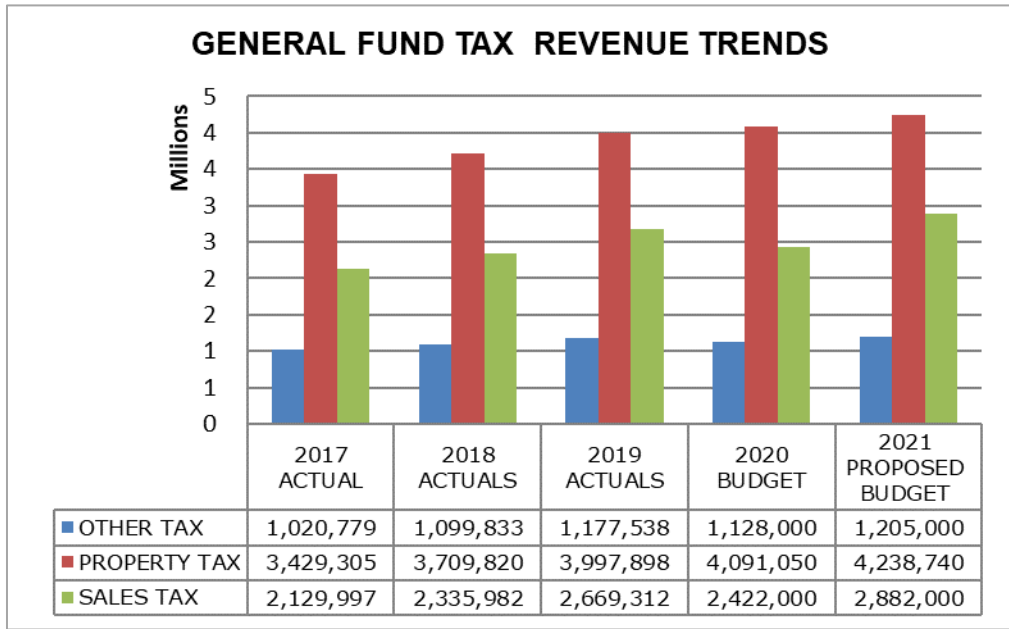


Taxes

This category of revenue is made up of Property, Alcoholic Beverage, Occupation, Financial Institution, Franchise and Local Option Sales Tax (LOST). The General Fund is projected to receive almost 62% of its total revenue from taxes in 2021. Almost half of the total tax collected is Property Tax making it the General Fund’s largest revenue source followed by Other Tax, the majority of this being Insurance Premium, Alcoholic Beverages and TAVT taxes.



This chart shows the trend in Property Tax and Sales & Use Tax with 3 years of actual collections and 2 years of budget.



Licenses and Permits. Revenues in this category include Alcoholic Beverage Permits, Building Permits, Insurance License and Regulatory Fees. The 2021 budget increases 12.4% from 2020. This increase is due to growth within the City with building permits & license.

Intergovernmental. These revenues are received from other governments such as Walton County Board of Education for School Resource Officer reimbursements, Housing Authority for payments in lieu of tax & grants. Projected revenue for FY2021 decreased by 25.2% due to 2020 being the last year of the Federal SAFER Grant funding, which will be a reduced amount compared to prior year.

Charges for Services. There is an increase of \$44,000 budgeted for 2021. This is a slight increase of 6.2% over 2020.

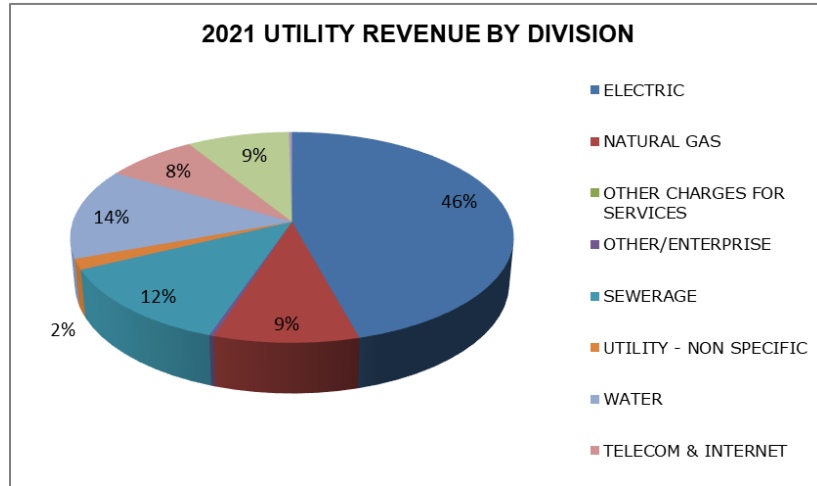
Fines and Forfeitures. These revenues are generated from Municipal Court Fines for violations of city ordinances. The 2021 budget is budgeted to be the same as 2020, with no increase or decrease.

Miscellaneous. These revenues are generated from rentals of city owned facilities and various other fees. The 2021 budget has a 9.7% increase from 2020 primarily due to rental agreements for Airport hangers & the community center.

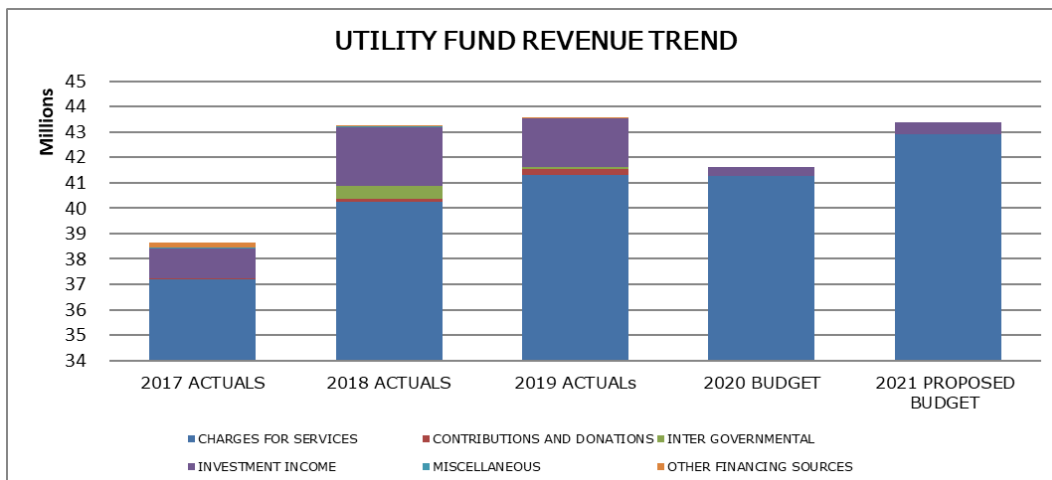
Other Financing Sources. These revenues are transfers to the General Fund from other funds which include transfers of franchise fees from the City's enterprise funds. A slight increase of 3% is budgeted over 2020 due to a projected increase in Utility transfers. The Solid Waste fund is budgeted to transfer 6%, while the Utilities fund is budgeted to transfer 6.5% to the General Fund. Mid-year, we will do an analysis and if we need to reduce the transfers down to the required minimum 5% we will do so at that time.

Combined Utilities Fund

The operation of utilities produces the largest category of revenue, Charges for Services.

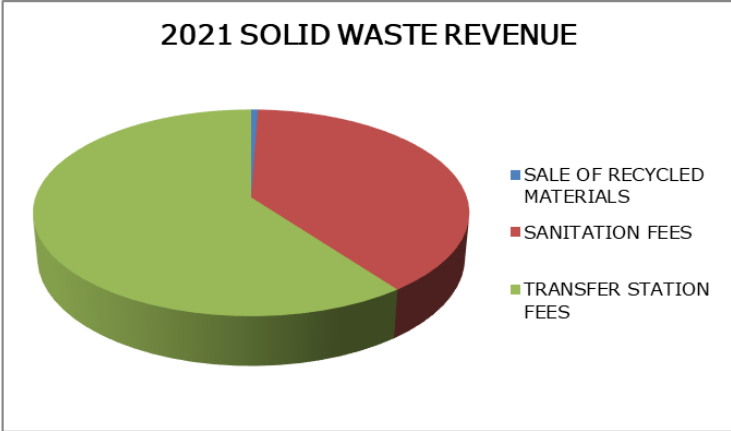


The chart above shows the breakdown by utility division along with the percent each generates of the total of revenue for the Combined Utilities Fund. Total budgeted revenue for FY2021 is \$43,375,851, an increase of 4.2% from last year’s adopted budget. Utility revenue is partially influenced by fluctuations in weather conditions. When we experience mild or severe seasons, rainy or drought conditions, Monroe’s largest enterprise fund revenues will increase or decrease accordingly. As the City pays more for the cost of electricity and gas the cost to our customers is also increased. This also accounts for some of the fluctuation in revenue. This chart shows the trend in revenue by division in the Combined Utilities Fund.



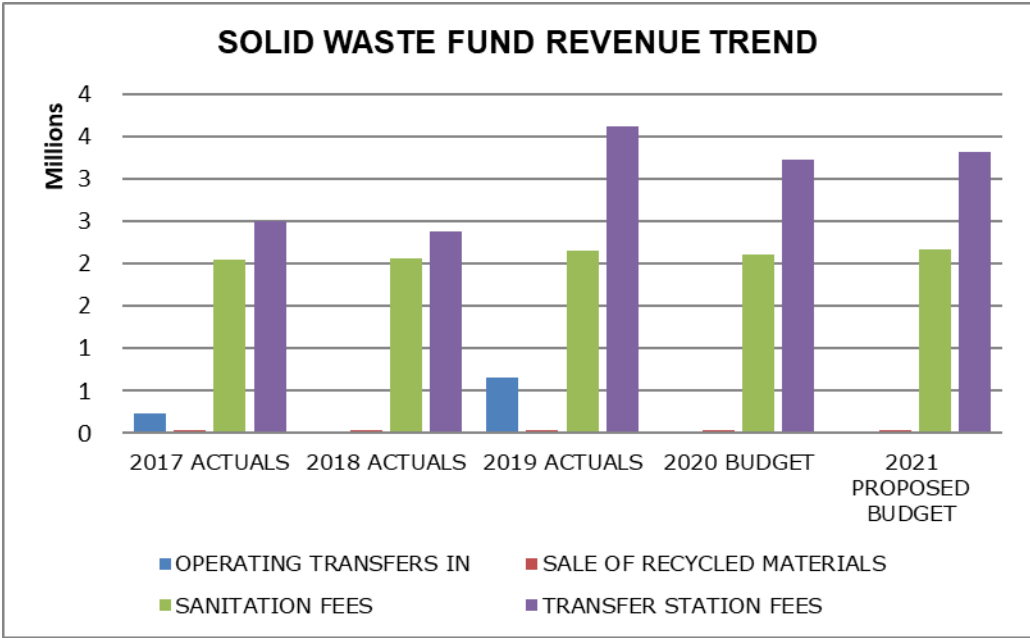
Solid Waste Fund

Solid Waste funds are derived from charges for services for trash pickup for residential and commercial customers, transfer station revenue and recycling are accounted for in the Solid Waste Enterprise Fund.



Sanitation fees from trash pickup will increase in 2021 by the normal 3% in order to keep up with the increase in hauling costs from the transfer station based on the current landfill disposal contract. The primary source of revenue is from the collection of fees charged to vendors using the transfer station.

We project an increase for FY2021. Since our costs to transfer solid waste are directly tied to the amount of generated revenue we see a proportional amount of increase or decrease in costs as well.

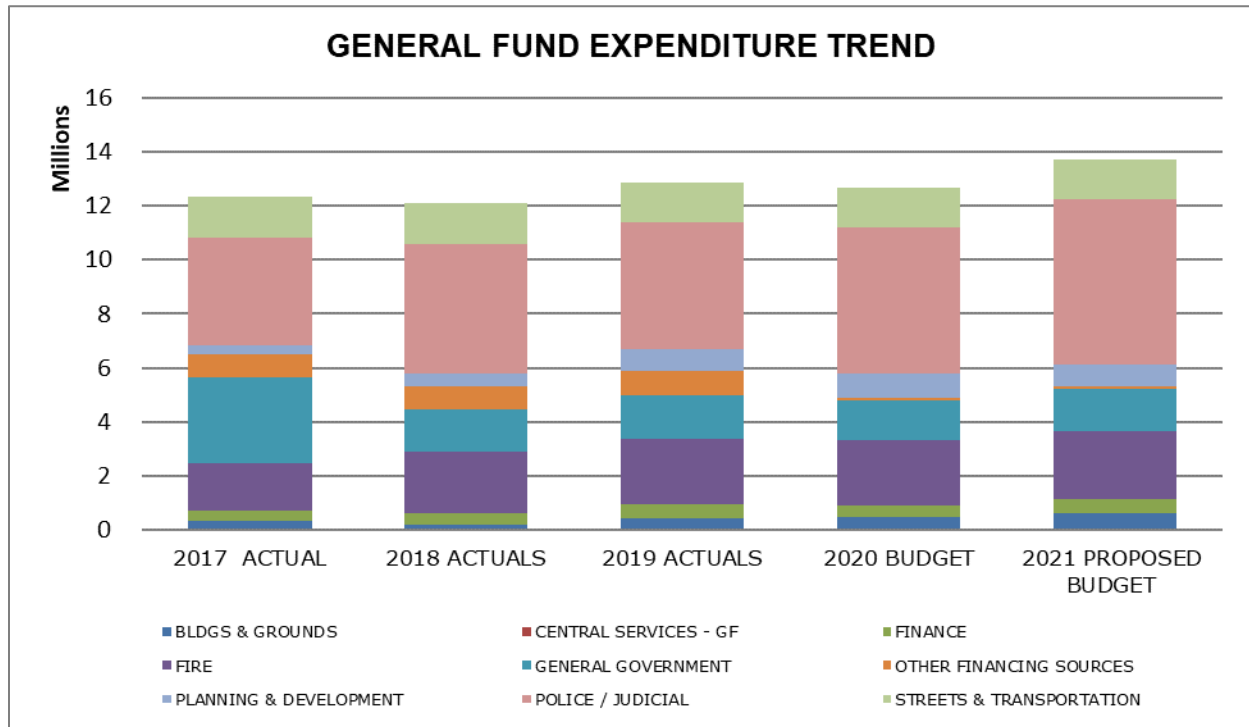


Expenditure Summary

The City of Monroe’s FY2021 budget reflects a conservative document that will meet or exceed the services provided to our citizens. The total budget is \$65.1 million for all funds, a conservative increase of only 4.6% over FY2020. Summary for the General Fund and Combined Utilities Fund follows.

General Fund

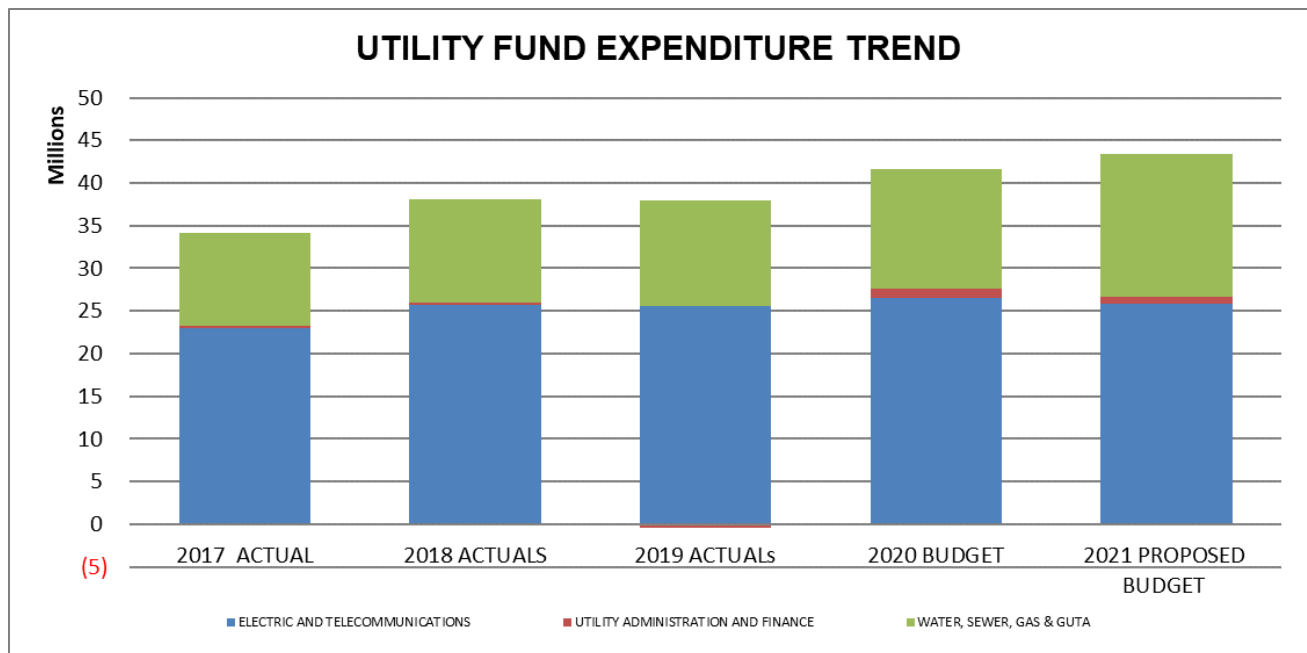
The total budget for the General Fund is \$13.7 million which is increased by 8.6% from last year’s budget. Efforts to keep spending at reasonable levels are made citywide. When possible, a department’s budget is kept at the same level as the prior year. The next chart shows the trend for the departments in the General Fund.



Combined Utilities Fund

The expense budget for Monroe’s Combined Utilities Fund totals \$43.4 million for FY2021. This is an increase of 4.2% from last year’s adopted budget.

The cost of goods sold in electric (\$11.5 million), cable TV (\$3.2 million) and gas (\$1.5 million) are the largest expenses for the Combined Utilities Fund. The cost of purchased power in electric, accounts for 67.1%, cost of programming in cable TV accounts for 58.7% and the cost of purchased natural gas in the gas department accounts for 34.9% of their respective department’s total budget.



CAPITAL

Capital

The Capital Improvement Program (CIP) is a five-year plan identifying capital projects and equipment purchases for the City. This plan provides justification and narrative of those projects each department has identified over the next five years. The CIP is reviewed and updated annually and changed to reflect the needs of the City. The plan that follows is listed by Department, with revenue sources also identified.

The process to develop the City's plan begins with each department identifying the projects most essential to the City and the operation of their department. Projects are then presented to City Council during the budget process for review. Justification of each project is carefully reviewed with funding either approved, delayed to a subsequent year or denied.

Budgets for Capital Projects do not lapse at the end of a fiscal year, but remain in effect until the project's completion.

\$16,889,613 in potential capital improvement projects for FY2021 has been submitted. This is higher than 2020, by \$4,242,875, primarily due to the Utility fund projects from the Revenue Bond. Of the total amount for FY2021; \$4,310,833 is General Fund, \$740,000 is Solid Waste, \$3,818,780 is Utility Fund & \$8,020,000 is from the Utility Revenue Bond.

Funding sources for the CIP are taxes and fees, SPLOST, grants, the Revenue Utility Bond and transfers from the Combined Utilities Expansion Repair fund.

| | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | FUTURE YRS | PROJECT TOTAL |
|--------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|
| GENERAL FUND | 792,320 | 653,529 | 1,258,922 | 397,954 | 1,149,024 | 1,237,719 | 4,089,468 |
| OTHER | | 2,000,000 | | | | 1,500,000 | 1,500,000 |
| SPLOST | 2,034,513 | 1,457,113 | 2,235,811 | 556,000 | 70,000 | | 6,253,437 |
| SPLOST/GRANT | 1,754,000 | 866,000 | 725,000 | 2,200,000 | | | 5,545,000 |
| UTILITIES CIP | 3,818,780 | 2,470,000 | 2,406,500 | 1,831,500 | 2,076,500 | | 12,603,280 |
| SW CIP | 470,000 | 60,000 | 25,000 | | | | 555,000 |
| UTILITY BOND | 8,020,000 | 12,950,000 | 8,500,000 | 5,000,000 | 3,700,000 | | 38,170,000 |
| Grand Total | 16,889,613 | 20,456,642 | 15,151,233 | 9,985,454 | 6,995,524 | 2,737,719 | 68,716,185 |

Five Year Capital Improvement Summary General Fund & SPLOST

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|--|--|----------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Airport | Grading/Ditching | SPLOST | | | | 25,000 | | 25,000 |
| | Jet-A Fuel Farm | SPLOST/GRANT | | | 225,000 | | | 225,000 |
| | Terminal Building | SPLOST/GRANT | | 500,000 | | | | 500,000 |
| | Approach Survey | SPLOST/GRANT | 35,000 | | | | | 35,000 |
| | Runway Rehabilitation | SPLOST/GRANT | 1,350,000 | | | | | 1,350,000 |
| | Hangar Repavement | SPLOST | 25,000 | | | | | 25,000 |
| | Gate/Fencing | SPLOST | 17,500 | | | | | 17,500 |
| | Taxiway Rehabilitation | SPLOST/GRANT | | | 300,000 | | | 300,000 |
| | Apron Rehabilitation | SPLOST/GRANT | | | | 2,000,000 | | 2,000,000 |
| Airport Total | | | 1,427,500 | 500,000 | 525,000 | 2,025,000 | | 4,477,500 |
| Code | Pickup Truck | GEN FUND | 30,000 | 30,000 | | | | 60,000 |
| Code Total | | | 30,000 | 30,000 | | | | 60,000 |
| Fire | Fire Pumper | GEN FUND | 100,000 | | | | | 100,000 |
| | Fire Station | OTHER | | | 500,000 | | | 1,500,000 |
| | SCBA (Air Packs) | GEN FUND | | | 270,000 | | | 270,000 |
| | Structural Firefighting Gear | GEN FUND | | 100,000 | | | | 100,000 |
| | Building Security | GEN FUND | 17,500 | | | | | 17,500 |
| | Fire Quint (Ladder) | GEN FUND | | | | | 900,000 | 900,000 |
| | Training Facility | GEN FUND | 10,000 | | | | | 10,000 |
| Fire Total | | | 127,500 | 100,000 | 770,000 | | 900,000 | 1,997,500 |
| Hwys & Streets | Assessment Of Roadways | GEN FUND | 10,000 | 10,000 | 10,000 | 10,000 | | 40,000 |
| | Boom Mower | SPLOST | | | 154,000 | | | 154,000 |
| | LMIG/Paving | SPLOST/GRANT | 202,000 | 200,000 | 200,000 | 200,000 | | 802,000 |
| | Michael Etchison Connector | SPLOST | | | 1,200,000 | | | 1,200,000 |
| | Milling Head | SPLOST | 25,000 | | | | | 25,000 |
| | Mini Excavator | SPLOST | | | 75,000 | | | 75,000 |
| | New Sidewalks | SPLOST | 50,000 | 85,000 | 85,000 | 85,000 | | 305,000 |
| | Other Paving Projects | SPLOST | 56,000 | 56,000 | 56,000 | 56,000 | | 224,000 |
| | Single Axle Dump Truck | SPLOST | | | 85,000 | | | 85,000 |
| | Skid Steer Loader | SPLOST | | | | 85,000 | | 85,000 |
| | Street And Sidewalk Rehab | SPLOST | 45,000 | 45,000 | 45,000 | 45,000 | | 180,000 |
| | Striping | SPLOST | 40,000 | 40,000 | 40,000 | 40,000 | | 160,000 |
| | TAP- Marable St to City Hall Streetscape | SPLOST/GRANT | 167,000 | 166,000 | | | | 333,000 |
| | Truck | SPLOST | 60,000 | | 45,000 | | | 105,000 |
| | Wayne Street Streetscape | SPLOST | 250,000 | | | | | 250,000 |
| | Zero Turn Mower | GEN FUND | | 15,000 | 15,000 | | | 30,000 |
| | HA5 seal coating | SPLOST | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 300,000 |
| Joint Transportation Hwy 78 EB on-ramp | SPLOST | 300,000 | | | | | 300,000 | |
| Joint Transportation Hwy 11/78 interchange | SPLOST | | 750,000 | | | | 750,000 | |
| Joint Transportation Hwy 78 WB on-ramp | SPLOST | | | 100,000 | | | 100,000 | |
| Hwys & Streets Total | | | 1,265,000 | 1,427,000 | 2,170,000 | 581,000 | 60,000 | 5,503,000 |
| Police | 2018 Lease Police Vehicles | GEN FUND | 87,793 | 47,555 | | | | 135,348 |
| | 2019 Lease Police Vehicles | SPLOST | 66,113 | 66,113 | 35,811 | | | 168,037 |
| | 2020 Lease Police Vehicles | GEN FUND | 110,537 | 110,537 | 110,537 | 48,763 | | 380,374 |
| | 2021 Lease Police Vehicles | GEN FUND | 45,000 | 88,229 | 88,229 | 88,229 | 45,000 | 354,687 |
| | 2022 Lease Police Vehicles | GEN FUND | | 45,000 | 88,229 | 88,229 | 88,229 | 354,687 |
| | Report Management System | GEN FUND | 56,569 | 56,569 | 56,569 | 56,569 | | 226,276 |
| Police Total | | | 366,012 | 414,003 | 379,375 | 281,790 | 133,229 | 1,619,409 |
| Parks | Park Rehabilitation | SPLOST | 364,900 | 150,000 | 125,000 | 100,000 | | 739,900 |
| | Zero Turn Mower | GEN FUND | 12,000 | | 12,000 | | 12,000 | 36,000 |
| | Sunshades | SPLOST | 25,000 | 25,000 | 15,000 | 10,000 | 10,000 | 85,000 |
| | Restroom Facilities | SPLOST | 130,000 | 130,000 | 65,000 | | | 325,000 |
| | Town Green Improvements | SPLOST | 100,000 | | | | | 100,000 |
| Parks Total | | | 631,900 | 2,305,000 | 217,000 | 110,000 | 22,000 | 1,185,900 |
| Central Services | City Entrance Signage/Gateway Signage | SPLOST | 100,000 | | | | | 100,000 |
| | Cemetery Rehabilitation/Paving | SPLOST | 50,000 | 50,000 | 50,000 | 50,000 | | 200,000 |
| | Buildings Improvements & Rehabilitation | GEN FUND | 200,000 | 40,000 | | | | 240,000 |
| Central Services Total | | | 350,000 | 90,000 | 50,000 | 50,000 | | 540,000 |
| Finance | New Court & Police Building | GEN FUND | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,609,595 |
| Finance Total | | | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,609,595 |
| DDA | Downtown Parking Meters | GEN FUND | | | | | | 125,000 |
| DDA Total | | | | | | | | 125,000 |
| General Total | | | 4,310,833 | 4,976,642 | 4,219,733 | 3,153,954 | 1,219,024 | 17,117,905 |

Five Year Capital Improvement Summary Utilities Fund

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|--|---|----------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Electric | System Automation | UTILITIES CIP | | 75,000 | 75,000 | | | 150,000 |
| | AMI-interactive metering | UTILITIES CIP | 140,000 | | | | | 140,000 |
| | Pole Replacement | UTILITIES CIP | 400,000 | 400,000 | | | | 800,000 |
| | Pole/Wire Trailer | UTILITIES CIP | 20,230 | | | | | 20,230 |
| | Downtown lighting replacement | UTILITIES CIP | 109,632 | | | | | 109,632 |
| Electric Total | | | 669,862 | 475,000 | 75,000 | | | 1,219,862 |
| Gas | Equipment Trailer | UTILITIES CIP | 16,380 | | | | | 16,380 |
| | Gas Main Renewal | UTILITIES CIP | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| | Main Extension | UTILITIES CIP | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,250,000 |
| | Truck | UTILITIES CIP | 62,979 | | | | | 62,979 |
| | Expansion to eastside of County | UTILITY BOND | 1,000,000 | | | | | 1,000,000 |
| Gas Total | | | 1,629,359 | 550,000 | 550,000 | 550,000 | 550,000 | 3,829,359 |
| Sewer | Application/Design 2022 CDBG submittal | UTILITIES CIP | | 50,000 | | | | 50,000 |
| | Application/Design 2024 CDBG submittal | UTILITIES CIP | | | | 50,000 | | 50,000 |
| | CDBG 2022 - Construction | UTILITIES CIP | | | 250,000 | | | 250,000 |
| | Equipment Trailer | UTILITIES CIP | 8,190 | | | | | 8,190 |
| | Final Clarifier Clean Out | UTILITIES CIP | 20,000 | | 20,000 | | | 40,000 |
| | Motors, Pumps, Controls, etc. | UTILITIES CIP | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| | Sewer Main Rehab | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Trickling Filter Pump | UTILITIES CIP | 40,000 | | | | | 40,000 |
| | Truck Replacement | UTILITIES CIP | | 50,000 | | | | 50,000 |
| | CDBG 2024 - Construction | UTILITIES CIP | | | | | 250,000 | 250,000 |
| | Sewer Extensions | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Alcovy River Gravity Sewer | UTILITY BOND | | 2,000,000 | | 2,000,000 | | 4,000,000 |
| WWTP Rehabilitation | UTILITY BOND | 2,500,000 | 2,500,000 | 2,500,000 | | | 7,500,000 | |
| Sewer Total | | | 2,918,190 | 4,950,000 | 3,120,000 | 2,400,000 | 600,000 | 13,988,190 |
| Stormwater | CDBG 2020 - Construction | UTILITIES CIP | 706,579 | | | | | 706,579 |
| | FAE Mulching Head | UTILITIES CIP | 32,000 | | | | | 32,000 |
| | Skid Steer | UTILITIES CIP | 85,000 | | | | | 85,000 |
| | Storm Drain/Retention Pond Rehab | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Storm Infrastructure/Pipes/Inlets, etc. | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| | Truck | UTILITIES CIP | 60,000 | | | | | 60,000 |
| Stormwater Total | | | 1,033,579 | 150,000 | 150,000 | 150,000 | 150,000 | 1,633,579 |
| Telecom | Fiber Expansion | UTILITY BOND | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | 12,700,000 |
| Telecom Total | | | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | 12,700,000 |
| Water | Application/Design 2022 CDBG submittal | UTILITIES CIP | | 25,000 | | | | 25,000 |
| | Application/Design 2024 CDBG submittal | UTILITIES CIP | | | | 25,000 | | 25,000 |
| | CDBG 2022 - Construction | UTILITIES CIP | | | 250,000 | | | 250,000 |
| | Equipment Trailer | UTILITIES CIP | 8,190 | | | | | 8,190 |
| | Fire Hydrant Replacement | UTILITIES CIP | 55,000 | 55,000 | 55,000 | | | 165,000 |
| | Fire Hydrant Security | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| | Infrastructure Repair/Replacement | UTILITIES CIP | 250,000 | 150,000 | 150,000 | 150,000 | 150,000 | 850,000 |
| | Membrane Filters | UTILITIES CIP | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| | Service Renewals | UTILITIES CIP | 200,000 | 200,000 | 200,000 | 200,000 | 20,000 | 820,000 |
| | Water Main Rehab | UTILITIES CIP | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 625,000 |
| | Water Meters | UTILITIES CIP | 56,500 | 56,500 | 56,500 | 56,500 | 56,500 | 282,500 |
| | Water line extensions on the system | UTILITIES CIP | 150,000 | 125,000 | 100,000 | 100,000 | 100,000 | 575,000 |
| | CDBG 2024 - Construction | UTILITIES CIP | | | | | 250,000 | 250,000 |
| | Water Plant upgrades | UTILITY BOND | 250,000 | 1,250,000 | 1,500,000 | | | 3,000,000 |
| | Raw Water Line | UTILITY BOND | 3,520,000 | | | | | 3,520,000 |
| Water Tank/Industrial Park | UTILITY BOND | 500,000 | 2,500,000 | | | | 3,000,000 | |
| Water Tank/Northside | UTILITY BOND | 250,000 | | 1,500,000 | | | 1,750,000 | |
| Potential transmission line to Social Circle | UTILITY BOND | | 1,700,000 | | | | 1,700,000 | |
| Water Total | | | 5,439,690 | 6,261,500 | 4,011,500 | 731,500 | 776,500 | 17,220,690 |
| Central Services | Forklift at Warehouse | UTILITIES CIP | 36,100 | | | | | 36,100 |
| | Vehicle | UTILITIES CIP | | 33,500 | | | | 33,500 |
| | Exchange Server Equipment & Migration | UTILITIES CIP | 64,000 | | | | | 64,000 |
| Central Services Total | | | 100,100 | 33,500 | | | | 133,600 |
| Finance - | Meter Reader Trucks | UTILITIES CIP | 48,000 | | | | | 48,000 |
| Finance - Util Total | | | 48,000 | | | | | 48,000 |
| Utility Total | | | 11,838,780 | 15,420,000 | 10,906,500 | 6,831,500 | 5,776,500 | 50,773,280 |

Five Year Capital Improvement Summary Solid Waste & SPLOST Fund

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|--------------------------|-----------------------------------|----------------|----------------|---------------|---------------|------|------|------------|----------------|
| Solid Waste | Commercial Garbage Truck | SPLOST | 270,000 | | | | | | 270,000 |
| | Pickup Truck | SW CIP | | 35,000 | | | | | 35,000 |
| | Recycling Carts | SW CIP | 70,000 | | | | | | 70,000 |
| | Replace Scales - Transfer Station | SW CIP | 100,000 | | | | | | 100,000 |
| | Transfer Station Improvements | SW CIP | 150,000 | 25,000 | 25,000 | | | | 200,000 |
| | Downtown Dumpster Corrals | SW CIP | 150,000 | | | | | | 150,000 |
| Solid Waste Total | | | 740,000 | 60,000 | 25,000 | | | | 825,000 |
| Solid Waste Total | | | 740,000 | 60,000 | 25,000 | | | | 825,000 |



DEBT SERVICE

Debt Service

The table below presents the City of Monroe's long-term debt service budgeted figures for the fiscal year ending December 31, 2021.

| | <u>Balances</u> <u>1/1/2021</u> | <u>Increases</u> | <u>Decreases</u> | <u>12/31/2021</u> | <u>Due In</u> <u>FY 2022</u> |
|---|------------------------------------|----------------------|---------------------|---------------------|---------------------------------|
| Governmental Activities: | | | | | |
| Bond Payable | | | | | |
| Urban Redevelopment Agency | \$ 3,501,300 | \$ - | \$ 401,000 | \$ 3,100,300 | \$ 411,000 |
| Notes Payable | | | | | |
| Walton Plaza | 1,275,000 | - | 75,000 | 1,200,000 | 75,000 |
| Total Governmental Type Activities | \$ 4,776,300 | \$ - | \$ 476,000 | \$ 4,300,300 | \$ 486,000 |
| Business Type Activities: | | | | | |
| Bonds Payable | | | | | |
| Series 2016 | \$ 9,965,000 | \$ - | \$ 1,570,000 | \$ 8,395,000 | \$ 1,605,000 |
| Series 2020 | - | 50,000,000 | - | - | - |
| Notes Payable | | | | | |
| GEFA #2013-007 | 1,214,751 | - | 108,537 | 1,106,214 | 109,081 |
| Total Business Type Activities | \$ 11,179,751 | \$ 50,000,000 | \$ 1,678,537 | \$ 9,501,214 | \$ 1,714,081 |

The Constitution of the State of Georgia provides that the general obligation debt incurred by the City shall never exceed 10 percent of the assessed value of all taxable property within the City. In addition, under the Constitution of the State of Georgia, the City shall not incur any new debt without the assent of a majority of the qualified voters of the City voting in an election held for that purpose as provided by law.

As computed in the table below, the City could incur (with voter approval) approximately \$49,685,290 in long-term general obligation bonds.

| | <u>Fiscal Year</u> |
|--|----------------------|
| | <u>2020</u> |
| Debt Limit | \$ 49,685,290 |
| Total net debt applicable to limit | - |
| Legal debt margin | <u>\$ 49,685,290</u> |
| Total net debt applicable to the limit as a percentage of debt limit | 0.00% |

The following table shows the debt funding requirements remaining over the life of the debt based on current outstanding debt issues. In late 2016, a GEFA loan for a meter change-out project, along with the current 2003 and 2006 Revenue Refunding Bonds were refinanced in a combined placement at a total interest rate of 2.19% with the term of the loan remaining the same. The total gross savings of the 2016 refunding is \$1,932,207 or 9.55% of savings as a percent of refunded bonds.

In 2020, the City issued a Revenue Bond in the amount of \$43,700,000 at an interest rate of 2.22% with a 30-year term, with a parity bond amount of \$6,300,000. Interest payments will begin in 2020 with principal payments not starting until 2027, when the Series 2016 bond is retired. These are paid through the combined utilities fund.

The City’s bond ratings are further evidence of its financial strength. General obligation bonds are currently rated A+ by Standard & Poor’s, and revenue bonds are currently rated A2 by Moody’s. Having solid financial policies, prudent financial management practices and strong fund balances and financial reserves are principle reasons for these investment grade bond ratings. These ratings translate directly into lower interest rates on the City’s debt.

Below is information concerning the bond funding requirements for the City of Monroe for the period ending December 2021.

Urban Redevelopment Agency

| Series 2019 | | | | |
|----------------------|------------------|-----------------|---------------------|--|
| <u>Period Ending</u> | <u>Principal</u> | <u>Interest</u> | <u>Debt Service</u> | |
| ▶ 2021 | 401,000 | 82,452 | 483,452 | |
| ▶ 2022 | 411,000 | 72,496 | 483,496 | |
| ▶ 2023 | 421,200 | 62,292 | 483,492 | |
| ▶ 2024 | 431,600 | 51,834 | 483,434 | |
| ▶ 2025 | 442,400 | 41,117 | 483,517 | |
| ▶ 2026 | 453,400 | 30,134 | 483,534 | |
| ▶ 2027 | 464,600 | 18,877 | 483,477 | |
| ▶ 2028 | 476,100 | 7,343 | 483,443 | |
| | \$ 3,501,300 | \$ 366,544 | \$ 3,867,844 | |

Combined Utility System

Revenue Refunding Bonds, Series 2016

| <u>Period Ending</u> | <u>Principal</u> | <u>Interest</u> | <u>Debt Service</u> |
|----------------------|---------------------|-------------------|----------------------|
| 2021 | 1,570,000 | 209,638 | 1,779,638 |
| 2022 | 1,605,000 | 175,091 | 1,780,091 |
| 2023 | 1,640,000 | 139,722 | 1,779,722 |
| 2024 | 1,680,000 | 103,587 | 1,783,587 |
| 2025 | 1,715,000 | 66,576 | 1,781,576 |
| 2026 | 1,755,000 | 28,799 | 1,783,799 |
| | <u>\$ 9,965,000</u> | <u>\$ 723,413</u> | <u>\$ 10,688,413</u> |

Revenue Bond, Series 2020

| <u>Period Ending</u> | <u>Principal</u> | <u>Interest</u> | <u>Debt Service</u> |
|----------------------|----------------------|----------------------|----------------------|
| 2021 | - | 1,783,000 | 1,783,000 |
| 2022 | - | 1,783,000 | 1,783,000 |
| 2023 | - | 1,783,000 | 1,783,000 |
| 2024 | - | 1,783,000 | 1,783,000 |
| 2025 | - | 1,783,000 | 1,783,000 |
| 2026 | - | 1,783,000 | 1,783,000 |
| 2027 | 1,090,000 | 1,783,000 | 2,873,000 |
| 2028 | 1,130,000 | 1,740,100 | 2,870,100 |
| 2029 | 1,190,000 | 1,683,600 | 2,873,600 |
| 2030 | 1,250,000 | 1,624,100 | 2,874,100 |
| 2031 | 1,310,000 | 1,561,600 | 2,871,600 |
| 2032 | 1,365,000 | 1,509,200 | 2,874,200 |
| 2033 | 1,420,000 | 1,454,600 | 2,874,600 |
| 2034 | 1,475,000 | 1,397,800 | 2,872,800 |
| 2035 | 1,535,000 | 1,338,800 | 2,873,800 |
| 2036 | 1,595,000 | 1,277,400 | 2,872,400 |
| 2037-2050 | 30,340,000 | 9,869,400 | 40,209,400 |
| | <u>\$ 43,700,000</u> | <u>\$ 35,937,600</u> | <u>\$ 79,637,600</u> |

GENERAL FUND

GENERAL FUND OPERATING BUDGET SUMMARY

Revenues, Expenditures and Other Sources & Use Summary

| REVENUE | 2017 ACTUALS | 2018 ACTUAL | 2019 ACTUAL | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
|---|--------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-------------|
| CHARGES FOR SERVICES | 739,084 | 675,448 | 741,049 | 711,600 | 755,600 | 44,000 | 6.2% |
| CONTRIBUTIONS AND DONATIONS | 65,554 | 48,608 | 92,608 | 43,000 | 39,000 | (4,000) | -9.3% |
| FINES AND FORFEITURES | 267,476 | 332,014 | 454,901 | 475,000 | 475,000 | 0 | 0.0% |
| INTERGOVERNMENTAL | 192,533 | 671,825 | 633,496 | 384,481 | 287,699 | (96,782) | -25.2% |
| INVESTMENT INCOME | 78 | 2 | 244 | 0 | 0 | 0 | 0.0% |
| LICENSES AND PERMITS | 165,740 | 217,648 | 375,517 | 342,650 | 385,000 | 42,350 | 12.4% |
| MISCELLANEOUS | 281,111 | 276,875 | 318,564 | 243,808 | 267,558 | 23,750 | 9.7% |
| OTHER FINANCING SOURCES | 1,964,740 | 2,409,445 | 2,822,576 | 2,826,752 | 2,911,280 | 84,528 | 3.0% |
| TAXES | 6,580,081 | 7,145,635 | 7,844,749 | 7,641,050 | 8,325,740 | 684,690 | 9.0% |
| PROCEEDS OF GEN FIXED ASSETS | 32,366 | 925 | 23,086 | 0 | 0 | 0 | 0.0% |
| PROCEEDS OF GEN LONG TERM | 245,900 | 322,523 | 0 | 0 | 310,000 | 310,000 | 0.0% |
| TOTAL REVENUE | 10,534,664 | 12,100,948 | 13,306,789 | 12,668,341 | 13,756,877 | 1,088,536 | 8.6% |
| | | | | | | | |
| | | | | | | | |
| DEPARTMENT | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUAL | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
| BLDGS & GROUNDS | 334,487 | 197,760 | 433,788 | 480,133 | 612,135 | 132,002 | 27.5% |
| FINANCE | 381,380 | 438,010 | 513,172 | 449,669 | 501,162 | 51,493 | 11.5% |
| FIRE | 1,775,490 | 2,262,020 | 2,443,992 | 2,416,418 | 2,565,281 | 148,863 | 6.2% |
| GENERAL GOVERNMENT | 3,160,494 | 1,579,485 | 1,617,160 | 1,463,793 | 1,605,791 | 141,998 | 9.7% |
| OTHER FINANCING SOURCES | 843,224 | 862,140 | 881,944 | 92,000 | 0 | (92,000) | -100.0% |
| POLICE / JUDICIAL | 3,948,851 | 4,781,606 | 4,725,922 | 5,381,450 | 6,273,925 | 892,475 | 16.6% |
| STREETS & TRANSPORTATION | 1,527,334 | 1,515,952 | 1,453,627 | 1,475,655 | 1,548,926 | 73,271 | 5.0% |
| CODE & DEVELOPMENT | 359,391 | 473,653 | 789,594 | 909,223 | 649,658 | (259,565) | -28.5% |
| TOTAL EXPENDITURES | 12,330,653 | 12,110,628 | 12,859,200 | 12,668,341 | 13,756,877 | 1,088,536 | 8.6% |
| USE OF CASH RESERVES | | | | | | | |
| | | | | | | | |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | (1,795,989) | (9,680) | 447,590 | 0 | 0 | 0 | 0 |

GENERAL FUND
REVENUE DETAIL

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| CHARGES FOR SERVICES | | | | | | |
| BAD CHECK FEES | 210 | 30 | 30 | 0 | 0 | 0 |
| CEMETARY LOT SALES | 8,970 | 7,330 | 13,305 | 10,000 | 9,500 | (500) |
| CODE DEPT OTHER INCOME | 697 | 2,032 | 128 | 500 | 5,000 | 4,500 |
| EMPLOYEE SELF INS FEES (HEALTH INSURANCE) | 670,686 | 628,934 | 683,316 | 660,000 | 700,000 | 40,000 |
| EVENT FEES | 11,943 | 16,303 | 20,005 | 20,000 | 20,000 | 0 |
| FIRE DEPARTMENT OTHER INCOME | 2,000 | 0 | 1,865 | 0 | 0 | 0 |
| POLICE DEPARTMENT OTHER INCOME | 44,359 | 20,561 | 21,233 | 20,000 | 20,000 | 0 |
| SANITATION FEES | 0 | 85 | 1,070 | 1,000 | 1,000 | 0 |
| LATE FEES | 220 | 173 | 97 | 100 | 100 | 0 |
| CHARGES FOR SERVICES Total | 739,084 | 675,448 | 741,049 | 711,600 | 755,600 | 44,000 |
| CONTRIBUTIONS AND DONATIONS | | | | | | |
| CONTRIBUTED CAP - OTHER UTILITY | 0 | 0 | 0 | 0 | 0 | 0 |
| FIRE DEPARTMENT | 0 | 4,000 | 300 | 4,000 | 0 | (4,000) |
| GENERAL CITY | 5,864 | 0 | 0 | 0 | 0 | 0 |
| MAIN STREET | 40,000 | 35,000 | 35,000 | 35,000 | 35,000 | 0 |
| MISC GRP INSURANCE RECEIPTS | 17,690 | 5,608 | 0 | 0 | 0 | 0 |
| POLICE DEPARTMENT | 2,000 | 4,000 | 0 | 4,000 | 4,000 | 0 |
| CONTRIBUTED CAP - STREETS | 0 | 0 | 0 | 0 | 0 | 0 |
| CONTRIBUTED CAP - FIRE | 0 | 0 | 30,819 | 0 | 0 | 0 |
| CONTRIBUTED CAP - POLICE | 0 | 0 | 26,489 | 0 | 0 | 0 |
| CONTRIBUTIONS AND DONATIONS Total | 65,554 | 48,608 | 92,608 | 43,000 | 39,000 | (4,000) |
| FINES AND FORFEITURES | | | | | | |
| MUNICIPAL COURT | 267,476 | 332,014 | 454,901 | 475,000 | 475,000 | 0 |
| FINES AND FORFEITURES Total | 267,476 | 332,014 | 454,901 | 475,000 | 475,000 | 0 |
| INTERGOVERNMENTAL | | | | | | |
| BOARD OF EDUCATION | 46,231 | 70,831 | 70,831 | 79,600 | 79,600 | 0 |
| DEA | 6,011 | 0 | 0 | 0 | 10,000 | 10,000 |
| DEPT OF JUSTICE | 0 | 0 | 0 | 0 | 0 | 0 |
| FEDERAL GRANTS | 2,330 | 0 | 0 | 0 | 0 | 0 |
| LMIG PROGRAM | 0 | 157,752 | 159,841 | 174,881 | 152,099 | (22,782) |
| PILOTHOUSING AUTHORITY | 16,981 | 27,006 | 40,512 | 25,000 | 30,000 | 5,000 |
| STATE GRANTS REC'D | 27,207 | 0 | 0 | 0 | 0 | 0 |
| FED GRANT - BVP | 0 | 5,530 | 0 | 0 | 6,000 | 6,000 |
| FED GRANT - SAFER | 0 | 227,485 | 236,014 | 100,000 | 0 | (100,000) |
| FED GRANT - CHIP | 93,773 | 96,638 | 115,589 | 0 | 0 | 0 |
| FED GRANT - HIDTA | 0 | 6,506 | 10,708 | 5,000 | 10,000 | 5,000 |
| FEDERAL DISASTER RELIEF FUNDS | 0 | 80,077 | 0 | 0 | 0 | 0 |
| INTERGOVERNMENTAL Total | 192,533 | 671,825 | 633,496 | 384,481 | 287,699 | (96,782) |
| INVESTMENT INCOME | | | | | | |
| INTEREST REVENUES | 78 | 2 | 244 | 0 | 0 | 0 |
| INVESTMENT INCOME Total | 78 | 2 | 244 | 0 | 0 | 0 |
| LICENSES AND PERMITS | | | | | | |
| ALCOHOLIC BEVERAGE PERMITS | 42,100 | 12 | 0 | 0 | 0 | 0 |
| BUILDING PERMITS | 88,838 | 121,152 | 230,972 | 200,000 | 230,000 | 30,000 |
| INSURANCE LICENSE | 34,163 | 35,400 | 30,675 | 30,000 | 30,000 | 0 |
| OTHER REGULATORY FEES - GOLF CARTS | 240 | 285 | 870 | 500 | 1,800 | 1,300 |
| REGULATORY FEES | 400 | 100 | 0 | 200 | 200 | 0 |
| ALCOHOL ADMIN FEE | 0 | 3,000 | 2,400 | 2,000 | 2,000 | 0 |
| NON-PROFIT ALCOHOL TEMP LICENSE | 0 | 250 | 250 | 200 | 200 | 0 |
| FOR-PROFIT ALCOHOL TEMP LICENSE | 0 | 750 | 1,350 | 1,000 | 1,000 | 0 |
| HOTEL/MOTEL ALCOHOL IN-ROOM LIC | 0 | 250 | 0 | 0 | 0 | 0 |
| ALCOHOL BEV CUPS- BUSINESSES | 0 | 1,500 | 2,975 | 2,000 | 2,000 | 0 |
| ALCOHOL BEV CUPS- RESIDENTS | 0 | 150 | 75 | 100 | 500 | 400 |
| ON- PREMISE BEER/WINE LICENSE | 0 | 10,500 | 20,000 | 21,000 | 24,000 | 3,000 |
| NON-PROFIT CLUB BEER/WHINE LICE | 0 | 0 | 600 | 0 | 600 | 600 |
| BREWRIES BEER LICENSE | 0 | 0 | 1,500 | 1,500 | 2,000 | 500 |
| AMENITIES BEER/WINE LICENSE | 0 | 0 | 200 | 0 | 500 | 500 |
| ON- PREMISE LIQUOR LICENSE | 0 | 28,500 | 30,000 | 30,000 | 35,000 | 5,000 |
| DISTILLERIES LIQUOR LICENSE | 0 | 0 | 750 | 750 | 1,500 | 750 |
| OTHER LICENSE/PERMIT | 0 | 500 | 0 | 500 | 500 | 0 |
| BEER/WINE RETAIL PKG LICENSE | 0 | 14,400 | 52,000 | 52,000 | 52,000 | 0 |
| SPECIAL EVENT/CATERING LICENSE | 0 | 900 | 900 | 900 | 1,200 | 300 |
| LICENSES AND PERMITS Total | 165,740 | 217,648 | 375,517 | 342,650 | 385,000 | 42,350 |

General Fund

Revenue Detail continued


| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------|
| MISCELLANEOUS | | | | | | |
| AIRPORT FUEL FEES | 150,759 | 112,147 | 108,437 | 100,000 | 100,000 | 0 |
| AIRPORT INCOME | 5 | 5 | 0 | 0 | 0 | 0 |
| AIRPORT TIE DOWN FEES | 1,950 | 1,600 | 1,800 | 1,500 | 2,000 | 500 |
| COMMUNITY CENTER FEES | 15,120 | 16,175 | 15,900 | 15,000 | 25,000 | 10,000 |
| HANGER RENT | 87,061 | 92,016 | 100,071 | 99,000 | 102,250 | 3,250 |
| OTHER | 11,977 | 18,028 | 23,209 | 5,000 | 5,000 | 0 |
| REIMB FOR DAMAGED PROPERTY | 14,189 | 5,714 | 37,722 | 0 | 0 | 0 |
| RENTAL - 227 S BROAD | 50 | 0 | 0 | 0 | 0 | 0 |
| PCARD REBATE | 0 | 18,693 | 28,090 | 20,000 | 30,000 | 10,000 |
| RENTAL - WALTON PLAZA | 0 | 12,496 | 3,335 | 3,308 | 3,308 | 0 |
| MISCELLANEOUS Total | 281,111 | 276,875 | 318,564 | 243,808 | 267,558 | 23,750 |
| OTHER FINANCING SOURCES | | | | | | |
| OPERATING TRANSFERS IN | 32,111 | 0 | 0 | 0 | 0 | 0 |
| OPERATING TRANSFERS IN UTILITY | 1,675,925 | 2,151,649 | 2,462,257 | 2,481,661 | 2,580,601 | 98,940 |
| TRAN IN - SW GRP INS REG FUND | 12,000 | 12,000 | 12,000 | 12,000 | 0 | (12,000) |
| TRAN IN - UT GRP INS REG FUND | 12,000 | 12,000 | 12,000 | 12,000 | 0 | (12,000) |
| TRANSFER IN - SOLID WASTE | 232,705 | 233,796 | 336,319 | 321,091 | 330,679 | 9,588 |
| OTHER FINANCING SOURCES Total | 1,964,740 | 2,409,445 | 2,822,576 | 2,826,752 | 2,911,280 | 84,528 |
| TAXES | | | | | | |
| AD VALOREM TAX - CURRENT YEAR | 2,707,664 | 2,918,954 | 3,166,043 | 3,268,750 | 3,402,761 | 134,011 |
| AD VALOREM TAX - PRIOR YEAR | 16,861 | (10,430) | 38,946 | 20,000 | 20,000 | 0 |
| ALCOHOLIC BEVERAGE EXCISE TAX | 327,956 | 289,218 | 288,760 | 300,000 | 310,000 | 10,000 |
| BUSINESS & OCCUPATION TAX | 87,339 | 93,850 | 93,079 | 93,000 | 95,000 | 2,000 |
| FINANCIAL INSTITUTIONS TAX | 66,266 | 65,294 | 65,513 | 65,000 | 65,000 | 0 |
| FRANCHISE TAX ELECTRIC | 317,921 | 289,629 | 279,548 | 290,000 | 280,000 | (10,000) |
| INSURANCE PREMIUM TAX | 852,827 | 919,876 | 977,418 | 950,000 | 1,030,000 | 80,000 |
| INTANGIBLE TAX REVENUE | 13,006 | 13,031 | 32,937 | 20,000 | 40,000 | 20,000 |
| LOCAL OPTION MIXED DRINK | 19,577 | 19,237 | 24,444 | 22,000 | 22,000 | 0 |
| LOCAL OPTION SALES & USE TAX | 1,782,464 | 2,027,527 | 2,356,109 | 2,100,000 | 2,550,000 | 450,000 |
| MOBILE HOME TAX | 5,766 | 5,402 | 5,215 | 6,000 | 8,215 | 2,215 |
| MOTOR VEHICLE TAX | 43,784 | 30,003 | 24,034 | 25,000 | 24,000 | (1,000) |
| PEN & INT ON DELINQUENT TAXES | 14,347 | 20,813 | 41,528 | 20,000 | 15,000 | (5,000) |
| PUBLIC UTILITY TAX | 54,131 | 51,284 | 47,240 | 50,600 | 47,372 | (3,228) |
| RAILROAD EQUIPMENT TAX | 499 | 585 | 608 | 500 | 500 | 0 |
| REAL ESTATE TRANSFER TAX | 5,723 | 7,097 | 17,340 | 10,000 | 20,000 | 10,000 |
| TITLE ADVALOREM TAX - TAVT | 263,950 | 359,504 | 344,318 | 360,000 | 355,000 | (5,000) |
| TIMBER TAX | 0 | 440 | 819 | 200 | 893 | 693 |
| FRANCHISE TAX TELEPHONE | 0 | 44,322 | 40,852 | 40,000 | 40,000 | 0 |
| TAXES Total | 6,580,081 | 7,145,635 | 7,844,749 | 7,641,050 | 8,325,740 | 684,690 |
| PROCEEDS OF GEN FIXED ASSETS | | | | | | |
| SALE OF ASSETS - GEN FUND | 32,366 | 925 | 23,086 | 0 | 0 | 0 |
| PROCEEDS OF GEN FIXED ASSETS Total | 32,366 | 925 | 23,086 | 0 | 0 | 0 |
| PROCEEDS OF GEN LONG TERM | | | | | | |
| CAPITAL LEASES | 245,900 | 322,523 | 0 | 0 | 310,000 | 310,000 |
| PROCEEDS OF GEN LONG TERM Total | 245,900 | 322,523 | 0 | 0 | 310,000 | 310,000 |
| TOTAL REVENUE | 10,534,664 | 12,100,948 | 13,306,789 | 12,668,341 | 13,756,877 | 1,088,536 |

Full Time General Fund Positions

| | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|---|------------|------------|------------|
| Building & Grounds | 4 | 4 | 3 |
| EQUIPMENT OPERATOR I BLDG MAINT | 1 | 1 | 1 |
| GENERAL LABORER | 1 | 1 | 1 |
| GROUNDS & FACILITIES TECH | 1 | 1 | 1 |
| BUILDINGS & GROUNDS | 1 | 1 | |
| Finance Financial Administration | 3 | 3 | 2 |
| ACCOUNTANT | 1 | 1 | |
| PAYROLL SPECIALIST | 1 | 1 | 1 |
| ACCOUNTING TECH/AP CLERK | 1 | 1 | 1 |
| Finance General Administration | 1.5 | 1.5 | 1.5 |
| CITY HALL RECORDS CLERK | 1 | 1 | 1 |
| FINANCE DIRECTOR 50% | 0.5 | 0.5 | 0.5 |
| Fire Operations | 28 | 28 | 28 |
| FIRE CHIEF | 1 | 1 | 1 |
| FIRE LIEUTENANT | 2 | 2 | 2 |
| FIRE LIEUTENANT/PARAMEDIC | 1 | 1 | 1 |
| FIREFIGHTER | 14 | 14 | 14 |
| FIREFIGHTER/EMT | 2 | 2 | 2 |
| BATTALION CHIEF | 3 | 3 | 3 |
| FIRE ADMIN ASST | 1 | 1 | 1 |
| CAPTAIN | 1 | 1 | 1 |
| FIRE SERGEANT/EMT | 2 | 2 | 2 |
| FIREFIGHTER/EMT/ARSON INVESTIGATOR | 1 | 1 | 1 |
| Fire Prevention / CRR | 1 | 1 | 1 |
| FIRE MARSHAL | 1 | 1 | 1 |
| General Government Executive | 0.5 | 0.5 | 1 |
| CITY ADMINISTRATOR 50% | 0.5 | 0.5 | 0.5 |
| ASST CITY ADMINISTRATOR | | | 0.5 |
| Highways & Streets | 17 | 17 | 17 |
| ADMIN ASST PUBLIC WORKS | 1 | 1 | 1 |
| DIRECTOR OF STREETS & TRANSPORTATION | 1 | 1 | 1 |
| EQUIPMENT OPERATOR I STREET | 4 | 4 | 4 |
| EQUIPMENT OPERATOR II STREET | 3 | 3 | 3 |
| EQUIPMENT OPERATOR III STREET | 3 | 3 | 3 |
| SHOP FOREMAN | 1 | 1 | 1 |
| SIGN TECH/BLDG & GRNDS SUPERVISOR | 1 | 1 | 1 |
| UTILITY WORKER STREET | 2 | 2 | 2 |
| ASST DIRECTOR STREETS & TRANSPORTATION | 1 | 1 | 1 |

Full Time General Fund Positions

Continued

|  | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|---|------------|------------|--------------|
| ▣ Municipal Court | 1 | 1 | 1 |
| MUNICIPAL COURT CLERK | 1 | 1 | |
| COURT ADMINISTRATOR | | | 1 |
| ▣ Police | 47 | 52 | 55 |
| POLICE ADMIN ASST | 1 | 1 | 1 |
| POLICE CHIEF | 1 | 1 | 1 |
| POLICE CLERK | 1 | 1 | 1 |
| POLICE TAC CLERK | 1 | 1 | 1 |
| CAPTAIN | 3 | 3 | 3 |
| LIEUTENANT | 4 | 4 | 4 |
| OFFICER-FIELD TRAINING OFFICER | 3 | 3 | 3 |
| DETECTIVE | 3 | 3 | 3 |
| SERGEANT | 7 | 7 | 7 |
| OFFICER/K9 | 2 | 2 | 2 |
| LIEUTENANT-TASK FORCE OFFICER | 1 | 1 | 1 |
| LIEUTENANT/ADMIN SUPV | 1 | 1 | 1 |
| CADET | 2 | 2 | 2 |
| UNIFORM PATROL | 16 | 20 | 23 |
| CRIMINAL INVESTIGATIONS | | 1 | 1 |
| POLICE EVIDENCE | 1 | 1 | 1 |
| ▣ Planning & Development | 2 | 2 | |
| DIRECTOR OF ECONOMIC DEVELOPMENT | 1 | 1 | |
| CITY PLANNER | 1 | 1 | |
| ▣ Code & Development | 6 | 6 | 6 |
| ADMIN ASST CODE | 1 | 1 | 1 |
| CITY MARSHAL | 2 | 2 | 2 |
| CODE CLERK | 1 | 1 | 1 |
| DIRECTOR OF CODE | 1 | 1 | 1 |
| PROPERTY MAINTENANCE INSPECTOR | 1 | 1 | 1 |
| ▣ Downtown/Economic Dev & Planning | 1 | 1 | 3 |
| DIRECTOR OF ECONOMIC DEVELOPMENT | | | 1 |
| MAIN STREET DIRECTOR | 1 | 1 | 1 |
| PART TIME VISITOR CENTER RECEPTIONIST | | | |
| CITY PLANNER | | | 1 |
| Grand Total | 112 | 117 | 118.5 |

GENERAL GOVERNMENT

Airport

Overview

To continue a forward-thinking growth and development plan that continues to grow the airport into an economic tool and benefit for the City with specific attention on safety, facilities, and the functionality of all amenities and facilities through the effective management of funding from federal, state, and local allocations. This is a division of the Central Services Department.



Goals

- Development of a more economically beneficial area with the development and design of business-friendly facilities and grounds.
- Expand the amenities available to airport patrons and visitors, residential and business communities.
- Continue to focus on safety improvements to the facility, grounds, and buildings.
- Provide facilities that invite a high traffic flow to the airport and provide benefit to the City.
- Continue to balance both City funding with grant funding for the most effective expansions of airport facilities and improvements.

AIRPORT EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| AIRPORT | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 0 | 0 | 0 | 38,248 | 0 | (38,248) |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 0 | 0 | 0 | 38,248 | 0 | (38,248) |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| BUILDINGS | 0 | 25,775 | 16,920 | 0 | 0 | 0 |
| CONSTRUCTION IN PROGRESS | 0 | 20,884 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - PROPERTY Total | 0 | 46,659 | 16,920 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| REIMB SALARIES - OTHER | 0 | 2,566 | 0 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 0 | 2,566 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 1,380 | 2,040 | 2,500 | 500 | (2,000) |
| COMMUNICATIONS | 1,286 | 1,395 | 1,378 | 1,500 | 1,400 | (100) |
| CONSULTING - TECHNICAL | 984 | 0 | 57 | 500 | 36,000 | 35,500 |
| CONTRACT LABOR | 0 | 0 | 0 | 0 | 12,000 | 12,000 |
| DUES/FEES | 0 | 0 | 580 | 500 | 750 | 250 |
| EQUIPMENT RENTAL | 0 | 7,332 | 0 | 0 | 0 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 6,074 | 2,495 | 300 | 500 | 1,000 | 500 |
| GENERAL LIABILITY INSURANCE | 6,205 | 0 | 0 | 0 | 0 | 0 |
| LAWN CARE & MAINTENANCE | 0 | 10,713 | 5,390 | 2,500 | 0 | (2,500) |
| LICENSES | 0 | 0 | 200 | 500 | 250 | (250) |
| MAINTENANCE CONTRACTS | 0 | 8,586 | 1,673 | 7,500 | 7,500 | 0 |
| PEST CONTROL | 0 | 0 | 295 | 0 | 500 | 500 |
| R & M AIRPORT | 1,250 | 8,474 | 10,725 | 15,000 | 10,000 | (5,000) |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 0 | 2,500 | 1,000 | (1,500) |
| R & M SYSTEM - OUTSIDE | 0 | 2,745 | 0 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 0 | 0 | 390 | 500 | 500 | 0 |
| TRAVEL EXPENSE | 966 | 0 | 0 | 500 | 500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 0 | 250 | 250 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 16,765 | 43,120 | 23,027 | 34,750 | 72,150 | 37,400 |
| SUPPLIES | | | | | | |
| AIRPORT EXPENSE | 25,880 | 6,543 | 8,501 | 12,500 | 10,000 | (2,500) |
| AIRPORT FUEL | 141,964 | 123,142 | 106,465 | 110,000 | 75,000 | (35,000) |
| AUTO & TRUCK FUEL | 75 | 0 | 0 | 0 | 250 | 250 |
| AUTO PARTS | 184 | 325 | 58 | 250 | 500 | 250 |
| CHEMICALS/PESTICIDES | 0 | 1,287 | 95 | 2,500 | 0 | (2,500) |
| EQUIPMENT PARTS | 0 | 1,752 | 1,739 | 2,000 | 1,000 | (1,000) |
| EXPENDABLE FLUIDS | 0 | 9 | 0 | 250 | 250 | 0 |
| FOOD | 26 | 0 | 0 | 100 | 100 | 0 |
| OFFICE SUPPLIES & EXPENSES | 96 | 463 | 87 | 250 | 150 | (100) |
| R & M BUILDINGS - INSIDE | 20,393 | 1,332 | 1,210 | 1,000 | 1,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 0 | 1,423 | 2,500 | 500 | (2,000) |
| TIRES | 0 | 0 | 0 | 250 | 250 | 0 |
| SUPPLIES Total | 188,618 | 134,852 | 119,578 | 131,600 | 89,000 | (42,600) |
| AIRPORT Total | 205,383 | 227,197 | 159,526 | 204,598 | 161,150 | (43,448) |

Buildings and Grounds

Overview

To maintain an exceptionally well-maintained appearance for citizens and visitors to the city with specific attention to safety, imagery, cleanliness, respectfulness, and functionality of all City buildings, facilities, and grounds through an effective management of labor, money, and material. This is a division of the Central Services Department.

Goals

- Continue to provide efficient and high levels of service and maintenance of all City building, facilities, grounds, cemeteries, and parks.
- Provide the highest level of functionality and aesthetic appearance for all City buildings, facilities, grounds, cemeteries, and parks.
- Continue to balance both City labor and contractor labor for the most effective approach to achievement of objectives for all City buildings, facilities, grounds, cemeteries, and parks.
- Continue to implement overall City plans while effectively leveraging SPLOST funding for the improvement and rehabilitation of the park system in the City for use by all citizens and visitors alike.



| BUILDINGS & GROUNDS EXPENDITURES | | | | | | |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| BLDGS & GROUNDS | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 0 | 0 | 0 | 0 | 12,000 | 12,000 |
| VEHICLES | 0 | 0 | 24,175 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 0 | 0 | 24,175 | 0 | 12,000 | 12,000 |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| BUILDINGS | 0 | 0 | 29,389 | 0 | 200,000 | 200,000 |
| SITE IMPROVEMENTS | 55,890 | 13,972 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - PROPERTY Total | 55,890 | 13,972 | 29,389 | 0 | 200,000 | 200,000 |
| OTHER COSTS | | | | | | |
| ART GUILD | 2,427 | 2,065 | 2,529 | 5,000 | 5,000 | 0 |
| LIBRARY | 2,937 | 2,733 | 347 | 5,000 | 5,000 | 0 |
| OTHER COSTS Total | 5,363 | 4,798 | 2,876 | 10,000 | 10,000 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 81 | 25 | 103 | 100 | 140 | 40 |
| GMEBS- RETIREMENT CONTRIBUTION | 20,433 | 5,712 | 25,634 | 28,979 | 21,735 | (7,244) |
| GROUP INS | 28,712 | 8,839 | 58,901 | 55,350 | 33,000 | (22,350) |
| MEDICAL EXAMS | 303 | 0 | 0 | 100 | 100 | 0 |
| MEDICARE | 1,452 | 539 | 1,635 | 1,734 | 1,445 | (289) |
| OVERTIME SALARIES | 1,611 | 4,279 | 5,548 | 3,000 | 4,000 | 1,000 |
| PART - TIME/TEMPORARY SALARIES | 21,033 | 5,863 | 0 | 0 | 0 | 0 |
| REGULAR SALARIES | 92,334 | 34,397 | 109,048 | 119,557 | 99,685 | (19,872) |
| SOCIAL SECURITY | 6,248 | 2,473 | 6,989 | 7,413 | 6,180 | (1,233) |
| WORKERS COMP INSURANCE | 0 | 464 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 172,207 | 62,591 | 207,857 | 217,733 | 167,785 | (49,948) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 16 | 0 | 0 | 0 | 0 | 0 |
| ATTORNEY FEES- P & M | 0 | 0 | 53 | 0 | 0 | 0 |
| COMMUNICATIONS | 842 | 0 | 378 | 500 | 750 | 250 |
| CONSULTING - TECHNICAL | 0 | 1,800 | 0 | 0 | 0 | 0 |
| CONTRACT LABOR | 31,900 | 3,194 | 626 | 2,500 | 6,700 | 4,200 |
| DUES/FEES | 45 | 2 | 0 | 0 | 0 | 0 |
| EQUIPMENT RENTAL | 136 | 37 | 155 | 250 | 250 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 0 | 0 | 250 | 500 | 250 |
| GENERAL LIABILITY INSURANCE | 2,795 | 3,263 | 2,249 | 2,500 | 2,500 | 0 |
| LAWN CARE & MAINTENANCE | 35,357 | 62,840 | 87,368 | 70,000 | 120,000 | 50,000 |
| MAINTENANCE CONTRACTS | 2,201 | 616 | 2,138 | 10,000 | 5,500 | (4,500) |
| PARKS & GROUNDS R&M OUTSIDE | 0 | 4,039 | 7,885 | 5,000 | 1,500 | (3,500) |
| PEST CONTROL | 113 | 630 | 1,299 | 1,000 | 1,500 | 500 |
| POSTAGE | 0 | 49 | 51 | 0 | 0 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 2,620 | 23,495 | 5,000 | 20,000 | 15,000 |
| R&M BLDG - PLAYHOUSE | 288 | 4,533 | 1,096 | 2,500 | 1,000 | (1,500) |
| TRAINING & EDUCATION | 70 | 20 | 65 | 250 | 250 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 290 | 500 | 500 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 22 | 38 | 0 | 0 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 0 | 0 | 0 | 0 |
| R&M BLDG - OLD CITY HALL OUTSIDE | 0 | 0 | 629 | 2,500 | 1,000 | (1,500) |
| SIDEWALK R & M - OUTSIDE | 0 | 0 | 3,039 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 73,764 | 83,664 | 130,856 | 102,750 | 161,950 | 59,200 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 4,499 | 5,162 | 4,616 | 5,000 | 5,000 | 0 |
| AUTO PARTS | 421 | 2,132 | 880 | 500 | 250 | (250) |
| CHEMICALS/PESTICIDES | 67 | 0 | 20 | 2,500 | 5,850 | 3,350 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 15 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 0 | 0 | 4,130 | 0 | 0 | 0 |
| EQUIPMENT PARTS | 5,754 | 5,605 | 1,165 | 2,500 | 2,500 | 0 |
| EXPENDABLE FLUIDS | 92 | 74 | 300 | 250 | 250 | 0 |
| FOOD | 0 | 0 | 1 | 250 | 250 | 0 |
| HAND TOOLS | 25 | 186 | 410 | 500 | 500 | 0 |
| JANITORIAL SUPPLIES | 0 | 95 | 158 | 250 | 250 | 0 |
| OFFICE SUPPLIES & EXPENSES | 447 | 66 | 158 | 250 | 250 | 0 |
| PARKS & GROUNDS R&M INSIDE | 0 | 4,550 | 682 | 100,000 | 25,000 | (75,000) |
| R & M BUILDINGS - INSIDE | 17 | 103 | 84 | 1,000 | 1,000 | 0 |
| SAFETY/MEDICAL SUPPLIES | 1,078 | 7 | 27 | 250 | 250 | 0 |
| SIGNAGE & MATERIALS | 0 | 0 | 120 | 250 | 250 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 403 | 797 | 1,000 | 7,800 | 6,800 |
| TIRES | 411 | 1,541 | 709 | 1,000 | 1,000 | 0 |
| UNIFORM RENTAL | 2,126 | 25 | 1,784 | 4,000 | 0 | (4,000) |
| UNIFORM EXPENSE | 0 | 0 | 890 | 900 | 3,000 | 2,100 |
| LANDSCAPING R & M - INSIDE | 0 | 30 | 4,650 | 5,000 | 1,000 | (4,000) |
| R&M BLDG - OLD CITY HALL INSIDE | 0 | 0 | 0 | 2,500 | 1,000 | (1,500) |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 14,938 | 19,995 | 21,581 | 127,900 | 55,400 | (72,500) |
| BLDGS & GROUNDS Total | 322,162 | 185,021 | 416,735 | 458,383 | 607,135 | 148,752 |

Buildings & Grounds

Expenditures continued

| COMMUNITY CENTER | | | | | | |
|--|---------------|---------------|---------------|---------------|--------------|-----------------|
| EXPENDITURES | | | | | | |
| | 2017 | 2018 | 2019 | 2020 | 2021 | 2021 vs 2020 |
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | PROPOSED | BUDGET |
| | | | | | | |
| COMMUNITY CENTER | | | | | | |
| COMMUNICATIONS | 922 | 964 | 1,004 | 1,000 | 0 | (1,000) |
| CUSTODIAL SVCS | 1,465 | 3,600 | 5,075 | 4,000 | 0 | (4,000) |
| EQUIPMENT RENTS / LEASES | 210 | 0 | 0 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 0 | 1,143 | 1,740 | 1,000 | 0 | (1,000) |
| PEST CONTROL | 70 | 420 | 282 | 250 | 0 | (250) |
| R & M BUILDINGS - OUTSIDE | 0 | 2,688 | 3,908 | 14,500 | 5,000 | (9,500) |
| R&M COMMUNITY CENTER - OUTSIDE | 0 | 88 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 2,667 | 8,903 | 12,009 | 20,750 | 5,000 | (15,750) |
| CHEMICALS/PESTICIDES | 0 | 0 | 105 | 0 | 0 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 190 | 0 | 0 | 0 | 0 |
| JANITORIAL SUPPLIES | 619 | 360 | 976 | 250 | 0 | (250) |
| OFFICE SUPPLIES & EXPENSES | 0 | 77 | 1,333 | 250 | 0 | (250) |
| PARKS & GROUNDS R&M INSIDE | 9,039 | 3,209 | 503 | 0 | 0 | 0 |
| R & M BUILDINGS - INSIDE | 0 | 0 | 2,128 | 500 | 0 | (500) |
| SUPPLIES Total | 9,658 | 3,837 | 5,044 | 1,000 | 0 | (1,000) |
| COMMUNITY CENTER Total | 12,325 | 12,740 | 17,053 | 21,750 | 5,000 | (16,750) |

Finance



Overview

The Finance Department has the responsibility of providing service and oversight of the various financial functions within the City. Primary functions include accounting, budgeting, accounts payable, payroll, billing and collecting receivables, financial reporting and purchasing. In addition, all utility administration, billing, collection and field services fall within this department.

Goals/Accomplishments

- Received Certificate of Achievement for Excellence in Financial Reporting Program Award for the FY2019 Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA).
- Received the Popular Annual Financial Reporting Award Program Award from GFOA for the FY2019 Popular Annual Financial Report (PAFR).
- Received the Distinguished Budget Presentation Award for the FY2020 adopted budget from GFOA.
- Updated Financial Policies.

GENERAL FUND FINANCE

EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| FINANCIAL ADMINISTRATION | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 134 | 75 | 77 | 100 | 75 | (25) |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 17,136 | 19,225 | 21,735 | 14,490 | (7,245) |
| GROUP INS | 31,454 | 31,754 | 41,693 | 44,389 | 22,000 | (22,389) |
| MEDICAL EXAMS | 303 | 0 | 0 | 100 | 100 | 0 |
| MEDICARE | 2,176 | 2,120 | 2,360 | 2,236 | 1,594 | (642) |
| OVERTIME SALARIES | 2,024 | 2,331 | 1,869 | 2,500 | 1,500 | (1,000) |
| REGULAR SALARIES | 150,093 | 146,172 | 162,174 | 154,198 | 109,914 | (44,284) |
| SOCIAL SECURITY | 9,304 | 9,066 | 10,090 | 9,560 | 6,815 | (2,745) |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 70,000 | 68,500 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 215,922 | 208,655 | 237,489 | 236,318 | 226,488 | (9,830) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 380 | 1,000 | 2,100 | 0 | 300 | 300 |
| COMMUNICATIONS | 1,318 | (98) | 45 | 0 | 0 | 0 |
| CONTRACT LABOR | 0 | 76,292 | 83,194 | 1,000 | 85,000 | 84,000 |
| DUES/FEES | 3,007 | 92 | 2,497 | 1,200 | 7,000 | 5,800 |
| EQUIPMENT RENTAL | 250 | 269 | 264 | 250 | 250 | 0 |
| LICENSES | 0 | 317 | 18 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 3,230 | 6,462 | 12,160 | 14,000 | 20,000 | 6,000 |
| MARKETING EXPENSES | 0 | 0 | 0 | 25,000 | 0 | (25,000) |
| P O BOX RENTAL | 0 | 214 | 234 | 235 | 235 | 0 |
| POSTAGE | 115 | 1,119 | 1,105 | 1,200 | 1,200 | 0 |
| PROFESSIONAL FEES | 1,900 | 265 | 0 | 0 | 20 | 20 |
| R & M BUILDINGS - OUTSIDE | 0 | 2,855 | 130 | 0 | 0 | 0 |
| SOFTWARE | 218 | 390 | 603 | 200 | 100 | (100) |
| TRAINING & EDUCATION | 4,543 | 872 | 3,382 | 5,000 | 5,000 | 0 |
| TRAVEL EXPENSE | 683 | 336 | 744 | 2,000 | 2,000 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 463 | 230 | 0 | 25 | 25 |
| PURCHASED/CONTRACTED SERVICES Total | 15,643 | 90,849 | 106,705 | 50,085 | 121,130 | 71,045 |
| SUPPLIES | | | | | | |
| COMPUTER EQUIP NON-CAPITAL | 0 | 3,432 | 6,078 | 1,500 | 1,000 | (500) |
| EMPLOYEE RECOGNITION | 0 | 200 | 0 | 0 | 0 | 0 |
| EQUIPMENT PARTS | 655 | 138 | 0 | 0 | 0 | 0 |
| FOOD | 62 | 1,227 | 492 | 500 | 500 | 0 |
| FURNITURE < 5,000 | 0 | 318 | 0 | 500 | 1,000 | 500 |
| JANITORIAL SUPPLIES | 391 | 1,368 | 754 | 800 | 800 | 0 |
| OFFICE SUPPLIES & EXPENSES | 19,025 | 11,073 | 4,649 | 8,000 | 5,000 | (3,000) |
| R & M BUILDINGS - INSIDE | 629 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 20,762 | 17,756 | 11,972 | 11,300 | 8,300 | (3,000) |
| FINANCIAL ADMINISTRATION Total | 252,327 | 317,260 | 356,166 | 297,703 | 355,918 | 58,215 |
| GENERAL ADMINISTRATION | | | | | | |
| OTHER COSTS | | | | | | |
| GMA ASSESSMENT | 4,754 | 2,378 | 4,821 | 4,800 | 5,000 | 200 |
| OTHER COSTS Total | 4,754 | 2,378 | 4,821 | 4,800 | 5,000 | 200 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 0 | 50 | 39 | 50 | 50 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 13,622 | 11,424 | 9,613 | 10,867 | 10,867 | 0 |
| GROUP INS | 16,399 | 17,065 | 20,754 | 27,850 | 16,500 | (11,350) |
| MEDICAL EXAMS | 202 | 0 | 65 | 100 | 100 | 0 |
| MEDICARE | 1,241 | 1,296 | 1,443 | 1,406 | 1,477 | 71 |
| OVERTIME SALARIES | 2,882 | 2,228 | 1,394 | 2,000 | 1,500 | (500) |
| REGULAR SALARIES | 84,541 | 83,112 | 99,498 | 96,980 | 101,888 | 4,908 |
| SOCIAL SECURITY | 5,305 | 2,902 | 6,169 | 6,013 | 6,317 | 304 |
| WORKERS COMP INSURANCE | 0 | 0 | 13,041 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 124,192 | 118,077 | 152,015 | 146,766 | 140,199 | (6,567) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 32 | 0 | 0 | 0 | 0 | 0 |
| COMMUNICATIONS | 0 | 296 | 0 | 400 | 0 | (400) |
| EQUIPMENT RENTAL | 0 | 0 | 0 | 0 | 45 | 45 |
| PURCHASED/CONTRACTED SERVICES Total | 32 | 296 | 0 | 400 | 45 | (355) |
| SUPPLIES | | | | | | |
| FOOD | 33 | 0 | 75 | 0 | 0 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 42 | 0 | 95 | 0 | 0 | 0 |
| SUPPLIES Total | 75 | 0 | 170 | 0 | 0 | 0 |
| GENERAL ADMINISTRATION Total | 129,053 | 120,750 | 157,006 | 151,966 | 145,244 | (6,722) |
| TOTAL EXPENDITURES | 381,380 | 438,010 | 513,172 | 449,669 | 501,162 | 51,493 |

Fire

Our Mission: "The City of Monroe Fire Department is dedicated to protecting the lives and property of its citizens and visitors to the community through fire prevention, public education, training, and the delivery of professional fire and emergency services."



Goals

- Preservation of life
- Preservation of property

We accomplish these goals through:

- Fire prevention education
- Fire inspections code enforcement
- Training
- Firefighting operations
- Rescue and first responder operations

Accomplishments

- Completed evaluation by ISO to obtain an updated Public Protection Classification for properties within the city. Results expected in the first quarter of 2021.
- Received FEMA Assistance to Firefighters Grant (\$26,047.62) to upgrade and repair the station's diesel exhaust extraction system.
- Conducted Apparatus Operator - Pumper certification and testing.
- Saved 1.6 million in fire loss.
- Conducted joint training operations with Walton County Fire Rescue at the fire training facility.

**FIRE
EXPENDITURES**

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|---------------------------|
| FIRE OPERATIONS | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 0 | 0 | 30,819 | 0 | 0 | 0 |
| VEHICLES | 63,674 | 30,111 | 0 | 0 | 100,000 | 100,000 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 63,674 | 30,111 | 30,819 | 0 | 100,000 | 100,000 |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| BUILDINGS | 18,459 | 14,714 | 13,838 | 0 | 17,500 | 17,500 |
| CONSTRUCTION IN PROGRESS | 0 | 102,302 | 12,524 | 0 | 0 | 0 |
| SITE IMPROVEMENTS | 0 | 0 | 0 | 15,000 | 10,000 | (5,000) |
| CAPITAL OUTLAYS - PROPERTY Total | 18,459 | 117,016 | 26,361 | 15,000 | 27,500 | 12,500 |
| DEBT SERVICE | | | | | | |
| CAPITAL LEASE INTEREST | 0 | 2,820 | 3,476 | 2,330 | 1,650 | (680) |
| CAPITAL LEASE PRINCIPAL | 0 | 27,881 | 41,105 | 27,146 | 7,528 | (19,618) |
| DEBT SERVICE Total | 0 | 30,701 | 44,581 | 29,476 | 9,178 | (20,298) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 618 | 703 | 721 | 700 | 700 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 156,650 | 159,933 | 179,445 | 210,130 | 210,101 | (29) |
| GROUP INS | 220,126 | 308,679 | 395,566 | 342,950 | 331,000 | (11,950) |
| MEDICAL EXAMS | 5,169 | 2,605 | 1,856 | 10,000 | 3,000 | (7,000) |
| MEDICARE | 14,461 | 16,770 | 18,436 | 19,255 | 20,257 | 1,002 |
| OVERTIME SALARIES | 26,516 | 37,514 | 22,864 | 25,000 | 30,000 | 5,000 |
| PART - TIME/TEMPORARY SALARIES | 17,427 | 27,292 | 37,004 | 28,000 | 40,000 | 12,000 |
| REGULAR SALARIES | 1,024,415 | 1,164,892 | 1,288,663 | 1,315,955 | 1,373,031 | 57,076 |
| RETIREMENT CONTRIBUTION | 5,700 | 6,700 | 8,275 | 9,000 | 8,700 | (300) |
| SOCIAL SECURITY | 61,833 | 71,705 | 78,831 | 82,333 | 86,616 | 4,283 |
| WORKERS COMP INSURANCE | 4,391 | 8 | 0 | 1,500 | 1,500 | 0 |
| VOLUNTEER SALARIES | 0 | 410 | 0 | 0 | 0 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 195 | 180 | 400 | 220 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 1,537,305 | 1,797,211 | 2,031,855 | 2,045,003 | 2,105,305 | 60,302 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 0 | 270 | 0 | 0 | 0 |
| COMMUNICATIONS | 3,236 | 3,676 | 9,162 | 7,050 | 8,000 | 950 |
| DUES/FEES | 8,280 | 6,358 | 3,768 | 6,000 | 6,000 | 0 |
| EQUIPMENT RENTAL | 1,474 | 1,648 | 3,135 | 1,500 | 1,500 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 5,507 | 8,359 | 7,595 | 6,000 | 18,000 | 12,000 |
| GA DEPT REV FEES | 250 | 250 | 350 | 250 | 350 | 100 |
| GENERAL LIABILITY INSURANCE | 2,236 | 2,268 | 3,359 | 5,000 | 5,000 | 0 |
| LICENSES | 75 | 0 | 980 | 1,000 | 1,000 | 0 |
| MAINTENANCE CONTRACTS | 3,094 | 4,405 | 5,275 | 3,000 | 3,000 | 0 |
| PEST CONTROL | 28 | 4,183 | 1,194 | 600 | 1,000 | 400 |
| PROFESSIONAL FEES | 0 | 440 | 288 | 500 | 500 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 1,603 | 22,901 | 5,000 | 5,000 | 0 |
| SOFTWARE | 0 | 540 | 5,077 | 6,000 | 6,000 | 0 |
| TRAINING & EDUCATION | 8,047 | 9,068 | 4,309 | 10,000 | 10,000 | 0 |
| TRAVEL EXPENSE | 666 | 4,970 | 2,647 | 3,000 | 3,000 | 0 |
| VEHICLE REP & MAINT-OUTSIDE | 10,489 | 5,271 | 12,601 | 6,000 | 4,000 | (2,000) |
| HOLIDAY EVENTS | 0 | 70 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 641 | 1,112 | 0 | 1,000 | 1,000 |
| VEHICLE TAG & TITLE FEE | 0 | 3 | 21 | 50 | 0 | (50) |
| PURCHASED/CONTRACTED SERVICES Total | 43,383 | 53,754 | 84,044 | 60,950 | 73,350 | 12,400 |

Fire

Expenditures continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|---------------------------|
| FIRE OPERATIONS | | | | | | |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 12,066 | 16,260 | 15,051 | 16,000 | 17,000 | 1,000 |
| AUTO PARTS | 2,669 | 3,519 | 1,801 | 5,000 | 5,000 | 0 |
| CHEMICALS/PESTICIDES | 0 | 0 | 42 | 0 | 0 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 792 | 1,080 | 1,626 | 2,000 | 2,000 | 0 |
| DAMAGE CLAIMS | 0 | 3,000 | 600 | 0 | 0 | 0 |
| EMPLOYEE RECOGNITION | 0 | 0 | 0 | 0 | 2,000 | 2,000 |
| EQUIPMENT PARTS | 19,516 | 16,861 | 21,872 | 15,500 | 10,000 | (5,500) |
| EXPENDABLE FLUIDS | 1,785 | 1,235 | 856 | 2,500 | 2,500 | 0 |
| FIRE EQUIPMENT | 12,598 | 43,221 | 24,568 | 35,000 | 15,000 | (20,000) |
| FOOD | 495 | 803 | 2,446 | 2,000 | 2,000 | 0 |
| FURNITURE < 5,000 | 0 | 2,080 | 2,000 | 1,500 | 1,500 | 0 |
| HAND TOOLS | 3,663 | 0 | 0 | 0 | 0 | 0 |
| JANITORIAL SUPPLIES | 3,065 | 3,427 | 3,942 | 3,500 | 3,500 | 0 |
| OFFICE SUPPLIES & EXPENSES | 14,682 | 11,033 | 3,627 | 8,000 | 6,500 | (1,500) |
| R & M BUILDINGS - INSIDE | 12,980 | 8,196 | 3,150 | 8,000 | 2,000 | (6,000) |
| SAFETY/MEDICAL SUPPLIES | 1,271 | 2,364 | 8,654 | 10,000 | 15,000 | 5,000 |
| SMALL TOOLS & MINOR EQUIPMENT | 3,658 | 4,848 | 4,031 | 6,000 | 5,000 | (1,000) |
| SPONSORSHIPS/DONATIONS | 3,079 | 350 | 650 | 0 | 0 | 0 |
| SYSTEM R & M - INSIDE | 225 | 0 | 0 | 0 | 0 | 0 |
| TIRES | 3,837 | 3,259 | 5,216 | 7,500 | 7,500 | 0 |
| TRAINING MATERIALS - COM USE | 0 | 6,578 | 8,763 | 10,000 | 10,000 | 0 |
| FIRE EDUCATION MATERIALS | 3,312 | (120) | 0 | 0 | 0 | 0 |
| UNIFORM EXPENSE | 9,070 | 20,080 | 23,941 | 17,000 | 17,000 | 0 |
| DONATION PURCHASES | 3,905 | 500 | 0 | 0 | 0 | 0 |
| LANDSCAPING R & M - INSIDE | 0 | 0 | 94 | 1,500 | 1,500 | 0 |
| FIRE PERSONAL PROTECTIVE EQUIPMENT | 0 | 0 | 0 | 0 | 27,000 | 27,000 |
| SUPPLIES Total | 112,669 | 148,573 | 132,928 | 151,000 | 152,000 | 1,000 |
| FIRE OPERATIONS Total | 1,775,490 | 2,177,366 | 2,350,588 | 2,301,429 | 2,467,333 | 165,904 |
| FIRE PREVENTION/CRR | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 0 | 25 | 26 | 25 | 25 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 0 | 5,712 | 6,408 | 7,245 | 7,245 | 0 |
| GROUP INS | 0 | 12,025 | 14,059 | 22,650 | 11,300 | (11,350) |
| MEDICAL EXAMS | 0 | 65 | 65 | 100 | 100 | 0 |
| MEDICARE | 0 | 613 | 713 | 789 | 691 | (98) |
| OVERTIME SALARIES | 0 | 2,788 | 3,027 | 3,000 | 3,000 | 0 |
| REGULAR SALARIES | 0 | 50,715 | 52,568 | 54,426 | 47,634 | (6,792) |
| SOCIAL SECURITY | 0 | 2,880 | 3,049 | 3,374 | 2,953 | (421) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 0 | 74,823 | 79,915 | 91,609 | 72,948 | (18,661) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 0 | 1,101 | 0 | 2,000 | 2,000 |
| DUES/FEES | 0 | 0 | 0 | 1,900 | 900 | (1,000) |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 0 | 0 | 750 | 750 | 0 |
| EVENTS | 0 | 650 | 0 | 0 | 500 | 500 |
| TRAINING & EDUCATION | 0 | 0 | 0 | 5,850 | 5,850 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 650 | 1,101 | 8,500 | 10,000 | 1,500 |
| SUPPLIES | | | | | | |
| AUTO PARTS | 0 | 0 | 138 | 500 | 500 | 0 |
| FIRE EQUIPMENT | 0 | 0 | 2,146 | 2,880 | 3,000 | 120 |
| OFFICE SUPPLIES & EXPENSES | 0 | 0 | 1,311 | 500 | 500 | 0 |
| FIRE EDUCATION MATERIALS | 0 | 9,181 | 8,594 | 10,500 | 10,500 | 0 |
| UNIFORM EXPENSE | 0 | 0 | 200 | 500 | 500 | 0 |
| SUPPLIES Total | 0 | 9,181 | 12,388 | 14,880 | 15,000 | 120 |
| FIRE PREVENTION/CRR Total | 0 | 84,655 | 93,404 | 114,989 | 97,948 | (17,041) |
| TOTAL EXPENDITURES | 1,775,490 | 2,262,020 | 2,443,992 | 2,416,418 | 2,565,281 | 148,863 |

General Government



Overview

The General Government Department is responsible for directing the day to day activities of the City. This department is made up of the Mayor-elect, eight elected City Council members, and the City Administrator. The City Administrator oversees all departments, staff and operations. The City Administrator is responsible for compliance of City policies and all other regulations.

Goals

- To ensure delivery of quality, cost effective services to the citizens of Monroe.
- To provide effective leadership and management to elected officials and city employees.
- To ensure successful implementation of Mayor and City Council goals and policies.

GENERAL GOVERNMENT EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|----------------|----------------|----------------|----------------------|---------------------|
| AUDIT | | | | | | |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| AUDIT SERVICES | 29,500 | 30,000 | 39,250 | 39,500 | 40,000 | 500 |
| PURCHASED/CONTRACTED SERVICES Total | 29,500 | 30,000 | 39,250 | 39,500 | 40,000 | 500 |
| AUDIT Total | 29,500 | 30,000 | 39,250 | 39,500 | 40,000 | 500 |
| COMMUNITY SERVICES | | | | | | |
| OTHER COSTS | | | | | | |
| SENIOR CITIZENS CENTER | 5,600 | 5,600 | 5,600 | 5,600 | 5,600 | 0 |
| OTHER COSTS Total | 10,400 | 11,100 | 11,100 | 11,100 | 12,600 | 1,500 |
| COMMUNITY SERVICES Total | 10,400 | 11,100 | 11,100 | 11,100 | 12,600 | 1,500 |
| ELECTIONS | | | | | | |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 280 | 0 | 0 | 0 | 300 | 300 |
| ELECTION EXPENSE | 14,872 | 0 | 8,011 | 0 | 15,000 | 15,000 |
| PURCHASED/CONTRACTED SERVICES Total | 15,152 | 0 | 8,011 | 0 | 15,300 | 15,300 |
| ELECTIONS Total | 15,152 | 0 | 8,011 | 0 | 15,300 | 15,300 |
| EXECUTIVE | | | | | | |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| BUILDINGS | 1,500,000 | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - PROPERTY Total | 1,500,000 | 0 | 0 | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| CONTINGENCIES | | | | | 62,672 | 62,672 |
| OTHER COSTS Total | | | | | 62,672 | 62,672 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 27 | 50 | 39 | 50 | 38 | (12) |
| GMEBS-RETIREMENT CONTRIBUTION | 13,622 | 11,424 | 9,613 | 10,867 | 14,490 | 3,623 |
| GROUP INS | 19,141 | 17,161 | 20,828 | 27,850 | 22,000 | (5,850) |
| GROUP INS COBRA | 0 | 0 | 0 | 0 | 0 | 0 |
| MEDICAL EXAMS | 202 | 130 | 33 | 50 | 50 | 0 |
| MEDICARE | 1,264 | 946 | 982 | 1,073 | 1,843 | 770 |
| OVERTIME SALARIES | 0 | 0 | 0 | 0 | 0 | 0 |
| REGULAR SALARIES | 87,188 | 24,917 | 108,138 | 74,000 | 127,092 | 53,092 |
| SOCIAL SECURITY | 5,201 | 671 | 4,199 | 4,588 | 7,880 | 3,292 |
| UNEMPLOYMENT EXPENSE | 7,600 | 2,640 | 4,620 | 5,000 | 5,000 | 0 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 134,244 | 57,939 | 148,451 | 123,478 | 178,393 | 54,915 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 2,785 | 69 | 50 | 100 | 0 | (100) |
| COMMUNICATIONS | 226 | 334 | 801 | 600 | 600 | 0 |
| CONSULTING - TECHNICAL | 2,500 | 0 | 0 | 0 | 0 | 0 |
| CONTRACT LABOR | 24,500 | 0 | 0 | 0 | 0 | 0 |
| CUSTODIAL SVCS | 0 | 3,650 | 3,575 | 4,000 | 4,000 | 0 |
| DUES/FEES | 8,185 | 3,083 | 2,517 | 3,000 | 3,000 | 0 |
| EQUIPMENT RENTAL | 29 | 12 | 0 | 0 | 15 | 15 |
| FINES/LATE FEE | 0 | 2,500 | 0 | 0 | 0 | 0 |
| GENERAL LIABILITY INSURANCE | 141,202 | 158,473 | 157,700 | 155,000 | 120,000 | (35,000) |
| LAWN CARE & MAINTENANCE | 1,030 | 6,882 | 1,394 | 2,000 | 0 | (2,000) |
| MAINTENANCE CONTRACTS | 7,188 | 7,821 | 13,293 | 6,000 | 8,000 | 2,000 |
| MAYOR'S EXPENSE - HOWARD | 843 | 6,730 | 7,695 | 5,000 | 5,000 | 0 |
| POSTAGE | 0 | 830 | 835 | 500 | 2,000 | 1,500 |
| PROFESSIONAL FEES | 6,056 | 1,325 | 3,686 | 1,000 | 1,000 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 105 | 0 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 4,565 | 7,080 | 3,908 | 5,500 | 5,500 | 0 |
| TRAINING MAYOR | 2,305 | 2,435 | 2,510 | 2,000 | 2,500 | 500 |
| TRAVEL EXPENSE | 171 | 3,737 | 3,345 | 2,500 | 2,500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 20 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 22 | 288 | 0 | 25 | 25 |
| PURCHASED/CONTRACTED SERVICES Total | 202,397 | 209,889 | 201,617 | 187,200 | 154,140 | (33,060) |

General Government

Expenditures continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|----------------|------------------|----------------|----------------------|---------------------|
| SUPPLIES | | | | | | |
| AIRPORT EXPENSE | 2,335 | 0 | 0 | 0 | 0 | 0 |
| AIRPORT FUEL | 0 | 394 | 0 | 0 | 0 | 0 |
| AUTO & TRUCK FUEL | 1,190 | 0 | 0 | 0 | 0 | 0 |
| AUTO PARTS | 3 | 0 | 382 | 0 | 0 | 0 |
| BOOKS & PERIODICALS | 0 | 25 | 0 | 50 | 50 | 0 |
| CHEMICALS/PESTICIDES | 0 | 0 | 0 | 0 | 0 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 265 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 0 | 0 | 260 | 0 | 0 | 0 |
| EMPLOYEE RECOGNITION | 7,553 | 4,098 | 6,940 | 3,500 | 3,500 | 0 |
| FOOD | 1,533 | 1,098 | 896 | 1,000 | 1,000 | 0 |
| JANITORIAL SUPPLIES | 98 | 585 | 188 | 300 | 300 | 0 |
| OFFICE SUPPLIES & EXPENSES | 5,259 | 5,117 | 3,035 | 3,000 | 3,000 | 0 |
| R & M BUILDINGS - INSIDE | 9,366 | 647 | 1,881 | 500 | 500 | 0 |
| SPONSORSHIPS/DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 27,337 | 12,230 | 13,583 | 8,350 | 8,350 | 0 |
| EXECUTIVE Total | 1,863,979 | 280,058 | 363,650 | 319,028 | 403,555 | 84,527 |
| LAW | | | | | | |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ATTORNEY FEES - OTHERS | 2,813 | 12,300 | 13,526 | 3,000 | 5,000 | 2,000 |
| ATTORNEY FEES-P & M | 237,651 | 203,616 | 223,653 | 200,000 | 100,000 | (100,000) |
| PURCHASED/CONTRACTED SERVICES Total | 240,464 | 215,916 | 237,179 | 203,000 | 105,000 | (98,000) |
| LAW Total | 240,464 | 215,916 | 237,179 | 203,000 | 105,000 | (98,000) |
| LEGISLATIVE | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| GMEBS-RETIREMENT CONTRIBUTION | 54,487 | 45,695 | 51,268 | 57,959 | 57,959 | 0 |
| GROUP INS | 76,566 | 84,007 | 110,819 | 99,350 | 88,000 | (11,350) |
| MEDICAL EXAMS | 809 | 0 | 65 | 100 | 100 | 0 |
| MEDICARE | 516 | 606 | 595 | 696 | 696 | 0 |
| REGULAR SALARIES | 46,000 | 48,799 | 48,222 | 48,000 | 48,000 | 0 |
| SOCIAL SECURITY | 2,206 | 2,592 | 2,546 | 2,976 | 2,976 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 45 | 60 | 60 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 180,583 | 181,700 | 213,560 | 209,141 | 197,791 | (11,350) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| DIST 1 EXPENSE - MALCOM | 1,290 | 3,821 | 1,830 | 4,000 | 4,000 | 0 |
| DIST 2 EXPENSE - CRAWFORD | 3,600 | 3,835 | 3,297 | 4,000 | 4,000 | 0 |
| DIST 3 EXPENSE - R BRADLEY | 91 | 4,097 | 1,578 | 4,000 | 4,000 | 0 |
| DIST 4 EXPENSE - L BRADLEY | 1,671 | 1,814 | 1,953 | 4,000 | 4,000 | 0 |
| DIST 5 EXPENSE - GARRETT | 4,578 | 7,087 | 4,147 | 4,000 | 4,000 | 0 |
| DIST 6 EXPENSE - ADCKOCK | 3,291 | 4,171 | 3,723 | 4,000 | 4,000 | 0 |
| DIST 7 EXPENSE - LITTLE | 2,847 | 3,668 | 2,970 | 4,000 | 4,000 | 0 |
| DIST 8 EXPENSE - DICKINSON | 3,500 | 3,175 | 2,464 | 4,000 | 4,000 | 0 |
| DUES/FEES | 121 | 0 | 0 | 0 | 0 | 0 |
| TRAINING DIST 1 MALCOM | 1,040 | 1,915 | 2,250 | 2,500 | 2,500 | 0 |
| TRAINING DIST 2 CRAWFORD | 2,130 | 1,870 | 1,950 | 2,500 | 2,500 | 0 |
| TRAINING DIST 3 R BRADLEY | 1,885 | 1,710 | 1,105 | 2,500 | 2,500 | 0 |
| TRAINING DIST 4 L BRADLEY | 2,005 | 1,115 | 1,425 | 2,500 | 2,500 | 0 |
| TRAINING DIST 5 GARRETT | 3,295 | 3,280 | 2,340 | 2,500 | 2,500 | 0 |
| TRAINING DIST 6 ADCKOCK | 1,905 | 1,415 | 2,140 | 2,500 | 3,500 | 1,000 |
| TRAINING DIST 7 LITTLE | 1,560 | 1,680 | 1,980 | 2,500 | 2,500 | 0 |
| TRAINING DIST 8 DICKINSON | 2,790 | 1,120 | 1,360 | 2,500 | 2,500 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 37,600 | 45,774 | 36,513 | 52,000 | 53,000 | 1,000 |
| LEGISLATIVE Total | 218,183 | 227,474 | 250,072 | 261,141 | 250,791 | (10,350) |
| LIBRARIES | | | | | | |
| OTHER COSTS | | | | | | |
| LIBRARY | 123,600 | 123,600 | 123,600 | 123,600 | 123,600 | 0 |
| OTHER COSTS Total | 123,600 | 123,600 | 123,600 | 123,600 | 123,600 | 0 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| EQUIPMENT REP & MAINT - OUTSIDE | 0 | 0 | 0 | 0 | 0 | 0 |
| PEST CONTROL | 0 | 0 | 0 | 0 | 475 | 475 |
| R & M BUILDINGS - OUTSIDE | 0 | 28,670 | 2,404 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 28,670 | 2,404 | 0 | 475 | 475 |
| SUPPLIES | | | | | | |
| LANDSCAPING R & M - INSIDE | 0 | 227 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 0 | 227 | 0 | 0 | 0 | 0 |
| LIBRARIES Total | 123,600 | 152,497 | 126,004 | 123,600 | 124,075 | 475 |
| TOTAL EXPENDITURES | 2,501,277 | 917,045 | 1,035,267 | 957,369 | 951,321 | (6,048) |

DOWNTOWN/ECONOMIC DEVELOPMENT & PLANNING EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|----------------|----------------|----------------|----------------------------|------------------------|
| DOWNTOWN DEVELOPMENT | | | | | | |
| OTHER COSTS | | | | | | |
| DOWNTOWN DEVELOPMENT | 31,000 | 25,000 | 25,000 | 25,000 | 25,000 | 0 |
| RDF PROJECT EXPENSE | 318,286 | 1,500 | 0 | 0 | 0 | 0 |
| OTHER COSTS Total | 349,286 | 26,500 | 25,000 | 25,000 | 25,000 | 0 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 18 | 691 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 18 | 691 | 0 | 0 | 0 | 0 |
| DOWNTOWN DEVELOPMENT Total | 349,304 | 27,191 | 25,000 | 25,000 | 25,000 | 0 |
| ECONOMIC DEV/ASSISTANCE | | | | | | |
| CAPITAL OUTLAYS - INFRASTRUCTURE | | | | | | |
| INFRASTRUCTURE - AIRPORT | (50,343) | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - INFRASTRUCTURE Total | (50,343) | 0 | 0 | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| CONVENTION VISITORS BUREAU | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| OTHER COSTS Total | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| ECONOMIC DEV/ASSISTANCE Total | (4,632) | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| ECONOMIC DEVELOPMENT & PLANNING | | | | | | |
| OTHER COSTS | | | | | | |
| CHIP PROJECT EXPENSE | 93,773 | 74,768 | 137,459 | 0 | 0 | 0 |
| OTHER COSTS Total | 93,773 | 74,768 | 137,459 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 54 | 50 | 26 | 51 | 51 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 13,622 | 11,424 | 6,408 | 7,245 | 21,735 | 14,490 |
| GROUP INS | 19,141 | 21,121 | 12,715 | 11,000 | 33,000 | 22,000 |
| MEDICAL EXAMS | 202 | 0 | 130 | 100 | 100 | 0 |
| MEDICARE | 1,408 | 1,529 | 892 | 1,004 | 3,083 | 2,079 |
| OVERTIME SALARIES | 4,217 | 3,662 | 4,194 | 0 | 0 | 0 |
| PART - TIME/TEMPORARY SALARIES | 8,342 | 10,761 | 13,096 | 18,000 | 18,000 | 0 |
| REGULAR SALARIES | 90,317 | 96,515 | 44,792 | 51,177 | 194,587 | 143,410 |
| SOCIAL SECURITY | 6,020 | 6,537 | 3,816 | 4,295 | 13,180 | 8,885 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 143,323 | 151,600 | 86,070 | 92,872 | 283,736 | 190,864 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 19,617 | 13,978 | 9,859 | 7,500 | 12,000 | 4,500 |
| COMMUNICATIONS | 2,309 | 3,377 | 2,584 | 3,000 | 2,600 | (400) |
| CONTRACT LABOR | 3,008 | 2,965 | 4,945 | 5,000 | 3,500 | (1,500) |
| CUSTODIAL SVCS | 174 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 1,230 | 1,595 | 925 | 500 | 1,500 | 1,000 |
| EQUIPMENT RENTAL | 2,188 | 99 | 4,984 | 100 | 180 | 80 |
| EVENTS | 53,344 | 89,349 | 108,448 | 105,000 | 105,000 | 0 |
| LAWN CARE & MAINTENANCE | 0 | 467 | 1,060 | 1,000 | 1,100 | 100 |
| MAINTENANCE CONTRACTS | 5,194 | 6,622 | 3,997 | 4,910 | 4,910 | 0 |
| PRINTING | 4,039 | 3,147 | 6,343 | 6,000 | 4,000 | (2,000) |
| PROFESSIONAL FEES | 51,203 | 2,000 | 305 | 5,000 | 1,500 | (3,500) |
| TRAINING & EDUCATION | 8,874 | 7,205 | 4,245 | 6,500 | 6,500 | 0 |
| TRAVEL EXPENSE | 55 | 6,032 | 6,805 | 5,000 | 5,000 | 0 |
| HOLIDAY EVENTS | | | | | 18,200 | 18,200 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 120 | 3,811 | 600 | 1,000 | 400 |
| LANDFILLS FEES | 0 | 4,291 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 151,236 | 141,247 | 158,310 | 150,110 | 166,990 | 16,880 |
| SUPPLIES | | | | | | |
| COMPUTER EQUIP NON-CAPITAL | 0 | 31 | 520 | 0 | 1,500 | 1,500 |
| FOOD | 0 | 295 | 601 | 500 | 750 | 250 |
| OFFICE SUPPLIES & EXPENSES | 5,688 | 11,618 | 2,824 | 3,000 | 5,000 | 2,000 |
| SPONSORSHIPS/DONATIONS | 0 | 25,000 | 6,738 | 25,000 | 5,000 | (20,000) |
| OLD CITY HALL BLDG | 0 | 329 | 0 | 500 | 500 | 0 |
| SUPPLIES Total | 5,688 | 37,273 | 10,683 | 29,000 | 12,750 | (16,250) |
| ECONOMIC DEVELOPMENT & PLANNING Total | 394,020 | 404,888 | 392,523 | 271,982 | 463,476 | 191,494 |
| TOTAL EXPENDITURES | 738,692 | 474,975 | 466,239 | 339,982 | 534,476 | 194,494 |

**MUNICIPAL COURT
EXPENDITURES**

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| MUNICIPAL COURT | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 7 | 25 | 26 | 25 | 25 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 6,811 | 5,712 | 6,408 | 7,245 | 7,245 | 0 |
| GROUP INS | 9,571 | 10,663 | 13,845 | 22,350 | 11,000 | (11,350) |
| MEDICAL EXAMS | 101 | 0 | 0 | 0 | 50 | 50 |
| MEDICARE | 1,055 | 782 | 687 | 777 | 931 | 154 |
| OVERTIME SALARIES | 2,407 | 3,959 | 221 | 500 | 0 | (500) |
| REGULAR SALARIES | 36,274 | 50,746 | 48,533 | 53,551 | 64,180 | 10,629 |
| SOCIAL SECURITY | 1,851 | 3,382 | 2,936 | 3,320 | 3,979 | 659 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 0 | (1,500) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 58,076 | 75,270 | 72,656 | 89,268 | 87,410 | (1,858) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| COMMUNICATIONS | 527 | 696 | 351 | 1,000 | 500 | (500) |
| CONSULTING - TECHNICAL | 0 | 500 | 0 | 0 | 0 | 0 |
| CONTRACT LABOR | 500 | 0 | 735 | 500 | 0 | (500) |
| DUES/FEES | 15 | 2 | 55 | 200 | 200 | 0 |
| EQUIPMENT RENTAL | 29 | 27 | 30 | 30 | 4,000 | 3,970 |
| INDIGENT DEFENSE | 39,525 | 9,733 | 3,600 | 20,000 | 7,530 | (12,470) |
| MAINTENANCE CONTRACTS | 0 | 0 | 38 | 0 | 50 | 50 |
| P O BOX RENTAL | 0 | 198 | 234 | 235 | 235 | 0 |
| POSTAGE | | | | | 1,000 | 1,000 |
| PRINTING | 0 | 0 | 109 | 0 | 0 | 0 |
| PROFESSIONAL FEES | 150 | 7,147 | 2,300 | 0 | 0 | 0 |
| SOFTWARE | 0 | 0 | 0 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 1,298 | 419 | 500 | 1,200 | 1,200 | 0 |
| TRAVEL EXPENSE | 682 | 1,482 | 948 | 1,500 | 1,500 | 0 |
| WITNESS FEES | 740 | 220 | 705 | 1,000 | 1,000 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 38 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 43,467 | 20,424 | 9,644 | 25,665 | 17,215 | (8,450) |
| SUPPLIES | | | | | | |
| OFFICE SUPPLIES & EXPENSES | 3,518 | 696 | 1,647 | 1,000 | 1,000 | 0 |
| UNIFORM EXPENSE | 278 | 90 | 296 | 300 | 0 | (300) |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 3,796 | 786 | 1,943 | 1,300 | 1,000 | (300) |
| MUNICIPAL COURT Total | 105,338 | 96,480 | 84,243 | 116,233 | 105,625 | (10,608) |

Code & Development

Overview

The Code & Development Department is in charge of development & code enforcement for the City of Monroe. The department is also responsible for building inspections, rezoning and variances and maintaining the future land use map. The department issues all building-related permits and the associated activities as they relate to the permits being issued. These activities include plan review for all new construction, remodels, additions, and miscellaneous projects. In addition, the department's staff issues business licenses for businesses located in Monroe and handles the abatement of nuisance buildings and properties. The staff also functions as secretary to both the Planning Commission and the Historic Preservation Commissions and maintains for public record the minutes and all other documents incidental to the procedures of these Commissions.



Goals & Accomplishments

- To ensure the standards and codes as set forth by the City of Monroe for safety, health and public welfare are implemented and maintained by regulating and controlling the design, construction, quality of materials, use and occupancy, and location of all buildings and structures within Monroe.
- To maintain efforts on tax and business license compliance.
- To modify ordinances to better reflect the current business growth and pursue a greater compliance within the residential areas regarding quality of life for our citizens.
- To provide, through revisions of the existing ordinances, zoning and development codes, a more consistent, simple and cohesive implementation of the regulations of the City.

CODE & DEVELOPMENT EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| CODE & DEVELOPMENT | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| VEHICLES | 0 | 0 | 0 | 0 | 30,000 | 30,000 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 0 | 0 | 0 | 0 | 30,000 | 30,000 |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| CONSTRUCTION IN PROGRESS | 0 | 0 | 320 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - PROPERTY Total | 0 | 0 | 320 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 161 | 176 | 206 | 200 | 200 | 0 |
| GMEBS- RETIREMENT CONTRIBUTION | 40,865 | 39,983 | 51,268 | 57,959 | 43,469 | (14,490) |
| GROUP INS | 57,424 | 75,276 | 112,022 | 99,350 | 66,000 | (33,350) |
| MEDICAL EXAMS | 607 | 0 | 130 | 150 | 100 | (50) |
| MEDICARE | 2,636 | 3,166 | 5,400 | 6,878 | 4,667 | (2,211) |
| OVERTIME SALARIES | 2,531 | 2,567 | 3,915 | 4,500 | 2,500 | (2,000) |
| REGULAR SALARIES | 197,953 | 236,540 | 392,296 | 474,318 | 321,857 | (152,461) |
| SOCIAL SECURITY | 11,270 | 13,806 | 23,091 | 29,408 | 19,955 | (9,453) |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 1,000 | (500) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 313,447 | 371,514 | 588,328 | 674,263 | 459,748 | (214,515) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 1,138 | 1,183 | 1,039 | 500 | 500 | 0 |
| COMMUNICATIONS | 1,423 | 2,074 | 2,224 | 2,000 | 2,000 | 0 |
| CONTRACT LABOR | 0 | 45,796 | 157,042 | 150,000 | 75,000 | (75,000) |
| DUES/FEES | 762 | 937 | 1,656 | 1,000 | 1,000 | 0 |
| EQUIPMENT RENTAL | 176 | 190 | 277 | 210 | 210 | 0 |
| GENERAL LIABILITY INSURANCE | 2,795 | 2,408 | 1,965 | 3,000 | 2,500 | (500) |
| MAINTENANCE CONTRACTS | 9,162 | 9,099 | 7,614 | 17,000 | 17,000 | 0 |
| POSTAGE | 0 | 1,141 | 988 | 1,500 | 2,500 | 1,000 |
| PRINTING | 139 | 0 | 239 | 1,500 | 1,500 | 0 |
| PROFESSIONAL FEES | 12,580 | 18,666 | 7,772 | 25,000 | 25,000 | 0 |
| SOFTWARE | 0 | 500 | 0 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 1,749 | 2,221 | 488 | 4,800 | 4,800 | 0 |
| TRAVEL EXPENSE | 0 | 688 | 620 | 1,000 | 1,000 | 0 |
| VEHICLE REP & MAINT-OUTSID | 55 | 0 | 1,214 | 2,000 | 2,000 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 155 | 768 | 100 | 100 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 29,978 | 85,057 | 183,905 | 209,610 | 135,110 | (74,500) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 1,819 | 2,540 | 1,791 | 3,500 | 3,500 | 0 |
| AUTO PARTS | 314 | 362 | 1,280 | 1,000 | 1,000 | 0 |
| CODIFICATION UPDATE | 2,932 | 550 | 4,422 | 5,000 | 5,000 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 59 | 2,153 | 2,460 | 50 | 50 | 0 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 400 | 400 | 0 |
| FOOD | 65 | 310 | 406 | 500 | 500 | 0 |
| FURNITURE < 5,000 | 0 | 0 | 0 | 2,800 | 2,800 | 0 |
| JANITORIAL SUPPLIES | 537 | 1,881 | 1,037 | 1,750 | 1,200 | (550) |
| OFFICE SUPPLIES & EXPENSES | 9,602 | 7,228 | 5,486 | 6,850 | 6,850 | 0 |
| R & M BUILDINGS - INSIDE | 127 | 0 | 0 | 0 | 0 | 0 |
| TIRES | 511 | 2,059 | 0 | 2,000 | 2,000 | 0 |
| UNIFORM EXPENSE | 0 | 0 | 160 | 1,500 | 1,500 | 0 |
| SUPPLIES Total | 15,966 | 17,083 | 17,042 | 25,350 | 24,800 | (550) |
| CODE & DEVELOPMENT Total | 359,391 | 473,653 | 789,594 | 909,223 | 649,658 | (259,565) |

PLANNING COMMISSION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|--------------|----------------------------|------------------------|
| PLANNING COMMISSION | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| MEDICARE | 65 | 65 | 65 | 65 | 65 | 0 |
| REGULAR SALARIES | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 0 |
| SOCIAL SECURITY | 279 | 279 | 279 | 279 | 279 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 4,844 | 4,844 | 4,844 | 4,844 | 4,844 | 0 |
| PLANNING COMMISSION Total | 4,844 | 4,844 | 4,844 | 4,844 | 4,844 | 0 |

Police

Overview

The City of Monroe Police Department’s mission statement is “To protect and to serve”. We strive to provide our community with the highest quality of law enforcement with fair, firm and consistent public safety services in partnership with the community.” The Monroe Police Department is a 24hr, full time service law enforcement agency that provides proactive and public safety services to our community. The department works to develop our agency and programs that will continue building strong relationships between the community and the department.

Law Enforcement Operations

- Uniform Patrol
- Criminal Investigations
- SWAT
- Joint Operations
- Evidence/Property/Crime Technician

Service and Support

- Day to Day Administrative Operation
- Open Records
- Municipal Court Operations
- Supply
- Training
- State Certification



Goals

- To continue to be fiscally responsible and manage the departments needs while remaining within our allotted budget
- Add 6 additional officers to meet the projected growth needs
- Continue to develop and provide the best quality training for our officers so they can meet the needs of our community while conducting themselves in the most courteous and professional manner.
- Continue to provide professional public safety services to our community while managing our resources in a conservative and responsible manner that reflects our City's leadership visions, goals and responsiveness to our community.
- Continue to develop and implement a sustainable fleet management program that meets the needs of MPD and the community we serve.
- Establish and retain adequate law enforcement staffing required to accomplish our mission in a very fluid and challenging public safety environment. As well as preparing for the future growth of Monroe.
- Move our agency from the existing building (approx. 17,000 sq. ft) to a much larger building, currently under renovation (approx. 30,000 sq. ft) to meet the future growth and needs of the department and community.
- Purchase 4th Police K-9 to ensure 24/7 coverage of the city
- 20 year retirement to recruit and retain law enforcement officers
- 10% pay increase to compete with surrounding law enforcement counties for recruiting and retention.

Accomplishments

- Worked 711 MVA's
- Handled an average of 1,720 Calls for Service per month
- Handled an average of 8,674 Area Checks per month
- Conducted and or participated in 4,420 plus hours of training
- Have acquired approximately \$30,000 of excess property through Federal 10-33 program.
- Purchased 10 New Police Patrol Tahoe's
- Purchased Riot Control Equipment
- Implemented a Safety Plan and Guidelines to respond to community needs during the COVID Pandemic.

**POLICE
EXPENDITURES**

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|---------------------------|
| POLICE | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 0 | 51,814 | 0 | 56,569 | 0 | (56,569) |
| VEHICLES | 159,070 | 292,412 | 0 | 114,072 | 310,000 | 195,928 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 159,070 | 344,226 | 0 | 170,641 | 310,000 | 139,359 |
| DEBT SERVICE | | | | | | |
| CAPITAL LEASE INTEREST | 0 | 12,897 | 18,572 | 104,890 | 45,450 | (59,440) |
| CAPITAL LEASE PRINCIPAL | 0 | 87,643 | 144,454 | 213,491 | 253,565 | 40,074 |
| DEBT SERVICE Total | 0 | 100,540 | 163,026 | 318,381 | 299,015 | (19,366) |
| OTHER COSTS | | | | | | |
| POLICE OFFICERS A&B FUND | 12,672 | 8,880 | 14,741 | 21,000 | 15,000 | (6,000) |
| OTHER COSTS Total | 12,672 | 8,880 | 14,741 | 21,000 | 15,000 | (6,000) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 1,129 | 1,155 | 1,184 | 1,200 | 1,400 | 200 |
| GMEBS-RETIREMENT CONTRIBUTION | 286,064 | 262,736 | 294,797 | 376,733 | 398,467 | 21,734 |
| GROUP INS | 405,109 | 493,968 | 637,831 | 572,000 | 605,000 | 33,000 |
| MEDICAL EXAMS | 7,996 | 2,800 | 4,275 | 5,000 | 5,500 | 500 |
| MEDICARE | 27,808 | 32,378 | 32,941 | 33,251 | 35,628 | 2,377 |
| OVERTIME - OTHER | 6,039 | 6,850 | 10,363 | 10,000 | 20,000 | 10,000 |
| OVERTIME SALARIES | 182,464 | 209,589 | 169,524 | 180,000 | 220,846 | 40,846 |
| PART - TIME/TEMPORARY SALARIES | 24,295 | 35,444 | 35,126 | 16,000 | 16,000 | 0 |
| REGULAR SALARIES | 1,860,496 | 2,104,176 | 2,162,052 | 2,277,199 | 2,441,083 | 163,884 |
| RETIREMENT CONTRIBUTION | 8,180 | 8,380 | 9,240 | 12,480 | 13,440 | 960 |
| SOCIAL SECURITY | 122,488 | 135,428 | 140,853 | 142,178 | 152,339 | 10,161 |
| WORKERS COMP INSURANCE | 87,954 | 56,886 | 79,107 | 58,490 | 50,000 | (8,490) |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 375 | 600 | 600 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 3,020,023 | 3,349,789 | 3,577,669 | 3,685,131 | 3,960,303 | 275,172 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 7,970 | 8,162 | 2,337 | 3,000 | 3,300 | 300 |
| ATTORNEY FEES - OTHERS | 0 | 0 | 2,560 | 0 | 0 | 0 |
| COMMUNICATIONS | 35,079 | 43,444 | 58,640 | 47,500 | 53,000 | 5,500 |
| CONTRACT LABOR | 5,388 | 4,167 | 320 | 7,000 | 7,600 | 600 |
| COST OF TRAINING | 0 | 0 | 100 | 0 | 0 | 0 |
| CUSTODIAL SVCS | 7,200 | 7,200 | 8,550 | 8,500 | 8,500 | 0 |
| DUES/FEES | 4,511 | 8,469 | 9,408 | 10,000 | 13,500 | 3,500 |
| ENVIRONMENTAL EXPENSE | 0 | 50 | 0 | 0 | 0 | 0 |
| EQUIPMENT RENTAL | 2,079 | 2,111 | 2,239 | 2,400 | 2,400 | 0 |
| EQUIPMENT RENTS / LEASES | 563 | 0 | 2,000 | 2,500 | 2,500 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 1,715 | 2,117 | 5,921 | 7,000 | 7,000 | 0 |
| EVENTS | 0 | 0 | 2,389 | 3,000 | 3,000 | 0 |
| FINES/LATE FEE | 0 | 36 | 56 | 0 | 0 | 0 |
| GENERAL LIABILITY INSURANCE | 80,892 | 84,958 | 91,430 | 90,000 | 90,000 | 0 |
| LICENSES | 960 | 450 | 960 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 47,300 | 46,900 | 24,778 | 107,000 | 100,000 | (7,000) |
| P O BOX RENTAL | 0 | 214 | 234 | 400 | 260 | (140) |
| PEST CONTROL | 50 | 300 | 379 | 500 | 500 | 0 |
| POSTAGE | 306 | 1,961 | 2,121 | 2,500 | 1,500 | (1,000) |
| PRINTING | 565 | 510 | 530 | 2,000 | 2,000 | 0 |
| PRISONER MEDICAL | 0 | 0 | 1,170 | 5,000 | 25,000 | 20,000 |
| PROFESSIONAL FEES | 451 | 1,629 | 8,426 | 3,000 | 3,000 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 532 | 6,277 | 10,000 | 10,000 | 0 |
| SECURITY SYSTEMS | 0 | 527 | 682 | 3,500 | 3,500 | 0 |
| SOFTWARE | 2,547 | 0 | 10,315 | 4,000 | 500 | (3,500) |
| TRAINING & EDUCATION | 32,293 | 31,834 | 13,229 | 25,000 | 25,000 | 0 |
| TRAVEL EXPENSE | 0 | 19,696 | 5,146 | 10,000 | 10,000 | 0 |
| VEHICLE REP & MAINT-OUTSID | 33,556 | 38,608 | 15,948 | 22,000 | 30,000 | 8,000 |
| HOLIDAY EVENTS | 0 | 135 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 2,072 | 1,763 | 3,800 | 3,800 | 0 |
| INVESTIGATIVE SERVICES | 0 | 7,415 | 9,862 | 10,000 | 20,000 | 10,000 |
| VEHICLE RENTAL | 0 | 9,388 | 302 | 0 | 2,500 | 2,500 |
| VEHICLE TAG & TITLE FEE | 0 | 48 | 42 | 500 | 200 | (300) |
| PURCHASED/CONTRACTED SERVICES Total | 263,423 | 322,933 | 288,113 | 390,100 | 428,560 | 38,460 |

Police

Expenditures continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------|------------------|------------------|------------------|------------------|----------------------------|---------------------------|
| POLICE | | | | | | |
| SUPPLIES | | | | | | |
| AMMO/QUALIFICATION | 10,309 | 8,598 | 14,134 | 15,500 | 15,500 | 0 |
| AUTO & TRUCK FUEL | 97,183 | 135,609 | 141,086 | 150,000 | 150,000 | 0 |
| AUTO PARTS | 47,994 | 39,137 | 42,180 | 40,000 | 30,000 | (10,000) |
| BOOKS & PERIODICALS | 103 | 1,065 | 1,336 | 250 | 250 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 7,488 | 4,536 | 25,589 | 26,600 | 25,000 | (1,600) |
| DAMAGE CLAIMS | 29,812 | 12,479 | 2,100 | 10,000 | 10,000 | 0 |
| EMPLOYEE RECOGNITION | 0 | 680 | 817 | 2,000 | 2,000 | 0 |
| EQUIPMENT PARTS | 1,703 | 7,674 | 376 | 2,000 | 3,000 | 1,000 |
| EXPENDABLE FLUIDS | 831 | 1,988 | 1,497 | 1,800 | 1,800 | 0 |
| FOOD | 2,429 | 2,304 | 2,682 | 2,000 | 5,000 | 3,000 |
| FURNITURE < 5,000 | 0 | 0 | 3,500 | 5,000 | 5,000 | 0 |
| INVESTIGATION SUPPLIES | 40,557 | 13,774 | 15,671 | 30,000 | 30,000 | 0 |
| ISSUED EQUIPMENT | 58,377 | 70,365 | 90,452 | 165,000 | 165,000 | 0 |
| JANITORIAL SUPPLIES | 1,908 | 3,258 | 1,188 | 2,500 | 2,500 | 0 |
| K-9 OPERATIONS | 1,294 | 7,568 | 3,395 | 7,000 | 10,000 | 3,000 |
| OFFICE SUPPLIES & EXPENSES | 28,976 | 21,836 | 16,595 | 21,500 | 20,000 | (1,500) |
| R & M BUILDINGS - INSIDE | 5,594 | 3,764 | 1,425 | 5,000 | 5,000 | 0 |
| SAFETY/MEDICAL SUPPLIES | 0 | 643 | 0 | 7,500 | 7,500 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 42 | 4,396 | 1,015 | 2,500 | 3,000 | 500 |
| SPONSORSHIPS/DONATIONS | 2,051 | 10,125 | 4,594 | 2,000 | 2,000 | 0 |
| TIRES | 16,616 | 14,032 | 16,298 | 16,000 | 16,000 | 0 |
| TRAINING MATERIALS - COM USE | 0 | 11,384 | 1,396 | 5,000 | 5,000 | 0 |
| UNIFORM EXPENSE | 30,594 | 46,961 | 29,481 | 45,500 | 45,500 | 0 |
| DONATION PURCHASES | 4,464 | 3,441 | 125 | 0 | 0 | 0 |
| VEHICLE R & M - INSIDE | 0 | 3,704 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 388,326 | 429,319 | 416,933 | 564,650 | 559,050 | (5,600) |
| POLICE Total | 3,843,513 | 4,555,687 | 4,460,482 | 5,149,903 | 5,571,928 | 422,025 |

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| WALTON PLAZA | | | | | | |
| DEBT SERVICE | | | | | | |
| CAPITAL LEASE INTEREST | 0 | 44,639 | 106,197 | 40,314 | 37,920 | (2,394) |
| CAPITAL LEASE PRINCIPAL | 0 | 75,000 | 75,000 | 75,000 | 75,000 | 0 |
| PRINCIPLE- URA BOND | | | | | 401,000 | 401,000 |
| INTEREST-URA BOND | | | | | 82,452 | 82,452 |
| DEBT SERVICE Total | 0 | 119,639 | 181,197 | 115,314 | 596,372 | 481,058 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| R & M BUILDINGS - OUTSIDE | 0 | 9,800 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 9,800 | 0 | 0 | 0 | 0 |
| WALTON PLAZA Total | 0 | 129,439 | 181,197 | 115,314 | 596,372 | 481,058 |

Streets and Transportation

Overview

Mission Statement:

To provide the essential services to our citizens in a prompt, courteous, safe, efficient, and cost effective manner. The department, through its dedicated employees, strives to plan, build, maintain, and operate our public infrastructure in a sustainable manner which will preserve its assets for future generations.



Vision Statement:

To improve daily operations by encouraging continuous development in our customer service, infrastructure, and employee involvement.

Department Description:

The Streets & Transportation Department maintains the City's streets, sidewalks, storm water infrastructure, traffic controls and signage, and right of ways. The department also operates an efficient fleet service center that services the entire fleet of the City.

Goals

- Continue to provide professional, effective, and timely services to all of our residents and businesses
- Continue to provide essential services while striving to become more efficient on a daily basis
- Continue safe work practices and strive for a "zero-loss" accident rate by following safety guidelines along with implementing new safety training methods
- Continue to enhance a working relationship with elected officials, the public, and each department within the municipality
- Continue a street resurfacing program through LMIG funding
- Implement a Pavement Preservation Program with third-party analysis and implement alternative methods of preservation in order to achieve a maximum life span of each roadway

Streets & Transportation continued

Goals (cont.)

- Continue to improve walkability within the City by repairing existing sidewalks according to ADA standards as well as building new sidewalks throughout the city to the same standards
- Maintain the Right of Way throughout the city by means of mowing, brush cutting, litter removal, and eliminating sight distance issues
- Maintain mandated levels of reflectivity on all signage throughout the City
- Continue to provide the proper services to assure a safe and well operating fleet throughout the City
- Become as self-sufficient as possible within the Storm Water department in regard to testing, sampling, and reporting
- Perform annual inspections to the storm water infrastructure and act accordingly with needed repairs
- Improve/upgrade the storm water infrastructure as outdated systems are found to be failing

STREETS & TRANSPORTATION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| STREETS & TRANSPORTATION | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 5,889 | 14,010 | 9,900 | 10,000 | 0 | (10,000) |
| VEHICLES | 38,265 | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 44,153 | 14,010 | 9,900 | 10,000 | 0 | (10,000) |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| INFRASTRUCTURE | 0 | 0 | 0 | 10,000 | 10,000 | 0 |
| CAPITAL OUTLAYS - PROPERTY Total | 0 | 0 | 0 | 10,000 | 10,000 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 591 | 527 | 438 | 530 | 500 | (30) |
| GMEBS-RETIREMENT CONTRIBUTION | 149,839 | 119,949 | 108,944 | 123,163 | 123,163 | 0 |
| GROUP INS | 210,555 | 220,899 | 231,434 | 198,350 | 187,000 | (11,350) |
| MEDICAL EXAMS | 2,982 | 1,244 | 540 | 1,000 | 1,000 | 0 |
| MEDICARE | 10,786 | 11,459 | 10,476 | 10,433 | 10,844 | 411 |
| OVERTIME SALARIES | 47,041 | 60,047 | 55,415 | 47,000 | 40,000 | (7,000) |
| PART - TIME/TEMPORARY SALARIES | 10,656 | 4,382 | 0 | 0 | 0 | 0 |
| REGULAR SALARIES | 723,241 | 763,519 | 703,383 | 719,509 | 747,890 | 28,381 |
| REIMB SALARIES - OTHER | 0 | (2,566) | 0 | 0 | 0 | 0 |
| REIMB SALARIES - SW | (34,891) | (21,091) | (13,355) | 0 | 0 | 0 |
| SOCIAL SECURITY | 46,121 | 48,996 | 44,794 | 44,610 | 46,369 | 1,759 |
| WORKERS COMP INSURANCE | 115,265 | 867 | 732 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 55 | 60 | 60 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 1,282,186 | 1,208,232 | 1,142,855 | 1,146,155 | 1,158,326 | 12,171 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 64 | 0 | 1,827 | 1,500 | 0 | (1,500) |
| COMMUNICATIONS | 3,723 | 3,025 | 4,646 | 5,400 | 5,000 | (400) |
| CONSTRUCTION SERVICES | 0 | 0 | 0 | 1,500 | 0 | (1,500) |
| CONSULTING - TECHNICAL | 0 | 0 | 2,950 | 2,000 | 2,000 | 0 |
| CUSTODIAL SVCS | 370 | 2,400 | 2,383 | 2,400 | 2,400 | 0 |
| DUES/FEES | 847 | 2,038 | 545 | 2,000 | 2,500 | 500 |
| EQUIPMENT RENTAL | 777 | 782 | 6,127 | 5,000 | 15,000 | 10,000 |
| EQUIPMENT REP & MAINT-OUTSIDE | 3,973 | 2,878 | 4,727 | 4,500 | 4,000 | (500) |
| FINES/LATE FEE | 0 | 121 | 0 | 0 | 0 | 0 |
| GA DEPT REV FEES | 900 | 900 | 1,371 | 1,500 | 0 | (1,500) |
| GENERAL LIABILITY INSURANCE | 12,892 | 13,470 | 14,111 | 15,000 | 15,000 | 0 |
| LAWN CARE & MAINTENANCE | 0 | 775 | 1,717 | 1,000 | 1,500 | 500 |
| MAINTENANCE CONTRACTS | 3,475 | 4,583 | 5,327 | 5,000 | 5,000 | 0 |
| PEST CONTROL | 13 | 80 | 68 | 100 | 100 | 0 |
| POSTAGE | 0 | 49 | 98 | 100 | 100 | 0 |
| PRINTING | 0 | 0 | 179 | 500 | 500 | 0 |
| PROFESSIONAL FEES | 9,950 | 10,905 | 6,163 | 5,000 | 5,000 | 0 |
| R & M SYSTEM - OUTSIDE | 0 | (1,167) | 1,000 | 1,000 | 1,000 | 0 |
| RECYCLING | 0 | 40 | 0 | 0 | 0 | 0 |
| TRAFFIC LIGHTS | 2,765 | 10,693 | 1,625 | 5,000 | 5,000 | 0 |
| TRAINING & EDUCATION | 2,695 | 4,426 | 4,333 | 5,000 | 5,000 | 0 |
| VEHICLE REP & MAINT-OUTSIDE | 2,075 | 698 | 90 | 5,000 | 5,000 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 685 | 1,149 | 500 | 500 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 3 | 21 | 0 | 0 | 0 |
| STREET R & M - OUTSIDE | 0 | 0 | 0 | 0 | 500 | 500 |
| SIDEWALK R & M - OUTSIDE | 0 | 0 | 1,572 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 44,520 | 57,383 | 62,029 | 69,000 | 75,100 | 6,100 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 31,733 | 45,316 | 36,035 | 50,000 | 45,000 | (5,000) |
| AUTO PARTS | 7,750 | 19,968 | 13,208 | 12,000 | 12,000 | 0 |
| CHEMICALS/PESTICIDES | 1,281 | 1,811 | 451 | 4,000 | 4,000 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 499 | 3,228 | 4,000 | 6,000 | 2,000 |
| CONSTRUCTION MATERIALS | 6,307 | 8,419 | 13,078 | 10,755 | 10,000 | (755) |
| DAMAGE CLAIMS | 4,905 | 160 | 2,593 | 1,000 | 1,000 | 0 |
| EQUIPMENT PARTS | 23,871 | 35,428 | 35,158 | 25,000 | 25,000 | 0 |
| EXPENDABLE FLUIDS | 5,828 | 8,431 | 7,118 | 6,500 | 8,000 | 1,500 |
| FOOD | 0 | 242 | 22 | 500 | 500 | 0 |
| HAND TOOLS | 7,830 | 6,612 | 4,879 | 5,000 | 5,000 | 0 |
| JANITORIAL SUPPLIES | 14,459 | 17,056 | 14,760 | 15,000 | 15,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 6,446 | 3,810 | 4,519 | 3,500 | 3,500 | 0 |
| R & M BUILDINGS - INSIDE | 0 | 2,650 | 683 | 500 | 500 | 0 |
| R/W REPAIRS & MAINT INSIDE | 1,400 | 7,106 | 0 | 10,000 | 10,000 | 0 |
| SAFETY/MEDICAL SUPPLIES | 4,483 | 5,717 | 6,570 | 7,690 | 8,000 | 310 |
| SIGNAGE & MATERIALS | 7,876 | 11,197 | 22,497 | 16,194 | 25,000 | 8,806 |
| SMALL TOOLS & MINOR EQUIPMENT | 1,921 | 6,743 | 7,915 | 10,000 | 10,000 | 0 |
| STREET LIGHTS | 0 | 23,232 | 25,523 | 20,000 | 20,000 | 0 |
| STREET REPAIRS & MAINT INSIDE | 4,048 | 3,477 | 4,848 | 6,000 | 60,000 | 54,000 |
| STREET SUPPLIES | 6,817 | 6,981 | 9,154 | 9,609 | 10,000 | 391 |
| TIRES | 7,472 | 9,085 | 16,999 | 8,252 | 8,000 | (252) |
| UNIFORM RENTAL | 11,765 | 10,905 | 9,190 | 14,000 | 14,000 | 0 |
| UNIFORM EXPENSE | 282 | 1,482 | 415 | 1,000 | 1,000 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 4,000 | 4,000 |
| SUPPLIES Total | 156,475 | 236,327 | 238,844 | 240,500 | 305,500 | 65,000 |
| STREETS & TRANSPORTATION Total | 1,527,334 | 1,515,952 | 1,453,627 | 1,475,655 | 1,548,926 | 73,271 |

OTHER GOVERNMENTAL FUNDS

Other Governmental Funds Overview

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes. The City of Monroe utilizes the following Special Revenue Funds:

Confiscated Assets Fund – This fund is used to account for the City’s share of monies that have been forfeited through the court system and are restricted for law enforcement purposes.

Hotel/Motel Tax Fund – This fund is used to account for hotel/motel taxes collected and are restricted for the promotion of trade and tourism in the City.

G.O. Debt Service Fund

A fund established to account for the accumulation of resources for, and payment of the City’s long-term debt principal and interest.

Capital Projects Funds

A fund used to account for financial resources used for the acquisition or construction of major capital equipment or facilities other than those financed by proprietary funds.

SPLOST Fund – This fund is used to account for the special local option sales tax collected and used for specific purposes. This tax must be approved by a majority of the qualified voters of Walton County. This is our third SPLOST which will be in place years 2019-2024. This additional 1% began in 2019 and will end December 2024. The City’s portion of SPLOST is negotiated and agreed upon with Walton County through an inter-governmental agreement.

CONFISCATED ASSETS FUND REVENUE

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-----------------------|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| CONDEMNED FUNDS | 20,751 | 11,840 | 23,349 | 12,000 | 15,000 | 3,000 |
| CONDEMNED FUNDS - DEA | 6,759 | 27,182 | 37,734 | 28,000 | 30,000 | 2,000 |
| TOTAL REVENUE | 27,510 | 39,022 | 61,083 | 40,000 | 45,000 | 5,000 |
| | | | | | | |

CONFISCATED ASSETS FUND EXPENDITURES

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| PURCHASED/CONTRACTED SERVICES | 12,174 | 9,050 | 1,554 | 11,500 | 14,000 | 2,500 |
| ANTI-DRUG ADVERTISING | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| COMMUNICATIONS | 1,769 | 2,455 | 527 | 2,500 | 1,000 | (1,500) |
| COURT FEES | 1,860 | 2,330 | 2,952 | 2,000 | 2,000 | 0 |
| EVENTS | 0 | 1,925 | (1,925) | 0 | 0 | 0 |
| TRAINING & EDUCATION | 8,545 | 2,340 | 0 | 7,000 | 10,000 | 3,000 |
| SUPPLIES | 21,946 | 14,592 | 19,556 | 28,500 | 31,000 | 2,500 |
| INVESTIGATION SUPPLIES | 1,100 | 4,800 | 0 | 2,500 | 13,000 | 10,500 |
| ISSUED EQUIPMENT | 12,520 | 0 | 4,800 | 15,000 | 6,000 | (9,000) |
| K-9 OPERATIONS | 0 | 0 | 3,730 | 11,000 | 12,000 | 1,000 |
| OFFICE SUPPLIES & EXPENSES | 8,326 | 9,792 | 11,026 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 34,120 | 23,642 | 21,111 | 40,000 | 45,000 | 5,000 |
| | | | | | | |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | (6,610) | 15,380 | 39,973 | 0 | 0 | 0 |

HOTEL/MOTEL FUND REVENUE

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| PEN & INT ON DELINQUENT TAXES | 68 | 0 | 0 | 0 | 0 | 0 |
| TAXES | 45,983 | 43,993 | 48,079 | 43,000 | 46,000 | 3,000 |
| TOTAL REVENUE | 46,052 | 43,993 | 48,079 | 43,000 | 46,000 | 3,000 |

HOTEL/MOTEL FUND EXPENDITURES

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| OTHER COSTS | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| CONVENTION VISITORS BUREAU | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| TOTAL EXPENDITURES | 45,711 | 42,896 | 48,717 | 43,000 | 46,000 | 3,000 |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | 340 | 1,097 | (638) | 0 | 0 | 0 |

G. O. BOND FUND REVENUE

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|------------------------|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| OPERATING TRANSFERS IN | 842,724 | 862,140 | 881,944 | 0 | 0 | 0 |
| TOTAL REVENUE | 842,724 | 862,140 | 881,944 | 0 | 0 | 0 |

G. O. BOND FUND EXPENDITURES

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-----------------|-----------------|-----------------|----------------|----------------------------|---------------------------|
| ADVANCE REFUNDING ESCROW | 0 | 0 | 0 | 0 | 0 | 0 |
| BOND PREPAYMENT PENALTIES | 0 | 0 | 0 | 0 | 0 | 0 |
| GO BOND PRINCIPAL | 810,000 | 835,000 | 868,000 | 0 | 0 | 0 |
| GO BOND-INTEREST | 32,725 | 27,140 | 13,962 | 0 | 0 | 0 |
| ISSUANCE COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 842,725 | 862,140 | 881,962 | 0 | 0 | 0 |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | (1) | 0 | (18) | 0 | 0 | 0 |

SPLOST FUND OPERATING BUDGET SUMMARY
REVENUES, EXPENDITURES AND OTHER SOURCES AND USES SUMMARY

| REVENUE | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|------------------|--------------------|------------------|------------------|----------------------|---------------------|
| FUND BALANCE | 0 | 0 | 0 | 757,905 | 432,349 | (325,556) |
| INTERGOVERNMENTAL | 324,580 | 2,265,180 | 3,902,365 | 1,900,000 | 2,100,000 | 200,000 |
| INVESTMENT INCOME | 3,451 | 3,781 | 2,669 | 2,200 | 2,200 | 0 |
| OTHER FINANCING SOURCES | 0 | 1,380,834 | 226,855 | 0 | 0 | 0 |
| TAXES | 1,577,257 | 0 | 785 | 0 | 0 | 0 |
| TOTAL REVENUE | 1,905,289 | 3,649,795 | 4,132,673 | 2,660,105 | 2,534,549 | (125,556) |
| | | | | | | |
| DEPARTMENT | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| BLDGS & GROUNDS | 0 | 0 | 0 | 0 | 489,900 | 489,900 |
| FIRE | 0 | 0 | 50,000 | 0 | 0 | 0 |
| GENERAL GOVERNMENT | 169,166 | 925,952 | 800,097 | 1,565,655 | 984,000 | (581,655) |
| OTHER FINANCING SOURCES | 0 | 1,380,834 | 663,508 | 0 | 0 | 0 |
| POLICE / JUDICIAL | 0 | 0 | 255,523 | 66,260 | 66,113 | (147) |
| SOLID WASTE & RECYCLING | 232,689 | 0 | 0 | 350,000 | 262,437 | (87,563) |
| STREETS & TRANSPORTATION | 524,344 | 2,832,930 | 1,960,225 | 678,190 | 732,099 | 53,909 |
| TOTAL EXPENDITURES | 926,199 | 5,139,715 | 3,729,352 | 2,660,105 | 2,534,549 | (125,556) |
| | | | | | | |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | 979,090 | (1,489,921) | 403,321 | 0 | 0 | 0 |

| SPLOST FUND REVENUE | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| FUND BALANCE | 0 | 0 | 0 | 757,905 | 432,349 | (325,556) |
| FUND BALANCE | 0 | 0 | 0 | 757,905 | 432,349 | (325,556) |
| INTERGOVERNMENTAL | 324,580 | 2,265,180 | 3,902,365 | 1,900,000 | 2,100,000 | 200,000 |
| FEDERAL GRANTS | 0 | 162,639 | 0 | 0 | 0 | 0 |
| LCI GRANT | 15,782 | 223,495 | 1,287,699 | 0 | 0 | 0 |
| STATE GRANTS REC'D | 160,537 | 0 | 0 | 0 | 0 | 0 |
| WALTON CO SPLOST 2013 REVENUE | 0 | 1,798,437 | 0 | 0 | 0 | 0 |
| STATE GRANTS REC'D | 148,261 | 0 | 0 | 0 | 0 | 0 |
| WALTON CO SPLOST 2019 REVENUE | 0 | 0 | 1,618,168 | 1,900,000 | 2,100,000 | 200,000 |
| FED GRANT - AIRPORT | 0 | 76,898 | 359,281 | 0 | 0 | 0 |
| STATE GRANTS - AIRPORT | 0 | 3,711 | 553,884 | 0 | 0 | 0 |
| FED GRANT - TAP | 0 | 0 | 83,334 | 0 | 0 | 0 |
| INVESTMENT INCOME | 3,451 | 3,781 | 2,669 | 2,200 | 2,200 | 0 |
| INTEREST REVENUES | 3,451 | 3,781 | 2,669 | 0 | 0 | 0 |
| SPLOST INTEREST REVENUE 2013 | 0 | 0 | 0 | 1,200 | 1,200 | 0 |
| SPLOST INTEREST REVENUE 2019 | 0 | 0 | 0 | 1,000 | 1,000 | 0 |
| OTHER FINANCING SOURCES | 0 | 1,380,834 | 226,855 | 0 | 0 | 0 |
| OPERATING TRANSFERS IN | 0 | 1,380,834 | 0 | 0 | 0 | 0 |
| CAPITAL LEASE PROCEEDS | 0 | 0 | 226,855 | 0 | 0 | 0 |
| TAXES | 1,577,257 | 0 | 785 | 0 | 0 | 0 |
| SPLOST 2013 TAXES | 1,577,257 | 0 | 785 | 0 | 0 | 0 |
| TOTAL REVENUE | 1,905,289 | 3,649,795 | 4,132,673 | 2,660,105 | 2,534,549 | (125,556) |

SPLOST FUND EXPENDITURES

| Row Labels | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|---|-----------------|--------------------|------------------|------------------|----------------------------|------------------------|
| CAPITAL OUTLAYS - INFRASTRUCTURE | | | | | | |
| INFRASTRUCTURE - AIRPORT | (50,343) | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - INFRASTRUCTURE Total | (50,343) | 0 | 0 | 0 | 0 | 0 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| EQUIPMENT | 120,889 | 0 | 0 | 0 | 0 | 0 |
| EQUIPMENT-FIRE | 0 | 0 | 50,000 | 0 | 0 | 0 |
| EQUIPMENT-STREETS | 0 | 0 | 125,463 | 63,000 | 25,000 | (38,000) |
| EQUIPMENT-SW COLLECTION | 0 | 0 | 0 | 350,000 | 262,437 | (87,563) |
| VEHICLES | 0 | 0 | 226,855 | 0 | 60,000 | 60,000 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 120,889 | 0 | 402,318 | 413,000 | 347,437 | (65,563) |
| CAPITAL OUTLAYS - PROPERTY | | | | | | |
| CONSTRUCTION IN PROGRESS | 0 | 0 | 399,174 | 885,155 | 745,500 | (139,655) |
| INFRASTRUCTURE - AIRPORT | 98,440 | 925,772 | 400,869 | 0 | 0 | 0 |
| INFRASTRUCTURE - STREETS | 164,027 | 2,586,931 | 1,587,732 | 342,845 | 300,000 | (42,845) |
| SITE IMPROVEMENTS | 0 | 0 | 0 | 180,500 | 138,500 | (42,000) |
| CAPITAL OUTLAYS - PROPERTY Total | 262,467 | 3,512,703 | 2,387,775 | 1,408,500 | 1,184,000 | (224,500) |
| DEBT SERVICE | | | | | | |
| CAPITAL LEASE INTEREST | 0 | 0 | 2,650 | 9,419 | 9,399 | (20) |
| CAPITAL LEASE PRINCIPAL | 0 | 0 | 25,993 | 56,841 | 56,714 | (127) |
| DEBT SERVICE Total | 0 | 0 | 28,643 | 66,260 | 66,113 | (147) |
| OTHER FINANCING USES | | | | | | |
| TRANSFERS OUT - OTHER FUNDS | 232,689 | 1,380,834 | 663,508 | 0 | 0 | 0 |
| OTHER FINANCING USES Total | 232,689 | 1,380,834 | 663,508 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| CONSULTING - BY-PASS | 86,200 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 180 | 180 | 265 | 0 | 0 | 0 |
| PROFESSIONAL FEES | 0 | 0 | 248 | 0 | 0 | 0 |
| SIDEWALK REPAIRS & MAINT OUTSIDE | 0 | 10,000 | 0 | 45,000 | 45,000 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 25 | 0 | 0 | 0 |
| STREET R & M - OUTSIDE | 0 | 5,577 | 4,768 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 86,380 | 15,757 | 5,306 | 45,000 | 45,000 | 0 |
| SUPPLIES | | | | | | |
| EQUIPMENT < 5,000 | 2,615 | 0 | 0 | 0 | 0 | 0 |
| PARKS & GROUNDS R&M INSIDE | 0 | 0 | 0 | 0 | 489,900 | 489,900 |
| SIGNAGE & MATERIALS | 0 | 0 | 0 | 0 | 100,000 | 100,000 |
| STREET REPAIRS & MAINT INSIDE | 271,501 | 230,421 | 241,804 | 227,345 | 302,099 | 74,754 |
| SUPPLIES Total | 274,116 | 230,421 | 241,804 | 227,345 | 891,999 | 664,654 |
| INFRASTRUCTURE - AIRPORT | | | | | | |
| INFRASTRUCTURE - AIRPORT | 0 | 0 | 0 | 500,000 | 0 | (500,000) |
| INFRASTRUCTURE - AIRPORT Total | 0 | 0 | 0 | 500,000 | 0 | (500,000) |
| TOTAL EXPENDITURES | 926,199 | 5,139,715 | 3,729,352 | 2,660,105 | 2,534,549 | (125,556) |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | | | | | | |
| | 979,090 | (1,489,921) | 403,321 | 0 | 0 | 0 |

ENTERPRISE FUNDS

COMBINED UTILITIES FUND

Revenues and Rates

Funding for the Combined Utilities Fund is provided primarily by user fees. The operating revenues provide funding for the operating and maintenance expenses of the utility, routine repairs and maintenance and debt service on all existing debt connected to utilities.

Ten percent (10%) of the gross revenue received per month from the operation of the system is placed in a reserve fund that is kept separate from other funds. The money in this fund is used for expansion or major maintenance and repair of the system. Additionally, a minimum of five percent (5%) of the gross revenue is paid to the General Fund of the City.

The City of Monroe Combined Utility provides electric, natural gas, sewer, cable, internet and phone services to customers primarily within the City limits. The City has an adequate supply of water, electric and gas to meet the needs of Monroe's expected demand for the next 15-20 years.

Electric System

The electric utility of the City, with about 193 miles of electric distribution lines, is substantially confined to an area within or near the corporate City limits of Monroe and customers therein needing electric service must take such service from the City. An exception exists if it is a new customer and the load is expected to exceed 9MW. A new customer whose load exceeds 9 MW falls under the Georgia Customer Choice regulation. This regulation allows the customer to take bids and then contract for their electric service. Under this regulation, the City can likewise provide electric service to customers outside of, but strategically near their service territory. The City purchases nearly all of its electricity through the Municipal Electric Authority of Georgia (MEAG). Planning for generating capacity and/or power purchases to serve the City's electric load is also provided by MEAG Power. This arrangement serves to reduce the risk of adding incremental generating capacity as well as the risk of losing a large customer to individual MEAG Power participants such as the City.

Natural Gas System

Natural gas service is provided within the corporate limits of the City as well as in some areas of Walton County. In 1987, the City, along with 62 other

municipally-owned natural gas systems in the State of Georgia, began purchasing gas from the Municipal Gas Authority of Georgia (MGAG). The City's natural gas system consists primarily of two delivery stations and approximately 167 miles of natural gas distribution lines. The City's two delivery stations are connected to the Transcontinental Gas Pipe Line Corporation.

Water System

The City's raw water supply facilities originate with raw water intake from the Alcovy River at the River Intake Pump Station located immediately upstream of Georgia Highway 78. In addition to its raw water intake from the Alcovy River, the City owns the John T. Briscoe, Jr. Raw Water Reservoir (Briscoe Reservoir) which increases its total raw water supply capacity to be 795 million gallons.

The City has the ability to pump raw water from either or both of its raw water sources to its water treatment plant. The water portion of the City system is under the jurisdiction of The Georgia Environmental Protection Division (Georgia EPD). The Georgia EPD has approved a reliable raw water yield from the City's current raw water sources of 10 MGD (maximum daily withdrawal). The City has consistently met all requirements set forth by the Georgia EPD as to water quality.

The City's Water Treatment Plant (WTP) is located within the City's corporate limits. The WTP is a 10-MGD microfiltration system. The City currently operates and maintains over 235 miles of water lines in its distribution system varying in diameter up to 24 inches. Three water storage tanks, with a total storage volume of 1.5 million gallons, are located throughout the City's distribution system to help satisfy peak water demands and fire protection requirements.

Sewer System

The Jack's Creek Wastewater Treatment plant (WWTP) is a 3.4-MGD trickling filter plant that provides secondary treatment capable of handling peak flows of 9.5 MGD. The sewerage collection system primarily serves areas inside and adjacent to the corporate City limits. This collection system includes approximately 140 miles of sewer lines and 7 lift stations.

COMBINED UTILITIES FUND OPERATING BUDGET SUMMARY
REVENUES, EXPENSES AND OTHER SOURCES AND USES SUMMARY

| REVENUE | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 | | % CHANGE |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------|
| | | | | | PROPOSED BUDGET | 2021 vs 2020 BUDGET | |
| CHARGES FOR SERVICES | 37,208,320 | 40,248,287 | 41,319,803 | 41,262,339 | 42,930,851 | 1,668,512 | 4.0% |
| CONTRIBUTIONS AND DONATIONS | 41,862 | 109,380 | 207,084 | 0 | 0 | 0 | 0.0% |
| INTERGOVERNMENTAL | 0 | 535,462 | 76,600 | 0 | 0 | 0 | 0.0% |
| INVESTMENT INCOME | 1,165,069 | 2,290,140 | 1,919,320 | 350,000 | 445,000 | 95,000 | 27.1% |
| MISCELLANEOUS | 15,186 | 44,192 | 10,858 | 0 | 0 | 0 | 0.0% |
| OTHER FINANCING SOURCES | 218,472 | 1,607 | 17,708 | 0 | 0 | 0 | 0.0% |
| TOTAL REVENUE | 38,648,909 | 43,229,069 | 43,551,373 | 41,612,339 | 43,375,851 | 1,763,512 | 4.2% |
| | | | | | | | |
| DEPARTMENT | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 | | % CHANGE |
| | | | | | PROPOSED BUDGET | 2021 vs 2020 BUDGET | |
| ELECTRIC AND TELECOMMUNICATIONS | 22,964,508 | 25,743,427 | 25,589,117 | 26,500,330 | 25,923,681 | (576,650) | -2.2% |
| UTILITY ADMINISTRATION AND FINANCE | 317,976 | 298,977 | (365,582) | 1,063,293 | 782,516 | (280,777) | -26.4% |
| WATER, SEWER, GAS & GUTA | 10,826,203 | 12,010,478 | 12,421,626 | 14,048,716 | 16,669,655 | 2,620,939 | 18.7% |
| TOTAL EXPENDITURES | 34,108,687 | 38,052,883 | 37,645,161 | 41,612,339 | 43,375,851 | 1,763,512 | 4.2% |
| USE OF CASH RESERVES | | | | | | | |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | 4,540,223 | 5,176,186 | 5,906,211 | 0 | (0) | (0) | |

COMBINED UTILITIES FUND DEPARTMENTAL BUDGET SUMMARY

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 | | % CHANGE |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------|
| | | | | | PROPOSED BUDGET | 2021 vs 2020 BUDGET | |
| CABLE TV | 2,964,949 | 2,967,312 | 3,564,192 | 3,565,000 | 3,934,167 | 369,167 | |
| CENTRAL SERVICES - Util | 28,620 | 227 | 0 | 0 | 0 | 0 | |
| ELECTRIC | 20,157,617 | 22,800,077 | 22,322,613 | 19,950,000 | 20,165,167 | 215,167 | |
| NATURAL GAS | 3,353,930 | 4,134,322 | 3,827,845 | 3,951,129 | 4,072,608 | 121,479 | |
| SEWER | 4,129,466 | 4,325,235 | 4,563,495 | 5,065,000 | 5,524,167 | 459,167 | |
| SPECIAL FACILITY / GUTA | 338,739 | 147,428 | 172,728 | 130,000 | 130,000 | 0 | |
| TELECOM & INTERNET | 2,601,913 | 2,881,999 | 3,061,617 | 3,170,000 | 3,424,167 | 254,167 | |
| UTIL ADMIN & FINANCE | (49,874) | 535,226 | 98,900 | 0 | 0 | 0 | |
| WATER | 5,123,551 | 5,437,243 | 5,924,892 | 5,781,210 | 6,125,577 | 344,367 | |
| TOTAL REVENUE | 38,648,909 | 43,229,069 | 43,536,283 | 41,612,339 | 43,375,851 | 1,763,512 | |

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 | | % CHANGE |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------|
| | | | | | PROPOSED BUDGET | 2021 vs 2020 BUDGET | |
| CABLE TV | 4,827,334 | 5,448,386 | 5,138,568 | 5,041,827 | 5,457,472 | 415,645 | |
| CENTRAL SERVICES - Util | 826,523 | 1,045,125 | 815,128 | 722,293 | 726,830 | 4,537 | |
| ELECTRIC | 17,093,435 | 19,171,280 | 18,926,171 | 19,320,744 | 17,165,182 | (2,155,563) | |
| NATURAL GAS | 2,780,213 | 3,360,244 | 3,287,099 | 3,719,219 | 4,262,732 | 543,514 | |
| SEWER | 3,489,782 | 3,629,362 | 3,725,169 | 4,370,555 | 5,354,230 | 983,675 | |
| SPECIAL FACILITY / GUTA | 333,199 | 268,145 | 267,739 | 270,911 | 250,914 | (19,997) | |
| STORMWATER | 277,278 | 305,296 | 429,366 | 557,845 | 381,765 | (176,080) | |
| TELECOM & INTERNET | 801,520 | 792,134 | 1,324,667 | 1,935,546 | 3,092,616 | 1,157,070 | |
| UTIL ADMIN & FINANCE | (172,328) | (207,163) | (725,585) | 770,710 | 498,843 | (271,867) | |
| WATER | 3,851,730 | 4,240,073 | 4,456,839 | 4,902,690 | 6,185,269 | 1,282,579 | |
| TOTAL EXPENDITURES | 34,108,687 | 38,052,883 | 37,645,161 | 41,612,339 | 43,375,851 | 1,763,512 | |

COMBINED UTILITIES FUND
REVENUE DETAIL

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------|
| CATV MISC REVENUES | 123,689 | 118,379 | 133,859 | 120,000 | 110,000 | (10,000) |
| CATV OPERATING REVENUES | 23,947 | 21,849 | 0 | 20,000 | 0 | (20,000) |
| CATV REVENUES | 2,674,204 | 2,627,467 | 3,187,982 | 3,200,000 | 3,700,000 | 500,000 |
| ELECTRIC METERED SALES | 17,467,915 | 19,204,019 | 19,419,788 | 19,000,000 | 19,000,000 | 0 |
| ELECTRIC MISC REVENUES | 131,479 | 126,249 | 117,838 | 50,000 | 21,000 | (29,000) |
| ELECTRIC OPERATING REVENUES | 496,480 | 495,812 | 417,515 | 475,000 | 420,000 | (55,000) |
| FIBER REVENUES | 474,808 | 538,113 | 543,898 | 530,000 | 560,000 | 30,000 |
| GAS METERED SALES | 3,131,132 | 3,892,954 | 3,496,750 | 3,563,289 | 3,783,441 | 220,152 |
| GAS MISC REVENUES | 1,998 | 189 | 25,311 | 1,000 | 1,000 | 0 |
| GAS TAP FEES | 21,800 | 28,425 | 55,727 | 50,000 | 50,000 | 0 |
| GUTA | 119,826 | 147,428 | 172,728 | 130,000 | 130,000 | 0 |
| INTERNET/DATA REVENUES | 1,772,500 | 1,996,751 | 2,183,290 | 2,300,000 | 2,400,000 | 100,000 |
| MEAG REBATE | 705,858 | 443,115 | 275,685 | 200,000 | 200,000 | 0 |
| MGAG REBATE | 95,505 | 91,524 | 92,299 | 111,840 | 114,000 | 2,160 |
| SALE OF RECYCLED MATERIALS | 0 | 0 | 159 | 0 | 0 | 0 |
| SEWAGE MISC REVENUES | 0 | 4,000 | 22,207 | 0 | 0 | 0 |
| SEWAGE OTHER OPER REVENUES | 29,780 | 54,970 | 45,243 | 40,000 | 200,000 | 160,000 |
| SEWAGE TREATMENT REVENUES | 3,855,663 | 3,936,605 | 3,983,394 | 4,000,000 | 4,300,000 | 300,000 |
| SEWERAGE TAP FEES | 103,500 | 165,000 | 316,500 | 800,000 | 900,000 | 100,000 |
| TELEPHONE REVENUES | 354,605 | 347,135 | 334,429 | 340,000 | 340,000 | 0 |
| UTIL GENERAL CUST ACCOUNT FEES | 684,107 | 775,954 | 818,447 | 775,000 | 700,000 | (75,000) |
| WATER METERED SALES | 4,720,803 | 4,861,486 | 5,097,352 | 5,100,000 | 5,440,000 | 340,000 |
| WATER MISC REVENUES | 63,680 | 110,348 | 67,094 | 60,210 | 60,210 | 0 |
| WATER OPERATING REVENUES | 15,440 | 20,265 | 12,860 | 16,000 | 1,200 | (14,800) |
| WATER TAP FEES | 139,600 | 240,250 | 499,450 | 380,000 | 500,000 | 120,000 |
| CHARGES FOR SERVICES Total | 37,208,320 | 40,248,287 | 41,319,803 | 41,262,339 | 42,930,851 | 1,668,512 |
| CONTRIBUTED CAP - ELECTRIC | 0 | 109,380 | 207,084 | 0 | 0 | 0 |
| CONTRIBUTED CAP - GAS | 6,970 | 0 | 0 | 0 | 0 | 0 |
| CONTRIBUTED CAP - OTHER UTILITY | 34,892 | 0 | 0 | 0 | 0 | 0 |
| CONTRIBUTED CAP - TELECOM | 0 | 0 | 0 | 0 | 0 | 0 |
| CONTRIBUTIONS AND DONATIONS Total | 41,862 | 109,380 | 207,084 | 0 | 0 | 0 |
| FED GRANT CDBG2018 | 0 | 500,000 | 76,600 | 0 | 0 | 0 |
| FEDERAL DISASTER RELIEF FUNDS | 0 | 35,462 | 0 | 0 | 0 | 0 |
| INTERGOVERNMENTAL Total | 0 | 535,462 | 76,600 | 0 | 0 | 0 |
| INTEREST REVENUES - UTILITY | 265,069 | 388,841 | 669,320 | 350,000 | 445,000 | 95,000 |
| PARTICIPANT CONTRIBUTION | 900,000 | 1,901,299 | 1,250,000 | 0 | 0 | 0 |
| INVESTMENT INCOME Total | 1,165,069 | 2,290,140 | 1,919,320 | 350,000 | 445,000 | 95,000 |
| OTHER - UTILITY | 15,186 | 29,708 | 559 | 0 | 0 | 0 |
| REIMBURSE FOR DAMAGED PROP - ELECTRIC | 0 | 14,484 | 10,299 | 0 | 0 | 0 |
| REIMBURSE FOR DAMAGED PROP - SOLID WAS | 0 | 0 | 0 | 0 | 0 | 0 |
| REIMBURSE FOR DAMAGED PROP - WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| MISCELLANEOUS Total | 15,186 | 44,192 | 10,858 | 0 | 0 | 0 |
| ADMIN ALLOC - CATV | 143,109 | 199,617 | 241,601 | 225,000 | 124,167 | (100,833) |
| ADMIN ALLOC - ELECTRIC | 451,163 | 505,459 | 623,589 | 225,000 | 124,167 | (100,833) |
| ADMIN ALLOC - GAS | 96,525 | 121,230 | 157,759 | 225,000 | 124,167 | (100,833) |
| ADMIN ALLOC - OTHER | (1,014,237) | (1,194,740) | (1,466,026) | (1,125,000) | (745,000) | 380,000 |
| ADMIN ALLOC - SEWER | 140,523 | 163,739 | 195,597 | 225,000 | 124,167 | (100,833) |
| ADMIN ALLOC - TELECOM | | | | | 124,167 | 124,167 |
| ADMIN ALLOC - WATER | 182,918 | 204,695 | 247,480 | 225,000 | 124,167 | (100,833) |
| OPERATING TRANSFERS IN | 218,913 | 0 | 0 | 0 | 0 | 0 |
| SALE OF ASSETS - CATV | 0 | 0 | 750 | 0 | 0 | 0 |
| SALE OF ASSETS - ELECTRIC | 4,721 | 261 | 656 | 0 | 0 | 0 |
| SALE OF ASSETS - GAS | 0 | 0 | 0 | 0 | 0 | 0 |
| SALE OF ASSETS - GENERAL | (6,272) | 227 | 0 | 0 | 0 | 0 |
| SALE OF ASSETS - SEWAGE | 0 | 921 | 555 | 0 | 0 | 0 |
| SALE OF ASSETS - SOLID WASTE | 0 | 0 | 15,090 | 0 | 0 | 0 |
| SALE OF ASSETS - WATER | 1,110 | 198 | 657 | 0 | 0 | 0 |
| OTHER FINANCING SOURCES Total | 218,472 | 1,607 | 17,708 | 0 | 0 | 0 |
| TOTAL REVENUE | 38,648,909 | 43,229,069 | 43,551,373 | 41,612,339 | 43,375,851 | 1,763,512 |

Full Time Utility Fund Positions

| ▼ | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|---|-----------|-----------|-----------|
| ☐ GUTA | 2 | 2 | 2 |
| GUTA TRAINER | 2 | 2 | 2 |
| ☐ Utility-Admin ETC | 2 | 2 | 2 |
| DIRECTOR OF ELECTRIC & TELECOMMUNICATIONS | 1 | 1 | 1 |
| UTILITIES ADMIN ASST | 1 | 1 | 1 |
| ☐ Utility-Admin WSG | 2 | 2 | 2 |
| DIRECTOR OF WATER & GAS | 1 | 1 | 1 |
| FIELD PROJECT SUPERVISOR | 1 | 1 | 1 |
| ☐ Utility-CATV | 6 | 6 | 6 |
| CATV FOREMAN | 1 | 1 | 1 |
| CATV INSTALLER | 1 | 1 | 1 |
| CATV TECH | 4 | 4 | 4 |
| ☐ Utility-Customer Service | 19 | 20 | 17 |
| CALL CENTER TECH | 4 | 4 | 4 |
| CITY CLERK | 1 | 1 | 1 |
| CUSTOMER SERVICE MANAGER | 1 | 1 | 1 |
| FIELD SERVICE TECH | 4 | 4 | 4 |
| CASHIER | 5 | 5 | 4 |
| CUSTOMER SERVICE REP | 2 | 3 | 2 |
| RECEPTIONIST-CITY HALL | 1 | 1 | 1 |
| ACCOUNTING TECH | 1 | 1 | |
| ☐ Utility-Electric | 14 | 14 | 14 |
| CONSTRUCTION FOREMAN | 1 | 1 | 1 |
| ELECTRIC EQUIPMENT OPERATOR | 1 | 1 | 1 |
| ELECTRIC FOREMAN | 1 | 1 | 1 |
| ELECTRIC OPERATIONS MANAGER | 1 | 1 | 1 |
| JOURNEY LINEMAN | 2 | 2 | 2 |
| LEAD LINEMAN | 5 | 5 | 5 |
| LINEMAN | 1 | 1 | 1 |
| UTILITIES LOCATE TECH | 1 | 1 | 1 |
| APPRENTICE LINEMAN | 1 | 1 | 1 |
| ☐ Utility-Finance | 6 | 7 | 7 |
| ACCOUNTANT | | | 1 |
| ASST FINANCE DIRECTOR | 1 | 1 | 1 |
| CITY ADMINISTRATOR 50% | 0.5 | 0.5 | 0.5 |
| FINANCE DIRECTOR 50% | 0.5 | 0.5 | 0.5 |
| FINANCE STAFF ASST | 1 | 1 | 1 |
| HR DIRECTOR | 1 | 1 | 1 |
| HR SPECIALIST | 1 | 1 | 1 |
| HR/FINANCE ASST | 1 | 1 | 1 |
| KEY ACCOUNTS POSITION | | 1 | |

Full Time Utility Fund Positions continued

| | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|---|------------|------------|--------------|
| Utility-Natural Gas | 8 | 10 | 10 |
| NATURAL GAS FOREMAN | 1 | 1 | 1 |
| NATURAL GAS SERVICEMAN | 6 | 7 | 7 |
| UTILITIES LOCATE TECH | | 1 | 1 |
| REGULATORY COMPLIANCE | 1 | 1 | 1 |
| Utility-Sewage Collection | 7 | 8 | 7 |
| WASTEWATER FOREMAN | 1 | 1 | 1 |
| WASTEWATER SERVICEMAN | 4 | 5 | 5 |
| UTILITY INSPECTOR | 1 | 1 | |
| CCTV/I&I TECHNICIAN | 1 | 1 | 1 |
| Utility-Sewage Treatment Plant | 6 | 6 | 6 |
| WWTP APPRENTICE | 1 | 1 | 1 |
| WWTP MANAGER | 1 | 1 | 1 |
| WWTP OPERATOR II | 2 | 2 | 2 |
| WWTP OPERATOR III | 1 | 1 | 1 |
| PUMP/LIFE STATION MECHANIC | 1 | 1 | 1 |
| Utility-Stormwater | 6 | 6 | 3 |
| STORMWATER TECH | 6 | 6 | 3 |
| Utility-Telecom & Internet | 4 | 4 | 4 |
| COMP NETWORK/INTERNET SPEC | 1 | 1 | 1 |
| NETWORK ENGINEER | 1 | 1 | 1 |
| SR NETWORK ENGINEER | 1 | 1 | 1 |
| TELECOM OPERATIONS MANAGER | 1 | 1 | 1 |
| Utility-Utility Billing | 4 | 4 | 4 |
| UTILITY BILLING CLERK | 3 | 3 | 3 |
| UTILITY BILLING SUPERVISOR | 1 | 1 | 1 |
| Utility-Water Distribution System | 9 | 9 | 11 |
| WATER DISTRIBUTION FIELD SERVICE SPECIALIST | 1 | 1 | 1 |
| WATER FOREMAN | 1 | 1 | 1 |
| WATER LEAK DETECTION TECH | 1 | 1 | 1 |
| WATER SERVICEMAN | 6 | 6 | 8 |
| Utility-Water Treatment Plant | 8 | 9 | 9 |
| WATER TREATMENT OPERATOR III | 1 | 1 | 1 |
| WTP APPRENTICE | 1 | 1 | 1 |
| WTP LAB ANALYST | 1 | 1 | 1 |
| WTP OPERATOR I | 1 | 1 | 1 |
| WTP OPERATOR II | 1 | 1 | 1 |
| WTP TRAINEE | 1 | 2 | 2 |
| WTP SUPERVISOR/WTP OPERATOR I | 1 | 1 | 1 |
| WATER TREATMENT OPERATOR II | 1 | 1 | 1 |
| Utility-Central Services | 8 | 8 | 7.5 |
| GENERAL LABORER | 2 | 2 | 2 |
| PARKS MANAGER | 1 | 1 | 1 |
| SYSTEM TECH/IT | 1 | 1 | 1 |
| SYSTEMS IT | 1 | 1 | 1 |
| QUALITY CONTROL COORDINATOR | 1 | 1 | 1 |
| PROJECT MANAGER | 1 | 1 | 1 |
| ASST CITY ADMINISTRATOR | 1 | 1 | 0.5 |
| Grand Total | 111 | 117 | 111.5 |

UTILITY RATES

ELECTRIC RATES

(Effective March 2012)

RESIDENTIAL

| | <u>Summer (May - October)</u> | <u>Winter (November - April)</u> |
|---------------|-------------------------------|----------------------------------|
| Base Charge | \$10.00 | \$10.00 |
| First 700 KWH | \$ 0.09 per kWh | \$ 0.09 per kWh |
| Over 700 KWH | \$ 0.128 per kWh | \$ 0.078 per kWh |

Plus Applicable Power Cost Adjustment and Applicable Sales Tax

Minimum Bill \$10.00 plus Applicable Sales Tax

COMMERCIAL NON DEMAND

Applicable to non-residential service where average monthly energy consumption is less than 3,000 kilowatt hours, based on the most recent 12 months' data in January each year.

| | <u>Summer (May - October)</u> | <u>Winter (November - April)</u> |
|-------------|-------------------------------|----------------------------------|
| Base Charge | \$16.00 | \$16.00 |
| All kWh | \$ 0.155 per kWh | \$ 0.125 per kWh |

Plus Applicable Power Cost Adjustment and Applicable Sales Tax

Minimum Bill \$16.00 plus Applicable Sales Tax

COMMERCIAL DEMAND

Applicable to all commercial or industrial electric service where the average monthly consumption is greater than or equal to 3,000 kilowatt hours and the maximum monthly demand is less than 1,000 kilowatts.

| | |
|---------------|----------------|
| Base Charge | \$35.00 |
| Demand Charge | \$ 2.50 per kW |

Energy Charges:

First 200 kWh per kW of Billing Demand:

| | |
|------------------|-----------------|
| First 3,000 kWh | \$0.125 per kWh |
| Next 7,000 kWh | \$0.117 per kWh |
| Next 90,000 kWh | \$0.109 per kWh |
| Next 100,000 kWh | \$0.101 per kWh |

| | |
|---------------------------------------|-----------------|
| Next 200 kWh per kW of Billing Demand | \$0.053 per kWh |
| Over 400 kWh per kW of Billing Demand | \$0.047 per kWh |

Plus Applicable Power Cost Adjustment and Applicable Sales Tax

Minimum Bill \$35.00 per meter plus \$8.00 per kW of billing demand plus applicable Sales Tax

INDUSTRIAL

Applicable to all commercial or industrial electric service where maximum monthly demand exceeds 1,000 kilowatts.

Base Charge \$100.00
Demand Charge \$ 8.00 per kW

Energy Charges:

All consumption kWh not greater than 200 hours times the demand:

First 200,000 kWh \$ 0.07 per kWh
Over 200,000 kWh \$ 0.06 per kWh

All consumption kWh in excess of 200 hours and not greater than 400 hours times the billing demand \$ 0.048 per kWh

All consumption kWh in excess of 400 hours times the demand \$ 0.042 per kWh

Plus Applicable Power Cost Adjustment and Applicable Sales Tax

Minimum Bill \$100.00 per meter plus \$8.00 per kW of billing demand plus applicable Sales Tax

CHURCH

Applicable to all buildings and facilities owned and solely used by religious institutions and led by licensed members of the clergy. Buildings and facilities used for weekday afternoon educational, preschool and/or recreational purposes may, at the sole option of the City of Monroe, be billed under the otherwise appropriate commercial rate schedule. At the option of high load factor religious institutional accounts, service under the commercial demand tariff may be selected in lieu of this tariff.

Base Charge \$10.00
All kWh \$ 0.088 per kW

Plus Applicable Power Cost Adjustment and Applicable Sales Tax

Minimum Bill \$10.00 plus Applicable Sales Tax

CITY GOVERNMENT

Applicable to all aspects of the government of the City of Monroe.

All kWh \$ 0.08 per kW

SECURITY LIGHTS

| <u>TYPE</u> | <u>RATE</u> |
|---------------------------|-------------|
| 100 Watt HPS | \$10.00 |
| 150 Watt HPS | \$10.00 |
| 150 Watt HPS (ornamental) | \$12.00 |
| 175 Watt MV | \$10.00 |
| 250 Watt HPS | \$16.00 |
| 400 Watt HPS | \$20.00 |
| 400 Watt MH | \$32.00 |
| 1000 Watt MH | \$45.00 |

Plus Applicable Sales Tax

- Add-ons: \$3.00/month for New Pole
\$3.00/month for Underground

(Light must be located within 50 feet of the transformer or meter base, with no exceptions.)

CABLE TELEVISION RATES

PROGRAMMING

MONTHLY FEES

| | |
|--------------------------------------|----------------------|
| Basic Cable | \$ 38.28 |
| Basic & Expanded Basic Cable | \$115.00 |
| Digital Non-DVR Cable Service | \$120.00 |
| Digital DVR Cable Service | \$120.00 |
| | |
| Showtime | \$14.65 ¹ |
| Cinemax | \$14.65 ¹ |
| HBO | \$14.65 |
| STARZ Super Pak (Starz, Encore, WAM) | \$14.65 |
| | |
| ¹ If purchased with HBO | \$12.55 |
| | |
| Additional HD DVR | \$9.95 |
| Additional HD Non-DVR | \$6.95 |
| Additional SD Non-DVR | \$4.95 |
| Static IP Address | \$5.00 |

CATV INSTALLATION CHARGES

| | |
|--|--|
| Un-wired Home | \$55.00 includes one outlet - Each Additional (same trip) \$15.00 |
| Pre-wired Home | \$55.00 includes one outlet - Each Additional (same trip) \$15.00 |
| Additional Outlet (different trip) | \$25.00 for 1 st outlet \$15.00 for each additional outlet |
| Relocate Outlet | \$25.00 for 1 st outlet \$15.00 for each additional outlet |
| Premium Channel Addition | \$10.00 for one channel |
| | |
| Upgrade of Service Fee (basic to expanded basic) | \$10.00 |
| Cable Reconnect-Office Fee | \$20.00 |
| Trip Charge for customer-caused problems | \$35.00 plus materials |
| Modem Rental Fee | \$2.00 per month |

INTERNET SERVICE RATES

| <u>Download/Upload Speed</u> | <u>Monthly Fee</u> |
|------------------------------|--------------------|
| 2Mbps/1Mbps | \$21.95 |
| 8Mbps/2Mbps | \$34.95 |
| 25Mbps/3Mbps | \$44.95 |
| 50Mbps/5Mbps | \$69.95 |
| 75Mbps/8Mbps | \$99.95 |
| 100Mbps/10Mbps | \$129.95 |

A Start-Up Charge of \$55.00 must be paid before installation.

WIRELESS INTERNET SERVICE RATES

| <u>Residential</u> | <u>Monthly Fee</u> |
|--------------------|--------------------|
| 10Mbps | \$49.95 |
| 15Mbps | \$59.95 |
| 25Mbps | \$79.95 |

| <u>Commercial</u> | <u>Monthly Fee</u> |
|-------------------|--------------------|
| 10Mbps | \$59.95 |
| 15Mbps | \$79.95 |
| 25Mbps | \$109.95 |

Upload speeds are equal to download speeds.

FIBER INTERNET SERVICE RATES

| <u>Download/Upload Speed</u> | <u>Monthly Fee</u> |
|------------------------------|--------------------|
| 10Mbps/10Mbps | \$59.99 |
| 50Mbps/50Mbps | \$109.99 |
| 100Mbps/100Mbps | \$139.99 |
| 250Mbps/250Mbps | \$159.99 |
| 500Mbps/500Mbps | \$199.95 |
| 1Gig/1Gig | \$299.99 |

Upload speeds are equal to download speeds.

PHONE RATES

RESIDENTIAL

| | |
|-----------------------------|-----------------|
| Residential Phone | \$ 29.95 |
| Phone/Internet Bundle | \$ 57.95 |
| Phone/Expanded Cable Bundle | \$115.00 |
| Phone/Non DVR Cable Bundle | \$120.00 |
| Phone/DVR Cable Bundle | \$120.00 |
| Phone/Internet/Cable Bundle | \$142.95 |
| Residential FCC Fee | \$4.48 per line |
| 911 Fee | \$1.50 per line |

COMMERCIAL

| | |
|-----------------------------|-----------------|
| Commercial Phone | \$ 39.95 |
| Phone/Internet Bundle | \$ 79.95 |
| Phone/Cable Bundle | \$120.00 |
| Phone/Internet/Cable Bundle | \$152.95 |
| Commercial FCC Fee | \$9.07 per line |
| 911 Fee | \$1.50 per line |

Installation/Port Charges

| | |
|---------------------------------|------------|
| Installation or Transfer Charge | \$25.00 |
| One Time Port Charge | \$24.00 |
| International Long Distance | Rates vary |
| 411 Information | \$ 1.50 |

WATER RATES

METER BASE CHARGES (Effective January 1, 2016)

| Meter Size | Inside City | Outside City |
|------------------|-------------|--------------|
| 5/8 inch meter | \$11.25 | \$15.00 |
| 3/4 inch meter | \$11.25 | \$15.00 |
| 1 inch meter | \$11.25 | \$15.00 |
| 1 1/2 inch meter | \$45.00 | \$56.25 |
| 2 inch meter | \$45.00 | \$56.25 |
| 3 inch meter | \$56.25 | \$67.50 |
| 4 inch meter | \$56.25 | \$67.50 |
| 6 inch meter | \$112.50 | \$168.75 |

RESIDENTIAL (Effective January 1, 2016)

The minimum bill will be determined by the Base Charge of the water meter size.

| | Inside City | Outside City |
|------------------------|--------------------------|---------------------------|
| 0 – 2,000 gallons | \$2.69 per 1,000 gallons | \$4.04 per 1,000 gallons |
| 2,001 – 6,000 gallons | \$5.38 per 1,000 gallons | \$8.07 per 1,000 gallons |
| 6,001 – 10,000 gallons | \$6.73 per 1,000 gallons | \$10.10 per 1,000 gallons |
| Over 10,000 gallons | \$8.07 per 1,000 gallons | \$12.12 per 1,000 gallons |

COMMERCIAL (Effective January 1, 2016)

The minimum bill will be determined by the Base Charge of the water meter size.

| | Inside City | Outside City |
|-----------------|--------------------------|--------------------------|
| Commercial Rate | \$5.38 per 1,000 gallons | \$8.07 per 1,000 gallons |

INDUSTRIAL (Effective January 1, 2016)

The minimum bill will be determined by the Base Charge of the water meter size.

| | Inside City | Outside City |
|-----------------|--------------------------|--------------------------|
| Industrial Rate | \$2.69 per 1,000 gallons | \$4.04 per 1,000 gallons |

WATER RATES (cont.)

IRRIGATION

(Effective January 1, 2014)

| Meter Size | Inside City | Outside City |
|------------------|-------------|--------------|
| 5/8 inch meter | \$15.00 | \$20.00 |
| 3/4 inch meter | \$15.00 | \$20.00 |
| 1 inch meter | \$15.00 | \$20.00 |
| 1 1/2 inch meter | \$60.00 | \$75.00 |
| 2 inch meter | \$60.00 | \$75.00 |
| 3 inch meter | \$75.00 | \$90.00 |
| 4 inch meter | \$75.00 | \$90.00 |
| 6 inch meter | \$150.00 | \$225.00 |

The minimum bill will be determined by the Base Charge of the water meter size.

| | Inside City | Outside City |
|-----------------|--------------------------|--------------------------|
| Irrigation Rate | \$5.18 per 1,000 gallons | \$7.77 per 1,000 gallons |

WATER MAIN LINE TAP & FIRE LINE TAP

(Effective September 12, 2007)

| Size | Tap Fee |
|---------------|---------|
| Up to 6" x 6" | \$3,500 |
| 8" x 6" | \$3,550 |
| 8" x 8" | \$3,850 |
| 10" x 6" | \$4,100 |
| 10" x 8" | \$4,400 |
| 10" x 10" | \$4,850 |

Hydrant tap fee is dependent on the main line tap size

WATER & IRRIGATION METER TAP & CONNECTION FEES

(Effective January 1, 2019)

| Gallons Per Minute | Size | Tap Fees* | Residential Inside City | Residential Outside City | Commercial Inside City | Commercial Outside City |
|-----------------------------------|-------------|------------------|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|
| 25 | 5/8" | \$813.00 | \$937.00 | \$1,812.00 | \$1,437.00 | \$2,562.00 |
| 50 | 1" | \$1,019.00 | \$981.00 | \$1,981.00 | \$1,481.00 | \$2,731.00 |
| 90 | 1 1/2" | \$2,188.00 | \$312.00 | \$1,562.00 | \$812.00 | \$2,312.00 |
| 130 | 2" | \$2,588.00 | \$412.00 | \$1,912.00 | \$912.00 | \$2,662.00 |
| 500 | 3" | | | | \$12,500.00 | \$18,750.00 |
| 500+ | 4" | TBD** | | | \$13,000.00 | \$19,500.00 |
| 500+ | 6" | | | | \$17,500.00 | \$26,250.00 |

For multi-family residential or multi-unit commercial applications, the connection fee shall be the greater of a) scheduled water connection fee based on water meter size or b) number of units/rooms in the development multiplied by \$1,000

ADDITIONAL WATER METERS

(WITHOUT A SEPARATE TAP)

(Effective September 11, 2001)

- A 5/8" x 3/4 inch water meter must be installed immediately adjacent to his/her existing water meter and must be connected to the same service line which supplies the existing meter.
- Customer's water line that extends from the additional water meter must end outside of the occupancy's foundation and in no way connect to the occupancy's plumbing.
- The purpose of this additional water meter shall be for lawn irrigation and other related activities.
- The consumption of this additional water meter shall not be subject to a sewer charge.

INSTALLATION FEE FOR ADDITIONAL WATER METER: \$200.00

- This Installation Fee only applies when the meter can be installed without a separate tap.
- If an additional tap is required, the standard tap fee shall apply.

NOTE: INSTALLATION FEE FOR ADDITIONAL 1" WATER METER: \$350.00

TEMPORARY WATER METER PERMIT

(Effective March 12, 2002)

- \$350.00 Deposit required to use a Temporary Water Meter for water use from a Fire Hydrant at a designated location. Permit Application must be completed and deposit paid in advance of receiving water meter.

SEWER RATES

RESIDENTIAL

(Effective January 1, 2014)

| | Inside City | Outside City |
|-------------------|---------------------------------------|---------------------------------------|
| Base Charge | \$15.00 per month | \$20.00 per month |
| Volumetric Charge | \$3.58 per 1000 gals of water used | \$5.33 per 1000 gals of water used |
| Minimum Bill | \$22.16 per month | \$30.66 per month |

COMMERCIAL / INDUSTRIAL

(Effective January 1, 2014)

The monthly Sewer charge is 190% of the current monthly water charge.

The minimum bill will be determined by the base charge of the water meter size.

WASTEWATER PUMP STATION MAINTENANCE FEE

(Effective June 1, 2004)

| | |
|--|------------------|
| Residential Customers served by a WW Pump Station located OUTSIDE the City Limits | \$5.00 per month |
|--|------------------|

SEWER CAMERA FEES

(Effective May 14, 2002)

\$2.00 per foot
\$100.00 Minimum Charge

SEPTIC DISCHARGE PRICING

(Effective May 1, 2013)

\$0.25 per gallon discharged

WASTEWATER TAP & CONNECTION FEES

(Effective January 1, 2019)

Based on Water Meter Size

| Gallons Per Minute | Size | Residential Inside City | Residential Outside City | Commercial Inside City | Commercial Outside City |
|-----------------------|--------|----------------------------|-----------------------------|---------------------------|----------------------------|
| 25 | 5/8" | \$3,000 | \$6,000 | \$5,000 | \$10,000 |
| 50 | 1" | \$3,000 | \$6,000 | \$6,000 | \$12,000 |
| 90 | 1 1/2" | | | \$7,500 | \$15,000 |
| 130 | 2" | | | \$10,000 | \$20,000 |
| 500 | 3" | | | \$20,000 | \$40,000 |
| 500+ | 4" | | | \$35,000 | \$70,000 |
| 500+ | 6" | | | \$50,000 | \$100,000 |

1. Developer/Property Owner, inside the City limits, NOT located in a subdivision pays \$3000.00
(\$2,000 Sewer Main Tap Fee PLUS the \$1,000 Sewer Service Tap Fee)
2. Developer of a Subdivision, inside the City limits, pays Sewer Main Tap Fee of \$2,000 per lot &
Builder in a Subdivision pays Sewer Service Tap Fee of \$1,000 per lot
3. Developer/Property Owner, outside the City limits, NOT located in a subdivision pays \$6000.00
(\$4,000 Sewer Main Tap Fee PLUS the \$2,000 Sewer Service Tap Fee)
4. Developer of a Subdivision, outside the City limits, pays Sewer Main Tap Fee of \$4,000 per lot &
Builder in a Subdivision pays Sewer Service Tap Fee of \$2,000 per lot
5. Developer/Commercial Property Owner pays the total Base Meter Fee per lot with the remaining tap fee per lot for any tap larger than the ¾" base meter

NATURAL GAS RATES

As of the August 23, 2000 Commission Meeting, the fuel cost adjustment will be changed each month to reflect the rate fluctuations in natural gas, which is due to the rise in natural gas costs.

METER BASE CHARGES *(Effective January 1, 2014)*

| Meter Size | Residential | Commercial | Agricultural |
|--------------|-------------|------------|--------------|
| AC-250 meter | \$12.00 | \$20.00 | \$15.00 |
| 415 meter | \$12.00 | \$20.00 | \$15.00 |
| AC-630 meter | \$12.00 | \$20.00 | \$15.00 |
| AL-800 meter | \$12.00 | \$20.00 | \$15.00 |
| 2M meter | \$20.00 | \$20.00 | \$20.00 |
| 3M meter | \$30.00 | \$30.00 | \$20.00 |
| 5M meter | \$40.00 | \$40.00 | \$20.00 |

RESIDENTIAL *(Effective January 1, 2014)*

The Base Charge will be determined by the gas meter size.

Distribution Charge Per CCF \$0.375 per CCF

Plus Gas Cost and Applicable Sales Tax.

COMMERCIAL *(Effective January 1, 2014)*

The Base Charge will be determined by the gas meter size.

Distribution Charge Per CCF \$0.375 per CCF

Plus Gas Cost and Applicable Sales Tax.

CITY GOVERNMENT *(Effective January 1, 2014)*

The Base Charge will be determined by the gas meter size.

Distribution Charge Per CCF \$0.375 per CCF

Plus Gas Cost and Applicable Sales Tax.

FIRM INDUSTRIAL
(Effective January 1, 2014)

| | |
|-----------------------------|-----------------|
| Base Charge | \$479 minimum |
| Distribution Charge Per CCF | \$0.225 per CCF |

Plus Gas Cost and Applicable Sales Tax.

INTERRUPTIBLE INDUSTRIAL
(Effective January 1, 2014)

| | |
|-----------------------------|-----------------|
| Base Charge | \$384 minimum |
| Distribution Charge Per CCF | \$0.225 per CCF |

Plus Gas Cost and Applicable Sales Tax.

NATURAL GAS TAP FEES
(Effective January 23, 2001)

| | |
|-------------|---------------------------------|
| Residential | \$400 plus installation charges |
| Commercial | \$800 plus installation charges |

Plus installation charges of \$1.75 per foot over 100 feet.

NATURAL GAS RECONNECTION FEE
(Effective May 14, 2002)

A fee of \$200.00 will be charged to reconnect a residential meter that a resident requests to be disconnected for the summer season.

Finance and Administration - Utility



Overview

The Finance and Administration Department of the Combined Utilities provides financial and administrative support for all departments of the utility as well as customer service for the citizens and users. Divisions in the Finance and Administration Department of the Utilities are Administration, Billing, Customer Service & Meter Reading. The Administration area includes customer service, cashier operations and call center. Billing handles all utility billing, work orders and meter reading.

Goals/Accomplishments

- Provide courteous and prompt service to our customers.
- Continue cross training with all employees to allow more streamline workflow.
- Increase security measures and implement security training sessions for Customer Service staff along with police department personnel.
- Improvements made to the drive thru with up to date technology.
- Improvements to security and space to the inside of the front counter and drive thru cashier areas.
- Fully implemented a new utility billing software system in 2019.
- In the beginning stages of implementing Average Monthly Payments (AMP) also known as levelized or budget billing options for utility customers.
- Continued Customer Service training with GMA & ECG for all cashiers, customer service representatives and call center agents.
- Update Utility Customer Service policies.
- Implemented online forms for our Utility service customers.
- Issued a \$50 million utility revenue bond.

| CENTRAL SERVICES EXPENDITURES | | | | | | |
|--|-----------------|------------------|-----------------|----------------|----------------------------|------------------------|
| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| CENTRAL SERVICES | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| VEHICLES | 0 | 0 | 0 | | 0 | 0 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPRECIATION EXPENSE | 132,100 | 410 | 153,107 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 242 | 326 | 180 | 250 | 300 | 50 |
| GMEBS-RETIREMENT CONTRIBUTION | 61,298 | 74,254 | 36,947 | 57,959 | 54,336 | (3,623) |
| GROUP INS | 96,754 | 133,522 | 91,536 | 88,000 | 82,500 | (5,500) |
| MEDICAL EXAMS | 970 | 95 | 325 | 300 | 150 | (150) |
| MEDICARE | 5,630 | 9,025 | 5,682 | 6,036 | 5,916 | (120) |
| OVERTIME SALARIES | 15,646 | 28,246 | 27,894 | 23,000 | 30,000 | 7,000 |
| PART - TIME/TEMPORARY SALARIES | 0 | 16,428 | 4,433 | 0 | 0 | 0 |
| REGULAR SALARIES | 391,905 | 601,679 | 340,492 | 416,288 | 407,983 | (8,305) |
| SOCIAL SECURITY | 23,539 | 43,672 | 24,296 | 25,810 | 25,295 | (515) |
| WORKERS COMP INSURANCE | 225 | 821 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 596,208 | 908,069 | 531,785 | 619,143 | 607,980 | (11,163) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 660 | 520 | 0 | 250 | 250 | 0 |
| CONSULTING - TECHNICAL | 70 | 0 | 0 | 0 | 0 | 0 |
| CONTRACT LABOR | 3,371 | 0 | 4,632 | 17,500 | 15,000 | (2,500) |
| DUES/FEES | 756 | 654 | 883 | 1,000 | 1,000 | 0 |
| EQUIPMENT RENTAL | 263 | 377 | 272 | 0 | 250 | 250 |
| EQUIPMENT RENTS / LEASES | 0 | 450 | 0 | 0 | 0 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 760 | 483 | 500 | 250 | (250) |
| MAINTENANCE CONTRACTS | 22,319 | 25,357 | 30,320 | 27,500 | 28,500 | 1,000 |
| POSTAGE | 885 | 0 | 0 | 0 | 100 | 100 |
| R & M BUILDINGS - OUTSIDE | 698 | 125 | 376 | 0 | 250 | 250 |
| TRAINING & EDUCATION | 3,769 | 3,180 | 1,215 | 1,500 | 2,000 | 500 |
| TRAVEL EXPENSE | 0 | 475 | 491 | 1,000 | 1,500 | 500 |
| VEHICLE REP & MAINT-OUTSID | 55 | 2,980 | 1,820 | 500 | 500 | 0 |
| HOLIDAY EVENTS | 4,248 | 9,734 | 3,872 | 0 | 4,000 | 4,000 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 287 | 2,260 | 250 | 2,500 | 2,250 |
| VEHICLE TAG & TITLE FEE | 0 | 24 | 3 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 45,633 | 58,614 | 57,432 | 60,000 | 66,100 | 6,100 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 10,128 | 12,288 | 11,798 | 10,000 | 10,000 | 0 |
| AUTO PARTS | 2,315 | 3,366 | 2,100 | 2,500 | 1,500 | (1,000) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 3,689 | 28,334 | 10,000 | 12,500 | 2,500 |
| DAMAGE CLAIMS | 983 | 0 | 0 | 0 | 0 | 0 |
| EQUIPMENT PARTS | 48 | 865 | 970 | 500 | 500 | 0 |
| FOOD | 406 | 1,088 | 2,047 | 1,000 | 1,500 | 500 |
| OFFICE SUPPLIES & EXPENSES | 19,241 | 14,515 | 5,752 | 5,000 | 5,000 | 0 |
| SAFETY/MEDICAL SUPPLIES | 0 | 0 | 0 | 0 | 500 | 500 |
| SMALL OPERATING SUPPLIES | 1,925 | 8,246 | 1,737 | 2,500 | 4,500 | 2,000 |
| SMALL TOOLS & MINOR EQUIPMENT | 8,534 | 12,099 | 6,211 | 5,000 | 7,500 | 2,500 |
| SPONSORSHIPS/DONATIONS | 0 | 30 | 0 | 0 | 0 | 0 |
| TIRES | 447 | 2,104 | 1,889 | 1,000 | 1,500 | 500 |
| UNIFORM RENTAL | 3,447 | 8,832 | 4,631 | 0 | 0 | 0 |
| UTILITY COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| UNIFORM EXPENSE | 2,589 | 3,097 | 1,915 | 3,150 | 5,000 | 1,850 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 52,582 | 78,031 | 72,804 | 43,150 | 52,750 | 9,600 |
| CENTRAL SERVICES Total | 826,523 | 1,045,125 | 815,128 | 722,293 | 726,830 | 4,537 |

UTILITY BILLING EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| UTILITY BILLING | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 81 | 75 | 77 | 100 | 100 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 17,136 | 15,834 | 28,980 | 28,980 | 0 |
| GROUP INS | 32,251 | 32,397 | 41,573 | 44,000 | 44,000 | 0 |
| MEDICAL EXAMS | 303 | 0 | 65 | 100 | 100 | 0 |
| MEDICARE | 2,498 | 2,173 | 3,169 | 3,107 | 3,199 | 92 |
| OVERTIME SALARIES | 6,838 | 7,650 | 24,461 | 12,000 | 7,000 | (5,000) |
| REGULAR SALARIES | 176,168 | 150,320 | 204,129 | 214,255 | 220,647 | 6,392 |
| SOCIAL SECURITY | 10,682 | 9,131 | 13,549 | 13,284 | 13,680 | 396 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 0 | 3,000 | 3,000 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 249,254 | 218,882 | 302,858 | 315,826 | 320,706 | 4,880 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| CONSULTING - TECHNICAL | 1,125 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 45 | 6 | 0 | 50 | 0 | (50) |
| EQUIPMENT RENTAL | 88 | 82 | 91 | 100 | 100 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 0 | 169 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 4,295 | 4,811 | 45,484 | 45,000 | 68,000 | 23,000 |
| OTHER CONTRACTUAL SERVICES | 0 | 0 | 282 | 0 | 0 | 0 |
| POSTAGE | 55,178 | 58,381 | 57,116 | 51,000 | 55,000 | 4,000 |
| TRAINING & EDUCATION | 865 | 310 | 1,065 | 2,500 | 2,500 | 0 |
| TRAVEL EXPENSE | 0 | 0 | 350 | 500 | 500 | 0 |
| UTIL BILL PRINT SERVICES | 15,917 | 16,414 | 17,235 | 17,000 | 20,000 | 3,000 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 66 | 115 | 0 | 100 | 100 |
| PURCHASED/CONTRACTED SERVICES Total | 77,514 | 80,069 | 121,907 | 116,150 | 146,200 | 30,050 |
| SUPPLIES | | | | | | |
| COMPUTER EQUIP NON-CAPITAL | 0 | 2,468 | 21 | 1,200 | 1,500 | 300 |
| FOOD | 32 | 155 | 668 | 1,000 | 300 | (700) |
| JANITORIAL SUPPLIES | 391 | 1,368 | 672 | 800 | 800 | 0 |
| OFFICE SUPPLIES & EXPENSES | 9,218 | 16,802 | 8,789 | 10,000 | 8,000 | (2,000) |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 0 | 400 | 0 | 0 | 0 |
| SUPPLIES Total | 9,641 | 20,793 | 10,550 | 13,000 | 10,600 | (2,400) |
| UTILITY BILLING Total | 336,409 | 319,744 | 435,315 | 444,976 | 477,506 | 32,530 |

UTILITY CUSTOMER SERVICE EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| UTILITY CUSTOMER SERVICE | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 403 | 408 | 489 | 500 | 500 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 102,163 | 85,678 | 100,284 | 141,275 | 123,163 | (18,112) |
| GROUP INS | 163,019 | 160,570 | 268,156 | 214,500 | 187,000 | (27,500) |
| MEDICAL EXAMS | 1,516 | 65 | 815 | 200 | 250 | 50 |
| MEDICARE | 9,601 | 8,097 | 10,590 | 10,481 | 9,679 | (802) |
| OVERTIME SALARIES | 25,497 | 21,919 | 30,842 | 25,000 | 25,000 | 0 |
| REGULAR SALARIES | 662,253 | 570,322 | 730,573 | 728,247 | 667,515 | (60,732) |
| SOCIAL SECURITY | 40,733 | 35,433 | 45,283 | 44,815 | 41,386 | (3,429) |
| WORKERS COMP INSURANCE | 0 | 196 | 342 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 10 | 0 | 60 | 60 |
| HAZARD SALARY | 0 | 0 | 0 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 1,005,185 | 882,688 | 1,187,385 | 1,166,518 | 1,056,053 | (110,465) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| COMMUNICATIONS | 1,669 | 5,827 | 7,680 | 10,300 | 11,000 | 700 |
| CONSULTING - TECHNICAL | 424 | 0 | 0 | 0 | 0 | 0 |
| CONTRACT LABOR | 165,174 | 150 | 239 | 0 | 0 | 0 |
| DUES/FEES | 227 | 293 | 172 | 300 | 68,300 | 68,000 |
| EQUIPMENT RENTAL | 751 | 608 | 804 | 750 | 750 | 0 |
| MAINTENANCE CONTRACTS | 14,691 | 17,578 | 55,264 | 56,425 | 57,000 | 575 |
| PROFESSIONAL FEES | 4,596 | 201,188 | 248,270 | 240,000 | 300,000 | 60,000 |
| TRAINING & EDUCATION | 1,223 | 1,077 | 149 | 5,000 | 5,000 | 0 |
| TRAVEL EXPENSE | 0 | 48 | 357 | 500 | 500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 0 | 2,000 | 500 | (1,500) |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 332 | 575 | 0 | 0 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 0 | 0 | 50 | 50 |
| PURCHASED/CONTRACTED SERVICES Total | 188,754 | 227,102 | 313,510 | 315,275 | 443,100 | 127,825 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 0 | 0 | 0 | 5,000 | 5,000 | 0 |
| AUTO PARTS | 0 | 0 | 3 | 2,000 | 500 | (1,500) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 2,772 | 2,503 | 3,000 | 3,000 | 0 |
| FOOD | 340 | 1,410 | 2,062 | 1,200 | 1,200 | 0 |
| JANITORIAL SUPPLIES | 1,465 | 5,129 | 2,908 | 3,000 | 3,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 14,931 | 13,080 | 17,536 | 16,000 | 15,000 | (1,000) |
| SAFETY/MEDICAL SUPPLIES | 0 | 477 | 0 | 0 | 0 | 0 |
| SMALL OPERATING SUPPLIES | 59 | 0 | 32 | 250 | 250 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 140 | 0 | 1,373 | 500 | 300 | (200) |
| TIRES | 0 | 0 | 0 | 1,200 | 0 | (1,200) |
| UNIFORM RENTAL | 0 | 0 | 1,238 | 1,000 | 0 | (1,000) |
| UTILITY CASHIERS OVER/SHORT | 343 | 388 | 160 | 500 | 500 | 0 |
| UNIFORM EXPENSE | 0 | 0 | 1,562 | 2,500 | 2,500 | 0 |
| SUPPLIES Total | 17,278 | 23,255 | 29,378 | 36,150 | 31,250 | (4,900) |
| UTILITY CUSTOMER SERVICE Total | 1,211,217 | 1,133,045 | 1,530,273 | 1,517,943 | 1,530,403 | 12,460 |

| UTILITY FINANCE | | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| EXPENDITURES | | | | | | |
| | 2017 | 2018 | 2019 | 2020 | 2021 | 2021 vs 2020 |
| | ACTUALS | ACTUALS | ACTUALS | BUDGET | PROPOSED BUDGET | BUDGET |
| UTILITY FINANCE | | | | | | |
| CAPITAL OUTLAYS - MACHINERY & EQUIP | | | | | | |
| SOFTWARE | 0 | 240,156 | (240,156) | 0 | 0 | 0 |
| CAPITAL OUTLAYS - MACHINERY & EQUIP Total | 0 | 240,156 | (240,156) | 0 | 0 | 0 |
| DEBT SERVICE | | | | | | |
| INTEREST - CUST DEPOSITS | 4,055 | 4,494 | 2,675 | 4,000 | 300 | (3,700) |
| DEBT SERVICE Total | 4,055 | 4,494 | 2,675 | 4,000 | 300 | (3,700) |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 0 | 134,088 | (240,321) | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 0 | 134,088 | (240,321) | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | (3,460,335) | (4,213,248) | (4,490,555) | (3,554,377) | (4,826,493) | (1,272,116) |
| CHAMBER OF COMMERCE | | | | 0 | 7,437 | 7,437 |
| UTILITY BAD DEBT EXPENSE | 272,334 | 370,616 | 335,789 | 325,000 | 350,000 | 25,000 |
| CONTINGENCIES | | | | | 782,516 | 782,516 |
| OTHER COSTS Total | (3,188,001) | (3,842,631) | (4,154,766) | (3,229,377) | (3,686,540) | (457,163) |
| OTHER FINANCING USES | | | | | | |
| TRAN OUT - INSURANCE | 12,000 | 12,000 | 12,000 | 12,000 | 0 | (12,000) |
| OTHER FINANCING USES Total | 12,000 | 12,000 | 12,000 | 12,000 | 0 | (12,000) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 107 | 94 | 154 | 130 | 150 | 20 |
| GMEBS-RETIREMENT CONTRIBUTION | 27,243 | 28,559 | 31,669 | 50,714 | 50,714 | 0 |
| GROUP INS | 43,001 | 59,766 | 78,939 | 103,676 | 77,000 | (26,676) |
| MEDICAL EXAMS | 404 | 130 | 263 | 150 | 150 | 0 |
| MEDICARE | 3,034 | 3,852 | 5,388 | 6,764 | 6,633 | (131) |
| OVERTIME SALARIES | 2,565 | 2,877 | 1,947 | 2,500 | 1,000 | (1,500) |
| REGULAR SALARIES | 214,009 | 273,106 | 422,263 | 456,331 | 457,444 | 1,113 |
| SOCIAL SECURITY | 12,974 | 16,469 | 23,040 | 28,920 | 28,362 | (558) |
| WORKERS COMP INSURANCE | 29,614 | 31,023 | 30,737 | 30,000 | 30,000 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 45 | 60 | 60 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 332,953 | 415,877 | 594,444 | 679,245 | 651,513 | (27,732) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 2,333 | 2,124 | 650 | 500 | 600 | 100 |
| ATTORNEY FEES - OTHERS | 419 | 5,172 | 9,262 | 2,000 | 30,000 | 28,000 |
| ATTORNEY FEES-P & M | 47,819 | 52,656 | 60,209 | 50,000 | 170,000 | 120,000 |
| AUDIT SERVICES | 33,485 | 35,140 | 51,100 | 52,000 | 50,000 | (2,000) |
| COMMUNICATIONS | 32,488 | 6,709 | 4,677 | 3,100 | 2,000 | (1,100) |
| CONTRACT LABOR | 0 | 1,442 | 128 | 1,000 | 300 | (700) |
| CUSTODIAL SVCS | 6,337 | 24,000 | 23,833 | 24,000 | 24,000 | 0 |
| DUES/FEES | 12,328 | 5,980 | 5,201 | 6,000 | 6,000 | 0 |
| EQUIPMENT RENTAL | 221 | 224 | 423 | 500 | 500 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 0 | 26 | 0 | 0 | 0 |
| GENERAL LIABILITY INSURANCE | 139,065 | 139,479 | 146,373 | 150,000 | 160,000 | 10,000 |
| LAWN CARE & MAINTENANCE | 5,225 | 24,253 | 32,506 | 30,000 | 30,000 | 0 |
| LICENSES | 0 | 18 | 18 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 51,100 | 27,626 | 63,755 | 40,000 | 60,000 | 20,000 |
| MARKETING EXPENSES | 3,451 | 1,058 | 525 | 26,500 | 11,250 | (15,250) |
| P O BOX RENTAL | 0 | 214 | 234 | 235 | 254 | 19 |
| PEST CONTROL | 130 | 792 | 1,797 | 1,800 | 1,200 | (600) |
| POSTAGE | 5,472 | 4,855 | 4,127 | 3,500 | 4,000 | 500 |
| PROFESSIONAL FEES | 7,900 | 303 | 5,773 | 1,200 | 7,000 | 5,800 |
| R & M BUILDINGS - OUTSIDE | 43,260 | 29,364 | 15,414 | 29,248 | 30,000 | 752 |
| R & M SYSTEM - OUTSIDE | 0 | 20,714 | 0 | 0 | 0 | 0 |
| SECURITY SYSTEMS | 0 | 565 | 145 | 300 | 300 | 0 |
| SOFTWARE | 218 | 967 | 674 | 300 | 300 | 0 |
| TRAINING & EDUCATION | 3,289 | 1,285 | 1,997 | 8,000 | 8,000 | 0 |
| TRAVEL EXPENSE | 1,657 | 1,457 | 4,115 | 8,000 | 8,000 | 0 |
| UTILITY PROTECTION CTR (DIG) | 5,574 | 6,119 | 6,530 | 6,530 | 8,000 | 1,470 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 45 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 9,473 | 230 | 1,000 | 1,000 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 401,769 | 401,989 | 439,767 | 445,713 | 612,704 | 166,991 |
| SUPPLIES | | | | | | |
| COMPUTER EQUIP NON-CAPITAL | 0 | 1,517 | 1,969 | 3,000 | 2,000 | (1,000) |
| EMPLOYEE RECOGNITION | 0 | 4,098 | 259 | 4,500 | 4,500 | 0 |
| EQUIPMENT PARTS | 0 | 0 | 52 | 0 | 0 | 0 |
| FOOD | 1,327 | 4,203 | 707 | 500 | 500 | 0 |
| FURNITURE < 5,000 | 590 | 0 | (728) | 2,500 | 2,000 | (500) |
| JANITORIAL SUPPLIES | 1,232 | 2,394 | 1,319 | 2,000 | 2,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 27,023 | 13,088 | 12,200 | 20,000 | 20,000 | 0 |
| R & M BUILDINGS - INSIDE | 3,871 | 5,900 | 6,278 | 7,000 | 8,000 | 1,000 |
| SAFETY/MEDICAL SUPPLIES | 0 | 477 | 0 | 0 | 0 | 0 |
| SMALL OPERATING SUPPLIES | 0 | 2,684 | 0 | 2,000 | 500 | (1,500) |
| UTIL COSTS FOR OTHER FUNDS | 240,026 | 284,667 | 292,618 | 295,000 | 300,000 | 5,000 |
| UTILITY COSTS | 106,981 | 116,065 | 125,385 | 130,000 | 130,000 | 0 |
| WELLNESS COMMITTEE EXPENSES | 0 | 0 | 0 | 0 | 300 | 300 |
| SUPPLIES Total | 381,051 | 435,091 | 440,058 | 466,500 | 469,800 | 3,300 |
| UTILITY FINANCE Total | (2,056,173) | (2,198,937) | (3,146,298) | (1,621,919) | (1,952,223) | (330,304) |

Electric and Telecommunications



Overview

The Electric and Telecomm Department includes CATV and external services to homes and businesses. This department is responsible for providing a safe and reliable source of power to residential, commercial and industrial customers while continually working to reduce energy and telecommunications costs. Their mission is to be “committed to provide exceptional service and reliable electricity and telecommunications at a competitive rate.” The City provides power to its customers purchased from the Municipal Electric Authority of Georgia (MEAG).

Goals/Accomplishments

- To provide the residents and businesses of the City of Monroe with outstanding local service, environmental leadership, responsiveness and accessibility.
- To continue working to reduce energy and telecommunications costs and find more efficient and eco-friendly ways to provide its services.
- Obtain a 0% rejection rate on all wood utility poles.
- Increase electric system reliability throughout the City.
- Increase public awareness of electrical safety.
- Continue to strive for a “Zero-Loss” accident rate.
- Lower band-width cost by leveraging multiple internet providers and large capacity customers.
- Add multiple co-location sites for reliability in the communication system.
- Continue to stay on a six-year inspection schedule with Southeastern Wood Pole Inspectors (SWPI) for maintenance of the electric infrastructure.
- Replace weak copper conductors with aluminum conductor steel reinforced (ACSR).
- Expand FTTX internet to un-served and underserved areas of Walton County.

ELECTRIC EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| ELECTRIC | | | | | | |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 1,539,261 | 1,782,499 | 1,910,102 | 1,516,848 | 804,416 | (712,433) |
| OTHER FINANCING USES | | | | | | |
| TRANS OUT UTIL 5% TO GEN FUND | 852,937 | 1,105,430 | 1,257,150 | 1,267,955 | 1,262,820 | (5,135) |
| TRANS OUT UTL 5% E&R FUND | 0 | 0 | 0 | 975,350 | 971,400 | (3,950) |
| TRANS OUT UTL E&R FUND | 0 | 0 | 0 | 975,350 | 291,420 | (683,930) |
| OTHER FINANCING USES Total | 852,937 | 1,105,430 | 1,257,150 | 3,218,655 | 2,525,640 | (693,015) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 457 | 352 | 335 | 350 | 500 | 150 |
| GMEBS-RETIREMENT CONTRIBUTION | 95,352 | 43,214 | 68,615 | 101,428 | 101,428 | 0 |
| GROUP INS | 150,506 | 147,874 | 179,089 | 154,000 | 154,000 | 0 |
| MEDICAL EXAMS | 1,520 | 325 | 630 | 300 | 250 | (50) |
| MEDICARE | 12,390 | 13,998 | 14,857 | 12,428 | 12,998 | 570 |
| OVERTIME SALARIES | 127,416 | 232,165 | 202,489 | 130,000 | 130,000 | 0 |
| REGULAR SALARIES | 752,516 | 755,992 | 841,516 | 857,095 | 896,398 | 39,303 |
| SOCIAL SECURITY | 52,974 | 59,852 | 63,526 | 53,140 | 55,577 | 2,437 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 240 | 300 | 330 | 30 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 1,193,131 | 1,253,772 | 1,371,296 | 1,310,541 | 1,352,981 | 42,440 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 400 | 441 | 720 | 500 | 500 | 0 |
| COMMUNICATIONS | 7,209 | 21,725 | 18,537 | 10,000 | 19,000 | 9,000 |
| CONSULTING - TECHNICAL | 724 | 430 | 395 | 0 | 0 | 0 |
| CONTRACT LABOR | 360,619 | 417,185 | 432,641 | 435,000 | 465,000 | 30,000 |
| CUSTODIAL SVCS | 198 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 227 | 236 | 300 | 2,500 | 2,500 | 0 |
| EQUIPMENT RENTAL | 468 | 3,703 | 737 | 2,540 | 4,000 | 1,460 |
| EQUIPMENT RENTS / LEASES | 18,694 | 20,410 | 4,909 | 2,940 | 5,000 | 2,060 |
| EQUIPMENT REP & MAINT-OUTSIDE | 77,358 | 25,324 | 28,877 | 20,000 | 20,000 | 0 |
| GA DEPT REV FEES | 900 | 800 | 900 | 900 | 900 | 0 |
| LAWN CARE & MAINTENANCE | 1,303 | 0 | 88 | 0 | 0 | 0 |
| LICENSES | 0 | 0 | 32 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 4,852 | 7,089 | 5,446 | 4,700 | 5,000 | 300 |
| MARKETING EXPENSES | 4,478 | 31,314 | 31,492 | 40,000 | 40,000 | 0 |
| POLE EQUIPMENT RENTS / LEASES | 2,091 | 3,102 | 18,709 | 3,500 | 0 | (3,500) |
| POSTAGE | 777 | 0 | 176 | 500 | 500 | 0 |
| PRINTING | 65 | 0 | 0 | 0 | 0 | 0 |
| PROFESSIONAL FEES | 0 | 1,000 | 0 | 31,000 | 31,000 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 0 | 0 | 1,500 | 1,500 |
| R & M SYSTEM - OUTSIDE | 13,094 | 10,505 | 6,702 | 15,000 | 10,000 | (5,000) |
| TRAINING & EDUCATION | 8,467 | 9,190 | 3,039 | 10,000 | 10,000 | 0 |
| TRAVEL EXPENSE | 1,162 | 4,606 | 8,545 | 4,200 | 5,000 | 800 |
| VEHICLE REP & MAINT-OUTSID | 24,641 | 36,247 | 28,259 | 20,000 | 20,000 | 0 |
| HOLIDAY EVENTS | 394 | 308 | 8,135 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 398 | 870 | 500 | 500 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 18 | 24 | 0 | 150 | 150 |
| SHIPPING/FREIGHT | 0 | 278 | 805 | 500 | 500 | 0 |
| LANDFILLS FEES | 0 | 110 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 528,120 | 594,420 | 600,337 | 604,280 | 641,050 | 36,770 |

Electric continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------|
| ELECTRIC | | | | | | |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 22,043 | 24,459 | 26,585 | 18,200 | 20,000 | 1,800 |
| AUTO PARTS | 11,034 | 4,265 | 2,675 | 4,000 | 4,000 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 1,344 | 11,020 | 5,000 | 2,500 | (2,500) |
| CONSTRUCTION MATERIALS | 1,197 | 0 | 12,561 | 500 | 15,000 | 14,500 |
| COS - ELECTRICITY | 12,982,672 | 14,172,245 | 13,113,437 | 12,406,920 | 11,519,345 | (887,575) |
| COS - MCT CREDIT | (663,792) | (311,931) | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 4,041 | 1,127 | 0 | 1,500 | 0 | (1,500) |
| EQUIPMENT PARTS | 21,509 | 8,054 | 20,643 | 10,000 | 12,000 | 2,000 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 0 | 250 | 250 |
| FOOD | 205 | 3,878 | 5,197 | 1,000 | 1,500 | 500 |
| FURNITURE < 5,000 | 0 | 0 | 480 | 0 | 500 | 500 |
| JANITORIAL SUPPLIES | 627 | 2,037 | 3,038 | 1,800 | 4,250 | 2,450 |
| METERS | 0 | 0 | 0 | 2,500 | 4,500 | 2,000 |
| OFFICE SUPPLIES & EXPENSES | 4,435 | 4,188 | 2,219 | 2,500 | 2,500 | 0 |
| PARKS & GROUNDS R&M INSIDE | 0 | 7,898 | 0 | 8,000 | 0 | (8,000) |
| R & M BUILDINGS - INSIDE | 0 | 48 | 4,463 | 0 | 0 | 0 |
| SAFETY/MEDICAL SUPPLIES | 0 | 0 | 0 | 0 | 3,750 | 3,750 |
| SMALL OPERATING SUPPLIES | 37,364 | 38,797 | 37,377 | 20,000 | 17,500 | (2,500) |
| SMALL TOOLS & MINOR EQUIPMENT | 64,726 | 23,135 | 43,750 | 25,000 | 35,000 | 10,000 |
| SYS R & M - INSIDE / SHIPPING | 0 | 0 | 44 | 0 | 0 | 0 |
| SYSTEM R & M - INSIDE | 184,436 | 136,338 | 149,068 | 125,000 | 145,000 | 20,000 |
| TIRES | 3,497 | 2,691 | 11,507 | 5,500 | 5,500 | 0 |
| UNIFORM RENTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| UTILITY COSTS | 7,319 | 11,535 | 11,252 | 18,000 | 13,000 | (5,000) |
| UNIFORM EXPENSE | 10,607 | 16,145 | 14,801 | 15,000 | 15,000 | 0 |
| STREETLIGHTS | 0 | 167 | 0 | 0 | 20,000 | 20,000 |
| SUPPLIES Total | 12,691,920 | 14,146,421 | 13,470,117 | 12,670,420 | 11,841,095 | (829,325) |
| ELECTRIC Total | 17,093,435 | 19,171,280 | 18,926,171 | 19,320,744 | 17,165,182 | (2,155,563) |

**TELECOM
EXPENDITURES**

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| TELECOM & INTERNET | | | | | | |
| DEBT SERVICE | | | | | | |
| PRINCIPAL REVENUE BOND 2020 | | | | | 0 | 0 |
| INTEREST EXP REVENUE BOND 2020 | | | | | 521,000 | 521,000 |
| DEBT SERVICE Total | | | | | 521,000 | 521,000 |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 0 | 0 | 14,855 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 0 | 0 | 14,855 | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 0 | 0 | 0 | 0 | 804,416 | 804,416 |
| OTHER COSTS Total | 0 | 0 | 0 | 0 | 804,416 | 804,416 |
| OTHER FINANCING USES | | | | | | |
| TRANS OUT UTIL 5% TO GEN FUND | 0 | 0 | 185,291 | 203,944 | 212,160 | 8,216 |
| TRANS OUT UTIL 5% E&R FUND | 0 | 0 | 0 | 156,880 | 163,200 | 6,320 |
| TRANS OUT UTIL E&R FUND | 0 | 0 | 0 | 156,880 | 163,200 | 6,320 |
| OTHER FINANCING USES Total | 0 | 0 | 185,291 | 517,704 | 538,560 | 20,856 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 0 | 0 | 0 | 100 | 150 | 50 |
| GMEBS-RETIREMENT CONTRIBUTION | 0 | 0 | 19,581 | 28,980 | 28,980 | 0 |
| GROUP INS | 0 | 820 | 60,003 | 44,000 | 44,000 | 0 |
| MEDICAL EXAMS | 0 | 0 | 260 | 200 | 200 | 0 |
| MEDICARE | 0 | 60 | 3,550 | 3,522 | 3,628 | 106 |
| OVERTIME SALARIES | 0 | 95 | 5,641 | 8,000 | 15,000 | 7,000 |
| REGULAR SALARIES | 0 | 4,271 | 250,298 | 242,930 | 250,218 | 7,288 |
| SOCIAL SECURITY | 0 | 258 | 15,180 | 15,062 | 15,514 | 452 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 0 | 5,504 | 354,513 | 344,294 | 359,190 | 14,896 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 0 | 0 | 300 | 2,500 | 2,200 |
| COMMUNICATIONS | 0 | 2,451 | 12,670 | 13,800 | 15,000 | 1,200 |
| CONSULTING - TECHNICAL | 0 | 35 | 70 | 21,000 | 0 | (21,000) |
| CONTRACT LABOR | 0 | 0 | 0 | 51,000 | 45,000 | (6,000) |
| DUES/FEES | 0 | 0 | 2,571 | 4,800 | 4,800 | 0 |
| EQUIPMENT RENTAL | 0 | 0 | 330 | 550 | 550 | 0 |
| EQUIPMENT RENTS / LEASES | 0 | 0 | 2,656 | 1,800 | 2,000 | 200 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 0 | 2,453 | 6,000 | 7,000 | 1,000 |
| GA DEPT REV FEES | 0 | 0 | 150 | 150 | 250 | 100 |
| INTERNET COSTS | 0 | 0 | 0 | 270 | 5,000 | 4,730 |
| MAINTENANCE CONTRACTS | 0 | 0 | 9,822 | 17,000 | 20,000 | 3,000 |
| MARKETING EXPENSES | 0 | 49 | 0 | 1,500 | 5,000 | 3,500 |
| POLE EQUIPMENT RENTS / LEASES | 0 | 0 | 0 | 3,000 | 3,000 | 0 |
| POSTAGE | 0 | 0 | 26 | 300 | 0 | (300) |
| PRINTING | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| PROFESSIONAL FEES | 0 | 0 | 2 | 0 | 2,500 | 2,500 |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 288 | 1,500 | 1,500 | 0 |
| R & M SYSTEM - OUTSIDE | 0 | 0 | 7,948 | 6,000 | 6,000 | 0 |
| SECURITY SYSTEMS | 0 | 0 | 0 | 390 | 0 | (390) |
| SOFTWARE | 0 | 459 | 250 | 1,500 | 2,500 | 1,000 |
| TRAINING & EDUCATION | 0 | 512 | 4,351 | 5,000 | 6,500 | 1,500 |
| TRAVEL EXPENSE | 0 | 0 | 445 | 500 | 2,500 | 2,000 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 5,524 | 4,500 | 3,500 | (1,000) |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 0 | 300 | 300 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 3 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 0 | 0 | 0 | 200 | 200 |
| FCC FEES | 0 | 16,478 | 55,685 | 20,000 | 25,000 | 5,000 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 19,983 | 105,243 | 161,160 | 161,600 | 440 |

Telecom continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------------|-----------------|-----------------|------------------|------------------|----------------------------|------------------------|
| TELECOM & INTERNET | | | | | | |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 0 | 0 | 23,131 | 13,500 | 13,500 | 0 |
| AUTO PARTS | 0 | 0 | 684 | 5,700 | 2,500 | (3,200) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 272 | 15,352 | 5,000 | 5,000 | 0 |
| CONSTRUCTION MATERIALS | 0 | 12 | 1,104 | 500 | 2,500 | 2,000 |
| COS - FIBER | 120,520 | 117,426 | 110,930 | 115,000 | 115,000 | 0 |
| COS - INTERNET | 217,778 | 278,570 | 228,930 | 225,000 | 237,000 | 12,000 |
| COS - TELEPHONE | 463,221 | 361,947 | 182,332 | 425,000 | 230,000 | (195,000) |
| DAMAGE CLAIMS | 0 | 0 | 330 | 900 | 500 | (400) |
| EQUIPMENT PARTS | 0 | 0 | 5,388 | 6,000 | 4,500 | (1,500) |
| FOOD | 0 | 0 | 84 | 600 | 600 | 0 |
| JANITORIAL SUPPLIES | 0 | 0 | 82 | 1,200 | 500 | (700) |
| OFFICE SUPPLIES & EXPENSES | 0 | 2,914 | 1,155 | 1,788 | 1,500 | (288) |
| R & M BUILDINGS - INSIDE | 0 | 0 | 6,901 | 2,500 | 2,500 | 0 |
| SMALL OPERATING SUPPLIES | 0 | 3,919 | 9,624 | 18,600 | 15,000 | (3,600) |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 1,189 | 13,624 | 14,400 | 12,000 | (2,400) |
| SYS R & M - INSIDE / SHIPPING | 0 | 0 | 54 | 300 | 250 | (50) |
| SYSTEM R & M - INSIDE | 0 | 0 | 62,258 | 40,000 | 25,000 | (15,000) |
| TIRES | 0 | 0 | 0 | 1,500 | 1,500 | 0 |
| UTILITY COSTS | 0 | 0 | 0 | 32,400 | 36,000 | 3,600 |
| UNIFORM EXPENSE | 0 | 399 | 2,803 | 2,500 | 2,500 | 0 |
| SUPPLIES Total | 801,520 | 766,647 | 664,765 | 912,388 | 707,850 | (204,538) |
| TELECOM & INTERNET Total | 801,520 | 792,134 | 1,324,667 | 1,935,546 | 3,092,616 | 1,157,070 |

CABLE TV EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| CATV | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 181,232 | 172,050 | 173,238 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 181,232 | 172,050 | 173,238 | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 488,253 | 703,949 | 740,043 | 612,636 | 804,416 | 191,780 |
| OTHER COSTS Total | 488,253 | 703,949 | 740,043 | 612,636 | 804,416 | 191,780 |
| OTHER FINANCING USES | | | | | | |
| TRANS OUT UTIL 5% TO GEN FUND | 252,567 | 310,554 | 201,993 | 215,020 | 245,570 | 30,550 |
| TRANS OUT UTL 5% E&R FUND | 0 | 0 | 0 | 165,400 | 188,900 | 23,500 |
| TRANS OUT UTL E&R FUND | 0 | 0 | 0 | 165,400 | 188,900 | 23,500 |
| OTHER FINANCING USES Total | 252,567 | 310,554 | 201,993 | 545,820 | 623,370 | 77,550 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 269 | 201 | 206 | 200 | 200 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 54,487 | 45,695 | 31,669 | 43,469 | 43,469 | 0 |
| GROUP INS | 86,003 | 84,725 | 81,006 | 66,000 | 66,000 | 0 |
| MEDICAL EXAMS | 869 | 65 | 165 | 100 | 200 | 100 |
| MEDICARE | 6,218 | 6,006 | 4,732 | 4,408 | 4,548 | 140 |
| OVERTIME SALARIES | 35,123 | 38,637 | 25,366 | 28,000 | 28,000 | 0 |
| REGULAR SALARIES | 412,682 | 391,485 | 309,204 | 304,012 | 313,652 | 9,640 |
| SOCIAL SECURITY | 26,587 | 25,681 | 20,235 | 18,849 | 19,447 | 598 |
| WORKERS COMP INSURANCE | 911 | 9,673 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 623,149 | 602,169 | 472,583 | 466,538 | 477,016 | 10,478 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 113 | 120 | 200 | 250 | 50 |
| COMMUNICATIONS | 24,640 | 33,992 | 23,426 | 9,200 | 15,000 | 5,800 |
| CONSULTING - TECHNICAL | 24,855 | 28,650 | 27,035 | 14,000 | 27,000 | 13,000 |
| CONTRACT LABOR | 450 | 36,500 | 80,829 | 34,000 | 40,000 | 6,000 |
| CUSTODIAL SVCS | 198 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 10,767 | 3,802 | 11,517 | 5,000 | 5,000 | 0 |
| EQUIPMENT RENTAL | 263 | 497 | 357 | 500 | 1,000 | 500 |
| EQUIPMENT RENTS / LEASES | 4,747 | 3,287 | 4,909 | 2,000 | 2,500 | 500 |
| EQUIPMENT REP & MAINT-OUTSIDE | 6,209 | 8,667 | 2,286 | 4,000 | 4,500 | 500 |
| FINES/LATE FEE | 0 | 440 | 100 | 0 | 0 | 0 |
| GA DEPT REV FEES | 250 | 250 | 100 | 100 | 200 | 100 |
| INTERNET COSTS | 2,000 | 2,237 | 2,000 | 180 | 250 | 70 |
| MAINTENANCE CONTRACTS | 4,921 | 8,167 | 4,381 | 67,500 | 65,000 | (2,500) |
| MARKETING EXPENSES | 200 | 774 | 36 | 1,000 | 1,000 | 0 |
| PEST CONTROL | 0 | 0 | 225 | 450 | 0 | (450) |
| POLE EQUIPMENT RENTS / LEASES | 0 | 0 | 19,715 | 2,000 | 2,000 | 0 |
| POSTAGE | 24 | 51 | 0 | 200 | 200 | 0 |
| PRINTING | 65 | 0 | 0 | 0 | 0 | 0 |
| PROFESSIONAL FEES | 0 | 1,216 | 630 | 1,000 | 1,000 | 0 |
| R & M BUILDINGS - OUTSIDE | 3,861 | 425 | 1,218 | 2,000 | 2,500 | 500 |
| R & M CATV STUDIO - OUTSIDE | 6,238 | 0 | 0 | 0 | 0 | 0 |
| R & M SYSTEM - OUTSIDE | 48,563 | 22,267 | 37,412 | 15,000 | 15,000 | 0 |
| SECURITY SYSTEMS | 0 | 623 | 1,365 | 260 | 520 | 260 |
| TRAINING & EDUCATION | 4,492 | 4,633 | 61 | 5,000 | 5,000 | 0 |
| TRAVEL EXPENSE | | | | | 2,000 | 2,000 |
| VEHICLE REP & MAINT-OUTSID | 7,710 | 439 | 961 | 3,000 | 3,000 | 0 |
| HOLIDAY EVENTS | 9,319 | 0 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 177 | 307 | 200 | 200 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 24 | 0 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 146 | 1,240 | 500 | 750 | 250 |
| FCC FEES | 0 | 27,928 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 159,772 | 185,306 | 220,232 | 167,290 | 193,870 | 26,580 |

Cable continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| CATV | | | | | | |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 23,201 | 25,713 | 4,359 | 9,000 | 10,000 | 1,000 |
| AUTO PARTS | 7,689 | 11,933 | 1,182 | 3,800 | 3,800 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 122 | 0 | 50 | 500 | 450 |
| CONSTRUCTION MATERIALS | 1,197 | 0 | 6,873 | 0 | 0 | 0 |
| COS - CATV | 2,811,033 | 3,188,048 | 3,172,560 | 3,070,000 | 3,200,000 | 130,000 |
| COS - GAS | 0 | 0 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 7,312 | 0 | 125 | 600 | 500 | (100) |
| EQUIPMENT PARTS | 8,569 | 11,997 | 7,945 | 4,000 | 4,500 | 500 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 0 | 250 | 250 |
| FOOD | 205 | 959 | 1,038 | 500 | 550 | 50 |
| JANITORIAL SUPPLIES | 627 | 2,038 | 2,663 | 1,500 | 2,000 | 500 |
| OFFICE SUPPLIES & EXPENSES | 5,096 | 4,157 | 134 | 1,143 | 1,250 | 107 |
| R & M BUILDINGS - INSIDE | 1,459 | 17 | 1,325 | 800 | 800 | 0 |
| R & M CATV STUDIO - INSIDE | 5,402 | 0 | 0 | 0 | 0 | 0 |
| SMALL OPERATING SUPPLIES | 17,892 | 45,238 | 8,460 | 12,400 | 15,000 | 2,600 |
| SMALL TOOLS & MINOR EQUIPMENT | 26,721 | 54,753 | 3,577 | 9,600 | 9,500 | (100) |
| SYS R & M - INSIDE / SHIPPING | 894 | 40 | 508 | 650 | 650 | 0 |
| SYSTEM R & M - INSIDE | 153,772 | 66,908 | 63,002 | 100,000 | 75,000 | (25,000) |
| TIRES | 0 | 3,235 | 1,562 | 1,000 | 1,500 | 500 |
| UNIFORM RENTAL | 0 | 0 | 0 | 1,500 | 0 | (1,500) |
| UNIFORM EXPENSE | 2,137 | 1,972 | 701 | 1,000 | 1,000 | 0 |
| CATV Total | 4,827,334 | 5,448,386 | 5,138,568 | 5,041,827 | 5,457,472 | 415,645 |

ELECTRIC, TELECOM & CABLE ADMINISTRATION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| ADMIN ETC | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 0 | 100 | 51 | 50 | 50 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 22,848 | 10,556 | 14,490 | 14,490 | 0 |
| GROUP INS | 33,133 | 38,330 | 30,764 | 22,000 | 22,000 | 0 |
| MEDICAL EXAMS | 303 | 0 | 160 | 200 | 100 | (100) |
| MEDICARE | 2,742 | 3,570 | 2,125 | 2,202 | 2,287 | 85 |
| OVERTIME SALARIES | 4,408 | 3,933 | 1,744 | 2,000 | 1,000 | (1,000) |
| REGULAR SALARIES | 170,660 | 247,583 | 145,225 | 151,856 | 157,707 | 5,851 |
| SOCIAL SECURITY | 10,540 | 15,263 | 9,085 | 9,415 | 9,778 | 363 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 242,218 | 331,627 | 199,711 | 202,213 | 207,412 | 5,199 |
| SUPPLIES | | | | | | |
| OFFICE SUPPLIES & EXPENSES | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| SUPPLIES Total | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| ADMIN ETC Total | 242,218 | 331,627 | 199,711 | 202,213 | 208,412 | 6,199 |

Water, Sewer, Natural Gas, and GUTA



Overview

The Water, Sewer, Gas department is responsible for the management, repairs and operation of the systems. Their mission statement is "Committed to providing our customers with exceptional water, sewer and natural gas services at the best possible rates." The City of Monroe is responsible for providing a safe and reliable drinking water supply, collection and treatment of wastewater system for the citizens of Monroe. The City also distributes gas purchased from the Municipal Gas Authority of Georgia (MGAG) to its customers.

The Georgia Utility Training Academy (GUTA) is a state of the art training facility set on 4½ acres that specializes in natural gas, water, wastewater, stormwater, confined space, trenching & shoring, flagging and a fire school.

At GUTA, the focus is on providing cost-effective, certified training for municipalities and utility contractors across the entire southeast. The training does not end in the classrooms and workshop of the 4,000 square foot building. It continues with a mock neighborhood for natural gas leak investigation, many different emergency response scenarios for live training, as well as several different hands-on scenarios for water, wastewater, stormwater and confined space entry.



The trainees of GUTA are certified professionals who meet and exceed industry requirements. Each trainer possesses a comprehensive knowledge in his/her respective field.

Goals/Accomplishments

- Ensure reliable distribution of drinking water to residents compliant with all federal, state and local requirements.
- Ensure adequate raw water resources to meet the City's future demands.
- Provide infrastructure in the most efficient and equitable manner in a sound, environmental manner.

- Ensure the reliable operation of the wastewater collection and transmission systems through the regular cleaning, inspecting and rehabilitation of system components.
- Conserve, protect and sustain the environmental resources in our communities and state through environmental stewardship.
- Maintain potable water quality within all regulatory parameters.
- Ensure consistent operational reliability of all water treatment, water storage facilities, distribution system, wastewater treatment, pumping stations, and collection systems.
- Develop a replacement program for the City's deteriorating and aged utility mains.
- Provide and maintain adequate water, wastewater and natural gas facilities to serve both existing and planned growth development.
- Maintain an annually updated capital improvement plan.
- Increase public awareness of natural gas safety and its green energy capabilities.

GUTA (GA Utility Training Academy)
EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| GUTA | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 9,022 | 9,037 | 9,037 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 9,022 | 9,037 | 9,037 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 81 | 75 | 51 | 50 | 50 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 17,136 | 10,556 | 14,490 | 14,490 | 0 |
| GROUP INS | 35,073 | 31,587 | 26,448 | 22,000 | 22,000 | 0 |
| MEDICAL EXAMS | 303 | 35 | 130 | 200 | 100 | (100) |
| MEDICARE | 2,937 | (6,241) | 1,417 | 1,343 | 1,384 | 41 |
| OVERTIME SALARIES | 15,749 | 12,584 | 12,610 | 10,000 | 0 | (10,000) |
| REGULAR SALARIES | 136,702 | 105,643 | 94,925 | 92,645 | 95,424 | 2,779 |
| SOCIAL SECURITY | 8,936 | 6,889 | 6,300 | 5,743 | 5,916 | 173 |
| WORKERS COMP INSURANCE | 202 | 86 | 149 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 220,415 | 167,794 | 152,587 | 147,971 | 140,864 | (7,107) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 572 | 4,842 | 1,347 | 5,000 | 5,000 | 0 |
| COMMUNICATIONS | 220 | (39) | 0 | 350 | 500 | 150 |
| CONTRACT LABOR | 0 | 0 | 0 | 1,500 | 1,500 | 0 |
| COST OF TRAINING | 46,686 | 37,732 | 40,629 | 40,000 | 40,000 | 0 |
| DUES/FEES | 45 | 8 | 477 | 500 | 500 | 0 |
| ENVIRONMENTAL EXPENSE | 0 | 0 | 30 | 0 | 0 | 0 |
| EQUIPMENT RENTAL | 3,015 | 82 | 61 | 750 | 500 | (250) |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 225 | 0 | 1,000 | 1,000 | 0 |
| EVENTS | 16,962 | 13,027 | 11,389 | 12,500 | 12,500 | 0 |
| GENERAL LIABILITY INSURANCE | 4 | 0 | 0 | 1,000 | 1,000 | 0 |
| LAWN CARE & MAINTENANCE | 4,741 | 10,725 | 11,987 | 5,040 | 7,500 | 2,460 |
| MAINTENANCE CONTRACTS | 3,101 | 2,528 | 5,028 | 3,500 | 3,500 | 0 |
| POSTAGE | 176 | 45 | 793 | 500 | 500 | 0 |
| PRINTING | 755 | 1,086 | 3,860 | 9,500 | 5,000 | (4,500) |
| PROFESSIONAL FEES | 1,350 | 419 | 597 | 1,800 | 0 | (1,800) |
| R & M BUILDINGS - OUTSIDE | 150 | 378 | 828 | 2,500 | 2,500 | 0 |
| R & M SYSTEM - OUTSIDE | 0 | 700 | 700 | 1,000 | 1,000 | 0 |
| SOFTWARE | 0 | 130 | 40 | 0 | 0 | 0 |
| STREET REPAIRS & MAINT LMIG | 0 | 14 | 0 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 556 | 2,080 | 150 | 1,500 | 1,500 | 0 |
| TRAVEL EXPENSE | 0 | 1,656 | 4,562 | 3,000 | 3,000 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 656 | 1,500 | 1,500 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 148 | 581 | 3,000 | 0 | (3,000) |
| PURCHASED/CONTRACTED SERVICES Total | 78,334 | 75,788 | 83,715 | 95,440 | 88,500 | (6,940) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 931 | 975 | 1,178 | 2,000 | 2,000 | 0 |
| AUTO PARTS | 67 | 220 | 483 | 500 | 500 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 186 | 2,938 | 0 | 250 | 250 |
| FOOD | 293 | 2,118 | 4,572 | 500 | 500 | 0 |
| JANITORIAL SUPPLIES | 1,607 | 4,572 | 5,344 | 3,000 | 3,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 7,414 | 2,228 | 1,515 | 6,500 | 2,500 | (4,000) |
| R & M BUILDINGS - INSIDE | 9,465 | 817 | 289 | 5,000 | 2,000 | (3,000) |
| SMALL OPERATING SUPPLIES | 400 | 98 | 1,391 | 2,000 | 2,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 1,774 | 27 | 396 | 2,500 | 1,500 | (1,000) |
| SPONSORSHIPS/DONATIONS | 0 | 0 | 0 | 0 | 1,300 | 1,300 |
| TIRES | 0 | 453 | 0 | 500 | 500 | 0 |
| TRAINING MATERIALS - COM USE | 0 | 0 | 232 | 0 | 250 | 250 |
| UTILITY COSTS | 3,476 | 3,833 | 4,063 | 5,000 | 5,000 | 0 |
| VEHICLE R & M - INSIDE | 0 | 0 | 0 | 0 | 250 | 250 |
| SUPPLIES Total | 25,427 | 15,527 | 22,401 | 27,500 | 21,550 | (5,950) |
| GUTA Total | 333,199 | 268,145 | 267,739 | 270,911 | 250,914 | (19,997) |

NATURAL GAS EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| NATURAL GAS | | | | | | |
| REVENUE BOND PRINCIPAL 2020 | | | | | 0 | 0 |
| INTEREST EXP - 2020 REV BONDS | | | | | 41,320 | 41,320 |
| DEBT SERVICE Total | 48,164 | 43,194 | 38,018 | 247,554 | 288,334 | 40,780 |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 142,608 | 139,811 | 162,311 | 0 | 0 | 0 |
| AMORT DEF CHG 2016 BOND | 0 | 4,320 | 4,320 | 4,320 | 4,320 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 142,608 | 144,131 | 166,631 | 4,320 | 4,320 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 329,320 | 427,518 | 483,229 | 340,218 | 804,416 | 464,198 |
| OTHER COSTS Total | 329,320 | 427,518 | 483,229 | 340,218 | 804,416 | 464,198 |
| TRANS OUT UTIL 5% TO GEN FUND | 151,402 | 221,706 | 229,258 | 231,438 | 245,709 | 14,271 |
| TRANS OUT UTIL 5% E&R FUND | 0 | 0 | 0 | 178,029 | 189,007 | 10,978 |
| TRANS OUT UTIL E&R FUND | 0 | 0 | 0 | 178,029 | 189,007 | 10,978 |
| OTHER FINANCING USES Total | 151,402 | 221,706 | 229,258 | 587,497 | 623,723 | 36,226 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 215 | 201 | 206 | 200 | 200 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 54,487 | 45,695 | 42,225 | 72,449 | 72,449 | 0 |
| GROUP INS | 86,003 | 84,916 | 110,827 | 110,000 | 110,000 | 0 |
| MEDICAL EXAMS | 844 | 305 | 485 | 100 | 100 | 0 |
| MEDICARE | 3,902 | 4,496 | 5,037 | 5,947 | 6,210 | 263 |
| OVERTIME SALARIES | 16,042 | 25,348 | 22,919 | 18,000 | 18,000 | 0 |
| REGULAR SALARIES | 259,721 | 289,933 | 305,849 | 410,147 | 428,247 | 18,100 |
| SOCIAL SECURITY | 16,303 | 18,897 | 21,537 | 25,429 | 26,551 | 1,122 |
| WORKERS COMP INSURANCE | 43,039 | 95,561 | 0 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 65 | 60 | 120 | 60 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 480,556 | 565,352 | 509,150 | 643,832 | 663,377 | 19,545 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 32 | 682 | 0 | 100 | 1,100 | 1,000 |
| COMMUNICATIONS | 7,275 | 8,179 | 8,055 | 7,300 | 7,300 | 0 |
| CONSULTING - TECHNICAL | 8,695 | 10,936 | 14,835 | 11,500 | 11,500 | 0 |
| CONTRACT LABOR | 28,658 | 25,073 | 27,310 | 42,000 | 42,000 | 0 |
| CUSTODIAL SVCS | 92 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 1,491 | 1,396 | 890 | 1,700 | 1,700 | 0 |
| EQUIPMENT RENTAL | 234 | 217 | 452 | 300 | 2,000 | 1,700 |
| EQUIPMENT RENTS / LEASES | 6,641 | 2,514 | 5,150 | 5,000 | 5,000 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 19,668 | 20,108 | 8,661 | 15,000 | 15,000 | 0 |
| GA DEPT REV FEES | 50 | 50 | 50 | 50 | 50 | 0 |
| MAINTENANCE CONTRACTS | 4,219 | 5,654 | 3,946 | 5,000 | 12,000 | 7,000 |
| MARKETING EXPENSES | 9,591 | 32,609 | 10,591 | 20,000 | 20,000 | 0 |
| MILEAGE REIMBURSEMENT | 0 | 0 | 0 | 250 | 250 | 0 |
| POSTAGE | 29 | 816 | 882 | 1,000 | 1,000 | 0 |
| PRINTING | 70 | 0 | 49 | 0 | 2,000 | 2,000 |
| PROFESSIONAL FEES | 0 | 5,000 | 146 | 2,500 | 2,000 | (500) |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 2,835 | 1,000 | 1,000 | 0 |
| R & M SYSTEM - OUTSIDE | 39,197 | 30,729 | 119,995 | 100,000 | 92,000 | (8,000) |
| TRAINING & EDUCATION | 8,367 | 14,792 | 9,638 | 12,000 | 12,000 | 0 |
| TRAVEL EXPENSE | 112 | 1,523 | 1,925 | 2,000 | 2,000 | 0 |
| VEHICLE REP & MAINT-OUTSID | 591 | 511 | 2,007 | 5,000 | 5,000 | 0 |
| HOLIDAY EVENTS | 394 | 289 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 177 | 307 | 500 | 100 | (400) |
| SHIPPING/FREIGHT | 0 | 105 | 920 | 0 | 0 | 0 |
| LANDFILLS FEES | 0 | 110 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 135,406 | 161,469 | 218,643 | 232,200 | 235,000 | 2,800 |

Natural Gas continued

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| NATURAL GAS | | | | | | |
| SUPPLIES | | | | | | |
| AMR PROJECT EXPENSE | 0 | 0 | 0 | 5,000 | 5,000 | 0 |
| AUTO & TRUCK FUEL | 13,101 | 15,947 | 18,723 | 15,000 | 15,000 | 0 |
| AUTO PARTS | 4,589 | 1,680 | 3,967 | 2,500 | 2,500 | 0 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 122 | 3,507 | 50 | 250 | 200 |
| CONSTRUCTION MATERIALS | 1,197 | 0 | 4,878 | 0 | 2,500 | 2,500 |
| COS - GAS | 1,403,181 | 1,615,662 | 1,472,090 | 1,504,498 | 1,482,913 | (21,585) |
| DAMAGE CLAIMS | 202 | 10,132 | 2,374 | 1,000 | 1,000 | 0 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 0 | 100 | 100 |
| FOOD | 367 | 728 | 1,316 | 1,000 | 1,000 | 0 |
| FURNITURE < 5,000 | 0 | 0 | 6,300 | 1,000 | 1,000 | 0 |
| JANITORIAL SUPPLIES | 274 | 892 | 1,246 | 850 | 1,500 | 650 |
| METERS | 0 | 2,988 | 0 | 5,000 | 5,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 6,132 | 3,290 | 1,445 | 8,500 | 2,000 | (6,500) |
| SMALL OPERATING SUPPLIES | 13,851 | 12,787 | 14,617 | 15,000 | 15,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 21,391 | 18,363 | 32,506 | 12,500 | 15,000 | 2,500 |
| SYS R & M - INSIDE / SHIPPING | 110 | 0 | 50 | 500 | 500 | 0 |
| SYSTEM R & M - INSIDE | 20,891 | 95,766 | 67,380 | 75,000 | 75,000 | 0 |
| TIRES | 1,237 | 771 | 1,559 | 1,000 | 2,500 | 1,500 |
| UNIFORM RENTAL | 449 | 0 | 0 | 0 | 0 | 0 |
| UTILITY COSTS | 2,446 | 3,994 | 4,556 | 3,700 | 4,300 | 600 |
| UNIFORM EXPENSE | 3,339 | 5,850 | 3,208 | 3,000 | 3,000 | 0 |
| VEHICLE R & M - INSIDE | 0 | 0 | 28 | 1,000 | 1,000 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 1,492,756 | 1,796,872 | 1,642,171 | 1,663,598 | 1,643,563 | (20,035) |
| NATURAL GAS Total | 2,780,213 | 3,360,244 | 3,287,099 | 3,719,219 | 4,262,732 | 543,514 |

| SEWER EXPENSES | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| SEWAGE | | | | | | |
| DEBT SERVICE | | | | | | |
| INTEREST EXP - 2016 REV BONDS | 149,593 | 134,158 | 118,081 | 104,985 | 90,375 | (14,610) |
| REVENUE BOND PRINCIPAL 2016 | 0 | 0 | 0 | 663,894 | 676,827 | 12,933 |
| REVENUE BOND PRINCIPAL 2020 | | | | | 0 | 0 |
| INTEREST EXP - 2020 REV BONDS | | | | | 472,493 | 472,493 |
| DEBT SERVICE Total | 149,593 | 134,158 | 118,081 | 768,879 | 1,239,695 | 470,816 |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 720,573 | 764,460 | 811,256 | 0 | 0 | 0 |
| AMORT DEF CHG 2016 BOND | 0 | 13,417 | 13,417 | 13,417 | 13,417 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 720,573 | 777,877 | 824,673 | 13,417 | 13,417 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 479,429 | 577,426 | 599,130 | 466,946 | 804,416 | 337,470 |
| OTHER COSTS Total | 479,429 | 577,426 | 599,130 | 466,946 | 804,416 | 337,470 |
| OTHER FINANCING USES | | | | | | |
| TRANS OUT UTIL 5% TO GEN FUND | 191,503 | 232,306 | 260,796 | 249,600 | 279,500 | 29,900 |
| TRANS OUT UTL 5% E&R FUND | 0 | 0 | 0 | 192,000 | 215,000 | 23,000 |
| TRANS OUT UTL E&R FUND | 0 | 0 | 0 | 192,000 | 215,000 | 23,000 |
| OTHER FINANCING USES Total | 191,503 | 232,306 | 260,796 | 633,600 | 709,500 | 75,900 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| TRAVEL EXPENSE | 0 | 0 | 311 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 0 | 311 | 0 | 0 | 0 |
| SEWAGE Total | 1,541,099 | 1,721,767 | 1,802,991 | 1,882,842 | 2,767,027 | 884,185 |

SEWER COLLECTION EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| SEWAGE COLLECTION SYSTEM | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 215 | 239 | 206 | 201 | 200 | (1) |
| GMEBS-RETIREMENT CONTRIBUTION | 54,487 | 45,695 | 31,669 | 57,959 | 50,714 | (7,245) |
| GROUP INS | 86,003 | 84,669 | 81,071 | 88,000 | 77,000 | (11,000) |
| MEDICAL EXAMS | 1,158 | 251 | 130 | 250 | 150 | (100) |
| MEDICARE | 3,623 | 3,776 | 3,510 | 4,480 | 4,258 | (222) |
| OVERTIME SALARIES | 26,791 | 29,241 | 24,375 | 27,000 | 25,000 | (2,000) |
| REGULAR SALARIES | 252,636 | 259,330 | 244,268 | 310,290 | 293,641 | (16,649) |
| SOCIAL SECURITY | 15,491 | 16,144 | 15,009 | 19,153 | 18,206 | (947) |
| WORKERS COMP INSURANCE | 7,436 | 10,568 | 19,481 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 110 | 180 | 180 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 447,841 | 449,912 | 419,828 | 509,013 | 470,849 | (38,164) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 0 | 81 | 0 | 100 | 250 | 150 |
| COMMUNICATIONS | 5,616 | 8,918 | 9,251 | 7,500 | 7,500 | 0 |
| CONSULTING - TECHNICAL | 500 | 3,000 | 3,750 | 1,500 | 2,500 | 1,000 |
| CUSTODIAL SVCS | 92 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 1,079 | 1,199 | 1,863 | 1,500 | 1,500 | 0 |
| EQUIPMENT RENTAL | 263 | 217 | 701 | 500 | 500 | 0 |
| EQUIPMENT RENTS / LEASES | 49,973 | 54,073 | 26,907 | 40,000 | 40,000 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 6,275 | 11,339 | 3,749 | 8,125 | 8,000 | (125) |
| GA DEPT REV FEES | 250 | 150 | 150 | 250 | 250 | 0 |
| LICENSES | 0 | 0 | 325 | 1,000 | 1,000 | 0 |
| MAINTENANCE CONTRACTS | 4,219 | 9,662 | 11,154 | 4,000 | 8,000 | 4,000 |
| MARKETING EXPENSES | 0 | 0 | 0 | 1,000 | 1,000 | 0 |
| MILEAGE REIMBURSEMENT | 0 | 44 | 0 | 250 | 500 | 250 |
| POSTAGE | 0 | 0 | 329 | 250 | 250 | 0 |
| PROFESSIONAL FEES | 0 | 1,000 | 9,216 | 1,000 | 1,500 | 500 |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 2,706 | 1,500 | 1,500 | 0 |
| R & M SYSTEM - OUTSIDE | 2,961 | 850 | 12,404 | 10,000 | 10,000 | 0 |
| TRAINING & EDUCATION | 6,294 | 3,772 | 12,581 | 6,500 | 6,500 | 0 |
| TRAVEL EXPENSE | 0 | 642 | 1,057 | 2,500 | 2,500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 1,491 | 3,311 | 10,445 | 6,500 | 6,500 | 0 |
| HOLIDAY EVENTS | 394 | 0 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 204 | 307 | 2,500 | 0 | (2,500) |
| VEHICLE TAG & TITLE FEE | 0 | 3 | 0 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 0 | 268 | 0 | 0 | 0 |
| LANDFILLS FEES | 0 | 110 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 79,406 | 98,576 | 107,164 | 96,475 | 99,750 | 3,275 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 12,554 | 16,604 | 17,727 | 16,000 | 16,000 | 0 |
| AUTO PARTS | 2,349 | 8,846 | 1,640 | 6,500 | 6,500 | 0 |
| BOOKS & PERIODICALS | 120 | 0 | 0 | 250 | 250 | 0 |
| CHEMICALS/PESTICIDES | 3,088 | 5,422 | 9,334 | 10,000 | 6,500 | (3,500) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 122 | 1,799 | 500 | 500 | 0 |
| CONSTRUCTION MATERIALS | 1,197 | 0 | 2,303 | 0 | 5,000 | 5,000 |
| DAMAGE CLAIMS | 215 | 17,230 | 4,088 | 10,500 | 15,000 | 4,500 |
| EQUIPMENT PARTS | 7,065 | 13,228 | 3,976 | 11,500 | 11,500 | 0 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 0 | 100 | 100 |
| FOOD | 114 | 785 | 1,530 | 400 | 500 | 100 |
| FURNITURE < 5,000 | 0 | 0 | 6,300 | 2,500 | 1,000 | (1,500) |
| JANITORIAL SUPPLIES | 704 | 3,882 | 4,749 | 2,928 | 3,000 | 72 |
| OFFICE SUPPLIES & EXPENSES | 1,469 | 572 | 982 | 1,000 | 1,000 | 0 |
| SMALL OPERATING SUPPLIES | 25,523 | 20,422 | 18,135 | 15,000 | 15,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 9,193 | 25,815 | 14,841 | 17,500 | 17,500 | 0 |
| SYS R & M - INSIDE / SHIPPING | 0 | 281 | 0 | 250 | 250 | 0 |
| SYSTEM R & M - INSIDE | 6,819 | 5,019 | 16,077 | 16,872 | 15,000 | (1,872) |
| TIRES | 0 | 5,554 | 2,611 | 3,700 | 3,700 | 0 |
| TRAINING MATERIALS - COM USE | 0 | 0 | 257 | 0 | 250 | 250 |
| UNIFORM RENTAL | 716 | 0 | 0 | 0 | 0 | 0 |
| UNIFORM EXPENSE | 2,322 | 3,685 | 2,752 | 3,700 | 3,700 | 0 |
| SUPPLIES Total | 73,448 | 127,466 | 109,101 | 119,100 | 122,250 | 3,150 |
| SEWAGE COLLECTION SYSTEM Total | 600,695 | 675,954 | 636,093 | 724,588 | 692,849 | (31,739) |

SEWER TREATMENT EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| SEWAGE TREATMENT PLANT | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 188 | 176 | 180 | 180 | 180 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 47,676 | 39,983 | 31,669 | 43,469 | 43,469 | 0 |
| GROUP INS | 75,253 | 73,778 | 82,006 | 66,000 | 66,000 | 0 |
| MEDICAL EXAMS | 743 | 260 | 418 | 300 | 300 | 0 |
| MEDICARE | 4,113 | 3,602 | 4,246 | 4,033 | 4,327 | 294 |
| OVERTIME SALARIES | 29,188 | 36,336 | 37,785 | 36,000 | 30,000 | (6,000) |
| REGULAR SALARIES | 276,919 | 227,705 | 247,024 | 278,135 | 298,426 | 20,291 |
| SOCIAL SECURITY | 17,999 | 15,460 | 18,156 | 17,244 | 18,502 | 1,258 |
| WORKERS COMP INSURANCE | 12,698 | 0 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 464,778 | 397,299 | 421,484 | 446,861 | 462,704 | 15,843 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 600 | 40 | 120 | 50 | 250 | 200 |
| COMMUNICATIONS | 861 | 2,452 | 2,408 | 2,000 | 2,000 | 0 |
| CONSULTING - TECHNICAL | 46,000 | 27,000 | 9,375 | 250,000 | 175,000 | (75,000) |
| CONTRACT LABOR | 0 | 1,759 | 0 | 0 | 0 | 0 |
| CUSTODIAL SVCS | 335 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 281 | 39 | 65 | 1,050 | 1,000 | (50) |
| ENVIRONMENTAL EXPENSE | 0 | 5,250 | 0 | 0 | 0 | 0 |
| EQUIPMENT RENTAL | 234 | 12,581 | 4,324 | 6,000 | 10,000 | 4,000 |
| EQUIPMENT RENTS / LEASES | 12,647 | 0 | 0 | 3,600 | 3,600 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 67,155 | 35,990 | 22,846 | 75,000 | 75,000 | 0 |
| FINES/LATE FEE | 2,000 | 201 | 0 | 0 | 0 | 0 |
| GA DEPT REV FEES | 300 | 300 | 400 | 300 | 300 | 0 |
| LANDFILL FEES | 100,905 | 73,481 | 114,378 | 85,000 | 200,000 | 115,000 |
| LAWN CARE & MAINTENANCE | 0 | 8,744 | 11,928 | 7,500 | 8,500 | 1,000 |
| LICENSES | 0 | 0 | 255 | 0 | 1,000 | 1,000 |
| MAINTENANCE CONTRACTS | 2,327 | 6,776 | 11,464 | 10,000 | 15,000 | 5,000 |
| MARKETING EXPENSES | 0 | 0 | 0 | 500 | 500 | 0 |
| MILEAGE REIMBURSEMENT | 0 | 0 | 0 | 500 | 1,000 | 500 |
| POSTAGE | 436 | 287 | 725 | 500 | 500 | 0 |
| PROFESSIONAL FEES | 0 | 0 | 0 | 0 | 2,000 | 2,000 |
| R & M BUILDINGS - OUTSIDE | 9,722 | 7,152 | 12,098 | 50,000 | 25,000 | (25,000) |
| R & M SYSTEM - OUTSIDE | 39,826 | 34,493 | 52,400 | 160,000 | 196,400 | 36,400 |
| TRAINING & EDUCATION | 3,126 | 5,276 | 5,806 | 4,500 | 5,500 | 1,000 |
| TRAVEL EXPENSE | 0 | 1,127 | 3,086 | 2,000 | 2,500 | 500 |
| VEHICLE REP & MAINT-OUTSID | 118 | 650 | 1,636 | 3,000 | 3,000 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 155 | 268 | 150 | 150 | 0 |
| VEHICLE TAG & TITLE FEE | 0 | 21 | 0 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 483 | 300 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 286,873 | 224,258 | 253,881 | 661,650 | 728,200 | 66,550 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 7,415 | 6,848 | 7,765 | 10,000 | 10,000 | 0 |
| AUTO PARTS | 8,345 | 5,193 | 6,273 | 2,500 | 3,000 | 500 |
| CHEMICALS/PESTICIDES | 114,601 | 134,478 | 136,448 | 125,000 | 175,000 | 50,000 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 107 | 849 | 250 | 1,500 | 1,250 |
| DAMAGE CLAIMS | 0 | 0 | 0 | 1,000 | 0 | (1,000) |
| EQUIPMENT PARTS | 41,060 | 39,259 | 41,513 | 50,000 | 50,000 | 0 |
| EXPENDABLE FLUIDS | 0 | 0 | 0 | 0 | 200 | 200 |
| FOOD | 488 | 2,073 | 1,895 | 500 | 500 | 0 |
| HAND TOOLS | 0 | 9 | 0 | 0 | 0 | 0 |
| JANITORIAL SUPPLIES | 1,221 | 2,990 | 4,075 | 2,500 | 3,000 | 500 |
| LAB SUPPLIES | 25,985 | 24,837 | 33,990 | 50,000 | 50,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 4,553 | 3,922 | 759 | 3,510 | 3,500 | (10) |
| R & M BUILDINGS - INSIDE | 2,512 | 5,140 | 3,095 | 3,500 | 6,500 | 3,000 |
| SMALL OPERATING SUPPLIES | 14,202 | 16,699 | 9,712 | 10,000 | 10,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 31,274 | 27,007 | 14,163 | 14,000 | 14,000 | 0 |
| SYSTEM R & M - INSIDE | 40,271 | 36,345 | 23,438 | 44,404 | 40,000 | (4,404) |
| UNIFORM RENTAL | 7,871 | 8,920 | 8,691 | 7,200 | 7,500 | 300 |
| UTILITY COSTS | 295,266 | 295,033 | 316,490 | 325,000 | 325,000 | 0 |
| UNIFORM EXPENSE | 1,274 | 1,222 | 1,384 | 5,000 | 3,500 | (1,500) |
| VEHICLE R & M - INSIDE | 0 | 0 | 180 | 250 | 250 | 0 |
| SUPPLIES Total | 596,337 | 610,083 | 610,720 | 654,614 | 703,450 | 48,836 |
| SEWAGE TREATMENT PLANT Total | 1,347,988 | 1,231,641 | 1,286,085 | 1,763,125 | 1,894,354 | 131,229 |

| WATER EXPENSES | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
| WATER | | | | | | |
| DEBT SERVICE | | | | | | |
| INTEREST EXP - 2016 REV BONDS | 149,246 | 133,847 | 117,807 | 104,741 | 90,165 | (14,576) |
| INTEREST ON GEFA 2013 | 0 | 7,441 | 6,905 | 6,367 | 5,825 | (542) |
| ISSUANCE COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| PRINCIPAL GEFA 2013 | 7,974 | 0 | 0 | 107,996 | 108,537 | 541 |
| REVENUE BOND PRINCIPAL 2016 | 0 | 0 | 0 | 662,354 | 675,257 | 12,903 |
| REVENUE BOND PRINCIPAL 2020 | | | | | 0 | 0 |
| INTEREST EXP - 2020 REV BONDS | | | | | 761,737 | 761,737 |
| DEBT SERVICE Total | 157,220 | 141,288 | 124,712 | 881,458 | 1,641,522 | 760,063 |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 995,906 | 978,532 | 1,022,641 | 0 | 0 | 0 |
| AMORT DEF CHG 2016 BOND | 0 | 13,386 | 13,386 | 13,386 | 13,386 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 995,906 | 991,918 | 1,036,026 | 13,386 | 13,386 | 0 |
| OTHER COSTS | | | | | | |
| ADMIN ALLOC - ADMIN EXPENSES | 624,071 | 721,856 | 758,051 | 617,729 | 804,416 | 186,687 |
| OTHER COSTS Total | 624,071 | 721,856 | 758,051 | 617,729 | 804,416 | 186,687 |
| OTHER FINANCING USES | | | | | | |
| TRANS OUT UTIL 5% TO GEN FUND | 227,515 | 281,652 | 327,769 | 313,704 | 334,842 | 21,138 |
| TRANS OUT UTL 5% E&R FUND | 0 | 0 | 0 | 241,311 | 257,571 | 16,260 |
| TRANS OUT UTL E&R FUND | 0 | 0 | 0 | 241,311 | 257,571 | 16,260 |
| OTHER FINANCING USES Total | 227,515 | 281,652 | 327,769 | 796,325 | 849,983 | 53,658 |
| WATER Total | 2,004,713 | 2,136,713 | 2,246,558 | 2,308,898 | 3,309,306 | 1,000,408 |

WATER DISTRIBUTION EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|------------------|----------------------------|------------------------|
| WATER DISTRIBUTION SYSTEM | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 269 | 226 | 232 | 230 | 275 | 45 |
| GMEBS-RETIREMENT CONTRIBUTION | 68,109 | 51,407 | 47,503 | 65,204 | 79,693 | 14,489 |
| GROUP INS | 109,267 | 94,276 | 124,867 | 99,000 | 121,000 | 22,000 |
| MEDICAL EXAMS | 1,026 | 425 | 480 | 400 | 300 | (100) |
| MEDICARE | 3,840 | 4,607 | 5,648 | 5,196 | 6,955 | 1,759 |
| OVERTIME SALARIES | 30,494 | 49,087 | 57,579 | 45,000 | 45,000 | 0 |
| REGULAR SALARIES | 254,078 | 286,081 | 310,410 | 368,022 | 479,671 | 111,649 |
| SOCIAL SECURITY | 16,525 | 20,017 | 24,149 | 22,218 | 29,740 | 7,522 |
| WORKERS COMP INSURANCE | 0 | 0 | 0 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 68 | 120 | 0 | (120) |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 483,606 | 506,127 | 570,934 | 606,890 | 764,134 | 157,244 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 48 | 81 | 480 | 100 | 500 | 400 |
| COMMUNICATIONS | 4,240 | 9,683 | 9,254 | 4,200 | 7,500 | 3,300 |
| CONSULTING - TECHNICAL | 1,250 | 4,000 | 3,750 | 4,000 | 4,000 | 0 |
| CUSTODIAL SVCS | 92 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEEES | 845 | 736 | 570 | 1,500 | 1,500 | 0 |
| EQUIPMENT RENTAL | 293 | 245 | 6,402 | 5,000 | 5,000 | 0 |
| EQUIPMENT RENTS / LEASES | 34,530 | 30,264 | 22,614 | 15,000 | 15,000 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 1,369 | 3,092 | 411 | 7,500 | 7,500 | 0 |
| LICENSES | 0 | 0 | 130 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 4,219 | 5,741 | 3,745 | 2,000 | 3,000 | 1,000 |
| MARKETING EXPENSES | 60 | 670 | 443 | 750 | 750 | 0 |
| MILEAGE REIMBURSEMENT | 0 | 0 | 0 | 500 | 500 | 0 |
| POSTAGE | 0 | 0 | 174 | 0 | 500 | 500 |
| PROFESSIONAL FEES | 0 | 1,000 | 18,575 | 10,000 | 15,000 | 5,000 |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 2,706 | 0 | 500 | 500 |
| R & M SYSTEM - OUTSIDE | 16,685 | 9,250 | 25,047 | 100,000 | 100,000 | 0 |
| SIDEWALK REPAIRS & MAINT OUTSIDE | 6,800 | 1,250 | 3,669 | 10,000 | 10,000 | 0 |
| TRAINING & EDUCATION | 4,909 | 3,827 | 3,978 | 5,000 | 5,000 | 0 |
| TRAVEL EXPENSE | 0 | 385 | 2,562 | 1,500 | 1,500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 4,894 | 3,637 | 4,703 | 10,000 | 10,000 | 0 |
| HOLIDAY EVENTS | 394 | 0 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 199 | 345 | 2,000 | 300 | (1,700) |
| VEHICLE TAG & TITLE FEE | 0 | 24 | 0 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 0 | 217 | 0 | 0 | 0 |
| LANDFILLS FEES | 0 | 110 | 0 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 80,628 | 74,193 | 109,774 | 179,050 | 188,050 | 9,000 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 10,026 | 14,814 | 17,522 | 10,000 | 10,000 | 0 |
| AUTO PARTS | 5,730 | 7,780 | 6,577 | 3,500 | 3,500 | 0 |
| CHEMICALS/PESTICIDES | 2,600 | 0 | 0 | 500 | 0 | (500) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 138 | 2,753 | 100 | 500 | 400 |
| CONSTRUCTION MATERIALS | 0 | 0 | 1,605 | 0 | 1,000 | 1,000 |
| DAMAGE CLAIMS | 1,438 | 10,014 | 7,145 | 1,000 | 1,000 | 0 |
| EQUIPMENT PARTS | 2,199 | 4,553 | 5,103 | 5,000 | 5,000 | 0 |
| EXPENDABLE FLUIDS | 0 | 756 | 665 | 1,000 | 500 | (500) |
| FOOD | 114 | 693 | 881 | 500 | 500 | 0 |
| JANITORIAL SUPPLIES | 274 | 892 | 1,299 | 500 | 750 | 250 |
| METERS | 56,247 | 0 | 486 | 75,000 | 75,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 5,703 | 1,640 | 2,378 | 8,500 | 8,500 | 0 |
| SMALL OPERATING SUPPLIES | 23,664 | 16,715 | 31,517 | 10,000 | 15,000 | 5,000 |
| SMALL TOOLS & MINOR EQUIPMENT | 6,920 | 19,155 | 16,003 | 13,500 | 13,500 | 0 |
| SYSTEM R & M - INSIDE | 119,956 | 179,732 | 207,804 | 135,000 | 150,000 | 15,000 |
| TIRES | 0 | 1,449 | 4,433 | 1,000 | 1,000 | 0 |
| TRAINING MATERIALS - COM USE | 0 | 9,591 | 257 | 10,000 | 5,000 | (5,000) |
| UNIFORM RENTAL | 449 | 0 | 0 | 0 | 0 | 0 |
| SIDEWALK R & M - INSIDE | 0 | 530 | 0 | 2,000 | 2,000 | 0 |
| UNIFORM EXPENSE | 3,023 | 4,024 | 3,232 | 3,000 | 3,500 | 500 |
| SUPPLIES Total | 238,345 | 272,475 | 309,657 | 280,100 | 296,250 | 16,150 |
| WATER DISTRIBUTION SYSTEM Total | 802,579 | 852,795 | 990,366 | 1,066,040 | 1,248,434 | 182,394 |

WATER TREATMENT EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| WATER TREATMENT PLANT | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 134 | 113 | 180 | 200 | 200 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 34,054 | 34,271 | 36,947 | 65,204 | 65,204 | 0 |
| GROUP INS | 53,752 | 65,173 | 98,325 | 99,000 | 99,000 | 0 |
| MEDICAL EXAMS | 505 | 485 | 130 | 150 | 150 | 0 |
| MEDICARE | 2,773 | 4,198 | 4,731 | 5,270 | 6,096 | 826 |
| OVERTIME SALARIES | 22,600 | 22,479 | 33,264 | 28,000 | 28,000 | 0 |
| REGULAR SALARIES | 176,782 | 278,059 | 305,896 | 363,426 | 420,432 | 57,006 |
| SOCIAL SECURITY | 11,891 | 17,951 | 20,228 | 22,532 | 26,067 | 3,535 |
| WORKERS COMP INSURANCE | 554 | 5,317 | 0 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 0 | 0 | 180 | 180 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 303,046 | 428,048 | 499,700 | 585,282 | 646,829 | 61,547 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| COMMUNICATIONS | 2,035 | 3,368 | 4,916 | 3,180 | 5,000 | 1,820 |
| CONSULTING - TECHNICAL | 0 | 9,200 | 0 | 7,500 | 7,500 | 0 |
| CONTRACT LABOR | 0 | 409 | 0 | 500 | 500 | 0 |
| CUSTODIAL SVCS | 764 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 1,262 | 1,513 | 700 | 2,500 | 2,500 | 0 |
| EQUIPMENT RENTAL | 146 | 163 | 247 | 180 | 500 | 320 |
| EQUIPMENT RENTS / LEASES | 0 | 0 | 250 | 1,000 | 1,000 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 47,232 | 63,291 | 25,311 | 75,000 | 75,000 | 0 |
| FINES/LATE FEE | 0 | 532 | 0 | 0 | 0 | 0 |
| LAWN CARE & MAINTENANCE | 810 | 2,404 | 5,032 | 3,500 | 3,500 | 0 |
| LICENSES | 0 | 0 | 375 | 1,000 | 1,000 | 0 |
| MAINTENANCE CONTRACTS | 15,477 | 8,523 | 8,169 | 55,660 | 40,000 | (15,660) |
| MARKETING EXPENSES | 0 | 131 | 60 | 500 | 500 | 0 |
| MILEAGE REIMBURSEMENT | 0 | 0 | 0 | 500 | 500 | 0 |
| OTHER CONTRACTUAL SERVICES | 0 | 409 | 0 | 0 | 0 | 0 |
| POSTAGE | 3,113 | 5,278 | 4,813 | 5,000 | 5,000 | 0 |
| PROFESSIONAL FEES | 12,480 | 0 | 1,900 | 1,600 | 1,500 | (100) |
| R & M BUILDINGS - OUTSIDE | 10,853 | 2,956 | 3,294 | 10,000 | 10,000 | 0 |
| R & M RESERVOIR - OUTSIDE | 6,704 | 1,900 | 9,250 | 7,500 | 7,500 | 0 |
| R & M SYSTEM - OUTSIDE | 25,781 | 39,911 | 7,674 | 60,000 | 60,000 | 0 |
| R & M WATER TANKS - OUTSIDE | 52,690 | 51,250 | 38,438 | 53,000 | 53,000 | 0 |
| TRAINING & EDUCATION | 6,591 | 5,756 | 5,466 | 4,500 | 4,500 | 0 |
| TRAVEL EXPENSE | 252 | 1,223 | 4,058 | 2,500 | 3,500 | 1,000 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 0 | 1,000 | 2,500 | 1,500 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 177 | 307 | 200 | 150 | (50) |
| VEHICLE TAG & TITLE FEE | 0 | 21 | 0 | 0 | 0 | 0 |
| SHIPPING/FREIGHT | 0 | 318 | 636 | 500 | 500 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 186,191 | 198,732 | 120,894 | 296,820 | 285,650 | (11,170) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 2,310 | 3,988 | 5,391 | 5,000 | 5,000 | 0 |
| AUTO PARTS | 812 | 1,286 | 1,601 | 1,500 | 1,500 | 0 |
| BOOKS & PERIODICALS | 120 | 0 | 556 | 500 | 500 | 0 |
| CHEMICALS/PESTICIDES | 163,417 | 167,712 | 152,259 | 180,000 | 225,000 | 45,000 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 122 | 2,284 | 100 | 500 | 400 |
| CONSTRUCTION MATERIALS | 1,197 | 0 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 0 | 0 | 220 | 1,000 | 1,000 | 0 |
| EQUIPMENT PARTS | 21,529 | 43,877 | 9,912 | 20,000 | 20,000 | 0 |
| FOOD | 122 | 1,084 | 1,267 | 500 | 500 | 0 |
| FURNITURE < 5,000 | 0 | 0 | 6,300 | 1,000 | 1,000 | 0 |
| JANITORIAL SUPPLIES | 3,795 | 13,345 | 18,476 | 12,000 | 15,000 | 3,000 |
| LAB SUPPLIES | 30,074 | 23,745 | 31,801 | 22,500 | 22,500 | 0 |
| OFFICE SUPPLIES & EXPENSES | 3,018 | 4,980 | 1,350 | 6,000 | 6,000 | 0 |
| R & M BUILDINGS - INSIDE | 2,199 | 2,237 | 2,221 | 5,000 | 5,000 | 0 |
| RESERVOIR R & M - INSIDE | 858 | 280 | 2,638 | 1,000 | 1,500 | 500 |
| SMALL OPERATING SUPPLIES | 8,309 | 2,865 | 3,775 | 8,000 | 8,000 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 15,722 | 6,140 | 4,445 | 12,500 | 10,000 | (2,500) |
| SYSTEM R & M - INSIDE | 4,106 | 3,869 | 17,524 | 12,500 | 15,000 | 2,500 |
| TIRES | 0 | 0 | 470 | 800 | 800 | 0 |
| UNIFORM RENTAL | 5,460 | 5,473 | 8,702 | 5,000 | 5,000 | 0 |
| UTILITY COSTS | 291,715 | 342,330 | 328,129 | 350,000 | 350,000 | 0 |
| UNIFORM EXPENSE | 439 | 451 | 0 | 750 | 1,250 | 500 |
| SUPPLIES Total | 555,201 | 623,785 | 599,321 | 645,650 | 695,050 | 49,400 |
| WATER TREATMENT PLANT Total | 1,044,438 | 1,250,565 | 1,219,916 | 1,527,752 | 1,627,529 | 99,777 |

WATER, SEWER & GAS ADMINISTRATION EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| ADMIN WSG | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 0 | 50 | 51 | 50 | 50 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 13,622 | 11,424 | 10,556 | 14,490 | 14,490 | 0 |
| GROUP INS | 22,382 | 21,380 | 27,802 | 22,000 | 22,000 | 0 |
| MEDICAL EXAMS | 202 | 0 | 0 | 50 | 50 | 0 |
| MEDICARE | 690 | 2,280 | 2,438 | 2,558 | 2,635 | 77 |
| OVERTIME SALARIES | 0 | 1,675 | 281 | 1,000 | 1,000 | 0 |
| REGULAR SALARIES | 54,153 | 161,069 | 203,861 | 176,411 | 181,704 | 5,293 |
| SOCIAL SECURITY | 2,951 | 9,480 | 10,425 | 10,938 | 11,266 | 328 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 94,001 | 207,358 | 255,414 | 227,497 | 233,195 | 5,698 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| COMMUNICATIONS | 0 | 0 | 0 | 0 | 1,100 | 1,100 |
| PURCHASED/CONTRACTED SERVICES Total | 0 | 0 | 0 | 0 | 1,100 | 1,100 |
| SUPPLIES | | | | | | |
| UNIFORM EXPENSE | 0 | 0 | 0 | 0 | 450 | 450 |
| SUPPLIES Total | 0 | 0 | 0 | 0 | 450 | 450 |
| ADMIN WSG Total | 94,001 | 207,358 | 255,414 | 227,497 | 234,745 | 7,248 |

Stormwater

Overview

To continue an effective growth and development plan that continues to expand the overall system and rehabilitation of the existing infrastructure. This will focus on curbing, gutters, inlets, pipe locations and conditions, ponds, and all other related assets. This is a division of the Highways and Streets Department.



Goals

- Development of a more effectively managed and maintained system through work order tracking, system inspections, and employee training.
- Determination of areas of system expansion for greater benefit to the overall developmental growth of the city.
- Continue to focus on safety, functionality, and improvements to existing infrastructure.
- Provide greater public education on the components, functionality, maintenance, and plans for the entire system.

STORMWATER EXPENSES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| STORMWATER | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 1,849 | 6,089 | 8,370 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 1,849 | 6,089 | 8,370 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 20 | 100 | 103 | 101 | 75 | (26) |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 22,848 | 31,669 | 43,469 | 21,735 | (21,734) |
| GROUP INS | 32,312 | 43,784 | 85,461 | 66,000 | 33,000 | (33,000) |
| MEDICAL EXAMS | 338 | 276 | 135 | 150 | 200 | 50 |
| MEDICARE | 1,914 | 2,299 | 2,937 | 3,352 | 1,692 | (1,660) |
| OVERTIME SALARIES | 5,395 | 4,525 | 3,865 | 3,500 | 4,500 | 1,000 |
| REGULAR SALARIES | 135,453 | 160,507 | 172,328 | 234,590 | 116,669 | (117,921) |
| SOCIAL SECURITY | 8,458 | 9,832 | 12,557 | 14,433 | 7,234 | (7,199) |
| WORKERS COMP INSURANCE | 0 | 2,996 | 0 | 1,500 | 1,500 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 204,323 | 247,166 | 309,055 | 367,095 | 186,605 | (180,490) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 32 | 0 | 0 | 1,000 | 1,000 | 0 |
| COMMUNICATIONS | 1,194 | 2,963 | 4,681 | 2,500 | 5,160 | 2,660 |
| CONSULTING - TECHNICAL | 650 | 3,420 | 0 | 3,500 | 2,500 | (1,000) |
| CONTRACT LABOR | | | | | 10,000 | 10,000 |
| DUES/FEES | 110 | 8 | 13 | 250 | 25 | (225) |
| EQUIPMENT RENTAL | 88 | 163 | 391 | 500 | 200 | (300) |
| EQUIPMENT RENTS / LEASES | 0 | 0 | 16,915 | 2,000 | 4,500 | 2,500 |
| EQUIPMENT REP & MAINT-OUTSIDE | 0 | 1,395 | 374 | 1,000 | 500 | (500) |
| LAWN CARE & MAINTENANCE | 790 | 0 | 0 | 0 | 0 | 0 |
| MAINTENANCE CONTRACTS | 0 | 215 | 844 | 3,000 | 1,500 | (1,500) |
| MARKETING EXPENSES | | | | | 3,500 | 3,500 |
| MILEAGE REIMBURSEMENT | 0 | 0 | 0 | 250 | 250 | 0 |
| R & M BUILDINGS - OUTSIDE | 0 | 0 | 1,988 | 1,500 | 0 | (1,500) |
| R & M SYSTEM - OUTSIDE | 15,400 | 7,270 | 1,113 | 75,000 | 45,000 | (30,000) |
| SOFTWARE | 0 | 0 | 500 | 500 | 500 | 0 |
| TRAINING & EDUCATION | 1,697 | 630 | 1,974 | 1,600 | 2,000 | 400 |
| TRAVEL EXPENSE | 0 | 138 | 460 | 1,000 | 2,000 | 1,000 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 2,982 | 2,500 | 1,500 | (1,000) |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 88 | 153 | 2,500 | 100 | (2,400) |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 3 | 0 | 25 | 25 |
| SHIPPING/FREIGHT | 0 | 0 | 134 | 250 | 250 | 0 |
| R & M PONDS - OUTSIDE | 0 | 0 | 3,150 | 2,500 | 15,000 | 12,500 |
| LANDFILLS FEES | 0 | 110 | 0 | 0 | 0 | 0 |
| EMPLOYEE LICENSE | | | | | 500 | 500 |
| PURCHASED/CONTRACTED SERVICES Total | 19,961 | 16,400 | 35,675 | 101,350 | 96,010 | (5,340) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 3,670 | 4,732 | 4,530 | 5,000 | 4,500 | (500) |
| AUTO PARTS | 7,319 | 2,662 | 6,013 | 2,500 | 1,500 | (1,000) |
| CHEMICALS/PESTICIDES | 9 | 0 | 0 | 0 | 5,000 | 5,000 |
| COMPUTER EQUIP NON-CAPITAL | 0 | 61 | 1,686 | 1,000 | 0 | (1,000) |
| DAMAGE CLAIMS | 4,272 | 109 | 0 | 5,000 | 0 | (5,000) |
| EQUIPMENT PARTS | 0 | 31 | 5,013 | 1,000 | 3,000 | 2,000 |
| EXPENDABLE FLUIDS | 0 | 267 | 0 | 0 | 0 | 0 |
| FOOD | 234 | 120 | 439 | 250 | 250 | 0 |
| FURNITURE < 5,000 | 0 | 0 | 7,400 | 2,500 | 0 | (2,500) |
| OFFICE SUPPLIES & EXPENSES | 6,732 | 150 | 2,327 | 650 | 1,000 | 350 |
| SMALL OPERATING SUPPLIES | 9,764 | 9,855 | 16,746 | 9,000 | 13,500 | 4,500 |
| SMALL TOOLS & MINOR EQUIPMENT | 11,447 | 8,756 | 20,623 | 10,000 | 17,500 | 7,500 |
| SYSTEM R & M - INSIDE | 7,688 | 6,677 | 8,368 | 50,000 | 45,000 | (5,000) |
| TIRES | 0 | 579 | 0 | 0 | 1,200 | 1,200 |
| UNIFORM RENTAL | | | | | 4,200 | 4,200 |
| UNIFORM EXPENSE | 11 | 1,641 | 2,913 | 1,500 | 1,500 | 0 |
| VEHICLE R & M - INSIDE | 0 | 0 | 210 | 1,000 | 1,000 | 0 |
| SUPPLIES Total | 51,146 | 35,641 | 76,266 | 89,400 | 99,150 | 9,750 |
| STORMWATER Total | 277,278 | 305,296 | 429,366 | 557,845 | 381,765 | (176,080) |

SOLID WASTE FUND

Solid Waste

Overview

The Solid Waste Department provides curbside household garbage and bulk trash pickup, commercial dumpster pickup, recycling and yard trimming pickup. The City also owns and operates a transfer station where the City contracts with other solid waste providers for the transport of solid waste to the private sector landfill.



Goals:

- Meet Federal and State guidelines and comply with environmental regulations.
- Preserve natural resources.
- Protect public health and the environment.
- Deliver consistent and quality customer service.
- Increase waste diversion rates 25% by expanding residential and commercial recycling collection.
- Collection fleet to be 100% fully automated by 2022, to meet increasing growth inside the city.
- Continue to improve fleet communications using AI Technology, to enhance and promote driver safety.

Accomplishments:

- Added glass collection to the curbside recycling program.
- Purchased a fully automated side load truck. The single-operating unit, has increased collection efficiency and reduced employee injuries.
- Installed dash cameras and vehicle gateways in the collection fleet to improve driver behavior, safety and service validation.
- Purchased a John Deere waste loader for the Transfer Station. The unit has eliminated service down time and increased overall efficiency by decreasing service interruptions and loss of revenue.
- Expanded Transfer Station service hours to increase revenue.

SOLID WASTE FUND OPERATING BUDGET SUMMARY
REVENUES, EXPENSES AND OTHER SOURCES AND USES SUMMARY

| REVENUE | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
|---|------------------|------------------|------------------|------------------|----------------------|---------------------|-------------|
| CHARGES FOR SERVICES | 4,580,937 | 4,481,912 | 5,795,497 | 5,351,523 | 5,511,318 | 159,795 | 3.0% |
| OTHER FINANCING SOURCES | 232,689 | 0 | 663,508 | 0 | 0 | 0 | 0 |
| TOTAL REVENUE | 4,813,626 | 4,481,912 | 6,459,004 | 5,351,523 | 5,511,318 | 159,795 | 3.0% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| DEPARTMENT | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET | % CHANGE |
| OTHER FINANCING SOURCES | 244,705 | 245,796 | 348,319 | 600,668 | 606,245 | 5,577 | 0.9% |
| SOLID WASTE & RECYCLING | 3,957,608 | 4,311,889 | 5,159,270 | 4,750,855 | 4,905,073 | 154,218 | 3.2% |
| DEPRECIATION AND AMORTIZATION | 148,083 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| TOTAL EXPENDITURES | 4,350,396 | 4,557,685 | 5,507,589 | 5,351,523 | 5,511,318 | 159,795 | 3.0% |
| | | | | | | | |
| EXCESS/(DEFICIENCY) OF REVENUE & OTHER SOURCES OVER EXPENDITURES | 463,230 | (75,773) | 951,415 | 0 | 0 | (0) | |

Revenues and Rates

The cost of providing residential and commercial solid waste service is financed and accounted for in the Solid Waste Fund. This fund is divided into the following functions: Administration, Recyclables Collection, Solid Waste Collection and Solid Waste Disposal.

The primary source of revenue is collections from fees charged monthly for the collection of solid waste in addition to the fees collected from the operation of the transfer station. The City has contracts with vendors to "transfer" their solid waste which is then transported by a contractor to a landfill.

Commercial rates are based on the size of the container and the frequency of the pickup. Commercial and Residential rates for 2021 will increase by 3% annually on January 1st in order to keep up with the increase in hauling costs from the transfer station based on the current landfill disposal contract.

Garbage Cart & Dumpster Rates

| | 2021 |
|--------------------------------------|-------------|
| Description | Rate |
| Residential | |
| Minimum/Vacant | 14.26 |
| In City | 24.39 |
| With Additional Cart | 36.60 |
| Curbside Cart Fee | 69.86 |
| Out of City ** | 25.82 |
| Apartment in City | 14.41 |
| Commercial | |
| Shared Dumpster | 42.77 |
| 2 yard - 1 Pickup per Week Dumpster | 42.77 |
| 2 yard - 2 Pickups per Week Dumpster | 67.01 |
| 2 yard - 3 Pickups per Week Dumpster | 102.65 |
| 2 yard - 4 Pickups per Week Dumpster | 135.45 |
| 2 yard - 5 Pickups per Week Dumpster | 168.24 |
| 4 yard - 1 Pickup per Week Dumpster | 64.16 |
| 4 yard - 2 Pickups per Week Dumpster | 132.60 |
| 4 yard - 3 Pickups per Week Dumpster | 198.18 |
| 4 yard - 4 Pickups per Week Dumpster | 263.77 |
| 4 yard - 5 Pickups per Week Dumpster | 330.78 |
| 6 Yard - 1 Pickup per Week Dumpster | 96.95 |
| 6 Yard - 2 Pickups per Week Dumpster | 193.90 |
| 6 Yard - 3 Pickups per Week Dumpster | 292.28 |
| 6 Yard - 4 Pickups per Week Dumpster | 389.23 |
| 6 Yard - 5 Pickups per Week Dumpster | 486.18 |
| 8 Yard - 1 Pickup per Week Dumpster | 129.74 |
| 8 Yard - 2 Pickups per Week Dumpster | 256.64 |
| 8 Yard - 3 Pickups per Week Dumpster | 384.96 |
| 8 Yard - 4 Pickups per Week Dumpster | 514.70 |
| 8 Yard - 5 Pickups per Week Dumpster | 643.02 |
| 30 Yard - 1 Pickup per Week Rolloff | 330.78 |
| 30 Yard - 2 Pickups per Week Rolloff | 587.41 |
| WCBOE/Admin Bldg | 222.53 |
| WCBOE/Elem Schools | 445.05 |
| WCBOE/High School | 667.57 |

SOLID WASTE FUND

REVENUE DETAIL

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|-----------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| CHARGES FOR SERVICES | | | | | | |
| SALE OF RECYCLED MATERIALS | 31,772 | 33,613 | 32,417 | 32,000 | 32,000 | 0 |
| SANITATION FEES | 2,051,644 | 2,069,367 | 2,151,268 | 2,100,000 | 2,163,000 | 63,000 |
| TRANSFER STATION FEES | 2,497,521 | 2,378,932 | 3,611,811 | 3,219,523 | 3,316,318 | 96,795 |
| CHARGES FOR SERVICES Total | 4,580,937 | 4,481,912 | 5,795,497 | 5,351,523 | 5,511,318 | 159,795 |
| OTHER FINANCING SOURCES | | | | | | |
| OPERATING TRANSFERS IN | 232,689 | 0 | 663,508 | 0 | 0 | 0 |
| OTHER FINANCING SOURCES T | 232,689 | 0 | 663,508 | 0 | 0 | 0 |
| TOTAL REVENUE | 4,813,626 | 4,481,912 | 6,459,004 | 5,351,523 | 5,511,318 | 159,795 |

SOLID WASTE ADMINISTRATION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| SOLID WASTE ADMINISTRATION | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 0 | 0 | 519 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 0 | 0 | 519 | 0 | 0 | 0 |
| OTHER COSTS | | | | | | |
| CONTINGENCIES | | | | | 17,100 | 17,100 |
| OTHER COSTS Total | | | | | 17,100 | 17,100 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 81 | 75 | 77 | 100 | 100 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 17,136 | 20,662 | 21,735 | 21,735 | 0 |
| GROUP INS | 32,508 | 31,989 | 41,675 | 35,700 | 33,000 | (2,700) |
| MEDICAL EXAMS | 303 | 186 | 0 | 150 | 150 | 0 |
| MEDICARE | 2,205 | 2,129 | 2,451 | 2,483 | 2,598 | 115 |
| OVERTIME SALARIES | 3,857 | 3,763 | 4,910 | 3,000 | 4,500 | 1,500 |
| PART - TIME/TEMPORARY SALARIES | 9,395 | 235 | 12,580 | 17,058 | 17,058 | 0 |
| REGULAR SALARIES | 146,517 | 141,306 | 163,701 | 154,205 | 162,145 | 7,940 |
| SEASONAL SALARIES | 0 | 0 | 0 | 0 | 0 | 0 |
| SOCIAL SECURITY | 9,427 | 9,139 | 10,479 | 10,618 | 11,111 | 493 |
| WORKERS COMP INSURANCE | 0 | 0 | 2,037 | 2,000 | 13,000 | 11,000 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 224,725 | 205,958 | 258,572 | 247,049 | 265,397 | 18,348 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 96 | 414 | 0 | 750 | 500 | (250) |
| COMMUNICATIONS | 1,727 | 1,079 | 1,649 | 1,200 | 1,500 | 300 |
| CONSULTING - TECHNICAL | 0 | 0 | 0 | 0 | 0 | 0 |
| CUSTODIAL SVCS | 370 | 2,400 | 2,383 | 3,000 | 2,500 | (500) |
| DUES/FEES | 1,236 | 434 | 473 | 750 | 750 | 0 |
| EQUIPMENT RENTAL | 753 | 20,769 | 25,933 | 1,000 | 1,000 | 0 |
| EQUIPMENT RENTS / LEASES | 0 | 5,000 | 0 | 0 | 0 | 0 |
| GENERAL LIABILITY INSURANCE | 24,528 | 27,216 | 23,995 | 25,500 | 14,000 | (11,500) |
| LAWN CARE & MAINTENANCE | 0 | 0 | 331 | 2,000 | 1,000 | (1,000) |
| MAINTENANCE CONTRACTS | 6,374 | 10,756 | 8,645 | 14,000 | 14,000 | 0 |
| PEST CONTROL | 113 | 680 | 452 | 800 | 1,000 | 200 |
| POSTAGE | 0 | 49 | 55 | 100 | 1,000 | 900 |
| PRINTING | 4,250 | 5,472 | 3,106 | 5,000 | 4,500 | (500) |
| PROFESSIONAL FEES | 0 | 83 | 0 | 150 | 100 | (50) |
| R & M BUILDINGS - OUTSIDE | 0 | 22,192 | 13,999 | 15,000 | 12,000 | (3,000) |
| TRAINING & EDUCATION | 2,158 | 3,444 | 2,438 | 3,500 | 3,500 | 0 |
| TRAVEL EXPENSE | 381 | 185 | 386 | 500 | 500 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 0 | 305 | 500 | 195 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 487 | 497 | 500 | 500 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 41,986 | 100,659 | 84,343 | 74,055 | 58,850 | (15,205) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 1,590 | 1,779 | 1,882 | 2,500 | 2,500 | 0 |
| AUTO PARTS | 673 | 583 | 172 | 1,000 | 1,000 | 0 |
| CHEMICALS/PESTICIDES | 567 | 0 | 170 | 700 | 500 | (200) |
| COMPUTER EQUIP NON-CAPITAL | 0 | 337 | 1,020 | 500 | 0 | (500) |
| DAMAGE CLAIMS | 0 | 0 | 0 | 200 | 200 | 0 |
| EQUIPMENT PARTS | 0 | 362 | 11 | 500 | 500 | 0 |
| EXPENDABLE FLUIDS | 0 | 41 | 0 | 100 | 100 | 0 |
| FOOD | 33 | 0 | 23 | 200 | 150 | (50) |
| HAND TOOLS | 1,241 | 567 | 2,097 | 1,500 | 1,500 | 0 |
| JANITORIAL SUPPLIES | 14,603 | 17,615 | 20,151 | 15,000 | 15,000 | 0 |
| OFFICE SUPPLIES & EXPENSES | 2,780 | 3,229 | 5,625 | 7,000 | 6,000 | (1,000) |
| R & M BUILDINGS - INSIDE | 29,416 | 25,781 | 7,876 | 25,000 | 20,000 | (5,000) |
| SAFETY/MEDICAL SUPPLIES | 430 | 168 | 189 | 750 | 500 | (250) |
| TIRES | 0 | 511 | 0 | 600 | 600 | 0 |
| UNIFORM RENTAL | (36) | 0 | 0 | 0 | 0 | 0 |
| UNIFORM EXPENSE | 90 | 350 | 128 | 500 | 500 | 0 |
| SUPPLIES Total | 51,387 | 51,322 | 39,344 | 56,050 | 49,050 | (7,000) |
| SOLID WASTE ADMINISTRATION Total | 318,098 | 357,939 | 382,777 | 377,154 | 390,397 | 13,243 |

SOLID WASTE RECYCLABLE COLLECTION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| RECYCLABLES COLLECTION | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 27 | 25 | 26 | 30 | 30 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 6,811 | 5,712 | 6,887 | 7,245 | 7,245 | 0 |
| GROUP INS | 10,836 | 10,663 | 13,845 | 13,700 | 11,000 | (2,700) |
| MEDICAL EXAMS | 101 | 0 | 140 | 150 | 150 | 0 |
| MEDICARE | 379 | 449 | 430 | 398 | 527 | 129 |
| OVERTIME SALARIES | 0 | 507 | 1,951 | 500 | 1,000 | 500 |
| REGULAR SALARIES | 29,861 | 35,041 | 30,783 | 27,401 | 36,334 | 8,933 |
| REIMB SALARIES - SW | 10,467 | 6,327 | 4,007 | 0 | 0 | 0 |
| SOCIAL SECURITY | 1,621 | 1,922 | 1,839 | 1,699 | 2,253 | 554 |
| WORKERS COMP INSURANCE | 0 | 169 | 0 | 500 | 500 | 0 |
| HAZARD SALARY | 0 | 0 | 0 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 60,103 | 60,816 | 59,908 | 51,623 | 59,039 | 7,416 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| CONTRACT LABOR | 8,270 | 17,900 | 9,230 | 45,000 | 25,000 | (20,000) |
| DUES/FEES | 0 | 2 | 0 | 0 | 0 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 835 | 0 | 24 | 2,000 | 2,000 | 0 |
| GA DEPT REV FEES | 100 | 100 | 100 | 100 | 100 | 0 |
| GENERAL LIABILITY INSURANCE | 577 | 603 | 616 | 700 | 700 | 0 |
| LANDFILL FEES | 1,104 | 9,995 | 0 | 0 | 15,000 | 15,000 |
| MAINTENANCE CONTRACTS | 0 | 0 | 38 | 0 | 0 | 0 |
| RECYCLING | 4,418 | 6,435 | 7,492 | 7,000 | 7,500 | 500 |
| RECYCLING EDUCATION | 0 | 0 | 0 | 25,000 | 30,000 | 5,000 |
| TRAINING & EDUCATION | 35 | 0 | 0 | 1,000 | 500 | (500) |
| VEHICLE REP & MAINT-OUTSID | 0 | 0 | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 38 | 0 | 25 | 25 |
| PURCHASED/CONTRACTED SERVICES Total | 15,338 | 35,035 | 17,538 | 80,800 | 80,825 | 25 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 5,581 | 7,465 | 5,695 | 10,000 | 10,000 | 0 |
| AUTO PARTS | 0 | 0 | 489 | 0 | 250 | 250 |
| CHEMICALS/PESTICIDES | 0 | 0 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 0 | 0 | 0 | 0 | 0 | 0 |
| DUMPSTERS/CARTS | 0 | 0 | 1,680 | 0 | 0 | 0 |
| EQUIPMENT PARTS | 806 | 1,603 | 2,637 | 10,120 | 3,000 | (7,120) |
| EXPENDABLE FLUIDS | 214 | 384 | 455 | 500 | 1,000 | 500 |
| JANITORIAL SUPPLIES | 0 | 0 | 0 | 500 | 1,000 | 500 |
| RECYCLING BINS | 0 | 0 | 2,512 | 5,000 | 7,500 | 2,500 |
| SAFETY/MEDICAL SUPPLIES | 140 | 353 | 292 | 750 | 750 | 0 |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 0 | 0 | 300 | 250 | (50) |
| TIRES | 1,886 | 1,882 | 1,614 | 2,500 | 2,500 | 0 |
| UNIFORM RENTAL | 795 | 728 | 855 | 1,200 | 1,200 | 0 |
| UNIFORM EXPENSE | 0 | 36 | 0 | 100 | 100 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 9,423 | 12,450 | 16,230 | 30,970 | 27,550 | (3,420) |
| RECYCLABLES COLLECTION Total | 84,863 | 108,302 | 93,677 | 163,393 | 167,414 | 4,021 |

SOLID WASTE COLLECTION EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|------------------|------------------|----------------------------|------------------------|
| SOLID WASTE COLLECTION | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 0 | 109,843 | 118,055 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 0 | 109,843 | 118,055 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 322 | 301 | 309 | 330 | 400 | 70 |
| GMEBS-RETIREMENT CONTRIBUTION | 81,730 | 27,178 | 81,400 | 94,183 | 94,183 | 0 |
| GROUP INS | 130,030 | 127,927 | 166,338 | 146,148 | 143,000 | (3,148) |
| MEDICAL EXAMS | 1,478 | 1,615 | 1,015 | 300 | 300 | 0 |
| MEDICARE | 5,631 | 6,132 | 6,375 | 7,345 | 7,688 | 343 |
| OVERTIME SALARIES | 12,987 | 15,415 | 17,227 | 13,000 | 16,000 | 3,000 |
| PART - TIME/TEMPORARY SALARIES | 0 | 11,708 | 16,359 | 19,000 | 19,000 | 0 |
| REGULAR SALARIES | 394,159 | 404,204 | 425,455 | 487,573 | 511,211 | 23,638 |
| REIMB SALARIES - SW | 24,424 | 14,764 | 9,349 | 0 | 0 | 0 |
| SOCIAL SECURITY | 23,959 | 25,673 | 27,257 | 31,408 | 32,873 | 1,465 |
| WORKERS COMP INSURANCE | 13,346 | 11,922 | 63,557 | 10,000 | 30,000 | 20,000 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 45 | 60 | 140 | 80 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 688,068 | 646,841 | 814,684 | 809,347 | 854,795 | 45,448 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| ADVERTISING | 16 | 0 | 396 | 0 | 0 | 0 |
| COMMUNICATIONS | 2,013 | 2,300 | 1,966 | 6,100 | 2,500 | (3,600) |
| DUES/FEES | 0 | 193 | 220 | 205 | 250 | 45 |
| EQUIPMENT REP & MAINT-OUTSIDE | 1,980 | 5,891 | 2,949 | 2,000 | 5,000 | 3,000 |
| GA DEPT REV FEES | 900 | 1,000 | 1,400 | 1,000 | 1,000 | 0 |
| GENERAL LIABILITY INSURANCE | 6,939 | 7,057 | 6,950 | 9,000 | 9,000 | 0 |
| MAINTENANCE CONTRACTS | 0 | 0 | 460 | 0 | 225 | 225 |
| TRAINING & EDUCATION | 1,370 | 806 | 1,644 | 2,700 | 2,000 | (700) |
| TRAVEL EXPENSE | 0 | 404 | 0 | 0 | 0 | 0 |
| VEHICLE REP & MAINT-OUTSID | 0 | (395) | 0 | 0 | 0 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 460 | 0 | 150 | 150 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 42 | 0 | 50 | 50 |
| PURCHASED/CONTRACTED SERVICES Total | 13,218 | 17,257 | 16,487 | 21,005 | 20,175 | (830) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 37,865 | 51,732 | 50,677 | 50,000 | 50,000 | 0 |
| AUTO PARTS | 1,533 | 3,318 | 924 | 1,500 | 1,500 | 0 |
| DAMAGE CLAIMS | 1,118 | 3,468 | 2,727 | 3,500 | 5,000 | 1,500 |
| DUMPSTERS/CARTS | 35,256 | 52,941 | 67,133 | 100,000 | 100,000 | 0 |
| EQUIPMENT PARTS | 32,106 | 30,840 | 40,739 | 27,000 | 30,000 | 3,000 |
| EXPENDABLE FLUIDS | 3,578 | 2,560 | 2,350 | 4,000 | 4,000 | 0 |
| HAND TOOLS | 0 | 0 | 1,217 | 300 | 300 | 0 |
| JANITORIAL SUPPLIES | 100 | 335 | 20 | 1,300 | 2,000 | 700 |
| SAFETY/MEDICAL SUPPLIES | 2,366 | 4,604 | 4,794 | 3,500 | 4,500 | 1,000 |
| SMALL TOOLS & MINOR EQUIPMENT | 0 | 0 | 0 | 300 | 300 | 0 |
| TIRES | 10,339 | 11,018 | 6,203 | 15,000 | 15,000 | 0 |
| UNIFORM RENTAL | 8,674 | 8,131 | 9,369 | 10,100 | 11,000 | 900 |
| UNIFORM EXPENSE | 0 | 497 | 98 | 500 | 500 | 0 |
| SUPPLIES Total | 132,934 | 169,444 | 186,252 | 217,000 | 224,100 | 7,100 |
| SOLID WASTE COLLECTION Total | 834,219 | 943,384 | 1,135,478 | 1,047,352 | 1,099,070 | 51,718 |

SOLID WASTE DISPOSAL EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|------------------|------------------|------------------|------------------|----------------------------|------------------------|
| SOLID WASTE DISPOSAL | | | | | | |
| DEPRECIATION AND AMORTIZATION | | | | | | |
| DEPRECIATION EXPENSE | 0 | 44,156 | 20,216 | 0 | 0 | 0 |
| DEPRECIATION AND AMORTIZATION Total | 0 | 44,156 | 20,216 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 54 | 50 | 51 | 50 | 50 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 13,622 | 11,424 | 13,774 | 14,490 | 14,490 | 0 |
| GROUP INS | 21,672 | 21,326 | 27,755 | 24,700 | 22,000 | (2,700) |
| MEDICAL EXAMS | 202 | 211 | 65 | 100 | 100 | 0 |
| MEDICARE | 924 | 1,034 | 1,056 | 974 | 1,283 | 309 |
| OVERTIME SALARIES | 10,599 | 11,969 | 12,405 | 12,547 | 14,000 | 1,453 |
| REGULAR SALARIES | 59,990 | 61,060 | 61,656 | 67,167 | 88,484 | 21,317 |
| SOCIAL SECURITY | 3,949 | 4,420 | 4,516 | 4,164 | 5,486 | 1,322 |
| WORKERS COMP INSURANCE | 0 | 0 | 1,180 | 1,500 | 1,500 | 0 |
| HAZARD SALARY | 0 | 0 | 0 | 0 | 0 | 0 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 111,011 | 111,493 | 122,460 | 125,692 | 147,393 | 21,701 |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| COMMUNICATIONS | 0 | 1,335 | 0 | 1,500 | 1,000 | (500) |
| CONSULTING - TECHNICAL | 0 | 1,450 | 416 | 2,000 | 1,500 | (500) |
| CUSTODIAL SVCS | 68 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| ENVIRONMENTAL EXPENSE | 2,650 | 0 | 0 | 2,000 | 2,250 | 250 |
| EQUIPMENT RENTS / LEASES | 9,900 | 0 | 30,760 | 2,500 | 2,500 | 0 |
| EQUIPMENT REP & MAINT - OUTSIDE | 3,645 | 0 | 11,933 | 5,000 | 10,000 | 5,000 |
| GENERAL LIABILITY INSURANCE | 594 | 603 | 626 | 1,500 | 1,500 | 0 |
| LANDFILL FEES | 2,293,493 | 2,465,571 | 2,979,601 | 2,585,399 | 2,662,961 | 77,562 |
| MAINTENANCE CONTRACTS | 0 | 0 | 77 | 0 | 0 | 0 |
| R & M BUILDINGS - OUTSIDE | 21,220 | 0 | 4,674 | 25,000 | 20,000 | (5,000) |
| TRAINING & EDUCATION | 0 | 0 | 0 | 150 | 150 | 0 |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 77 | 0 | 25 | 25 |
| VEHICLE TAG & TITLE FEE | 0 | 121 | 0 | 0 | 0 | 0 |
| GA DEPT OF REV FEES | 0 | 0 | 100 | 0 | 100 | 100 |
| PURCHASED/CONTRACTED SERVICES Total | 2,331,571 | 2,469,080 | 3,028,263 | 2,625,049 | 2,701,986 | 76,937 |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 17,698 | 25,444 | 22,577 | 30,000 | 27,000 | (3,000) |
| AUTO PARTS | 0 | 334 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 575 | 0 | 0 | 0 | 2,500 | 2,500 |
| EQUIPMENT PARTS | 22,385 | 23,936 | 36,594 | 30,000 | 30,000 | 0 |
| EXPENDABLE FLUIDS | 241 | 525 | 2,412 | 1,000 | 2,000 | 1,000 |
| HAND TOOLS | 0 | 93 | 94 | 200 | 200 | 0 |
| JANITORIAL SUPPLIES | 3,685 | 2,451 | 2,144 | 2,500 | 3,000 | 500 |
| SAFETY/MEDICAL SUPPLIES | 485 | 822 | 1,044 | 1,100 | 1,500 | 400 |
| SMALL TOOLS & MINOR EQUIPMENT | 375 | 0 | 675 | 300 | 300 | 0 |
| TIRES | 31,190 | 0 | 30,317 | 35,000 | 35,000 | 0 |
| UNIFORM RENTAL | 1,750 | 1,858 | 3,128 | 2,200 | 2,400 | 200 |
| UNIFORM EXPENSE | 0 | 79 | 0 | 100 | 100 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 78,384 | 55,542 | 98,985 | 102,400 | 104,000 | 1,600 |
| SOLID WASTE DISPOSAL Total | 2,520,966 | 2,680,271 | 3,269,925 | 2,853,141 | 2,953,379 | 100,238 |

SOLID WASTE YARD TRIMMINGS EXPENDITURES

| | 2017 ACTUALS | 2018 ACTUALS | 2019 ACTUALS | 2020 BUDGET | 2021 PROPOSED BUDGET | 2021 vs 2020 BUDGET |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|------------------------|
| YARD TRIMMINGS COLLECTION | | | | | | |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | | | |
| EMPLOYEE ASSISTANCE PROGRAM | 81 | 75 | 77 | 100 | 100 | 0 |
| GMEBS-RETIREMENT CONTRIBUTION | 20,433 | 17,136 | 20,662 | 28,980 | 28,980 | 0 |
| GROUP INS | 32,507 | 31,742 | 41,601 | 46,700 | 44,000 | (2,700) |
| MEDICAL EXAMS | 363 | 261 | 305 | 250 | 250 | 0 |
| MEDICARE | 1,527 | 1,413 | 2,203 | 2,500 | 2,324 | (176) |
| OVERTIME SALARIES | 4,009 | 5,752 | 11,578 | 7,000 | 8,000 | 1,000 |
| PART - TIME/TEMPORARY SALARIES | 8,746 | 16,001 | 5,932 | 16,806 | 0 | (16,806) |
| REGULAR SALARIES | 97,389 | 85,059 | 144,532 | 155,587 | 160,255 | 4,668 |
| SOCIAL SECURITY | 6,605 | 6,554 | 9,420 | 10,688 | 9,934 | (754) |
| WORKERS COMP INSURANCE | 1,081 | 26,763 | 1,273 | 1,500 | 1,500 | 0 |
| WALTON ATHLETIC MEMBERSHIP | 0 | 0 | 45 | 60 | 70 | 10 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS Total | 172,742 | 190,757 | 237,628 | 270,171 | 255,413 | (14,758) |
| PURCHASED/CONTRACTED SERVICES | | | | | | |
| CONTRACT LABOR | 0 | 0 | 0 | 0 | 0 | 0 |
| DUES/FEES | 0 | 6 | 0 | 0 | 0 | 0 |
| EQUIPMENT REP & MAINT-OUTSIDE | 250 | 0 | 0 | 2,350 | 0 | (2,350) |
| FINES/LATE FEE | 0 | 0 | 12 | 0 | 0 | 0 |
| GA DEPT REV FEES | 150 | 150 | 250 | 150 | 150 | 0 |
| GENERAL LIABILITY INSURANCE | 2,185 | 2,313 | 2,466 | 2,500 | 2,500 | 0 |
| MAINTENANCE CONTRACTS | 0 | 0 | 115 | 0 | 0 | 0 |
| TRAINING & EDUCATION | 70 | 125 | 277 | 220 | 200 | (20) |
| I/T SVCS - WEB DESIGN, ETC. | 0 | 0 | 115 | 0 | 50 | 50 |
| VEHICLE TAG & TITLE FEE | 0 | 0 | 21 | 0 | 0 | 0 |
| PURCHASED/CONTRACTED SERVICES Total | 2,655 | 2,594 | 3,256 | 5,220 | 2,900 | (2,320) |
| SUPPLIES | | | | | | |
| AUTO & TRUCK FUEL | 12,047 | 15,815 | 13,611 | 16,314 | 15,000 | (1,314) |
| AUTO PARTS | 0 | 164 | 0 | 0 | 0 | 0 |
| DAMAGE CLAIMS | 1,764 | 0 | 102 | 500 | 500 | 0 |
| EQUIPMENT PARTS | 5,373 | 3,400 | 16,191 | 8,000 | 10,000 | 2,000 |
| EXPENDABLE FLUIDS | 329 | 511 | 1,498 | 1,200 | 1,500 | 300 |
| HAND TOOLS | 0 | 0 | 60 | 500 | 0 | (500) |
| JANITORIAL SUPPLIES | 0 | 425 | 0 | 0 | 0 | 0 |
| SAFETY/MEDICAL SUPPLIES | 461 | 576 | 618 | 1,110 | 1,500 | 390 |
| TIRES | 1,620 | 5,207 | 1,080 | 3,600 | 3,600 | 0 |
| UNIFORM RENTAL | 2,471 | 2,380 | 3,370 | 3,000 | 4,200 | 1,200 |
| UNIFORM EXPENSE | 0 | 163 | 0 | 200 | 200 | 0 |
| COVID-19 EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES Total | 24,065 | 28,642 | 36,530 | 34,424 | 36,500 | 2,076 |
| YARD TRIMMINGS COLLECTION Total | 199,462 | 221,992 | 277,413 | 309,815 | 294,813 | (15,002) |

Full Time Solid Waste Fund Positions

| | 2019 FTEs | 2020 FTEs | 2021 FTEs |
|---|-----------|-----------|-----------|
| Administration | 3 | 3 | 3 |
| DIRECTOR OF SOLID WASTE | 1 | 1 | 1 |
| SCALE HOUSE OPERATOR | 1 | 1 | 1 |
| CUSTOMER SERVICE PUBLIC WORKS | 1 | 1 | 1 |
| Solid Waste Collection | 12 | 13 | 13 |
| COMMERCIAL DRIVER | 1 | 1 | 1 |
| EQUIPMENT OPERATOR I SOLID WASTE | 1 | 1 | 1 |
| KNUCKLEBOOM DRIVER | 1 | 1 | 1 |
| MECHANIC | 1 | 1 | 1 |
| MECHANIC SR | 1 | 1 | 1 |
| RESIDENTIAL DRIVER | 1 | 2 | 2 |
| RESIDENTIAL DRIVER/EQUIPMENT OPERATOR I | 1 | 1 | 1 |
| SOLID WASTE FOREMAN | 1 | 1 | 1 |
| UTILITY WORKER SOLID WASTE | 4 | 4 | 4 |
| Solid Waste Disposal | 2 | 2 | 2 |
| EQUIPMENT OPERATOR I SOLID WASTE | 1 | 1 | 1 |
| EQUIPMENT OPERATOR III SOLID WASTE | 1 | 1 | 1 |
| Yard Trimmings | 4 | 4 | 4 |
| EQUIPMENT OPERATOR II SOLID WASTE | 1 | 1 | 1 |
| KNUCKLEBOOM DRIVER | 1 | 1 | 1 |
| MECHANIC | 1 | 1 | 1 |
| UTILITY WORKER SOLID WASTE | 1 | 1 | 1 |
| Recyclables Collection | 1 | 1 | 1 |
| RECYCLING DRIVER | 1 | 1 | 1 |
| Grand Total | 22 | 23 | 23 |

APPENDIX

STATISTICAL INFORMATION

CITY OF MONROE, GEORGIA
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN YEARS

| Fiscal Year | Population (1) | Personal Income* (in thousands) | Per Capita Personal Income (2)* | Median Age (1) | Housing Units (1) | Unemployment Rate (3)* | Wage & Salary Employment # of Jobs (2)* |
|--------------------|-----------------------|--|--|-----------------------|--------------------------|-------------------------------|--|
| 2010 | 13,234 | 427,392 | 32,295 | 33 | 6,006 | 10.2 | 23,660 |
| 2011 | 13,349 | 458,338 | 34,335 | 33 | 6,250 | 9.9 | 24,286 |
| 2012 | 13,349 | 478,962 | 35,880 | 33 | 6,250 | 8.3 | 23,750 |
| 2013 | 13,349 | 482,339 | 36,133 | 33 | 6,212 | 7.5 | 24,443 |
| 2014 | 13,466 | 486,567 | 36,133 | 35 | 6,131 | 6.5 | 24,443 |
| 2015 | 13,664 | 447,728 | 32,767 | 36 | 6,446 | 5.3 | 25,178 |
| 2016 | 13,664 | 467,623 | 34,223 | 35 | 6,512 | 4.8 | 22,335 |
| 2017 | 13,478 | 485,801 | 36,044 | 32 | 5,379 | 3.8 | 33,151 |
| 2018 | 13,484 | 524,137 | 38,871 | 36 | 9,611 | 3.3 | 36,430 |
| 2019 | 13,573 | 549,136 | 40,458 | 33 | 9,611 (4) | 2.5 | 37,751 |

(1) Source: U.S. Census Bureau - all numbers are estimates from the Census Bureau except for 2010.

(2) Source: Bureau of Economic Analysis

(3) Source: BLS/Georgia Stats UGA

(4) Information not available for 2019. The City elected to use the 2018 Housing Units.

* Data only available at the County level

OPERATING INDICATORS BY FUNCTION

| Function | Fiscal Year | | | | |
|---|------------------|-----------|-----------|---------------|----------|
| | 2019 | 2018 | 2017 | 2016 | 2015 |
| Police | | | | | |
| Number of dispatches | 32,256 | 40,569 | 38,403 | 38,353 | 47,513 |
| Number of traffic citations issued | 5,310 | 6,269 | 3,478 | 2,087 | 3,624 |
| Fire | | | | | |
| Number of fire/EMS dispatches | 2,471 | 2,721 | 2,596 | 2,531 | 2,223 |
| Highways & Streets | | | | | |
| Street resurfacing (lane miles) | 1.9 | 2.36 | 2.52 | 1.64 | 2.12 |
| Housing & Development | | | | | |
| Value of new building construction (000's) \$ | 43,230 ## | \$ 24,577 | \$ 12,638 | \$ 43,219 (1) | \$ 7,110 |
| Number of permits issued | 121 | 174 | 149 | 98 | 76 |
| Utilities | | | | | |
| Cable & Internet | | | | | |
| Number of customers standard cable | 3,323 | 3,598 | 3,703 | 4,119 | 4,348 |
| Number of customers digital cable | 206 | 202 | 188 | - | 49 |
| Number of Internet customers | 3,826 | 3,639 | 3,303 | 3,149 | 2,912 |
| Number of phone customers | 1,256 | 1,343 | 1,365 | 1,375 | 1,405 |
| Electric | | | | | |
| Number of customers | 6,444 | 6,290 | 6,286 | 6,252 | 6,191 |
| Average daily consumption (KWh) | 414,848 | 446,257 | 400,533 | 416,643 | 405,877 |
| Natural gas | | | | | |
| Number of customers | 3,852 | 3,760 | 3,756 | 3,716 | 3,692 |
| Average daily consumption (MCF) | 846 | 891 | 720 | 747 | 831 |
| Wastewater | | | | | |
| Number of customers | 7,163 | 6,937 | 6,863 | 6,834 | 6,804 |
| Average daily sewage treatment (MGD) | 1.660 | 1.850 | 1.770 | 1.700 | 1.700 |
| Water | | | | | |
| Number of customers | 9,545 | 9,239 | 9,136 | 9,059 | 8,986 |
| Average daily consumption (000's) | 1,875 | 1,752 | 1,763 | 1,842 | 1,731 |
| Solid Waste Service | | | | | |
| Refuse collected (tons) | 13,525 | 13,004 | 11,993 | 10,181 | 11,604 |
| Recyclables collected (tons) | 1,392 | 1,681 | 1,852 | 1,463 | 1,562 |
| Number of residential customers | 5,735 | 5,542 | 5,530 | 5,378 | 5,361 |
| Number of commercial customers | 620 | 653 | 622 | 650 | 625 |
| Number of transfer station customers | 15 | 14 | 15 | 15 | 15 |

Source: Various City Departments

CAPITAL ASSET STATISTICS BY FUNCTION

| Function | Fiscal Year | | | | |
|--|-------------|---------|-------|-------|-------|
| | 2019 | 2018 | 2017 | 2016 | 2015 |
| Administration | | | | | |
| Vehicles | 11 | 12 | 12 | 12 | |
| Code | | | | | |
| Vehicles | 3 | 3 | 5 | 5 | |
| Fire | | | | | |
| Stations | 1 | 1 | 1 | 1 | 1 |
| Vehicles | 5 | 5 | 8 | 8 | |
| Police | | | | | |
| Stations | 1 | 1 | 1 | 1 | 1 |
| Vehicles | 65 | 54 | 43 | 52 | 44 |
| Streets & Transportation | | | | | |
| Streets (miles) | 81 | 81 | 81 | 80 | 80 |
| Streetlights | 1,139 | 1,124 | 1,136 | 1,136 | 1,136 |
| Traffic Signals | 3 | 3 | 3 | 3 | 3 |
| Vehicles | 14 | 16 | 28 | 28 | |
| Utilities | | | | | |
| Cable | | | | | |
| Cable (miles) | 278 | 273 | 270 | 267 | 267 |
| Vehicles | 5 | 6 | 10 | 10 | |
| Electric | | | | | |
| Lines (miles) | 193 | 188 | 186 | 185 | 185 |
| Substations | 3 | 3 | 3 | 3 | 3 |
| Vehicles | 21 | 23 | 21 | 21 | |
| Natural Gas | | | | | |
| Mains (miles) | 167 | (3) 114 | 114 | 114 | 114 |
| Vehicles | 8 | 8 | 8 | 8 | |
| Stormwater | | | | | |
| Vehicles | 1 | 1 | 2 | 2 | |
| Telecom | | | | | |
| Vehicles | 2 | 1 | 1 | 1 | |
| Wastewater | | | | | |
| Sanitary sewer (miles) | 141 | 140 | 140 | 140 | 140 |
| Maximum daily treatment capacity (MGD) | 3.4 | 3.4 | 3.4 | 3.4 | 3.4 |
| Vehicles | 16 | 16 | 16 | 16 | |
| Water | | | | | |
| Mains (miles) | 220 | 218 | 218 | 218 | 218 |
| Maximum daily treatment capacity (MGD) | 10 | 10 | 10 | 10 | 10 |
| Treated water storage capacity (MG) | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| Reservoir (raw) storage capacity (MG) | 795 | 795 | 795 | 795 | 795 |
| Vehicles | 8 | 8 | 11 | 11 | |
| Solid Waste Service | | | | | |
| Collection trucks | 8 | 8 | 11 | 11 | 11 |
| Recycling trucks | 1 | 1 | 1 | 1 | 2 |
| Transfer stations | 1 | 1 | 1 | 1 | 1 |
| Yard Trimmings trucks | 3 | 3 | 3 | 3 | |
| Administration vehicles | 2 | 2 | 2 | 2 | |
| GUTA-Georgia Utility Training Academy | | | | | |
| Vehicles | 1 | 1 | 1 | 1 | |

Source: Various City Departments

**PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS (1)
PER \$1,000 OF ASSESSED VALUE
LAST TEN YEARS**

| Fiscal Year | City of Monroe, Georgia | | |
|-------------|-------------------------|----------------------|--------------------|
| | Operating Millage | Debt Service Millage | Total City Millage |
| 2010 | 5.512 | 1.728 | 7.240 |
| 2011 | 5.565 | 2.047 | 7.612 |
| 2012 | 6.020 | 2.211 | 8.231 |
| 2013 | 5.971 | 2.499 | 8.470 |
| 2014 | 6.017 | 2.336 | 8.353 |
| 2015 | 5.734 | 2.381 | 8.115 |
| 2016 | 5.582 | 2.220 | 7.802 |
| 2017 | 5.418 | 2.003 | 7.421 |
| 2018 | 5.298 | 1.979 | 7.277 |
| 2019 | 5.821 | 1.981 | 7.802 |

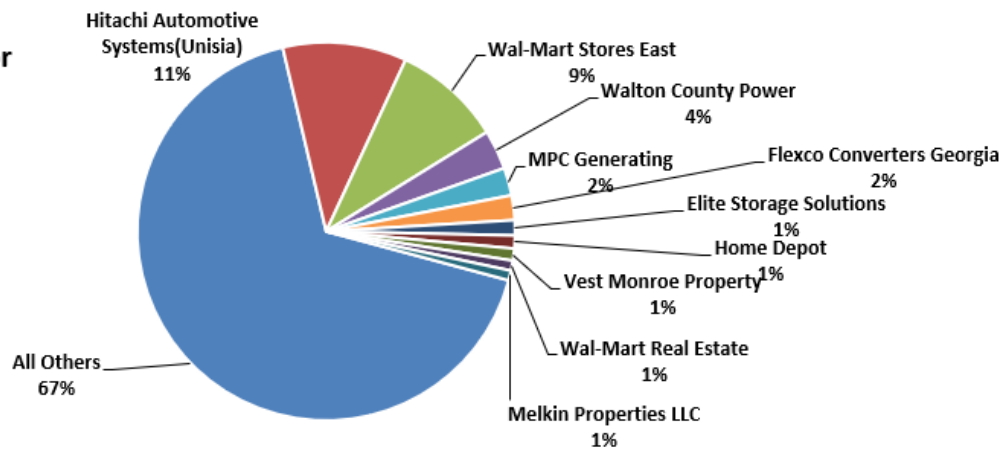
Source: Walton County Tax Assessors Office & Ga Dept of Revenue website

PRINCIPAL PROPERTY TAXPAYERS

(amounts expressed in thousands)

| Taxpayer | 2019 | | |
|--------------------------------------|------------------------|------|--------------------------------------|
| | Taxable Assessed Value | Rank | Percentage of Taxable Assessed Value |
| Hitachi Automotive Systems(Unisia) | \$ 44,803 | 1 | 10.62 % |
| Wal-Mart Stores East | 39,192 | 2 | 9.29 |
| Walton County Power | 14,248 | 3 | 3.38 |
| MPC Generating | 9,993 | 4 | 2.37 |
| Flexco Converters Georgia | 8,892 | 5 | 2.11 |
| Elite Storage Solutions | 5,460 | 6 | 1.29 |
| Home Depot | 4,690 | 7 | 1.11 |
| Vest Monroe Property | 4,311 | 8 | 1.02 |
| Wal-Mart Real Estate | 3,617 | 9 | 0.86 |
| Melkin Properties LLC | 3,517 | 10 | 0.83 |
| Monroe HMA LLC dba Clearview Medical | | | |
| E. Kenneth Murray | | | |
| Rowell Family | | | |
| Walton Ventures, Inc | | | |
| Totals | \$ 138,723 | | 32.87 % |

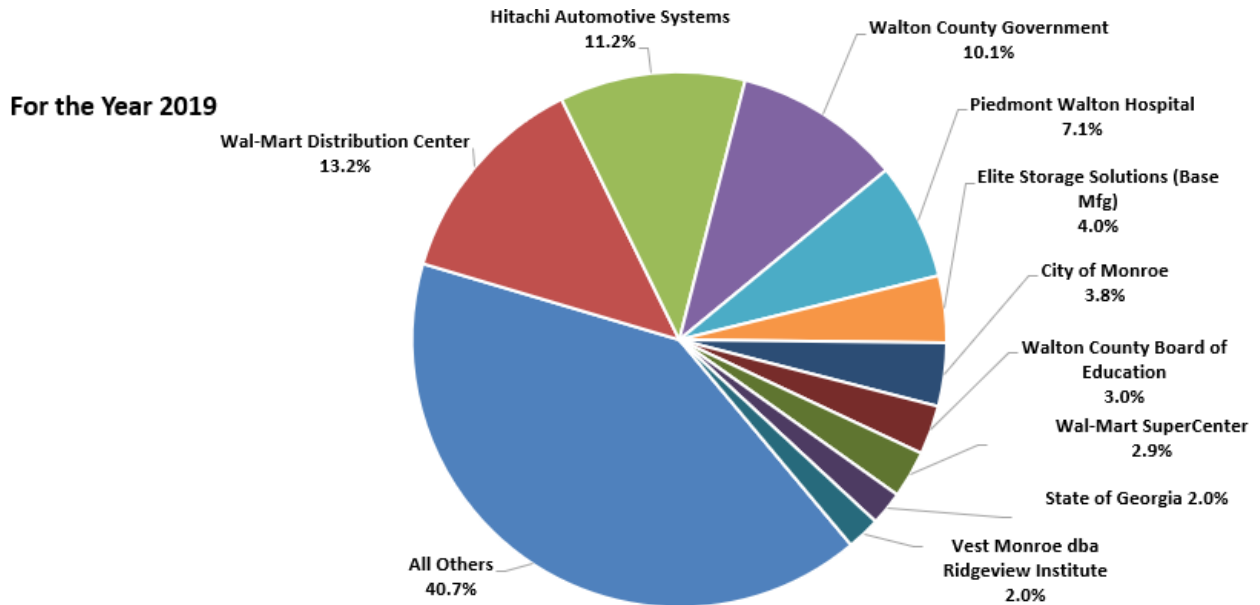
Principal Taxpayers for 2019



PRINCIPAL EMPLOYERS

(amounts expressed in thousands)

| Employer | 2019 | | |
|-------------------------------------|--------------|------|-------------------------------------|
| | Employees | Rank | Percentage of Total City Employment |
| Wal-Mart Distribution Center | 816 | 1 | 13.2 % |
| Hitachi Automotive Systems | 696 | 2 | 11.2 |
| Walton County Government | 627 | 3 | 10.1 |
| Piedmont Walton Hospital | 438 | 4 | 7.1 |
| Elite Storage Solutions (Base Mfg) | 250 | 5 | 4.0 |
| City of Monroe | 237 | 6 | 3.8 |
| Walton County Board of Education | 184 | 7 | 3.0 |
| Wal-Mart SuperCenter | 177 | 8 | 2.9 |
| State of Georgia | 127 | 9 | 2.0 |
| Vest Monroe dba Ridgeview Institute | 125 | 10 | 2.0 |
| Walton Press Inc | | | |
| Monroe HMA | | | |
| Angel Food Ministries | | | |
| Totals | 3,677 | | 59.3 % |

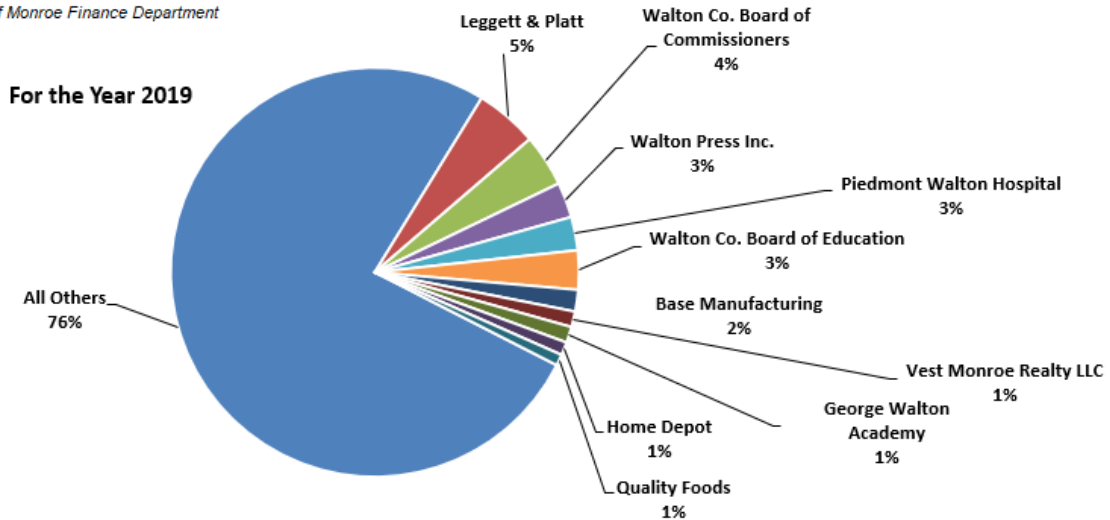


TOP TEN ELECTRIC CUSTOMERS

(amounts expressed in thousands)

| Customer | 2019 | | | |
|-----------------------------------|----------------|-------------------------------|------|------------------------------|
| | Usage in MWh | Annual Revenue (in thousands) | Rank | Percentage of Total Revenues |
| Leggett & Platt | 8,539 | \$ 961 | 1 | 4.95 % |
| Walton Co. Board of Commissioners | 6,310 | 803 | 2 | 4.13 |
| Walton Press Inc. | 4,580 | 541 | 3 | 2.79 |
| Piedmont Walton Hospital | 4,528 | 512 | 4 | 2.64 |
| Walton Co. Board of Education | 4,487 | 600 | 5 | 3.09 |
| Base Manufacturing | 2,634 | 332 | 6 | 1.71 |
| Vest Monroe Realty LLC | 2,028 | 239 | 7 | 1.23 |
| George Walton Academy | 1,817 | 246 | 8 | 1.27 |
| Home Depot | 1,654 | 202 | 9 | 1.04 |
| Quality Foods | 1,509 | 171 | 10 | 0.88 |
| Monroe HMA | | | | |
| Southern Family Markets (BiLo) | | | | |
| Totals | 38,086 | 4,607 | | 23.72 |
| All Others | 113,334 | 14,813 | | 76.28 |
| Annual Totals | 151,420 | \$ 19,420 | | 100.00 % |

Source: City of Monroe Finance Department

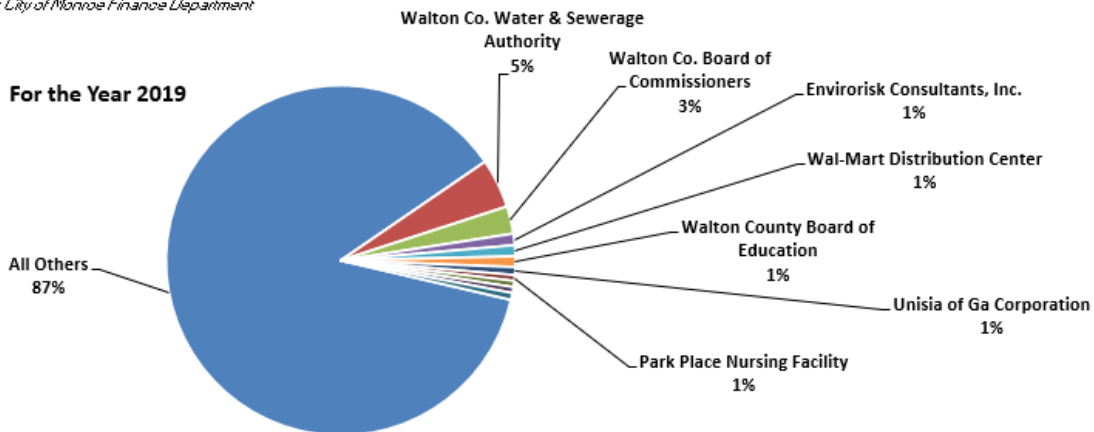


TOP TEN WATER CUSTOMERS

(amounts expressed in thousands)

| Customer | 2019 | | | |
|---|---------------------------------|-------------------------------|------|------------------------------|
| | Usage in Gallons (thousands) | Annual Revenue (thousands) | Rank | Percentage of Total Revenues |
| Walton Co. Water & Sewerage Authority | 56,887 | \$ 232 | 1 | 4.55 % |
| Walton Co. Board of Commissioners | 19,534 | 129 | 2 | 2.53 |
| Envirorisk Consultants, Inc. | 10,005 | 54 | 3 | 1.06 |
| Wal-Mart Distribution Center | 9,297 | 52 | 4 | 1.02 |
| Walton County Board of Education | 6,125 | 50 | 5 | 0.98 |
| Unisia of Ga Corporation | 5,955 | 37 | 6 | 0.73 |
| Car Wash Headquarters dba Mister Car Wash | 4,993 | 27 | 7 | 0.53 |
| Piedmont Walton Hospital | 4,734 | 29 | 8 | 0.57 |
| Walton County Power LLC | 4,431 | 28 | 9 | 0.55 |
| Park Place Nursing Facility | 3,892 | 32 | 10 | 0.63 |
| George Walton Academy | | | | |
| Darden Restaurants | | | | |
| Walton Regional Medical | | | | |
| Base Manufacturing | | | | |
| Great Oaks | | | | |
| Totals | 125,853 | 670 | | 13.15 |
| All Others | 557,147 | 4,427 | | 86.85 |
| Annual Totals | 683,000 | 5,097 | | 100.00 % |

Source: City of Monroe Finance Department



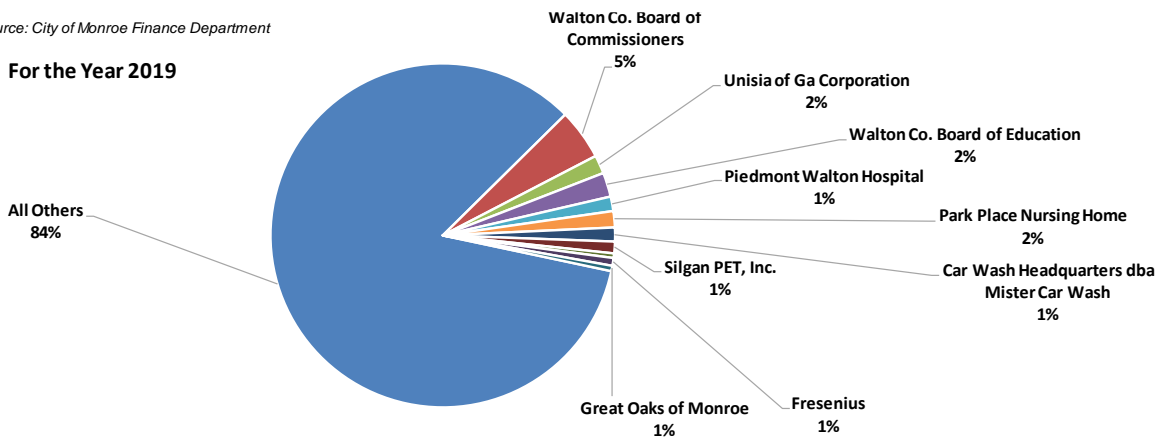
TOP TEN SEWER CUSTOMERS

(amounts expressed in thousands)

| Customer | 2019 | | | |
|---|------------------------------|----------------------------|------|------------------------------|
| | Usage in Gallons (thousands) | Annual Revenue (thousands) | Rank | Percentage of Total Revenues |
| Walton Co. Board of Commissioners | 7,903 | \$ 190 | 1 | 4.77 % |
| Unisia of Ga Corporation | 2,796 | 69 | 2 | 1.73 |
| Walton Co. Board of Education | 2,654 | 91 | 3 | 2.28 |
| Piedmont Walton Hospital | 2,479 | 54 | 4 | 1.36 |
| Park Place Nursing Home | 2,230 | 61 | 5 | 1.53 |
| Car Wash Headquarters dba Mister Car Wash | 1,829 | 52 | 6 | 1.31 |
| Silgan PET, Inc. | 1,136 | 44 | 7 | 1.10 |
| Base Manufacturing | 1,007 | 17 | 8 | 0.43 |
| Fresenius | 1,001 | 29 | 9 | 0.73 |
| Great Oaks of Monroe | 861 | 20 | 10 | 0.50 |
| George Walton Academy | | | | |
| Walton Regional Medical | | | | |
| Applebees Restaurant | | | | |
| Home Depot | | | | |
| Totals | <u>23,896</u> | <u>627</u> | | <u>15.74</u> |
| All Others | | <u>3,356</u> | | <u>84.26</u> |
| Annual Totals | | <u>\$ 3,983</u> | | <u>100.00 %</u> |

Source: City of Monroe Finance Department

For the Year 2019

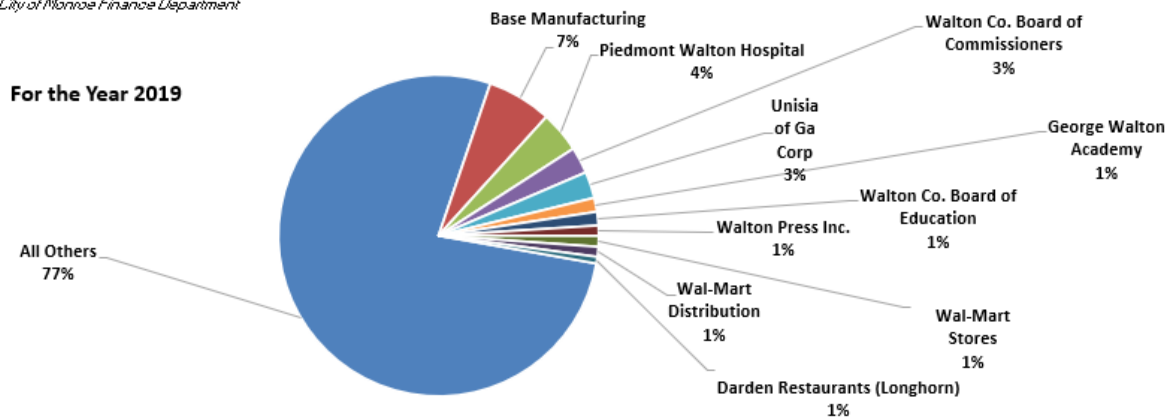


TOP TEN NATURAL GAS CUSTOMERS

(amounts expressed in thousands)

| Customer | 2019 | | | |
|-----------------------------------|--------------|----------------------------|------|------------------------------|
| | Usage in MCF | Annual Revenue (thousands) | Rank | Percentage of Total Revenues |
| Base Manufacturing | 24,727 | \$ 228 | 1 | 6.52 % |
| Piedmont Walton Hospital | 13,821 | 145 | 2 | 4.15 |
| Walton Co. Board of Commissioners | 8,774 | 93 | 3 | 2.66 |
| Unisia of Ga Corp | 8,714 | 93 | 4 | 2.66 |
| George Walton Academy | 4,681 | 49 | 5 | 1.40 |
| Walton Co. Board of Education | 4,620 | 48 | 6 | 1.37 |
| Walton Press Inc. | 3,523 | 36 | 7 | 1.03 |
| Wal-Mart Stores | 3,470 | 38 | 8 | 1.09 |
| Wal-Mart Distribution | 3,272 | 35 | 9 | 1.00 |
| Darden Restaurants (Longhorn) | 2,134 | 23 | 10 | 0.66 |
| Leggett & Platt | | | | |
| Walton Regional Medical | | | | |
| A Warrior Roofing | | | | |
| Universal Rundle | | | | |
| Totals | 77,736 | 788 | | 22.54 |
| All Others | 231,041 | 2,709 | | 77.46 |
| Annual Totals | 308,777 | \$ 3,497 | | 100.00 % |

Source: City of Monroe Finance Department



FINANCIAL POLICIES

Financial Policies

The City of Monroe uses the following policies to assist with budget and fiscal management. Policies are formally adopted by Council and reviewed regularly for updates as needed.

Budget Policy

The Budget shall be prepared in full compliance with the State's Uniform Chart of Accounts, and with Generally Accepted Accounting Principles (GAAP) for Governments as promulgated by the Government Accounting Standards Board.

All Budgets shall be adopted at the legal level of budgetary control, which is the fund/department level (i.e. expenditures/expenses may not exceed the total appropriation for any department within a fund without the City Council's approval).

When applicable, project length budgets are adopted for the Capital Projects Fund. All annual appropriations lapse at fiscal year-end. Georgia law requires the City to adopt a balanced budget annually. A balanced budget is one in which budgeted funding sources equal budgeted expenditures and fund balance may be used to balance the budget. The City's expenses may not exceed the amounts appropriated, except in the case of an emergency or a contingency which was not reasonably foreseeable.

Revenue Policy

The City will budget revenues conservatively so that the chance of a revenue shortage during the year is remote.

The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the City shall have a diversified revenue mix in order to minimize the impact of any economic downturns.

The City will make every effort not to become too dependent on one source of revenue in order to minimize serious fluctuations in any year.

The City will consider market rates and rates of comparable cities in the region when changing tax rates, fees, and charges. The City will review annually all fees and charges to assure that they maintain their inflation-adjusted purchasing power.

All cash donations to any department or agency of the City must be deposited with the Finance Director's Office. All purchases using such donations must be budgeted for and comply fully with the City's purchasing policies.

Cash Management and Investment Policy

All deposits must be fully collateralized as required by State law.

The City will aggressively pursue all revenues due, including past due utility bills, court tickets and fines, and property taxes, using whatever legal means are available.

The City will pay all obligations on or before the due date.

The City's cash management and investment policies are designed to emphasize safety of capital first, sufficient liquidity to meet obligations second, and the highest possible yield third. Those policies are outlined below:

The City will operate with the least number of bank accounts required by federal and state statutes and regulations and GAAP for governments. Consolidation of bank accounts makes investment decisions easier, and reduces staff time needed to reconcile monthly bank statements.

Accounting, Auditing and Financial Policy

The City will maintain its accounting records and issue its annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB).

The City shall have a qualified certified public accounting firm conduct an independent audit annually, as required by Georgia Law. Any deficiencies noted by the Auditors shall be corrected immediately by the Director of Finance.

Capital Asset Management Policy

This accounting policy establishes the capitalization requirements and minimum cost (capitalized amount) that shall be used to determine the capital assets that are to be recorded in the City of Monroe's annual financial statements.

Capital Assets must be capitalized and depreciated for financial statement purposes. A capital asset is defined as an asset that has a useful life that extends beyond two years and was acquired or purchased for a cost of \$5,000 or more. Such assets are recorded at purchased or estimated historical cost if purchased or constructed. Donated capital assets are

recorded at estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the life is not capitalized. Any item with a useful life of less than one year or with a cost less than the threshold amount of \$5,000 is required to be expensed.

Debt Policy

The City will attempt to fund capital improvements through net income of the utility systems, general revenues, and its portion of any SPLOST (Special Purpose Local Option Sales Tax) funds before resorting to long-term debt issuance. This will reduce the overall indebtedness and strengthen the City's creditworthiness.

The City will not issue notes or bonds to finance operating deficits. Adequate reserves will be maintained to assure this doesn't become necessary. No bond or note will be issued to purchase a fixed asset that has a shorter useful life than the term of the debt instrument.

The City will issue general obligation bonds or capital outlay notes for necessary general government projects and either general obligation or revenue bonds for enterprise fund projects. The City may also use pooled capital lease funds from GMA and loans from the Georgia Environmental Facilities Authority (GEFA).

No debt will be issued which would increase the outstanding amount of debt above ten (10%) percent of the total assessed value of property within the City. The outstanding amount of debt in this calculation shall not include debt issued for improvements in the utility systems, because that debt will be repaid from charges for services, not from property taxes. These limitations are found in Article IX., Section V, Paragraph 1 and Article IX., Section VI, Paragraph 1 of the Georgia Constitution.

A firm source of revenue sufficient to make the anticipated debt service payments must be identified by the City Council before any capital outlay note, GEFA loan, GMA capital equipment lease, general obligation bond, or revenue bond is issued.

Further, good communication with bond-rating agencies will be maintained in full disclosure on every financial report as well as bond official statements will continue.

GLOSSARY

Glossary

Accounting System: The total structure of records and procedures that identify, record, classify, summarize and report information on the financial position and results of operations of a governmental unit or any of its funds.

Accrual Basis Accounting: A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

Activity: A specific unit of work or service performed.

Ad Valorem Tax: A tax levied on the assessed value of real property. This tax is also known as property tax.

Adopted Budget: The Budget as formally approved by the City Council.

Amended Budget: The Adopted Budget as formally adjusted by the City Council.

Appropriation Ordinance: The official enactment by the City Council establishing the legal authority for the City officials to encumber or obligate and expend dollar resources.

Appropriation: An authorization made by the City Council which permits officials to incur obligations against and to make expenditures for a stated purpose. Appropriations are usually made for fixed dollar amounts and are typically granted for a one (1) fiscal year period.

Assessed Value: The value at which property is taxed. The Assessed value in the state of Georgia is forty percent (40%) of the fair market value.

Assessment: The process of making the official valuation of property for taxation.

Assets: Property owned by the City which has book or appraised monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls.

Authority: A government or public agency created to perform a single function of a restricted group of related activities. Usually such units are financed from

service charges, fees and tools, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercises of certain powers.

Balanced Budget: A budget in which revenues are equal to expenditures.

Balance Sheet: A statement purporting to present the financial position of an entity or fund by disclosing the value of its assets, liabilities, and equities as of a specified date.

Base Charge: The administrative cost/fee incurred by a customer for the expenses associated with utility and solid waste services.

Bond Discount: The excess of the face value of a bond over the price for which it is acquired or sold.

Bond Premium: The excess of the price at which a bond is acquired or sold over its face value.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specific rate.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.

Budget Amendment: A budget amendment alters the total appropriation for a department or fund and requires approval by an ordinance passed by the Board of Commissioners.

Budget Calendar: The schedule of key dates or milestones which the City follows in the preparation, processing and adoption of the budget.

Budget Document: The official written statement prepared by the Budget office and supporting staff which presents the Proposed Budget to the City Council.

Budget Resolution: The official enactment by the City Council legally authorizing the Financial Director to obligate and spend resources.

Budget Transfer: Intra-department Transfer: A transfer from one account in a division to another within the same division that does not increase the

departments' total budget. These transfers may be made upon the approval of the Finance Director.

Budget: A plan of financial operation embodying estimates of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAFR: Comprehensive Annual Financial Report which is an audited and printed copy of the City's financial statement at the end of a given fiscal year.

Capital Assets/Expenditures: Capital outlay of five thousand dollars (\$5,000) or more that has a useful life in excess of two years.

Capital Improvement Program (CIP): A multi-year plan developed for capital improvements, which is updated annually. All improvements are to be made in accordance to this plan.

Capital Outlays: Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.

Capital Projects Fund: A fund used to account for financial resources used for the acquisition or construction of major capital equipment or facilities.

Cash Basis: A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

Charter: The legal document in which the State of Georgia grants the City's authority.

Confiscated Assets Fund: This fund is used to account for the City's share of monies that have been forfeited through the court system that are restricted for law enforcement purposes.

Construction in Progress: The cost of construction work that has been started but not yet completed.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures.

Contractual Services: Items of expenditure for services the City receives from an Inter-Department Transfer or from an outside company. Utilities, rent, and postage are examples of contractual services.

COPS: Federal grants awarded to support community policing programs and other law enforcement initiatives.

Debt Service Fund: A fund established to account for the accumulation of resources for, and payment of, general long-term debt principal and interest.

Debt Service: Expenditures for principal and interest payments on loans, notes, and bonds.

Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services.

Deficit: 1.) The excess of an entity's or fund's liabilities over its assets (See Fund Balance). 2.) The excess of expenditures or expenses over revenues during a single accounting period.

Delinquent Taxes: Taxes remaining unpaid after the due date. Unpaid taxes continue to be delinquent until paid, abated, or converted into a lien on property.

Department: A major unit of organization in the City of Monroe comprised of subunits named divisions or cost centers and responsible for the provision of a specific package of services.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) The portion of the cost of a capital asset which is charged as an expense during a fiscal period.

Enterprise Funds: A fund established to account for operations that are financed and operated in a manner similar to private enterprise – where the intent of the governing body is to provide goods or services to the general public, charging user fees to recover financing costs. An example is the City of Monroe Combined Utility.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to governmental funds.

Expense: Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations for example, depreciation. This term applies to Enterprise Funds.

Fiscal Year: A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

Function: An accounting entity which is part of a fund. It is a compilation of all costs associated with a program or a department within a fund.

Fund Accounting: A method of accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund Balance: Fund Balance is the difference between assets and liabilities of a governmental fund. Because assets may include non-cash items, fund balances may not represent liquid assets.

Fund Equity: The excess of assets over liabilities. A portion of the equity may be reserved or designated; the remainder is Fund Balance.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FY: The abbreviation for Fiscal Year which the twelve (12) month period beginning on January 1st and ending on December 31st.

GAAP: Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.

GEFA: Georgia Environmental Finance Authority (Formerly, Georgia Environmental Facilities Authority).

General Fund: A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.

General Obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

GFOA: Government Finance Officers Association is a support organization whose purpose is to enhance and promote the professional management of governments for the public benefit.

GO Debt Service Fund: A fund established to account for the accumulation of resources for, and payment of the City's long-term debt principal and interest.

Governmental Funds: This category of funds includes typical governmental activities and includes funds such as the General Fund, Special Revenue Fund, and the Debt Service Fund. These funds are set up to measure current expendable financial resources (only current assets and current liabilities) and uses the modified accrual basis of accounting.

Grant: A contribution of assets (usually cash) from one government unit or organization to another. Typically, these contributions are made to local governments from the state or federal governments to be used for specific purposes and require distinctive reporting.

GUTA: The Georgia Utility Training Academy (GUTA) is a training facility specializing in natural gas, water, wastewater, confined space, trenching & shoring, flagging and fire training.

Hotel/Motel Fund: This fund is used to account for hotel/motel taxes collected that are restricted for promotion of trade and tourism in the City.

Insurance Premium Tax: Tax paid by insurance companies for premiums collected inside the City.

Interfund Loan: A loan made by one fund to another to be repaid at a later date.

Intergovernmental Revenue: Revenue from other governments in the form of entitlements, grants, shared revenues or payments in lieu of taxes.

Investment: Securities held for the production of income in the form of interest and dividends.

L.O.S.T. (Local Option Sales Tax): Tax levied at the rate of one percent which applies to the same items as the State sales tax, except that the local option sales tax also applies to sales of motor fuels. In order to impose this tax, the qualifying entity must submit a copy of a resolution showing more than one-half of the votes cast are in favor of the tax.

Lease-Purchase Agreements: Contractual agreements that are termed leases, but that in substance are purchase contracts.

Levy: To impose taxes, special assessments or service charges for the support of government activities.

Liabilities: Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Line-Item: A detailed classification of an expense or expenditures classified within each Department.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Major Fund: A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and a least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Mill: One one-thousandth of a dollar of assessed value. A tax rate of one mill produces one dollar of taxes for each \$1,000 of assessed property valuation.

Millage: Rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.

Mission: The mission statements included in Department budget requests are designed to inform the reader of the department's essential functions or activities/responsibilities/tasks they are charged to accomplish, as well as, the major services they provide.

Modified Accrual Basis: Governmental funds use the modified accrual basis of accounting. Revenues are recognized in the period in which they become both available and measurable. Expenditures are recognized at the time a liability is incurred.

Non-operating Expense: Proprietary fund expenses incurred in performance of activities not directly related to supplying the basic service by a governmental enterprise.

Non-operating Income: Proprietary fund income that is not derived from the basic operations of such enterprises.

Objective: An objective is a decision about the amount of progress to be made within a specified period of time. It states in measurable and quantitative terms the results to be achieved within a specified time and plans the incremental steps to achieve the goal.

Operating Costs: Operating cost are proprietary (Enterprise) fund expenses that directly relate to the fund's primary service activities. For example: salaries and wages, expendable supplies, and contractual services.

Operating Transfer: Legally authorized inter-fund transfers from a fund receiving revenue to the fund that makes expenditures.

Ordinance: A formal legislative enactment by the governing body of a city. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

PAFR: The Popular Annual Financial Report is a report containing extracted accounting information specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

Performance Measures: Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity.

Personal Property: Property that can be moved with relative ease, such as motor vehicles, boats, machinery, and inventoried goods.

Personal Services: Expenditures for the payment of salaries, wages and fringe benefits of employees.

Property Tax: Tax based on assessed value of a property, either real estate or personal. Tax liability falls on the owner of record as of the appraisal date.

Proprietary Funds: This category of funds often emulates the private sector and includes Enterprise Funds. These funds are set up to measure the flow of economic resources (all assets and liabilities) and use the accrual basis of accounting.

Rating: The credit worthiness of a city as evaluated by independent agencies, with AAA or Aaa being the highest.

Real Property: Land, buildings, permanent fixtures, and improvements.

Renewal & Replacement (utilities): The amount needed to replace an asset such as meters, conductors, utility mains, etc.

Reserve: (1) An account used to earmark a portion of fund balance to indicate that it has been earmarked for a particular purpose; and (2) an account used to earmark a portion of fund equity as legally segregated for a future use.

Resources: Total dollars, people, materials and facilities available for use including estimated revenues, fund transfers, and beginning fund balances.

Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Revenue: Increases in the net current assets of a government fund type from other than expenditure refunds and residual equity transfers. Examples include property taxes, licenses and fees, and charges for services.

S.P.L.O.S.T. (Special Purpose Local Option Sales Tax): An additional 1 percent sales tax that may be imposed for a specific time period on the same items as the State sales tax. The tax may be levied with voter approval and must be used for specific capital projects or capital outlay.

Self-Insurance: The formal assumption or partial assumption of risks and the accounting of results. Specific accounts are set aside to fund the risks. Any losses which do occur are charged against those accounts or funds.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes.

Tax Anticipation Note (TAN): Borrowing by a local government against future anticipated tax revenue.

Tax Digest: The total assessed value of taxable property for a particular area.

Tax Levy: The total amount to be raised by general property taxes for operations and debt service purposes.

Tax: A compulsory charge levied by a governmental unit for the purpose of raising revenue. These revenues are used to pay for services or improvements provided for the general public benefit.

TE Grant: Transportation Enhancement Grant made available by the Georgia Department of Transportation (GDOT) to provide for sidewalks, street lighting and other improvements.

User Fees: Charges or fees established to recover part or all of the costs incurred in the provision of services by a government; based on the philosophy that the recipient of the benefit should pay for the services. Also called Charges for Service.



Capital Improvement Plan Budget 2021-2025



The Capital Improvement Program (CIP) is a five-year plan identifying capital projects and equipment purchases for the City. This plan provides justification and narrative of those projects each department has identified over the next five years. The CIP is reviewed and updated annually and changed to reflect the needs of the City. The plan that follows is listed by Department, with revenue sources also identified.

The process to develop the City’s plan begins with each department identifying the projects most essential to the City and the operation of their department. Projects are then presented to City Council during the budget process for review. Justification of each project is carefully reviewed with funding either approved, delayed to a subsequent year or denied.

Budgets for Capital Projects do not lapse at the end of a fiscal year, but remain in effect until the project’s completion.

\$16,889,613 in potential capital improvement projects for FY2021 has been submitted. This is higher than 2020, by \$4,242,875, primarily due to the Utility fund projects from the Revenue Bond. Of the total amount for FY2021; \$4,310,833 is General Fund, \$740,000 is Solid Waste, \$3,818,780 is Utility Fund & \$8,020,000 is from the Utility Revenue Bond.

Funding sources for the CIP are taxes and fees, SPLOST, grants, the Revenue Utility Bond and transfers from the Combined Utilities Expansion Repair fund.



General Fund Five Year Capital Improvement Summary

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|---------------------------------|--|-----------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Airport | Grading/Ditching | SPLOST | | | | 25,000 | | 25,000 |
| | Jet-A Fuel Farm | SPLOST/GRANT | | | 225,000 | | | 225,000 |
| | Terminal Building | SPLOST/GRANT | | 500,000 | | | | 500,000 |
| | Approach Survey | SPLOST/GRANT | 35,000 | | | | | 35,000 |
| | Runway Rehabilitation | SPLOST/GRANT | 1,350,000 | | | | | 1,350,000 |
| | Hangar Repavement | SPLOST | 25,000 | | | | | 25,000 |
| | Gate/Fencing | SPLOST | 17,500 | | | | | 17,500 |
| | Taxiway Rehabilitation | SPLOST/GRANT | | | 300,000 | | | 300,000 |
| | Apron Rehabilitation | SPLOST/GRANT | | | | 2,000,000 | | 2,000,000 |
| Airport Total | | | 1,427,500 | 500,000 | 525,000 | 2,025,000 | | 4,477,500 |
| Code | Pickup Truck | GEN FUND | 30,000 | 30,000 | | | | 60,000 |
| Code Total | | | 30,000 | 30,000 | | | | 60,000 |
| Fire | Fire Pumper | GEN FUND | 100,000 | | | | | 100,000 |
| | | GEN FUND | | | 500,000 | | | |
| | Fire Station | OTHER | | | | | | 1,500,000 |
| | SCBA (Air Packs) | GEN FUND | | | 270,000 | | | 270,000 |
| | Structural Firefighting Gear | GEN FUND | | 100,000 | | | | 100,000 |
| | Building Security | GEN FUND | 17,500 | | | | | 17,500 |
| | Fire Quint (Ladder) | GEN FUND | | | | | 900,000 | |
| | Training Facility | GEN FUND | 10,000 | | | | | 10,000 |
| Fire Total | | | 127,500 | 100,000 | 770,000 | | 900,000 | 1,997,500 |
| Hwys & Streets | Assessment Of Roadways | GEN FUND | 10,000 | 10,000 | 10,000 | 10,000 | | 40,000 |
| | Boom Mower | SPLOST | | | 154,000 | | | 154,000 |
| | LMIG/Paving | SPLOST/GRANT | 202,000 | 200,000 | 200,000 | 200,000 | | 802,000 |
| | Michael Etchison Connector | SPLOST | | | 1,200,000 | | | 1,200,000 |
| | Milling Head | SPLOST | 25,000 | | | | | 25,000 |
| | Mini Excavator | SPLOST | | | 75,000 | | | 75,000 |
| | New Sidewalks | SPLOST | 50,000 | 85,000 | 85,000 | 85,000 | | 305,000 |
| | Other Paving Projects | SPLOST | 56,000 | 56,000 | 56,000 | 56,000 | | 224,000 |
| | Single Axle Dump Truck | SPLOST | | | 85,000 | | | 85,000 |
| | Skid Steer Loader | SPLOST | | | | 85,000 | | 85,000 |
| | Street And Sidewalk Rehab | SPLOST | 45,000 | 45,000 | 45,000 | 45,000 | | 180,000 |
| | Striping | SPLOST | 40,000 | 40,000 | 40,000 | 40,000 | | 160,000 |
| | TAP-Marable St to City Hall Streetscape | SPLOST/GRANT | 167,000 | 166,000 | | | | 333,000 |
| | Truck | SPLOST | 60,000 | | 45,000 | | | 105,000 |
| | Wayne Street Streetscape | SPLOST | 250,000 | | | | | 250,000 |
| | | Zero Turn Mower | GEN FUND | | 15,000 | 15,000 | | |
| | HA5 seal coating | SPLOST | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 300,000 |
| | Joint Transportation Hwy 78 EB on-ramp | SPLOST | 300,000 | | | | | 300,000 |
| | Joint Transportation Hwy 11/78 interchange | SPLOST | | 750,000 | | | | 750,000 |
| | Joint Transportation Hwy 78 WB on-ramp | SPLOST | | | 100,000 | | | 100,000 |
| Hwys & Streets Total | | | 1,265,000 | 1,427,000 | 2,170,000 | 581,000 | 60,000 | 5,503,000 |
| Police | 2018 Lease Police Vehicles | GEN FUND | 87,793 | 47,555 | | | | 135,348 |
| | 2019 Lease Police Vehicles | SPLOST | 66,113 | 66,113 | 35,811 | | | 168,037 |
| | 2020 Lease Police Vehicles | GEN FUND | 110,537 | 110,537 | 110,537 | 48,763 | | 380,374 |
| | 2021 Lease Police Vehicles | GEN FUND | 45,000 | 88,229 | 88,229 | 88,229 | 45,000 | 354,687 |
| | 2022 Lease Police Vehicles | GEN FUND | | 45,000 | 88,229 | 88,229 | 88,229 | 354,687 |
| | Report Management System | GEN FUND | 56,569 | 56,569 | 56,569 | 56,569 | | 226,276 |
| Police Total | | | 366,012 | 414,003 | 379,375 | 281,790 | 133,229 | 1,619,409 |
| Parks | Park Rehabilitation | SPLOST | 364,900 | 150,000 | 125,000 | 100,000 | | 739,900 |
| | Zero Turn Mower | GEN FUND | 12,000 | | | | 12,000 | 36,000 |
| | Sunshades | SPLOST | 25,000 | 25,000 | 15,000 | 10,000 | 10,000 | 85,000 |
| | Restroom Facilities | SPLOST | 130,000 | 130,000 | 65,000 | | | 325,000 |
| | Town Green Improvements | SPLOST | 100,000 | | | | | |
| | | OTHER | | 2,000,000 | | | | |
| Parks Total | | | 631,900 | 2,305,000 | 217,000 | 110,000 | 22,000 | 1,185,900 |
| Central Services | City Entrance Signage/Gateway Signage | SPLOST | 100,000 | | | | | 100,000 |
| | Cemetery Rehabilitation/Paving | SPLOST | 50,000 | 50,000 | 50,000 | 50,000 | | 200,000 |
| | Buildings Improvements & Rehabilitation | GEN FUND | 200,000 | 40,000 | | | | 240,000 |
| Central Services Total | | | 350,000 | 90,000 | 50,000 | 50,000 | | 540,000 |
| Finance | New Court & Police Building | GEN FUND | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,609,595 |
| Finance Total | | | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,609,595 |
| DDA | Downtown Parking Meters | GEN FUND | | | | | | 125,000 |
| DDA Total | | | | | | | | 125,000 |
| General Total | | | 4,310,833 | 4,976,642 | 4,219,733 | 3,153,954 | 1,219,024 | 17,117,905 |

Utilities Fund Five Year Capital Improvement Summary

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|--|---|----------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Electric | System Automation | UTILITIES CIP | | 75,000 | 75,000 | | | 150,000 |
| | AMI-interactive metering | UTILITIES CIP | 140,000 | | | | | 140,000 |
| | Pole Replacement | UTILITIES CIP | 400,000 | 400,000 | | | | 800,000 |
| | Pole/Wire Trailer | UTILITIES CIP | 20,230 | | | | | 20,230 |
| | Downtown lighting replacement | UTILITIES CIP | 109,632 | | | | | 109,632 |
| Electric Total | | | 669,862 | 475,000 | 75,000 | | | 1,219,862 |
| Gas | Equipment Trailer | UTILITIES CIP | 16,380 | | | | | 16,380 |
| | Gas Main Renewal | UTILITIES CIP | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| | Main Extension | UTILITIES CIP | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,250,000 |
| | Truck | UTILITIES CIP | 62,979 | | | | | 62,979 |
| | Expansion to eastside of County | UTILITY BOND | 1,000,000 | | | | | 1,000,000 |
| Gas Total | | | 1,629,359 | 550,000 | 550,000 | 550,000 | 550,000 | 3,829,359 |
| Sewer | Application/Design 2022 CDBG submittal | UTILITIES CIP | | 50,000 | | | | 50,000 |
| | Application/Design 2024 CDBG submittal | UTILITIES CIP | | | | 50,000 | | 50,000 |
| | CDBG 2022 - Construction | UTILITIES CIP | | | 250,000 | | | 250,000 |
| | Equipment Trailer | UTILITIES CIP | 8,190 | | | | | 8,190 |
| | Final Clarifier Clean Out | UTILITIES CIP | 20,000 | | 20,000 | | | 40,000 |
| | Motors, Pumps, Controls, etc. | UTILITIES CIP | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| | Sewer Main Rehab | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Trickling Filter Pump | UTILITIES CIP | 40,000 | | | | | 40,000 |
| | Truck Replacement | UTILITIES CIP | | 50,000 | | | | 50,000 |
| | CDBG 2024 - Construction | UTILITIES CIP | | | | | 250,000 | 250,000 |
| | Sewer Extensions | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Alcovy River Gravity Sewer | UTILITY BOND | | 2,000,000 | | 2,000,000 | | 4,000,000 |
| WWTP Rehabilitation | UTILITY BOND | 2,500,000 | 2,500,000 | 2,500,000 | | | 7,500,000 | |
| Sewer Total | | | 2,918,190 | 4,950,000 | 3,120,000 | 2,400,000 | 600,000 | 13,988,190 |
| Stormwater | CDBG 2020 - Construction | UTILITIES CIP | 706,579 | | | | | 706,579 |
| | FAE Mulching Head | UTILITIES CIP | 32,000 | | | | | 32,000 |
| | Skid Steer | UTILITIES CIP | 85,000 | | | | | 85,000 |
| | Storm Drain/Retention Pond Rehab | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| | Storm Infrastructure/Pipes/Inlets, etc. | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| | Truck | UTILITIES CIP | 60,000 | | | | | 60,000 |
| Stormwater Total | | | 1,033,579 | 150,000 | 150,000 | 150,000 | 150,000 | 1,633,579 |
| Telecom | Fiber Expansion | UTILITY BOND | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | 12,700,000 |
| Telecom Total | | | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | 12,700,000 |
| Water | Application/Design 2022 CDBG submittal | UTILITIES CIP | | 25,000 | | | | 25,000 |
| | Application/Design 2024 CDBG submittal | UTILITIES CIP | | | | 25,000 | | 25,000 |
| | CDBG 2022 - Construction | UTILITIES CIP | | | 250,000 | | | 250,000 |
| | Equipment Trailer | UTILITIES CIP | 8,190 | | | | | 8,190 |
| | Fire Hydrant Replacement | UTILITIES CIP | 55,000 | 55,000 | 55,000 | | | 165,000 |
| | Fire Hydrant Security | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| | Infrastructure Repair/Replacement | UTILITIES CIP | 250,000 | 150,000 | 150,000 | 150,000 | 150,000 | 850,000 |
| | Membrane Filters | UTILITIES CIP | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| | Service Renewals | UTILITIES CIP | 200,000 | 200,000 | 200,000 | 200,000 | 20,000 | 820,000 |
| | Water Main Rehab | UTILITIES CIP | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 625,000 |
| | Water Meters | UTILITIES CIP | 56,500 | 56,500 | 56,500 | 56,500 | 56,500 | 282,500 |
| | Water line extensions on the system | UTILITIES CIP | 150,000 | 125,000 | 100,000 | 100,000 | | 575,000 |
| | CDBG 2024 - Construction | UTILITIES CIP | | | | | 250,000 | 250,000 |
| | Water Plant upgrades | UTILITY BOND | 250,000 | 1,250,000 | 1,500,000 | | | 3,000,000 |
| | Raw Water Line | UTILITY BOND | 3,520,000 | | | | | 3,520,000 |
| Water Tank/Industrial Park | UTILITY BOND | 500,000 | 2,500,000 | | | | 3,000,000 | |
| Water Tank/Northside | UTILITY BOND | 250,000 | | 1,500,000 | | | 1,750,000 | |
| Potential transmission line to Social Circle | UTILITY BOND | | 1,700,000 | | | | 1,700,000 | |
| Water Total | | | 5,439,690 | 6,261,500 | 4,011,500 | 731,500 | 776,500 | 17,220,690 |
| Central Services | Forklift at Warehouse | UTILITIES CIP | 36,100 | | | | | 36,100 |
| | Vehicle | UTILITIES CIP | | 33,500 | | | | 33,500 |
| | Exchange Server Equipment & Migration | UTILITIES CIP | 64,000 | | | | | 64,000 |
| Central Services Total | | | 100,100 | 33,500 | | | | 133,600 |
| Finance - | Meter Reader Trucks | UTILITIES CIP | 48,000 | | | | | 48,000 |
| Finance - Util Total | | | 48,000 | | | | | 48,000 |
| Utility Total | | | 11,838,780 | 15,420,000 | 10,906,500 | 6,831,500 | 5,776,500 | 50,773,280 |

Solid Waste Fund Five Year Capital Improvement Summary

| DEPARTMENT | PROJECT NAME | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|--------------------------|-----------------------------------|----------------|----------------|---------------|---------------|------|------|------------|----------------|
| Solid Waste | Commercial Garbage Truck | SPLOST | 270,000 | | | | | | 270,000 |
| | Pickup Truck | SW CIP | | 35,000 | | | | | 35,000 |
| | Recycling Carts | SW CIP | 70,000 | | | | | | 70,000 |
| | Replace Scales - Transfer Station | SW CIP | 100,000 | | | | | | 100,000 |
| | Transfer Station Improvements | SW CIP | 150,000 | 25,000 | 25,000 | | | | 200,000 |
| | Downtown Dumpster Corrals | SW CIP | 150,000 | | | | | | 150,000 |
| Solid Waste Total | | | 740,000 | 60,000 | 25,000 | | | | 825,000 |
| Solid Waste Total | | | 740,000 | 60,000 | 25,000 | | | | 825,000 |

CAPITAL SUMMARY BY FUND

| | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | FUTURE YRS | PROJECT TOTAL |
|--------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|
| General Fund | 4,310,833 | 4,976,642 | 4,219,733 | 3,153,954 | 1,219,024 | 2,737,719 | 17,117,905 |
| Solid Waste | 740,000 | 60,000 | 25,000 | 0 | 0 | 0 | 825,000 |
| Utility | 11,838,780 | 15,420,000 | 10,906,500 | 6,831,500 | 5,776,500 | 0 | 50,773,280 |
| Grand Total | 16,889,613 | 20,456,642 | 15,151,233 | 9,985,454 | 6,995,524 | 2,737,719 | 68,716,185 |

CAPITAL SUMMARY BY FUNDING SOURCE

| | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | FUTURE YRS | PROJECT TOTAL |
|--------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|
| GENERAL FUND | 792,320 | 653,529 | 1,258,922 | 397,954 | 1,149,024 | 1,237,719 | 4,089,468 |
| OTHER | | 2,000,000 | | | | 1,500,000 | 1,500,000 |
| SPLOST | 2,034,513 | 1,457,113 | 2,235,811 | 556,000 | 70,000 | | 6,253,437 |
| SPLOST/GRANT | 1,754,000 | 866,000 | 725,000 | 2,200,000 | | | 5,545,000 |
| UTILITIES CIP | 3,818,780 | 2,470,000 | 2,406,500 | 1,831,500 | 2,076,500 | | 12,603,280 |
| SW CIP | 470,000 | 60,000 | 25,000 | | | | 555,000 |
| UTILITY BOND | 8,020,000 | 12,950,000 | 8,500,000 | 5,000,000 | 3,700,000 | | 38,170,000 |
| Grand Total | 16,889,613 | 20,456,642 | 15,151,233 | 9,985,454 | 6,995,524 | 2,737,719 | 68,716,185 |

CAPITAL SUMMARY BY DEPARTMENT

| | FY2021 | FY2022 | FY2023 | FY 2024 | FY2025 | FUTURE YRS | PROJECT TOTAL |
|--------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|
| Airport | 1,427,500 | 500,000 | 525,000 | 2,025,000 | | | 4,477,500 |
| Central Services | 450,100 | 123,500 | 50,000 | 50,000 | | | 673,600 |
| Code | 30,000 | 30,000 | | | | | 60,000 |
| DDA | | | | | | 125,000 | 125,000 |
| Electric | 669,862 | 475,000 | 75,000 | | | | 1,219,862 |
| Finance | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,067,719 | 1,609,595 |
| Finance - Util | 48,000 | | | | | | 48,000 |
| Fire | 127,500 | 100,000 | 770,000 | | 900,000 | 1,500,000 | 1,997,500 |
| Gas | 1,629,359 | 550,000 | 550,000 | 550,000 | 550,000 | | 3,829,359 |
| Hwys & Streets | 1,265,000 | 1,427,000 | 2,170,000 | 581,000 | 60,000 | | 5,503,000 |
| Parks | 631,900 | 2,305,000 | 217,000 | 110,000 | 22,000 | | 1,185,900 |
| Police | 366,012 | 414,003 | 379,375 | 281,790 | 133,229 | 45,000 | 1,619,409 |
| Sewer | 2,918,190 | 4,950,000 | 3,120,000 | 2,400,000 | 600,000 | | 13,988,190 |
| Solid Waste | 740,000 | 60,000 | 25,000 | | | | 825,000 |
| Stormwater | 1,033,579 | 150,000 | 150,000 | 150,000 | 150,000 | | 1,633,579 |
| Telecom | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | | 12,700,000 |
| Water | 5,439,690 | 6,261,500 | 4,011,500 | 731,500 | 776,500 | | 17,220,690 |
| Grand Total | 16,889,613 | 20,456,642 | 15,151,233 | 9,985,454 | 6,995,524 | 2,737,719 | 68,716,185 |

Planning for
**CAPITAL
PROJECTS**

The graphic features the text 'Planning for CAPITAL PROJECTS' in a bold, sans-serif font. The word 'CAPITAL' is on the top line, and 'PROJECTS' is on the bottom line. To the left of the text is a silhouette of an excavator. Above the word 'CAPITAL' is a silhouette of a crane hook. To the right of the text is a silhouette of a tower crane. The entire graphic is set against a dark grey background with a red horizontal bar at the bottom.

Airport



Airport Approach Survey - \$35,000 This is to begin a potential approach survey and determine the capacity or need to further increase the precision of approach from a GPS approach to a potential LNAV. This is also to include an approach study for both 3/21 runways as a safety check of tree removal in areas.

Airport runway Rehabilitation - \$1,350,000 This, as always, is a slightly confusing number and project list as part falls within the 2020/2021 local CIP budget, and falls within 2021 state budgets. The original Crack Seal project has been expanded to a full paving project with the design function being for the 2020 local budget. The actual paving project is getting set for bid and should be presented to Council in December or January for approval. Local responsibility will be no more than 10% of the total cost of the project.

Airport Hanger Re-pavement - \$25,000 This is to complete paving around the new and potential additional hangars for 2020/2021 and is for the compaction grading. This is a project contingent on timing and weather.

Airport Gate & Fencing - \$17,500 This is to add a gate and adjust fencing for the additional parking lot being place adjacent to the new t-hangar building as approved in the original plans.

AIRPORT

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|------------------------|--|--------------|------------------|----------------|----------------|------------------|------|------------------|
| Grading/Ditching | Improving flow & erosion control between Runway & Taxiway | SPLOST | | | | 25,000 | | 25,000 |
| Jet-A Fuel Farm | Construction of a Jet-A fuel farm adjacent to existing fuel farm area. | SPLOST/GRANT | | | 225,000 | | | 225,000 |
| Terminal Building | Construction of terminal building and parking area of terminal building. | SPLOST/GRANT | | 500,000 | | | | 500,000 |
| Approach Survey | Removal of obstructions, acquisitions, LPV study and application process | SPLOST/GRANT | 35,000 | | | | | 35,000 |
| Runway Rehabilitation | Construction & repaving of existing runway, including restriping of runway | SPLOST/GRANT | 1,350,000 | | | | | 1,350,000 |
| Hangar Repavement | Paving of areas of hangar site development | SPLOST | 25,000 | | | | | 25,000 |
| Gate/Fencing | Addition of gate entrance & fencing | SPLOST | 17,500 | | | | | 17,500 |
| Taxiway Rehabilitation | Rehabilitation of existing taxiway areas | SPLOST/GRANT | | | 300,000 | | | 300,000 |
| Apron Rehabilitation | Rehabilitation of west apron area | SPLOST/GRANT | | | | 2,000,000 | | 2,000,000 |
| Airport Total | | | 1,427,500 | 500,000 | 525,000 | 2,025,000 | | 4,477,500 |

Buildings & Grounds/Central Services

City Entrance Signage - \$100,000 This is something being worked on by consulting/engineering firms to possibly create gateway entrance signage around the City. This is a rebranding or branding of sorts for the entrances to market our City appropriately for its strengths and core.

Cemetery Rehabilitation/Paving - \$50,000 This is a multi-year (4) repair of areas of Rest Haven, Eastview, and West Marable cemeteries. The repairs include some level of patching and pavement rehabilitation, cleaning possibly of headstones, landscaping repairs, and repairs or replacement of fencing.

Buildings Maintenance & Rehabilitation - \$200,000 This is a continuing effort of the 10-year buildings maintenance plan that includes roofing, siding, windows, painting, etc. The requested 2021 CIP expenses are for the Old City Hall (roof restoration and exterior masonry improvements) for \$200,000; and for the Art Guild (exterior masonry improvements) for \$40,000. These projects can be shifted around to later in the year or for possible 2022 projects.

Forklift - \$36,100 This is a much-needed purchase of a forklift for the utility warehouse. For the past 5 years, the rental has cost the City approximately \$56,400 which doesn't serve the purpose or provide for a reason to not buy at this point. Should the City need an off-road version, we can rent one for the period needed.

Exchange Server - \$64,000 This is for a multitude of items necessary for the sustainment of our system or servers, while also keeping in mind we may migrate to more of a cloud-based solution as those become more manageable. This list of items should provide for a 6-8-year lifecycle until replacement or upgrades are needed in the future. Server Addition/Replacement, Software, Licenses, Firewall - \$61,000
Contract Labor - \$3,000

CENTRAL SERVICES

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | PROJ TOTAL |
|---|---|---------------|----------------|----------------|---------------|---------------|----------------|
| City Entrance Signage/Gateway Signage | Process of providing more welcoming signage to the entrance corridors of the City. | SPLOST | 100,000 | | | | 100,000 |
| Cemetery Rehabilitation/Paving | Rehab of areas of pavement, fencing & the addition of pavement areas. | SPLOST | 50,000 | 50,000 | 50,000 | 50,000 | 200,000 |
| Buildings Improvements & Rehabilitation | Ongoing process of maintenance and rehabilitation plan to include all City owned facilities and buildings. | GEN FUND | 200,000 | 40,000 | | | 240,000 |
| Central Services Total | | | 350,000 | 90,000 | 50,000 | 50,000 | 540,000 |
| General Total | | | 350,000 | 90,000 | 50,000 | 50,000 | 540,000 |
| Forklift at Warehouse | Purchase of a forklift for use at the utility warehouse, abandonment of rental program | UTILITIES CIP | 36,100 | | | | 36,100 |
| Vehicle | Vehicle replacement | UTILITIES CIP | | 33,500 | | | 33,500 |
| Exchange Server Equipment & Migration | Replacement of exchange server & equipment necessary to continue uninterrupted functionality, includes migration of data & all components | UTILITIES CIP | 64,000 | | | | 64,000 |
| Central Services Total | | | 100,100 | 33,500 | | | 133,600 |
| Utility Total | | | 100,100 | 33,500 | | | 133,600 |
| Grand Total | | | 450,100 | 123,500 | 50,000 | 50,000 | 673,600 |

Code & Downtown Development

DOWNTOWN DEVELOPMENT

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-------------------------|---|--------------|------|------|------|------|------|------------|----------------|
| Downtown Parking Meters | Parking Meters: 44 posts, 36 splits, 44 sleeves needed for 80 meters in downtown area metered: Broad St (61), E Highland (6), Court St (7), Spring St (4) No meters on handicap spaces. Multi space unit at Lumpkin lot. Costs not included is city labor for installation or enforcement | GEN FUND | | | | | | | |
| DDA Total | | | | | | | | | 125,000 |
| | | | | | | | | | 125,000 |

City Marshal Vehicles - \$30,000 Purchase Ford 150 (or comparable) pickup truck to replace one of the oldest in the fleet.

PLANNING & DEVELOPMENT

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-------------------|-------------------------------|--------------|--------|--------|------|------|------|------------|---------------|
| Pickup Truck | Pickup truck for City Marshal | GEN FUND | 30,000 | 30,000 | | | | | 60,000 |
| Code Total | | | | | | | | | 60,000 |
| | | | | | | | | | 60,000 |

Electric & Telecom

Advanced Metering Infrastructure (AMI) -

\$140,000 Tantalus is a partner with ECG and Itron metering. They have a solution that can piggyback on our existing radio read meter system and turn it into an interactive system. Marietta, Douglas, and East Point are all in various stages of the system deployment. Beth and I along with staff visited Douglas and I have observed the solution along with its various applications. What we are proposing is to complete the entire utility system. This technology converts a percentage of our electric into a fixed base receiver to collect data from surrounding electric, water, and gas meters. We then leverage our Telecom system and place collectors to poll that data from the fixed base meters and transport that information to the office. This data is then imported to our new billing system but can be real time polled to check on meter usage. Remote disconnect is a very valuable part of the system. The ability to remotely disconnect a customer improves the safety of our meter staff but also reduces staff requirements. Other possible services are Pre-pay, customer usage portal, SCADA, and many more third-party options.



Pole Replacement - \$ 400,000 The Electric Department started a pole inspection program in 2006. We have been in the electric business since 1906 and from existing records we have only had 2 inspections over that 100 years. Over the last 14 years we have replaced all known rotten and dangerous poles in the system. We will entering our 4th cycle of the complete system and have directed our inspectors to go into more detail for the past 4 years. This means they are looking at all problems on the pole. Our staff has gone back to those reports on the 3 phase sections of the system and have created a list of poles that need to be changed to improve our system stability and decrease outages even further. By ECG estimate each pole will cost \$4,000 to replace, and there are a total of 200 poles that have been selected. We are asking for \$400,000 to replace half in 2021.

Pole/Wire Trailer - \$20,230 To improve safety and efficiency we would like to purchase a pole/wire trailer. This unit is has a heavier capacity than our pole only trailer and has the ability to carry wire on reels that will allow us to reel off multiple conductors at once.

Downtown Lighting Replacement - \$109,632 Lighting for Downtown was installed as part of a grant in the late 90s. The Utility and the City were not combined and the architects made the lighting choices without the input of the Utility. The vendor selected used odd sized globes that are acrylic. These globes have yellowed and cracked over the years and no replacements are available. The fixtures used a high heat generating bulb that has caused the sockets to fail. Recently the cast metal of the fixtures has started to break at the bolt locations causing us to make short term repairs. These fixtures can be replaced with a single arm/fixture exactly like the lights in our parking lot.

ELECTRIC

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-------------------------------|--|----------------|----------------|----------------|---------------|------|------|------------|------------------|
| System Automation | Future placement of system automatation | UTILITIES CIP | | 75,000 | 75,000 | | | | 150,000 |
| AMI-interactive metering | Pilot for interactive metering | UTILITIES CIP | 140,000 | | | | | | 140,000 |
| Pole Replacement | Replace defficient poles in the system | UTILITIES CIP | 400,000 | 400,000 | | | | | 800,000 |
| Pole/Wire Trailer | New Pole/Wire Trailer to transport poles & wire | UTILITIES CIP | 20,230 | | | | | | 20,230 |
| Downtown lighting replacement | Replace light fixtures & arms in the downtown area | UTILITIES CIP | 109,632 | | | | | | 109,632 |
| Electric Total | | | 669,862 | 475,000 | 75,000 | | | | 1,219,862 |

TELECOM

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|----------------------|--|----------------|------|------------------|------------------|------------------|------------------|------------|-------------------|
| Fiber Expansion | Fiber Optic broad band network expansion | UTILITY BOND | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | | 12,700,000 |
| Telecom Total | | | | 3,000,000 | 3,000,000 | 3,000,000 | 3,700,000 | | 12,700,000 |

Finance

Meter Reader Vehicles - \$48,000 Purchase two Ford F150 (or comparable) pickup trucks to replace two of the oldest in the fleet. Trucks are used by the meter readers to conduct daily meter reading, meter rechecks, turn ons, cutoffs, etc.

FINANCE-UTILITY

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-----------------------------|-------------------------|----------------|---------------|------|------|------|------|------------|---------------|
| Meter Reader Trucks | Two Meter Reader trucks | UTILITIES CIP | 48,000 | | | | | | 48,000 |
| Finance - Util Total | | | 48,000 | | | | | | 48,000 |

GENERAL FUND FINANCE

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-----------------------------|--|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| New Court & Police Building | New Police Station Building Payment: New location to accommodate the growth of the Monroe Police Department and to help better serve the city and community. | GEN FUND | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,067,719 | 1,609,595 |
| Finance Total | | | 112,920 | 110,639 | 108,358 | 106,164 | 103,795 | 1,067,719 | 1,609,595 |

Fire Department

Fire Pumper - \$100,000 Purchase used fire pumper apparatus to temporarily replace the pumper that was manufactured in 1997 until funding for a new replacement can be secured.



Badgepass Building Security - \$17,500 The fire station lacks practical security features that creates a risk to both personnel and office/records management. Currently, anyone that walks into the bay area through an open garage door may access the office area, kitchen, or bunk rooms (entire station) without passing through any locked doors (it is not practical to keep the garage doors down at all times). This poses a significant security and safety issue for employees. It is not uncommon for random visitors to enter the station and yell a request for assistance, including a recent incident where someone came in off the street after midnight as the ambulance left and used a station phone to call 911. The crews that were in their bunkrooms were notified by Walton County 911 that a stranger was in the station and that Monroe Police were being dispatched to handle the situation. This would allow for the installation of an electronic lock system similar to those found on other city buildings and prevent this from occurring.

Training Facility Improvements - \$10,000 Improvements to the fire training facility at GUTA to increase effectiveness of training of City Fire employees.

FIRE

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | PROJ TOTAL |
|------------------------------|--|--------------|----------------|----------------|----------------|------------------|
| Fire Pumper | Purchase used fire pumper apparatus to temporarily replace the pumper that was manufactured in 1997 until funding for a new replacement can be secured. | GEN FUND | 100,000 | | | 100,000 |
| | Purchase new fire pumper apparatus | GEN FUND | | | 500,000 | |
| Fire Station | Addition of a second fire station to improve the deployment of fire and emergency services in the western portion of the city. This will improve protection in an area that has experienced rapid development in both residential and commercial properties, extensive increase in traffic, and an expanding city footprint from annexation with numerous additional residences planned in the future. | OTHER | | | | 1,500,000 |
| SCBA (Air Packs) | To replace all SCBA that will exceed it's service life as set forth by NFPA & manufacture's standards in 2023 | GEN FUND | | | 270,000 | 270,000 |
| Structural Firefighting Gear | Replace expiring structural firefighting gear that will exceed it's useable life as set forth by NFPA & manufacture's standards in 2023 | GEN FUND | | 100,000 | | 100,000 |
| Building Security | The fire station lacks practical security features that creates a risk to both personnel and office/records management. Currently, anyone that walks into the bay area through an open garage door may access the office area, kitchen, or bunk rooms (entire station) without passing through any locked doors (it is not practical to keep the garage doors down at all times). This poses a significant security and safety issue for employees. It is not uncommon for random visitors to enter the station and yell a request for assistance, including a recent incident where someone came in off the street after midnight as the ambulance left and used a station phone to call 911. The crews that were in their bunkrooms were notified by Walton County 911 that a stranger was in the station and that Monroe Police were being dispatched to handle the situation. This would allow for the installation of an electronic lock system similar to those found on other city buildings and prevent this from occurring. | GEN FUND | 17,500 | | | 17,500 |
| Fire Quint (Ladder) | Purchase new Quint apparatus (ladder truck equipped with a pump) to function as a front-line replacement to the aerial platform that was manufactured in 2001. | GEN FUND | | | | |
| Training Facility | Improvements to the Fire training facility | GEN FUND | 10,000 | | | 10,000 |
| Fire Total | | | 127,500 | 100,000 | 770,000 | 1,997,500 |

Natural Gas

Gas Main Renewal - \$300,000 Replacement of existing steel mains due to corrosion and/or bare steel. Replacement is determined from annual leak surveys of the gas system.

Gas Main Extensions - \$250,000 For future growth in our gas territory along with needed pressure or flow improvements in our current system.

Truck Replacement - \$62,979 Replacement of the 1984 GMC flatbed truck currently used to pull directional boring rig. 138,000 miles plus

Equipment Trailer for Excavator - \$16,380 Replacement of two undersized equipment trailers. We have had two broken axles and broken wheel hubs due to overload.

Expansion to Eastside of County into Morgan County - \$1,000,000 Expansion in the Good Hope area for additional chicken houses along Chandler Rd & Hestertown Rd.

NATURAL GAS

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|---------------------------------|---|---------------|------------------|----------------|----------------|----------------|----------------|------------------|
| Equipment Trailer | Trailer for excavator | UTILITIES CIP | 16,380 | | | | | 16,380 |
| Gas Main Renewal | Determined by the leak survey & low CP readings for annual surveys. | UTILITIES CIP | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| Main Extension | System expansion | UTILITIES CIP | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 1,250,000 |
| Truck | Ford F450 Service Body | UTILITIES CIP | 62,979 | | | | | 62,979 |
| Expansion to eastside of County | Expansion to eastside of Walton County into Morgan County | UTILITY BOND | 1,000,000 | | | | | 1,000,000 |
| Gas Total | | | 1,629,359 | 550,000 | 550,000 | 550,000 | 550,000 | 3,829,359 |

Parks



Park Maintenance & Rehabilitation - \$364,900 The Park Maintenance aspect is part of the City taking over the Walton County park system and expanding the system to include other areas. This is contingent on the timing and approvals of projects as the City decides to move forward with each park and its rehabilitation. The City will be as proactive as possible on this project, depending on funding availability and timing with agreements.

Zero Turn Mower - \$12,000 This is for a replacement mower for the oldest mower with the grounds crew. Mowers are shared between grounds crews for maintaining facilities, rights-of-way, and or public areas. This is an every odd year purchase as a replacement as we usually get 4 years per mower before replacing.

Sunshades - \$25,000 This is for the inclusion of sunshade structures at different locations in the parks as rebuilds take place. The decision was to put in place benches and equipment, then asses the areas of need for shade structures. The plan will be to add a couple at Pilot Park, Mathews Park, and then over the slides at Childers Park for the 2021 budget year.

Restroom Facilities - \$130,000 This is for the addition of 2 set in place restroom facilities at various park locations to be determined by assessed needs. The initial plan for these 2 will be to place 1 at Pilot Park and then potentially to place 1 at Childers Park or add as an additional restroom at Mathews Park sometime later in 2021. I expect this cost to be lower than requested based on the style and size selected, but this matches the cost of the restroom being placed at Mathews Park as approved by Council in 2020.

Town Green - \$100,000 Design & engineering phase of Town Green improvements

PARKS

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|-------------------------|--|----------------|----------------|------------------|----------------|----------------|---------------|------------------|
| Park Rehabilitation | Rehabilitation of existing parks to include landscaping, equipment, and operation including Town Green | SPLOST | 364,900 | 150,000 | 125,000 | 100,000 | | 739,900 |
| Zero Turn Mower | Replacement mower for cutting of grounds, right-of-ways, parks, etc. | GEN FUND | 12,000 | | 12,000 | | 12,000 | 36,000 |
| Sunshades | Added structures for shade at selected park benches for different parks during rehabilitation phases. | SPLOST | 25,000 | 25,000 | 15,000 | 10,000 | 10,000 | 85,000 |
| Restroom Facilities | Prefabricated restroom facilities & structures placed at various parks based on needs assessment. | SPLOST | 130,000 | 130,000 | 65,000 | | | 325,000 |
| Town Green Improvements | Design & engineering phase of Town Green improvements | SPLOST | 100,000 | | | | | |
| | Construction phase of Town Green improvements | OTHER | | 2,000,000 | | | | |
| Parks Total | | | 631,900 | 2,305,000 | 217,000 | 110,000 | 22,000 | 1,185,900 |

Police Department



Vehicles - \$45,000 new for 2021 We have explored ways to improve our fleet’s ability, while searching for a best practice of overall fleet management. We are working with Enterprise to establish a 10 year plan that focuses on Vehicle/Officer/Citizen safety, cost effectiveness and over effective management of our fleet that keeps our fleet safe, well maintained and properly aligned.

Vehicles - \$264,443 Continued Capital Lease of new police vehicles (years 2018-2020)

Report Management -\$56,569 We recently made the change to Spillman software for our RMS (Record Management System). Spillman is the most fluid and interconnected RMS available to us at this time. It allows instant communication with Walton County Dispatch and exchange of information between other agencies in Walton County. With CAD (Computer Aided Dispatch) being used between dispatch and officers, it will show real time location and speed for when officers are doing a vehicle stop, serving a warrant, or even a vehicle pursuit. It allows for precise data collection and is an extremely valuable tool when dealing with the public by showing the most important data we have on who we encounter such as warrants, violent histories, and criminal history. This will aide officers with safety and the additional tools needed to be more aware of who they are dealing with and their entire history. This is year two of a five year capital lease.

POLICE

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|----------------------------|---|--------------|----------------|----------------|----------------|----------------|----------------|---------------|------------------|
| 2018 Lease Police Vehicles | 2018 Capital Lease of 9 additional vehicles (6 Chevrolet Tahoes, 2 Silverado, and 1 Dodge Durango) for patrol division in order to keep all patrol personnel outfitted with new vehicles and phase out older fleet vehicles due to having excessive high mileage. The lease program is a 10 year plan with an end goal to fully replace the entire fleet for Monroe Police Department | GEN FUND | 87,793 | 47,555 | | | | | 135,348 |
| 2019 Lease Police Vehicles | 2019 Capital Lease of 6 additional Chevy Tahoes for Uniform Patrol to replace older vehicles currently in the fleet | SPLOST | 66,113 | 66,113 | 35,811 | | | | 168,037 |
| 2020 Lease Police Vehicles | 2020 Capital Lease of 8 additional Chevy Tahoes to continue to update current fleet in Uniform Patrol as well as for planned additional officers to be added to the division. Lease of 2 additional Dodge Durango for Criminal Investigation Division. | GEN FUND | 110,537 | 110,537 | 110,537 | 48,763 | | | 380,374 |
| 2021 Lease Police Vehicles | 2021 New Capital Lease of 8 additional Chevy Tahoes to continue to update current fleet in Uniform Patrol as well as for planned additional officers to be added to the division. (received mid year) | GEN FUND | 45,000 | 88,229 | 88,229 | 88,229 | 45,000 | | 354,687 |
| 2022 Lease Police Vehicles | 2022 - Lease of 8 additional Chevy Tahoes to continue to update current fleet in Uniform Patrol as well as for planned additional officers to be added to the division. (received mid year) | GEN FUND | | 45,000 | 88,229 | 88,229 | 88,229 | 45,000 | 354,687 |
| Report Management System | Year two of five year Capital Lease of report management system for Police Department. The Monroe Police Department would like to convert to Spillman Technologies for report writing and citations. We will also be sharing CAD (Computer Aided Dispatch) with Walton County Dispatch. | GEN FUND | 56,569 | 56,569 | 56,569 | 56,569 | | | 226,276 |
| Police Total | | | 366,012 | 414,003 | 379,375 | 281,790 | 133,229 | 45,000 | 1,619,409 |

Sewer

Sewer Main Rehab - \$100,000 Rehab of any problematic sewer mains along the City's sewer system. This would be determined based off sewer call logs, sewer spills or backups, or TV'ed mains determined to be faulty.

Sewer Extensions - \$100,000 To fund any sewer expansion that may be necessary to reach a development or commercial business

Equipment Trailer for Excavator - \$8,190 Replacement of the undersized equipment trailer. We've had two broken axles and broken wheel hubs due to overload.

Final Clarifier Clean Out - \$20,000 Labor & equipment to remove the sludge/grit and clean out two secondary clarifiers for inspection.

Equipment Replacement - \$150,000 Fund needed for major repairs/replacements for equipment at either the sewer plant and/or the Ammons Bridge or Vine Street lift stations that can't be predicted.

Trickling Filter Pump - \$40,000 New replacement pump for the trickling filter wet well. The current pump is an original piece of equipment and not currently pumping to its original efficiency.

WasteWater Treatment Plant Rehab - \$2,500,000 Replacement of front end of plant including barscreens and grit removal system, and a solids handling building to include a belt press. Also conversion of one digester from anaerobic to aerobic and replacement of the gas safety equipment on the remaining digester until full plant upgrade at a later date.

SEWER

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|--|--|---------------|------------------|------------------|------------------|------------------|----------------|------------|-------------------|
| Application/Design 2022 CDBG submittal | TBD | UTILITIES CIP | | 50,000 | | | | | 50,000 |
| Application/Design 2024 CDBG submittal | | UTILITIES CIP | | | | 50,000 | | | 50,000 |
| CDBG 2022 - Construction | If funded | UTILITIES CIP | | | 250,000 | | | | 250,000 |
| Equipment Trailer | Trailer for excavator | UTILITIES CIP | 8,190 | | | | | | 8,190 |
| Final Clarifier Clean Out | An outside party will provide labor and equipment needed to remove the sludge/grit and clean out 2 secondary clarifiers. | UTILITIES CIP | 20,000 | | 20,000 | | | | 40,000 |
| Motors, Pumps, Controls, etc. | Emergency funds for items such as pumps, motors, valves, etc. Can't predict the failure of such items. | UTILITIES CIP | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | | 750,000 |
| Sewer Main Rehab | TBD | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | | 500,000 |
| Trickling Filter Pump | Replacement of trickling filter station pumps. | UTILITIES CIP | 40,000 | | | | | | 40,000 |
| Truck Replacement | Replacement of 2004 F250 VIN# 1FTNX21L04ED36326 | UTILITIES CIP | | 50,000 | | | | | 50,000 |
| CDBG 2024 - Construction | If funded | UTILITIES CIP | | | | | 250,000 | | 250,000 |
| Sewer Extensions | Install sewer in areas not currently served | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | | 500,000 |
| Alcovy River Gravity Sewer | Alcovy river gravity sewer service line Hwy 138 | UTILITY BOND | | 2,000,000 | | 2,000,000 | | | 4,000,000 |
| WWTP Rehabilitation | WWTP Plant rehab to 5MGD | UTILITY BOND | 2,500,000 | 2,500,000 | 2,500,000 | | | | 7,500,000 |
| Sewer Total | | | 2,918,190 | 4,950,000 | 3,120,000 | 2,400,000 | 600,000 | | 13,988,190 |

Solid Waste

Commercial Garbage Truck – \$270,000 2002 Peterbilt 320 Frontload Garbage Truck with 123,914 miles. The unit is currently used as a secondary unit for backup and commercial cardboard disposal. However, it's starting to become unreliable, with high maintenance cost and service downtime! Also, this unit was taken offline in 2015 due to an accident, causing major repair cost. It had to be placed back in service, because the backup unit was in much worst shape!



Downtown Dumpster Corrals - \$150,000 Most design is complete on various areas to install brick commercial dumpster corrals to serve downtown businesses. Land acquisition or leases have to be completed and construction may commence thereafter. The corrals are anticipated areas just behind the Broad Street businesses, alleyways and secondary streets and parking lots.

Transfer Station Scales –\$100,000 The Fairbanks Scale System is the original scales when the transfer station was constructed and has survived the life of the facility. However, with the increased traffic flow the past several years, they've produced high maintenance issues and generating major repairs cost. The pricing includes a Driver Assist Terminal or Kiosk to process weight tickets un-attended and concrete repair.

Recycling Carts –\$70,000 Purchase 15,000 (65) gallon roll out carts. The goal is to increase our recycling volume for 2021. The unit number represents participation rate for curbside recycling collection at 25%. Each participating customer will receive the cart. **Note: With the inclusion of glass collection and marketing, we anticipate a significant increase in diversion rates in 2021.**

Transfer Station Improvements – \$150,000 Resurface the other half of tipping floor at \$130,000 to overlay approximately 1,400 SF of covered area, with 2" thickness, using the product: EucoFloor 404. The product is designed to extend the life expectancy of a concrete tipping floor up to 15 years. The floor has areas of deterioration causing sink holes, ruts, and overall rough and unsafe surface. Also, the poor condition is accelerating the wear and tear on the rubber solid tires and blades on the loader. The additional funding will include an automated gate system for the transfer station entrance at \$15,000 to help facilitate un-attended or after hour, hauler traffic flow. Also, facility upgrades to comply and meet GA-EPD new guidelines for solid waste facilities.

SOLID WASTE

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|-----------------------------------|--------------------------------------|--------------|----------------|---------------|---------------|------|------|------------|----------------|
| Commercial Garbage Truck | Commercial garbage truck replacement | SPLOST | 270,000 | | | | | | 270,000 |
| Pickup Truck | Pickup truck purchase | SW CIP | | 35,000 | | | | | 35,000 |
| Recycling Carts | 65 gallon roll out carts | SW CIP | 70,000 | | | | | | 70,000 |
| Replace Scales - Transfer Station | Replace scales | SW CIP | 100,000 | | | | | | 100,000 |
| Transfer Station Improvements | Transfer Station improvements | SW CIP | 150,000 | 25,000 | 25,000 | | | | 200,000 |
| Downtown Dumpster Corrals | Downtown Dumpster Corrals | SW CIP | 150,000 | | | | | | 150,000 |
| Solid Waste Total | | | 740,000 | 60,000 | 25,000 | | | | 825,000 |

Stormwater

Stormwater Drain/Retention Pond Rehab - \$100,000 This project is for the rehabilitation of selected drainage and retention ponds in the system. Those selected come from the city-maintained list of locations and their condition based on yearly deterioration. This is an expense that should be split between both city and contractor labor based on the complexity of the rehabilitation.

Stormwater Infrastructure - \$50,000 This project is for the addition and placement of new infrastructure as the system and city expands. This covers inlets, pipes, culverts, riprap, grading, curbing, gutters, etc. based on the needs of particular areas. This is an expense that should be split between both city and contractor labor based on the complexity of the project.

Skid Steer - \$85,000 This is the purchase of a skid steer (TL12R2) for use with stormwater construction and maintenance projects. Currently the department uses other equipment as available or rents when needed. This would greatly reduce the issue of delaying projects based on equipment availability and this unit would operate mulching heads to clear and rehabilitate ponds in the system.

CDBG 2020 Construction - \$706,579 This is the match portion of the CDBG project awarded to the City for the rehabilitation of the system on Felker Street, Mobley Circle, Colquitt Street, Cherokee Avenue, and East Washington Street. This includes complete system replacement and engineering services for the design of the project.

Truck - \$60,000 This is for the purchase of a F450 or Dodge 4500 (based on pricing) stormwater truck to replace the older truck that was brought over upon the swap with utilities. This is also needed to pull the equipment being requested and trailers with better ease than the existing F350. This truck can also be used during leaf season to pull the new leaf vacuum trailer in the future and assist with all aspects of streets projects

Mulching Head - \$32,000 This is in tandem with the Skid Steer purchase as this is the mulching head that will help clear and rehabilitate ponds in the system, and can also be used to clear brush from hillsides and areas of need around the City when not in use for stormwater projects.

STORMWATER

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|---|---|----------------|------------------|----------------|----------------|----------------|----------------|------------|------------------|
| [-] CDBG 2020 - Construction | Felker, Mobley Cir, Colquitt, Hubbard, Cherokee Av & E Washington Streets | UTILITIES CIP | 706,579 | | | | | | 706,579 |
| [-] FAE Mulching Head | Used to mulch trees in storm ponds | UTILITIES CIP | 32,000 | | | | | | 32,000 |
| [-] Skid Steer | Skid steer for stormwater/construction crews | UTILITIES CIP | 85,000 | | | | | | 85,000 |
| [-] Storm Drain/Retention Pond Rehab | TBD | UTILITIES CIP | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | | 500,000 |
| [-] Storm Infrastructure/Pipes/Inlets, etc. | | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | | 250,000 |
| [-] Truck | F450 or equivalent | UTILITIES CIP | 60,000 | | | | | | 60,000 |
| Stormwater Total | | | 1,033,579 | 150,000 | 150,000 | 150,000 | 150,000 | | 1,633,579 |

Streets & Sidewalks



Assessment of Roadways - \$10,000 This project will allow The Barnhardt Group to continue their annual inspection of 1/3 of our city’s center lane mileage. The inspection will give us a Pavement Condition Index number that essentially scores each street surveyed. This will allow for making the appropriate decisions with funding to decide which type of application each street needs to better preserve our infrastructure.

Milling Head - \$25,000 This purchase funded by SPLOST will allow for a more efficient approach to pothole and road repair. Instead of digging the damaged material from the road and having an unusable product, the milling head will allow a timely repair and produce millings which can be used in other various areas.

N. Wayne Street Streetscape - \$250,000 The City is coordinating with adjacent property owners of parking lots to do a public-private venture to create additional public parking spaces and enhance stormwater drainage systems and beautification of the area with treescapes. Preliminary design and construction planning are in the works to be followed by construction of the parking lot and adjoining streetscaped sidewalks on each side of N. Wayne Street from W. Spring St. to W. Highland Ave.

Hwy 78 Eastbound on-ramp - \$300,000 This project is for phase 1 of a joint city-county-state project for the eventual redesign and construction of the Hwy 11/78 overpass and interchange. Phase 1 may consist of working with GDOT on a northbound merge lane from the westbound offramp and potential protective right-of-way acquisition.

Roadway Striping - \$40,000 This project will allow a contractor to come in and improve the striping on various streets throughout the city. Where we typically have restriped using normal type road paint, beginning last year we started using a thermoplastic material. Using this material will increase visibility and reflectivity, as well as provide a much more durable product.

Marable Street to City Hall Streetscape/TAP - \$167,000 This will be for continued engineering on the approved TAP grant project that will streetscape the remaining section on N. Broad from Marable St to East Highland to N. Lumpkin St.

Paving Projects - \$56,000 This project will provide the funding for smaller paving projects needed throughout the city. This type of project is more intense than normal deep patching, but not as detailed as a full overlay.

LMIG Paving - \$202,000 The LMIG project is our annual overlay project for the year. The funding for this comes from the state and is based on center lane mileage. In this project, the City will provide

the funding for the material and Walton County will provide the labor during the overlay process. This funding will allow for approximately 2 miles of roadway to be resurfaced, patched, and striped.

New Sidewalk Construction - \$50,000 This project will allow for new sidewalks to be constructed within the city. At contractor pricing this should allow for roughly .5 miles of new construction.

Street & Sidewalk Rehabilitation - \$45,000 This project will allow for failing street sections and failing sidewalks to be repaired throughout the city. This will more than likely be handled by in house staff.

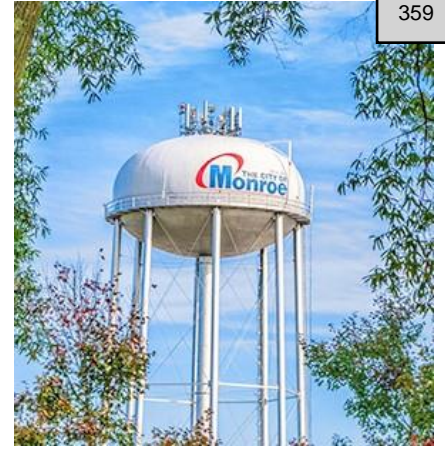
HA5 Seal Coating - \$60,000 This particular project is unique being that it is only provided by Blount Construction. We used this particular project on Highland Ave. and Wayne St this past year. It essentially seals the existing pavement while providing the needed friction for proper stopping. We as staff have been thoroughly impressed with the product and believe it will be a useful asset as we continue to improve our infrastructure.

Truck - \$60,000 The purchase of this truck will provide needed means of transportation to the Street Division. One of the current trucks within the division will be used primarily in the pulling of the new leaf trailer thus creating a void within the fleet.

STREETS

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOUR | 2021 | 2022 | 2023 | 2024 | 2025 | FUTURE YRS | PROJ TOTAL |
|---|---|--------------|------------------|------------------|------------------|----------------|---------------|------------|------------------|
| Assessment Of Roadways | Hire consultant to assess the condition of the asphalt covering 1/3 of the the total center lane mileage each | GEN FUND | 10,000 | 10,000 | 10,000 | 10,000 | | | 40,000 |
| Boom Mower | Boom Mower | SPLOST | | | 154,000 | | | | 154,000 |
| Joint Transportation | 78 Eastbound on-ramp/Joint Transportation | SPLOST | 300,000 | | | | | | 300,000 |
| | Hwy 11/78 interchange improvements/Joint | SPLOST | | 750,000 | | | | | 750,000 |
| | 78 Westbound on-ramp/Joint Transportation | SPLOST | | | 100,000 | | | | 100,000 |
| LMIG/Paving | LMIG-Overlay roughly 2 center lane miles of city streets | SPLOST/GRANT | 202,000 | 200,000 | 200,000 | 200,000 | | | 802,000 |
| Michael Etchison Connector | Michael Etchison Connector | SPLOST | | | 1,200,000 | | | | 1,200,000 |
| Milling Head | Milling Head | SPLOST | 25,000 | | | | | | 25,000 |
| Mini Excavator | Mini Excavator | SPLOST | | | 75,000 | | | | 75,000 |
| New Sidewalks | Construct new sidewalks throughout the city | SPLOST | 50,000 | 85,000 | 85,000 | 85,000 | | | 305,000 |
| Other Paving Projects | Other Paving Projects | SPLOST | 56,000 | 56,000 | 56,000 | 56,000 | | | 224,000 |
| Single Axle Dump Truck | Single Axle Dump Truck | SPLOST | | | 85,000 | | | | 85,000 |
| Skid Steer Loader | Skid Steer Loader | SPLOST | | | | 85,000 | | | 85,000 |
| Street And Sidewalk Rehab | Repair or replace existing Street & Sidewalk | SPLOST | 45,000 | 45,000 | 45,000 | 45,000 | | | 180,000 |
| Striping | Striping | SPLOST | 40,000 | 40,000 | 40,000 | 40,000 | | | 160,000 |
| TAP-Marable St to City Hall Streetscape | TAP-Marable St to City Hall Streetscape | SPLOST/GRANT | 167,000 | 166,000 | | | | | 333,000 |
| Truck | Truck | SPLOST | 60,000 | | 45,000 | | | | 105,000 |
| Wayne Street Streetscape | Wayne Street Streetscape | SPLOST | 250,000 | | | | | | 250,000 |
| Zero Turn Mower | Zero Turn Mower | GEN FUND | | 15,000 | 15,000 | | | | 30,000 |
| HA5 seal coating | Apply HA5 mineral bond to various streets throughout | SPLOST | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | | 300,000 |
| Hwys & Streets Total | | | 1,265,000 | 1,427,000 | 2,170,000 | 581,000 | 60,000 | | 5,503,000 |

Water



Infrastructure Replacement - \$250,000 Fund needed for major repairs/replacements for equipment at either the water plant and/or the Alcovy River or John T. Briscoe reservoir pumping stations that can't be predicted

Membrane Filters - \$25,000 Annual replacement of membrane filters of the water plant.

30" Raw Water Line - \$1,760,000

Fire Hydrant Replacement - \$55,000 City will continue its hydrant replacement into 2021. This project started 4 years ago to replace all RD Woods hydrants throughout the water system. Replacement helps with the City's ISO rating as well.

Water Line Expansion - \$150,000 Expansion of water distribution system or replacement of undersized mains to provide adequate water and fire protection.

Water Main Rehabilitation - \$125,000 Emergency replacement of water mains to be determined by leak reports and/or call logs. Also any main size increase due to low volume or pressure improvements.

Water Meters - \$56,500 Replacement meters as aging meters fail calibrations. These meters will also be used to replace the old 60W meters installed before our recent meter changeout.

Service Renewals - \$200,000 Replacement of water services from water main to meter. Replacing the old black poly service lines with new Municipex pipe.

Fire Hydrant Security - \$50,000 Purchase hydrant locks to prevent theft of water. These will be placed on hydrants within the County. We experience theft in this area due to landscapers, water tanks, etc. filling up with a County meter on a City hydrant.

Equipment Trailer for Excavator - \$8,190 Replacement of the undersized equipment trailer. We've had two broken axles and broken wheel hubs due to overload.

WATER

| PROJECT NAME | PROJECT DESCRIPTION | FUNDING SOURCE | 2021 | 2022 | 2023 | 2024 | 2025 | PROJ TOTAL |
|--|--|----------------|------------------|------------------|------------------|----------------|----------------|-------------------|
| Application/Design 2022 CDBG submittal | TBD | UTILITIES CIP | | 25,000 | | | | 25,000 |
| Application/Design 2024 CDBG submittal | | UTILITIES CIP | | | | 25,000 | | 25,000 |
| CDBG 2022 - Construction | If funded | UTILITIES CIP | | | 250,000 | | | 250,000 |
| Equipment Trailer | Trailer for excavator | UTILITIES CIP | 8,190 | | | | | 8,190 |
| Fire Hydrant Replacement | Continue replacing RD Woods hydrants to new standards. Essential to ISO rating | UTILITIES CIP | 55,000 | 55,000 | 55,000 | | | 165,000 |
| Fire Hydrant Security | Hydrant locks to prevent theft of water | UTILITIES CIP | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Infrastructure Repair/Replacement | Emergency funds for items such as pumps, motors, valves, etc. Can't predict the failure of such items. | UTILITIES CIP | 250,000 | 150,000 | 150,000 | 150,000 | 150,000 | 850,000 |
| Membrane Filters | Membrane filters have a 10-15 year lifespan. We're currently in our 7th year and will begin to budget 90 filters each year for failing membranes. Each unit has 90 filters and a total of 12 units in plant. | UTILITIES CIP | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Service Renewals | Service renewal program to deal with aging poly service lines | UTILITIES CIP | 200,000 | 200,000 | 200,000 | 200,000 | 20,000 | 820,000 |
| Water Main Rehab | TBD based off of leak reports & call logs | UTILITIES CIP | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 625,000 |
| Water Meters | AMR Water meter replacement that test below AWWA standards and old 60W meters | UTILITIES CIP | 56,500 | 56,500 | 56,500 | 56,500 | 56,500 | 282,500 |
| Water line extensions on the system | Water line extensions on system | UTILITIES CIP | 150,000 | 125,000 | 100,000 | 100,000 | 100,000 | 575,000 |
| CDBG 2024 - Construction | If funded | UTILITIES CIP | | | | | 250,000 | 250,000 |
| Water Plant upgrades | Water plant upgrade from 10MGD to 12MGD | UTILITY BOND | 250,000 | 1,250,000 | 1,500,000 | | | 3,000,000 |
| Raw Water Line | 30" raw water main from Alcovy River to water treatment plant to increase treatment to 12MGD | UTILITY BOND | 3,520,000 | | | | | 3,520,000 |
| Water Tank/Industrial Park | 1MG elevated water storage tank at Industrial Park | UTILITY BOND | 500,000 | 2,500,000 | | | | 3,000,000 |
| Water Tank/Northside | 1MG ground storage tank for the Walton Rd booster pump station for northside of system | UTILITY BOND | 250,000 | | 1,500,000 | | | 1,750,000 |
| Potential transmission line to Social Circle | Transmission line expansion to Social Circle | UTILITY BOND | | 1,700,000 | | | | 1,700,000 |
| Water Total | | | 5,439,690 | 6,261,500 | 4,011,500 | 731,500 | 776,500 | 17,220,690 |



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Rezone request for 1000 GA Hwy 138 from current PRD/PCD to a new configuration but remaining a mixed planned development of PRD/PCD

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: *Approve*

Background: This parcel has been dormant in the current configuration and zoning for 14 year. With changing economics and development patterns the applicant believes the changes requested would make this a more viable project in the near term.

Attachment(s): Application and supporting documents.



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: RZ-000076 362

Plan Type: Re-Zoning Request All Types

Work Classification: Request for Rezone

Plan Status: In Review

Apply Date: 10/08/2020

Expiration:

Location Address

Parcel Number

1000 HWY 138, MONROE, GA 30655

M0020021

Contacts

| | |
|---|--|
| RELIANT HOMES PO BOX 2655, LOGANVILLE, GA 30052 (678)373-0536 | Applicant nbutler@relianthomes.com |
|---|--|

Description: REQUEST FOR REZONE FROM PRD/PCD TO PCD/PRD CHANGING MASTER PLAN - P&Z MTG 11/17/20 @5:30 PM - COUNCIL MTG 12/8/20 @6:00 PM 215 N BROAD ST

| | |
|-----------------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|-----------------------------------|-----------------|
| Commercial Rezone or Variance Fee | \$200.00 |
| Total: | \$200.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$200.00 |
| Check # 12450 | \$200.00 |
| Amount Due: | \$0.00 |

Condition Name

Description

Comments

Abbi Adkins

Issued By:

October 08, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date



215 N Broad St Monroe GA 30655
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER RZ-000076-2020

- I. LOCATION 1000 Hwy 138 Monroe GA 30655
 COUNCIL DISTRICT District 1 & 7
 MAPNUMBER _____
 PARCEL NUMBER M0020021
- II. PRESENT ZONING PRD/PCD REQUESTED ZONING PCD/PRD
- III. ACREAGE 123.921 PROPOSED USE PCD/PRD
- IV. OWNER OF RECORD MFT Land Investments, LLC
 ADDRESS PO Box 2655 Loganville, GA 30655
 PHONE NUMBER 678.373.0536

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
 - 1. A description of all existing uses and zoning of nearby property
A-1, A-2, B-3
 - 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification None
 - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$971,000.00
 - 4. The value of the property contained in the application for rezoning under the proposed zoning Classification To be determined

- 5. A description of the suitability of the subject property under the existing zoning classification
The property is not fully utilized for it's location based on the current zoning classification.

- 6. A description of the suitability of the subject property under the proposed zoning classification of the property
The property better utilized given it's location and additional commercial used with the single family residential components as presented.

Rezoning/Annexation Application
 Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property
Vacant

- 8. The length of time the property has been vacant or unused as currently zoned
14 Years

- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification
The property has had several designs for SFR developments and commercial developments none of which have ever been started.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

See Exhibit "A"

Rezoning/Annexation Application
Page Three (3)

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]
Address PO Box 2655 Loganville, GA 30655
Phone Number 678.373.0536

Attorney/Agent (signature) _____
Address _____
Phone Number _____

Personally appeared before me the above applicant named _____ who on oath says that he/she is the _____ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 10/7/2020 (Date)
My Commission Expires 10/31/2020



Rezoning/Annexation Application
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- ___ the maximum gross square footage of building area
- ___ the maximum lot coverage of building area
- ___ the minimum square footage of landscaped area
- ___ the maximum height of any structure
- ___ the minimum square footage of parking and drive areas
- ___ the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- ___ the maximum number of residential dwelling units
- ___ the minimum square footage of heated floor area for any residential dwelling unit
- ___ the maximum height of any structure
- ___ the minimum square footage of landscaped area
- ___ the maximum lot coverage of building area
- ___ the proposed number of parking spaces
- ___ on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- ___ yes no Applicant site plan indicates a variance requested
- ___ for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- ___ any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

- ___ 1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- ___ 2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- ___ 3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- ___ 4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- ___ 5. Information that the special circumstances are not the result of the actions of the applicant.
- ___ 6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
- ___ 7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application
Page six (6)

COMMENTS

Please see the attached River Village packet for further information on the proposed development.

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: _____ Date: _____

EXHIBIT "A"

Tract One:

All that tract or parcel of land lying and being in Land Lot 13 of the 4th Land District, Walton County, Georgia, as shown on that survey for Marie Green by Kenneth C. Sims, RLS #1783, dated 11/14/86, which is incorporated herein by reference thereto for a more complete description, and being more particularly described as follows:

BEGINNING at an iron pin found at the southeasterly corner of Land Lot 13 of the 4th Land District and the southwesterly corner of Land Lot 5 of said District and the northwesterly corner of Land Lot 4 of said District and the northeast corner of Land Lot 4 of said District; thence from said iron pin found, which is the TRUE POINT OF BEGINNING, running South 63 degrees 33 minutes 19 seconds West 631.0 feet to an iron pin; thence continuing South 58 degrees 55 minutes 59 seconds West 2137.7 feet to an iron pin found designated as Point "B"; thence from said Point "B", continuing South 50 degrees 55 minutes 59 seconds West 95.30 feet to a point in the centerline of the Alcovy River, thence running in a northerly and northwesterly direction along the centerline of the Alcovy River to a point, which point is South 63 degrees 19 minutes East a distance of 95 feet from iron pin designated as Point "B"; Point "B" may be reached from Point "A" by measuring the following courses and distances: North 04 degrees 48 minutes East 155.15 feet to a point, North 08 degrees 48 minutes East 376.4 feet to a point, North 17 degrees 50 minutes East 272.4 feet to a point, North 09 degrees 78 minutes East 252.7 feet to a point, North 02 degrees 08 minutes East 170.8 feet to a point, North 19 degrees 31 minutes West 261.7 feet to an iron pin designated as Point "B"; thence from said point in the centerline of the Alcovy River, measuring North 63 degrees 19 minutes East 95 feet to an iron pin previously designated as Point "A"; thence continuing North 63 degrees 19 minutes East 292.2 feet to an iron pin; thence North 67 degrees 04 minutes East 242.8 feet to an iron pin; thence North 85 degrees 44 minutes East 203.4 feet to an iron pin; thence North 29 degrees 54 minutes 15 seconds West 1041.73 feet to an iron pin; thence North 79 degrees 28 minutes 50 seconds East 1125.0 feet to an iron pin; thence South 28 degrees 31 minutes 10 seconds East 1554.45 feet to an iron pin; thence continuing South 30 degrees 54 minutes 53 seconds East 95.55 feet to an iron pin, which iron pin is the TRUE POINT OF BEGINNING. Said tract containing 78.930 acres according to the above survey.

Tract Two:

All that tract or parcel of land lying and being in the County of Walton, State of Georgia, located in Land Lot 5, 3rd Land District and Land Lot 13, 4th Land District, Brooks G.M.D. containing 45.531 acres, more or less, according to a plat of survey entitled "SURVEY FOR HARRY M. ARNOLD, JR. AND DAVID THOMPSON" dated October 16, 1991, prepared by Sims Surveying Co., Kenneth C. Sims, Georgia Registered Professional Land Surveyor No. 1783, recorded in Plat Book 53, Page 166, Walton County Clerk of Superior Court records. Reference is hereby made to said plat of survey and the same is incorporated herein for a more complete description of the within described property.

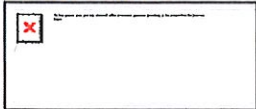
Ned Butler

From: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Sent: Monday, October 5, 2020 4:32 PM
To: Ned Butler
Subject: RE: Utility Letters request

Ned,
Water, Sewer & Gas are available. Electric is Walton EMC. Telecommunication could possibly be available. Would you like to discuss the telecom options before I submit the letter?

Thanks,

Vashon Tuggle-Hill
Utilities Administrative Assistant
City of Monroe
Vtuggle@Monroega.gov
770-266-5382



From: Ned Butler <nbutler@relianthomes.com>
Sent: Monday, October 5, 2020 3:42 PM
To: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Subject: Utility Letters request

Vashon,

I hope this finds you doing well. I have a request for two utility letters for rezones we are submitting next week.

The first is a project rezoned several years ago which Monroe had already planned the utilities for the project so it should not be an issue. The number of lots has not changed it is still 325 lots and the site plan is attached for Rivers Edge.

The second letter is for 123 are site located on Hwy 138 with a planned 269 single family lots, 130 assisted living units and 3 commercial out parcels. That site plan is attached as well.

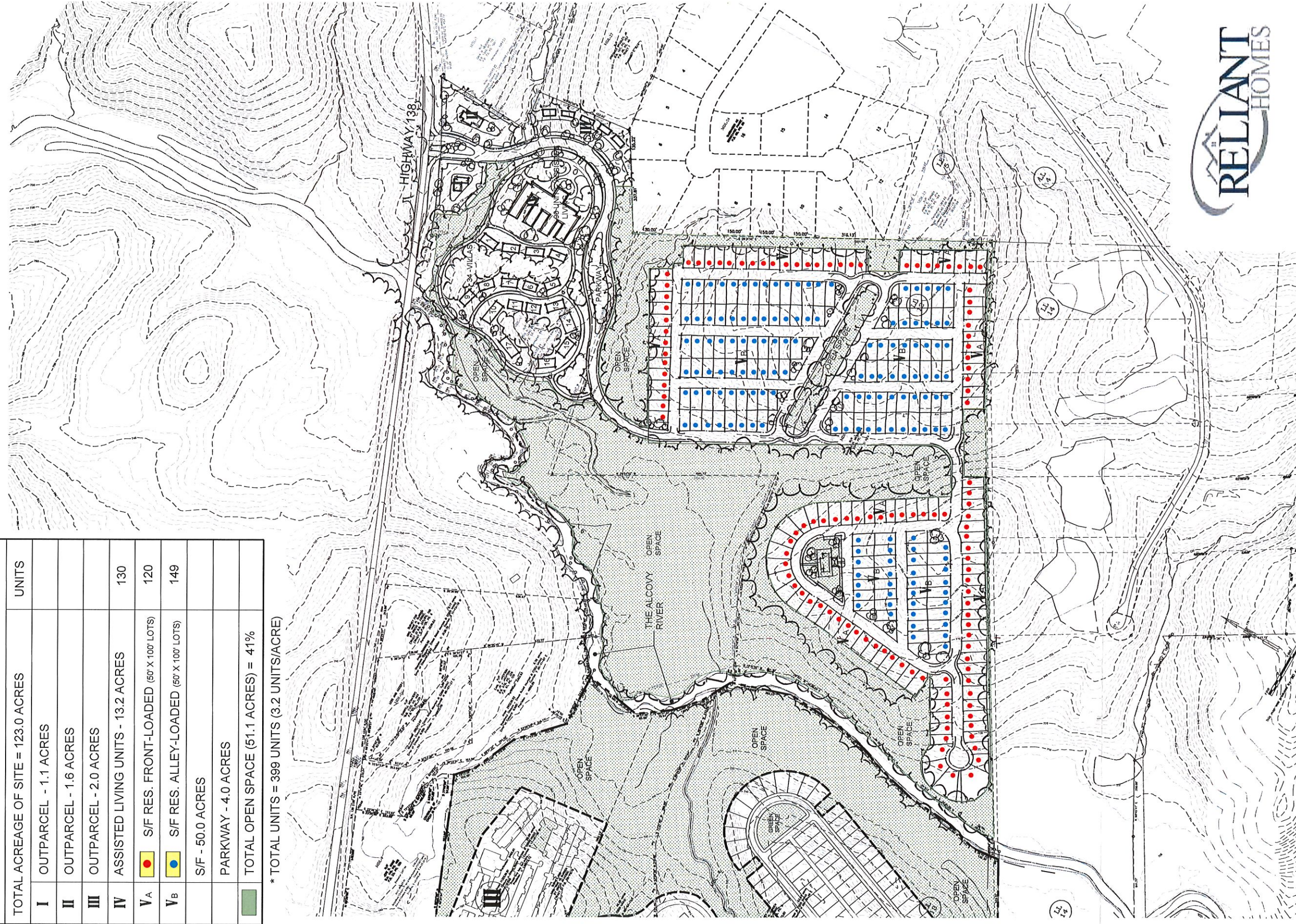
If possible can I get these letters this week?

Please call my cell with any questions or concerns at 770-601-8583 or email to nbutler@relianthomes.com.

Ned Butler | Reliant Homes
Direct 678.373.0536 | PO Box 2655 Loganville, GA 30052
nbutler@relianthomes.com | www.relianthomes.com

| TABULATION CHART | | UNITS |
|-------------------------------------|---|-------|
| TOTAL ACREAGE OF SITE = 123.0 ACRES | | |
| I | OUTPARCEL - 1.1 ACRES | |
| II | OUTPARCEL - 1.6 ACRES | |
| III | OUTPARCEL - 2.0 ACRES | |
| IV | ASSISTED LIVING UNITS - 13.2 ACRES | 130 |
| V_A | S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B | S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| | S/F - 50.0 ACRES | |
| | PARKWAY - 4.0 ACRES | |
| | TOTAL OPEN SPACE (51.1 ACRES) = 41% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



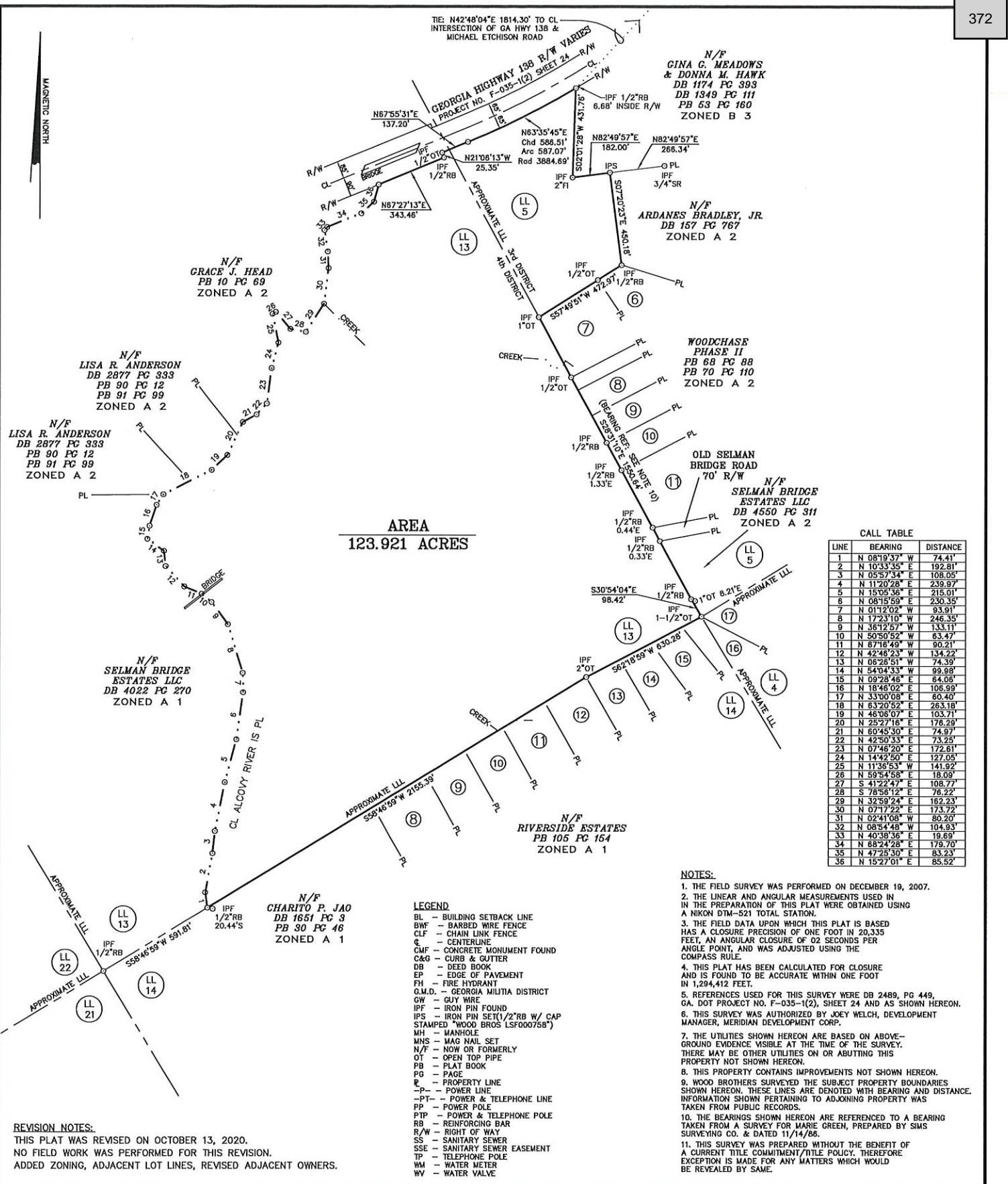
Preliminary Master Plan
123 Acre Site
 Monroe, Georgia



September 29, 2020



SCALE IN FEET



AREA
123.921 ACRES

CALL TABLE

| LINE | BEARING | DISTANCE |
|------|---------------|----------|
| 1 | N 08°19'37" W | 74.41' |
| 2 | N 10°33'35" E | 192.81' |
| 3 | N 05°57'34" E | 108.05' |
| 4 | N 11°20'28" E | 239.97' |
| 5 | N 15°05'36" E | 215.01' |
| 6 | N 08°15'59" E | 230.35' |
| 7 | N 01°12'02" W | 93.91' |
| 8 | N 17°23'10" W | 246.35' |
| 9 | N 36°12'57" W | 133.11' |
| 10 | N 50°50'52" W | 63.47' |
| 11 | N 87°16'49" W | 90.21' |
| 12 | N 42°46'23" W | 134.22' |
| 13 | N 06°26'51" W | 74.39' |
| 14 | N 54°04'33" W | 89.98' |
| 15 | N 09°28'46" E | 64.05' |
| 16 | N 18°46'02" E | 106.99' |
| 17 | N 33°00'08" E | 60.40' |
| 18 | N 63°20'52" E | 263.18' |
| 19 | N 46°06'07" E | 103.71' |
| 20 | N 25°27'16" E | 176.29' |
| 21 | N 60°45'30" E | 74.97' |
| 22 | N 42°50'33" E | 73.25' |
| 23 | N 07°46'20" E | 172.61' |
| 24 | N 14°42'50" E | 127.05' |
| 25 | N 11°36'53" W | 141.92' |
| 26 | N 59°54'58" E | 18.09' |
| 27 | S 41°22'47" E | 108.77' |
| 28 | S 78°56'12" E | 76.22' |
| 29 | N 32°59'24" E | 162.23' |
| 30 | N 07°17'22" E | 173.72' |
| 31 | N 02°41'08" W | 80.20' |
| 32 | N 08°54'48" W | 104.93' |
| 33 | N 40°38'36" E | 19.69' |
| 34 | N 68°24'28" E | 179.70' |
| 35 | N 47°25'30" E | 83.23' |
| 36 | N 15°27'01" E | 85.52' |

- LEGEND**
- BL - BUILDING SETBACK LINE
 - BWF - BARBED WIRE FENCE
 - CLF - CHAIN LINK FENCE
 - CL - CENTERLINE
 - CMF - CONCRETE MONUMENT FOUND
 - C&G - CURB & GUTTER
 - DB - DEED BOOK
 - EP - EDGE OF PAVEMENT
 - FH - FIRE HYDRANT
 - G.M.D. - GEORGIA MILITIA DISTRICT
 - GW - GUY WIRE
 - IPF - IRON PIN FOUND
 - IPS - IRON PIN SET (1/2" RB W/ CAP STAMPED "WOOD BROS LSF000758")
 - MH - MANHOLE
 - MNS - MAG NAIL SET
 - N/F - NOW OR FORMERLY
 - OT - OPEN TOP PIPE
 - PB - PLAT BOOK
 - PG - PAGE
 - P - PROPERTY LINE
 - PL - POWER LINE
 - PT - POWER & TELEPHONE LINE
 - PP - POWER POLE
 - PTP - POWER & TELEPHONE POLE
 - RB - REINFORCING BAR
 - R/W - RIGHT OF WAY
 - SS - SANITARY SEWER
 - SSE - SANITARY SEWER EASEMENT
 - TP - TELEPHONE POLE
 - WM - WATER METER
 - WV - WATER VALVE

- NOTES:**
1. THE FIELD SURVEY WAS PERFORMED ON DECEMBER 19, 2007.
 2. THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT WERE OBTAINED USING A NIKON DTM-521 TOTAL STATION.
 3. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 20,335 FEET, AN ANGULAR CLOSURE OF 02 SECONDS PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE.
 4. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1,294,412 FEET.
 5. REFERENCES USED FOR THIS SURVEY WERE DB 2489, PG 449, GA. DOT PROJECT NO. F-035-1(2), SHEET 24 AND AS SHOWN HEREON.
 6. THIS SURVEY WAS AUTHORIZED BY JOEY WELCH, DEVELOPMENT MANAGER, MERIDIAN DEVELOPMENT CORP.
 7. THE UTILITIES SHOWN HEREON ARE BASED ON ABOVE-GROUND EVIDENCE VISIBLE AT THE TIME OF THE SURVEY. THERE MAY BE OTHER UTILITIES ON OR ABUTTING THIS PROPERTY NOT SHOWN HEREON.
 8. THIS PROPERTY CONTAINS IMPROVEMENTS NOT SHOWN HEREON.
 9. WOOD BROTHERS SURVEYED THE SUBJECT PROPERTY BOUNDARIES SHOWN HEREON. THESE LINES ARE DENOTED WITH BEARING AND DISTANCE INFORMATION SHOWN PERTAINING TO ADJOINING PROPERTY WAS TAKEN FROM PUBLIC RECORDS.
 10. THE BEARINGS SHOWN HEREON ARE REFERENCED TO A BEARING TAKEN FROM A SURVEY FOR MARIE GREEN, PREPARED BY SIMS SURVEYING CO. & DATED 11/14/88.
 11. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT/TITLE POLICY. THEREFORE EXCEPTION IS MADE FOR ANY MATTERS WHICH WOULD BE REVEALED BY SAME.

REVISION NOTES:
THIS PLAT WAS REVISED ON OCTOBER 13, 2020.
NO FIELD WORK WAS PERFORMED FOR THIS REVISION.
ADDED ZONING, ADJACENT LOT LINES, REVISED ADJACENT OWNERS.

BOUNDARY SURVEY FOR
MERIDIAN DEVELOPMENT CORPORATION
LOCATED IN
LAND LOT 5, 3rd DISTRICT & LAND LOT 13, 4th DISTRICT
WALTON COUNTY, GEORGIA
THIS PLAT WAS PREPARED ON JANUARY 2, 2008.

THIS PLAT IS VALID ONLY IF IT BEARS THE REGISTRANT'S ORIGINAL SIGNATURE ACROSS THE REGISTRANT'S CERTIFICATION. WARREN S. WOOD GA. RLS #2849 MY REGISTRATION EXPIRES ON DECEMBER 31, 2008.

0' 150' 300' 600' 900'
GRAPHIC SCALE 1"=300'



PREPARED BY
WOOD BROTHERS
LAND SURVEYORS, INC.
LSP000758
P.O. BOX 477
JEFFERSON, GA. 30549
(706) 387-0075

RIVER VILLAGE

MONROE, GEORGIA

OCTOBER 2020






BUILT FOR THE LIFE AHEAD
www.reliant homes.com

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| TOPOGRAPHIC & BOUNDARY SURVEY: PAGE 4 | SINGLE-FAMILY AREAS: PAGE 19 |
| EXISTING SITE PHOTOS: PAGES 5-6 | SINGLE-FAMILY FRONT ENTRY LAND USE STANDARDS: PAGE 20 |
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| COMMERCIAL ARCHITECTURAL STYLE: PAGES 12-14 | OPEN SPACE & AMENITIES: PAGES 25-26 |
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MASTER DEVELOPMENT PLAN

| TABULATION CHART | | | |
|---|---|----------|-------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | | |
| | | ACRES | UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC | |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC | |
| I | OUTPARCEL | 1.1 AC | |
| II | CAR WASH | 1.6 AC | |
| III | OUTPARCEL | 2.0 AC | |
| IV | ASSISTED LIVING UNITS | 13.2 AC | 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | | 149 |
| | SINGLE-FAMILY - 50.0 ACRES | 50.0 AC | |
| | PARKWAY - 4.0 ACRES | 4.0 AC | |
|  | TOTAL OPEN SPACE (52 ACRES) = | 42% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



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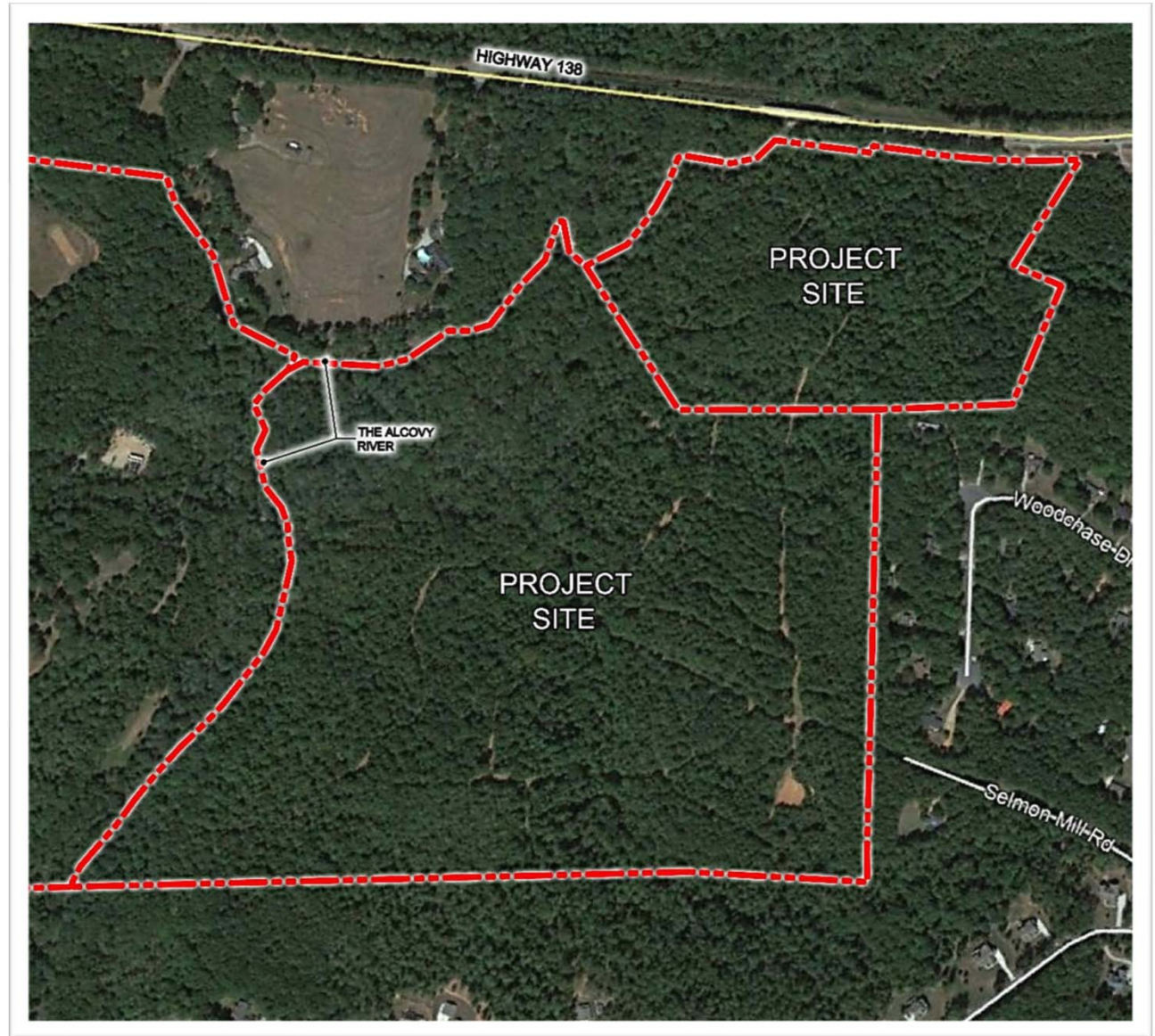
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



SITE OVERVIEW

AERIAL SITE MAP

River Village is located at US Hwy and is adjacent to the Alcovy River.



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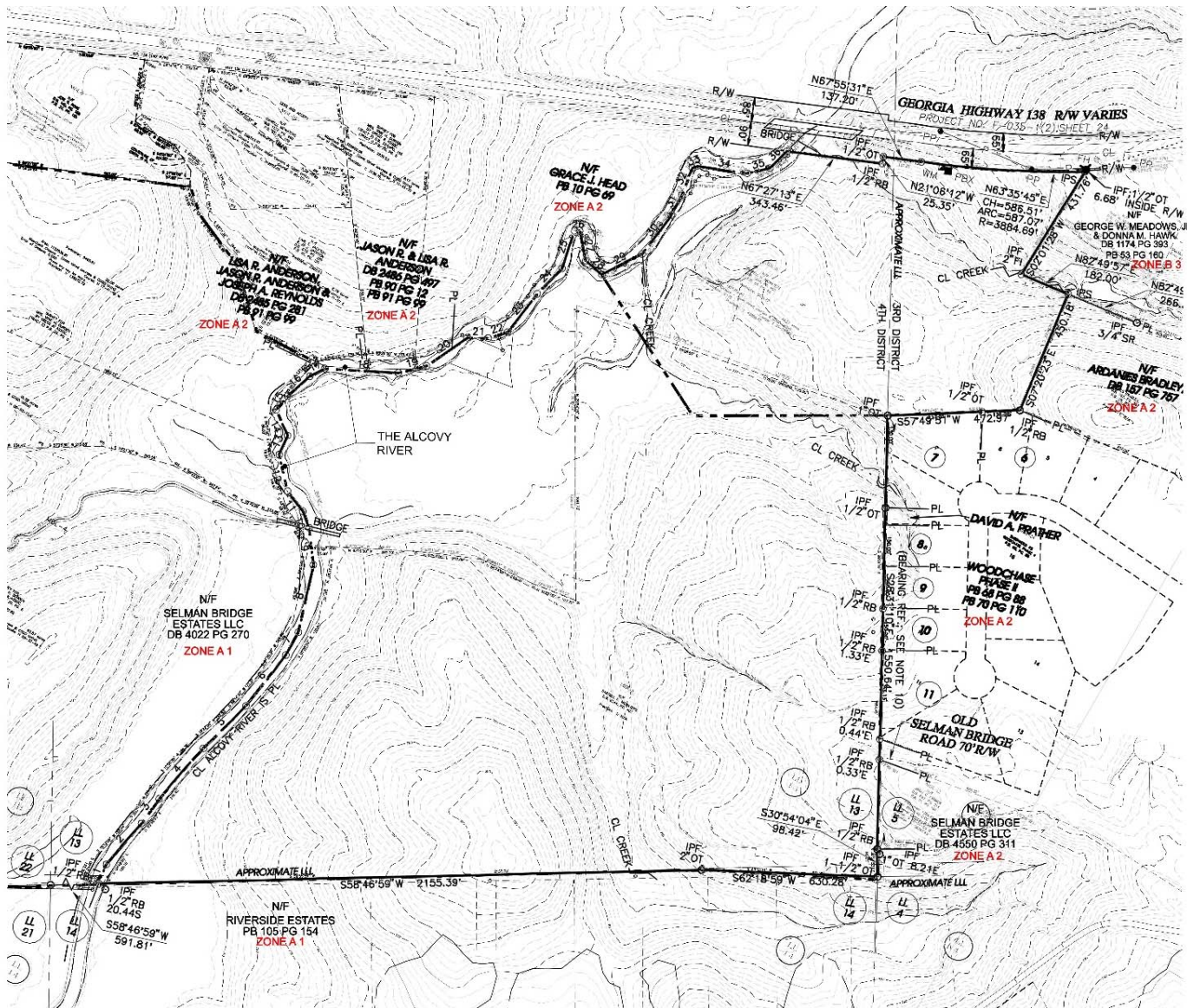
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



TOPOGRAPHIC & BOUNDARY SURVEY

EXISTING TOPOGRAPHY

- 2' - Contour Intervals



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LAND PLANNERS | LANDSCAPE ARCHITECTS
 REECE, HOOPES & FINCHER, INC.



EXISTING SITE PHOTOS



EXISTING SITE PHOTOS



VISION AND INTENT OF COMMUNITY

The vision of River Village is to create an active yet relaxing living space to call home. The goal is to build a vast living center that will balance residential product choices to include multiple lifestyles. These various residential hubs would support a small retail center within the development and include drug store, physician offices, and a car wash to name a few. The focal point will be the divided parkway which will connect to the residential hubs to the commercial center. Walking and biking trails will be planned with golf cart access throughout the community. The intent at River Village is to create a community pulse bustling with activity and pride. This will be done by creating an active lifestyle encouraging residents to enjoy the outdoors with their neighbors.

River Village is being designed to highlight the beauty of the existing development and create outdoor enjoyment centers for residents to gather. Whether walking one of the pathways with friends or fishing and kayaking on the Alcovy River, there will be plenty of options to enjoy the natural beauty that Walton County and Monroe Georgia have to offer. Pocket parks are planned throughout the community for families to gather outside. A mixture of concrete paver, and natural paths will be constructed to connect the various pods of the development to each other and the green space will highlight the extensive frontage of the Alcovy River for all residents to enjoy.

Changing market demands, new urban design ideas, cultural changes, and shifting public policy are favoring suburban mixed-use developments as preferences and attitudes change with the generations. Our community will include first-time home buyers, retirees and empty nesters looking to downsize, young adults renting their first apartment, and people looking for a place that is more than a standard neighborhood; a place to live, gather, and play.

Having an assisted living facility within the development will allow residents to care for and spend more time with aging parents that need more assistance, by having them within walking distance of kids and grandkids. By being in the center of a thriving development, our aging community will have more opportunities to enjoy an active lifestyle full of family and local community.



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VISION AND INTENT OF COMMUNITY

All structures in the community will be covered by architectural guidelines to ensure a seamless transition between phases and will highlight craftsman style homes that will include a mixture of rear entry and front entry single-family homes.

The retail buildings will also showcase the craftsman style look throughout the entire development. The retail areas, entrances and pocket parks will include abundant landscaping complementing the residential neighborhoods. All hardscape elements, signage and mailboxes will be in keeping with the architectural designs, and consistent throughout the community.





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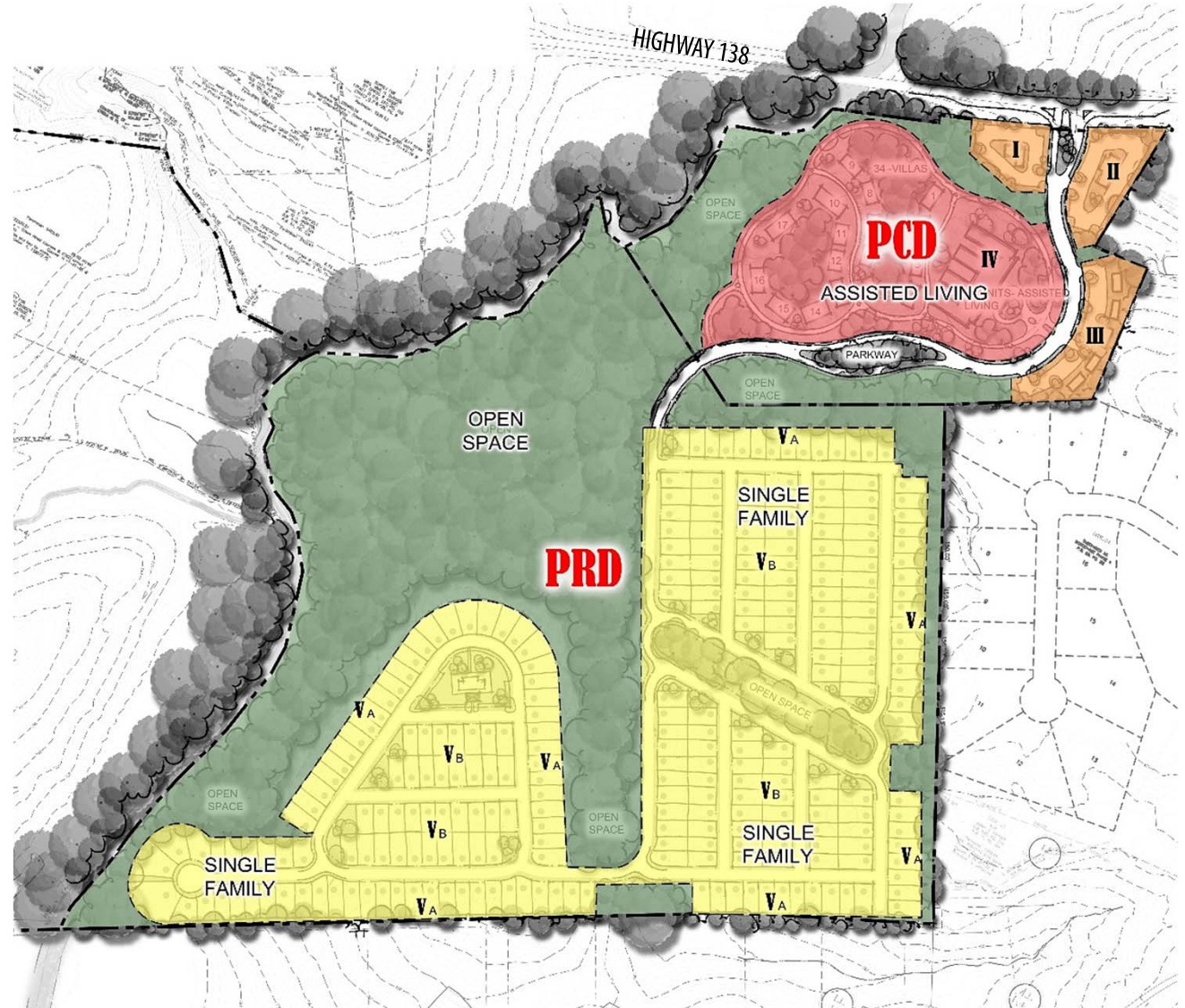
LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.





UNIFORM PLAN

| TABULATION CHART | | |
|--------------------------------------|---|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC |
| I | OUTPARCEL | 1.1 AC |
| II | CAR WASH | 1.6 AC |
| III | OUTPARCEL | 2.0 AC |
| IV | ASSISTED LIVING UNITS | 13.2 AC 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC |
| PARKWAY - 4.0 ACRES | | 4.0 AC |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



COMMERCIAL AREAS

| TABULATION CHART | | |
|--------------------------------------|---|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC |
| I | OUTPARCEL | 1.1 AC |
| II | CAR WASH | 1.6 AC |
| III | OUTPARCEL | 2.0 AC |
| IV | ASSISTED LIVING UNITS | 13.2 AC 130 |
| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC |
| PARKWAY - 4.0 ACRES | | 4.0 AC |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

COMMERCIAL:

- I = 1.1 AC.
- II = 1.6 AC.
- III = 2.0 AC.

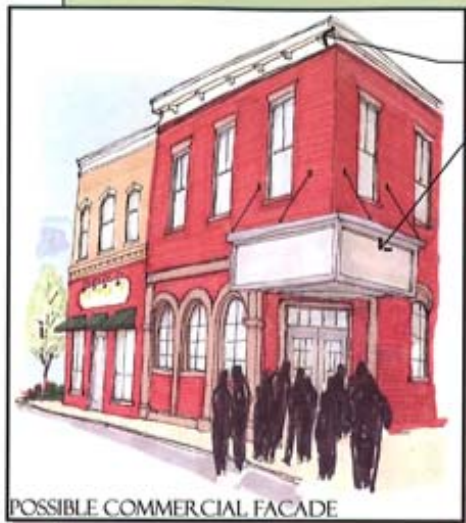


COMMERCIAL LAND USE STANDARDS

| PERFORMANCE STANDARDS | |
|---------------------------------------|--|
| PERMITTED USES: | RETAIL ESTABLISHMENTS, OFFICES, RESTAURANTS & DRIVE-THRU |
| BUILDING SETBACKS: | |
| • FRONT | 60' |
| • REAR | 50' |
| • SIDE | 10' |
| MINIMUM BUILDING SEPARATION: | 25' |
| MAXIMUM HEIGHT: | 60' |
| MAXIMUM BUILDING COVERAGE: | 70% |
| PARKING REQUIREMENTS: | |
| • RETAIL ESTABLISHMENTS | 1 PER 250 S.F. |
| • OFFICES | 1 PER 300 S.F. |
| • LANDSCAPE STRIP ADJACENT TO HWY 138 | 20' |



COMMERCIAL-ARCHITECTURAL STYLE



DEEP CORNICES
CORNER AND MAIN STREET FEATURES



LARGE OVERHANGS
DECORATIVE LIGHTS
VERTICAL VARIETY

TRADITIONAL LIGHT FIXTURES

CONTROLLED SIGNAGE AREAS
HARDSCAPE DESIGN AREAS



BREAKS IN BUILDING PLANES



COMMERCIAL-ARCHITECTURAL STYLE



POSSIBLE COMMERCIAL FACADE

MATERIAL CHANGES

DECORATIVE LIGHTS



TRADITIONAL LIGHT FIXTURES

CONTROLLED SIGNAGE AREAS

POSSIBLE COMMERCIAL FACADE



ARCHITECTURAL BASES



DEEP CORNICES

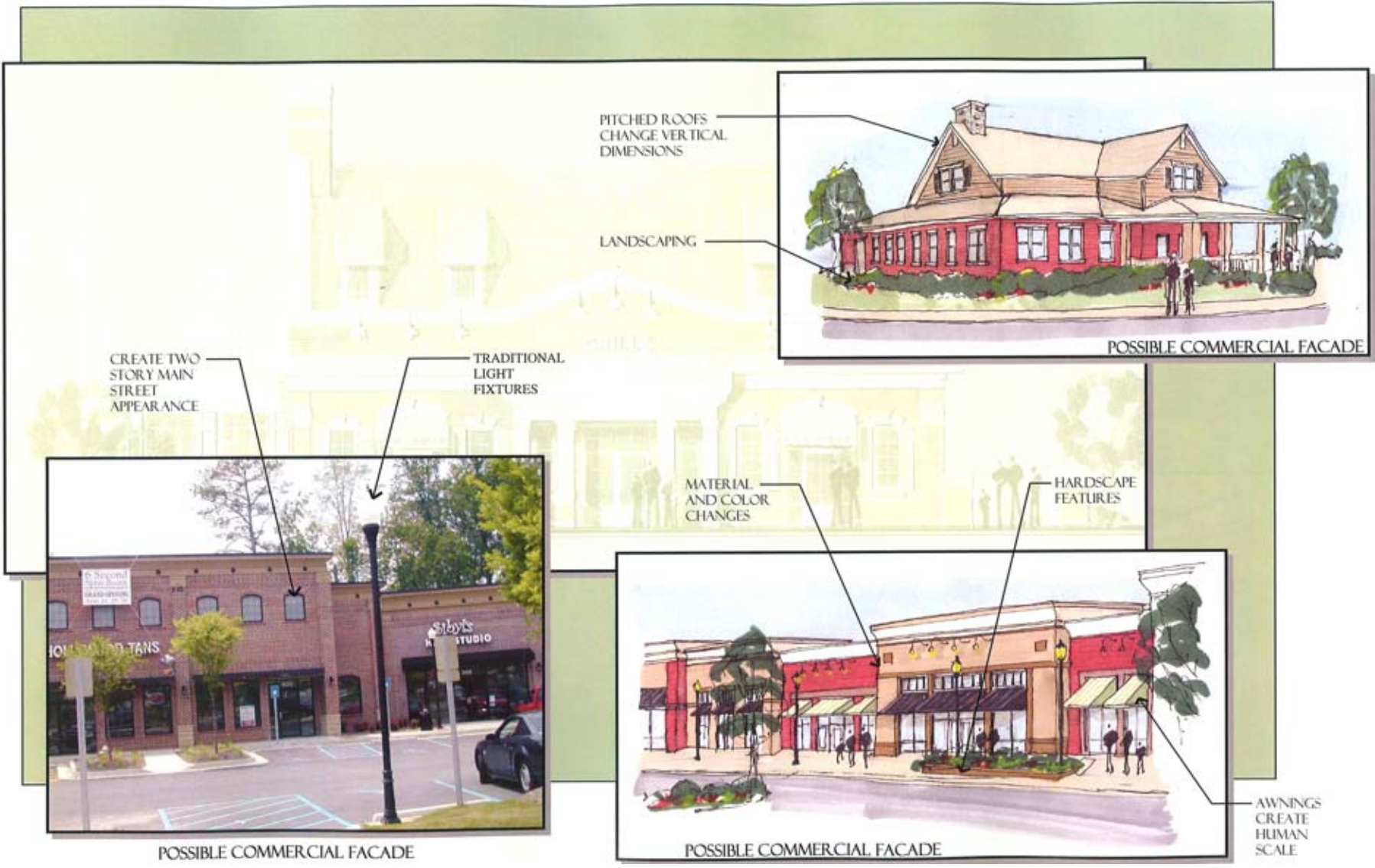
AWNINGS CREATE HUMAN SCALE

VERTICAL VARIETY

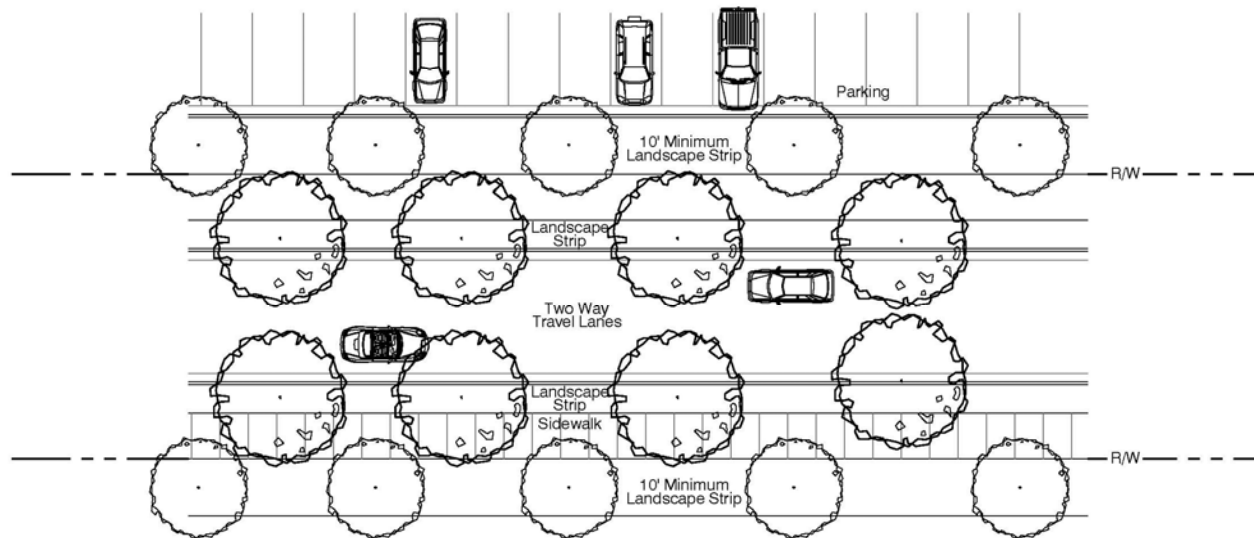
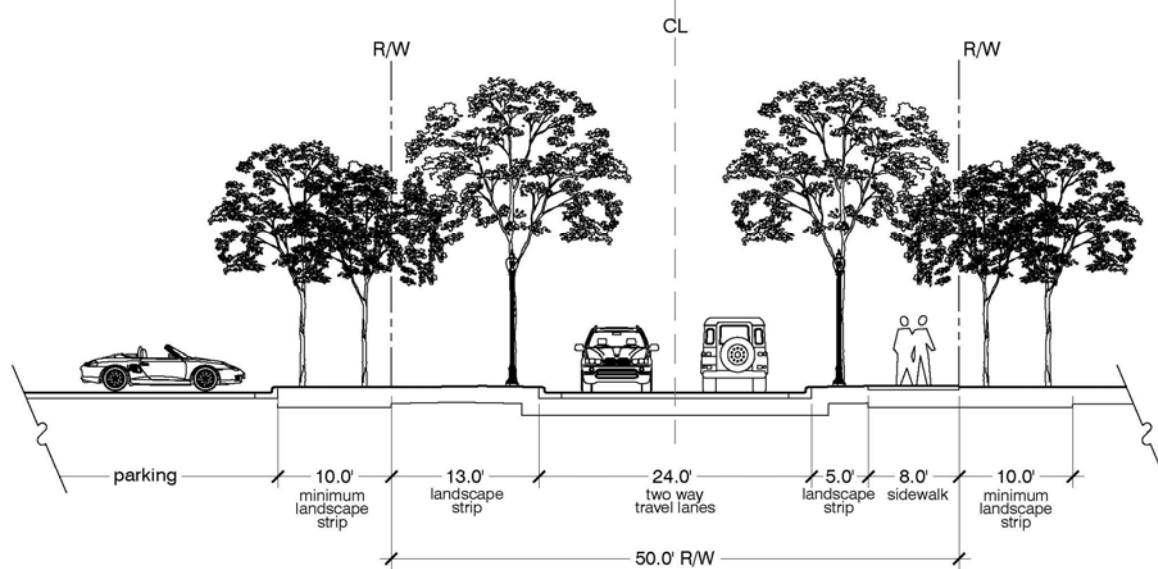
LANDSCAPING

POSSIBLE COMMERCIAL FACADE

COMMERCIAL-ARCHITECTURAL STYLE



TYPICAL STREET SECTION-COMMERCIAL



ASSISTED LIVING

| TABULATION CHART | | | |
|--------------------------------------|--|----------|-------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | | |
| | | ACRES | UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC | |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC | |
| I | OUTPARCEL | 1.1 AC | |
| II | CAR WASH | 1.6 AC | |
| III | OUTPARCEL | 2.0 AC | |
| IV | ASSISTED LIVING UNITS | 13.2 AC | 130 |
| V_A | S/F RES. FRONT-LOADED (50' X 100' LOTS) | | 120 |
| V_B | S/F RES. ALLEY-LOADED (50' X 100' LOTS) | | 149 |
| | SINGLE-FAMILY - 50.0 ACRES | 50.0 AC | |
| | PARKWAY - 4.0 ACRES | 4.0 AC | |
| | TOTAL OPEN SPACE (52 ACRES) = | 42% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

ASSISTED LIVING:

- TOTAL ACRE = 13.2 AC.



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www.relianthomes.com

LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



ASSISTED LIVING CENTER LAND USE STANDARDS

| PERFORMANCE STANDARDS | |
|---------------------------------------|---|
| PERMITTED USES: | INDEPENDENT LIVING, ASSISTED LIVING, EXTENDED CARE FACILITY |
| BUILDING SETBACKS: | |
| • FRONT | 50' |
| • REAR | 25' |
| • SIDE | 10' |
| MINIMUM BUILDING SEPARATION: | 25' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | 70% |
| PARKING REQUIREMENTS: | 1 SPACE / UNIT |
| • LANDSCAPE STRIP ADJACENT TO HWY 138 | 20' |



ASSISTED LIVING-ARCHITECTURAL STYLE





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REECE, HOOPES & FINCHER, INC.



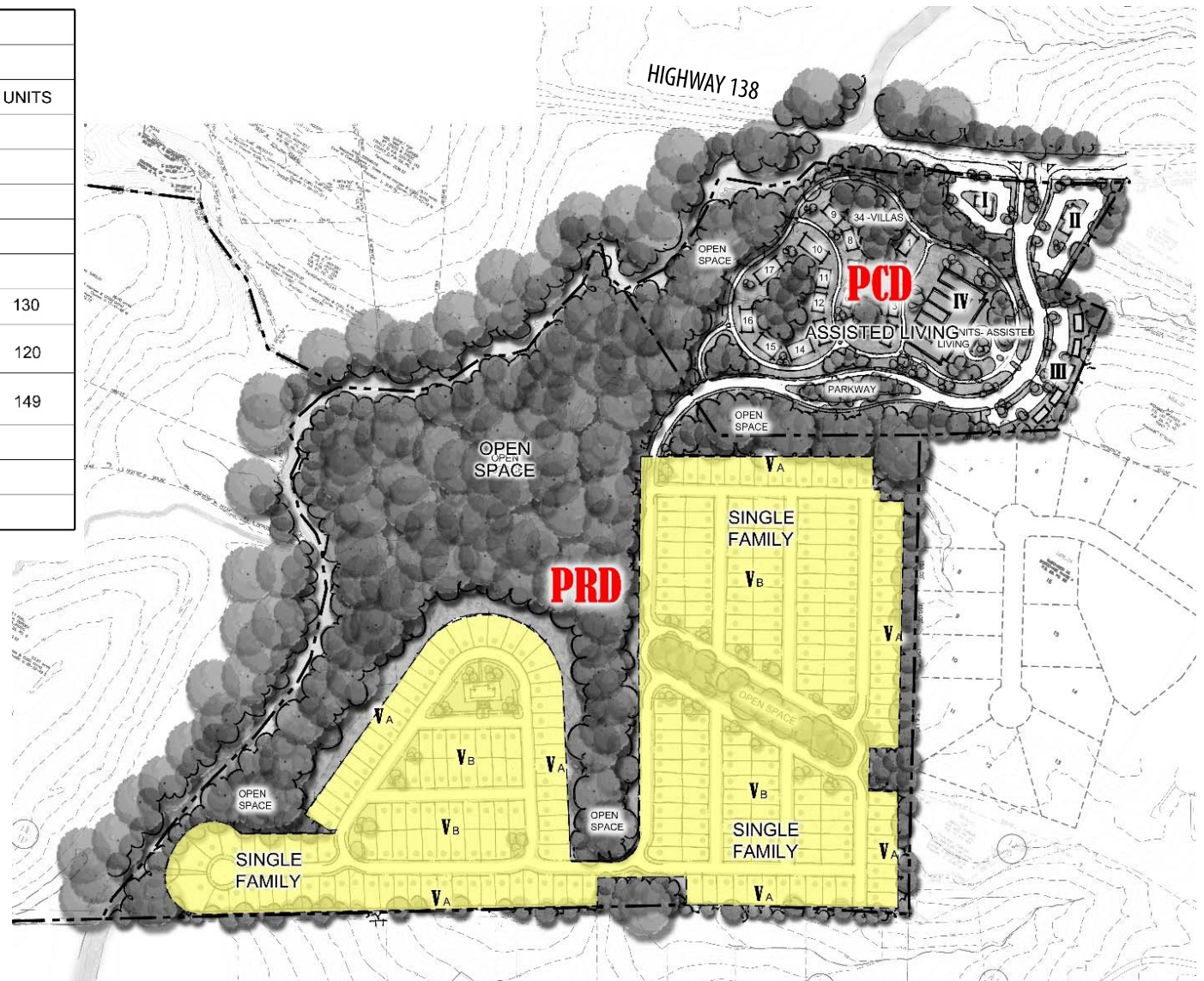
SINGLE-FAMILY AREAS

| TABULATION CHART | | | |
|--------------------------------------|---|----------|-------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | | |
| | | ACRES | UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC | |
| PRD | PLANNED RESIDENTIAL DEVELOPMENT | 95.22 AC | |
| I | OUTPARCEL | 1.1 AC | |
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| III | OUTPARCEL | 2.0 AC | |
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| V_A |  S/F RES. FRONT-LOADED (50' X 100' LOTS) | | 120 |
| V_B |  S/F RES. ALLEY-LOADED (50' X 100' LOTS) | | 149 |
| SINGLE-FAMILY - 50.0 ACRES | | 50.0 AC | |
| PARKWAY - 4.0 ACRES | | 4.0 AC | |
| TOTAL OPEN SPACE (52 ACRES) = | | 42% | |

* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)

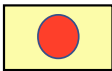
SINGLE FAMILY:

- TOTAL ACRE = 50 AC.
- TOTAL FRONT-LOADED LOTS = 120
- TOTAL ALLEY-LOADED LOTS = 149
- 3.2 UNITS / AC

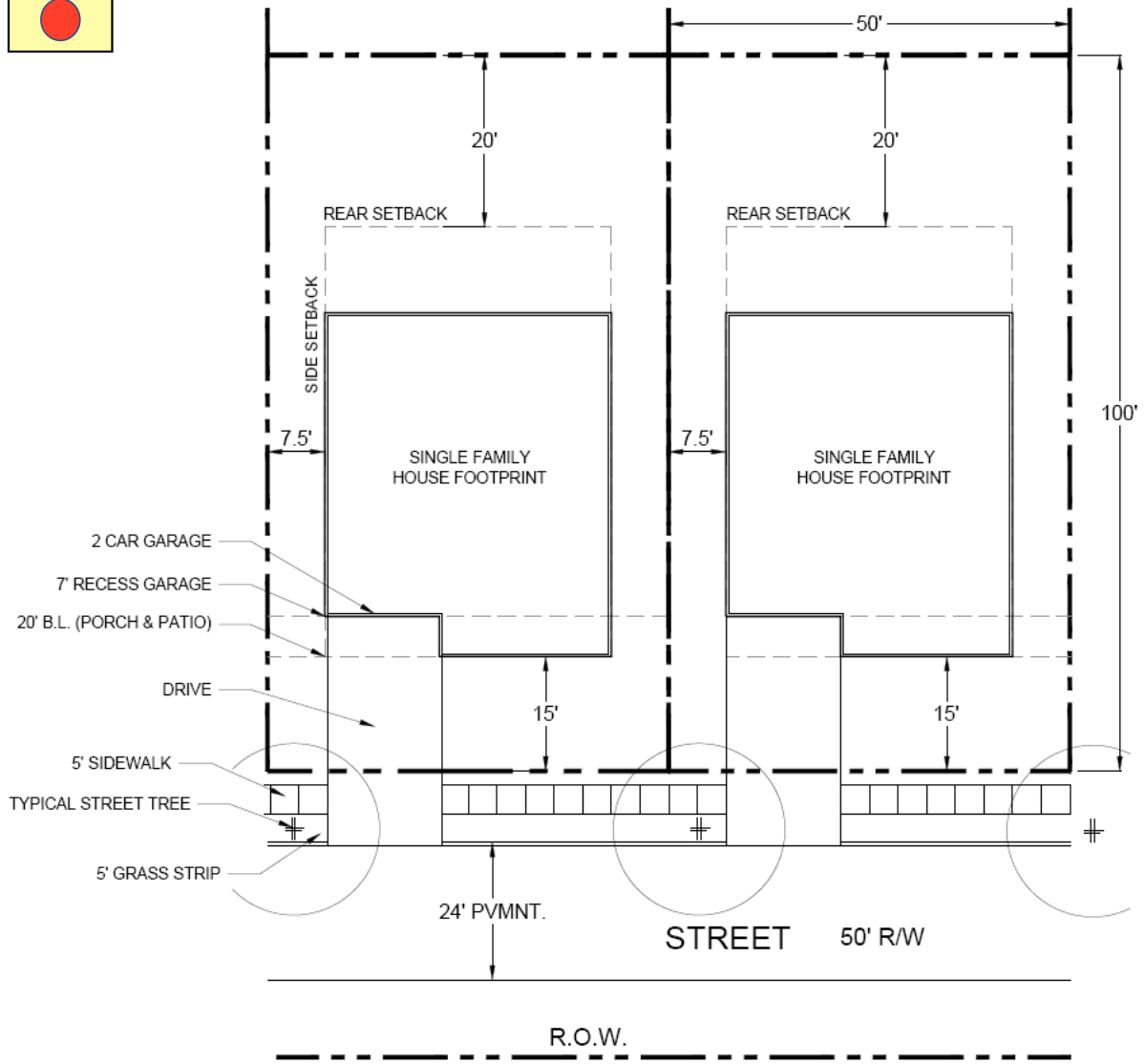


SINGLE-FAMILY FRONT ENTRY LAND USE STANDARDS

SINGLE-FAMILY FRONT ENTRY DATA CHART



| PERFORMANCE STANDARDS | |
|--------------------------------|------------------------------|
| PERMITTED USES: | SINGLE-FAMILY DETACHED HOMES |
| MINIMUM LOT SIZE: | 5,000 S.F. |
| MINIMUM LOT WIDTH: | 50' |
| BUILDING SETBACKS: | |
| • FRONT | 15' |
| • REAR | 20' |
| • SIDE | 7.5' |
| MINIMUM BUILDING SEPARATION: | 15' |
| BUFFERS AND SETBACKS: | |
| • RIPERIAN BUFFERS | 50' |
| • IMPERVIOUS SURFACE SETBACKS: | 75' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | N/A |
| PARKING REQUIREMENTS: | 2 CAR / LOT |



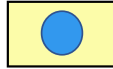
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LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.

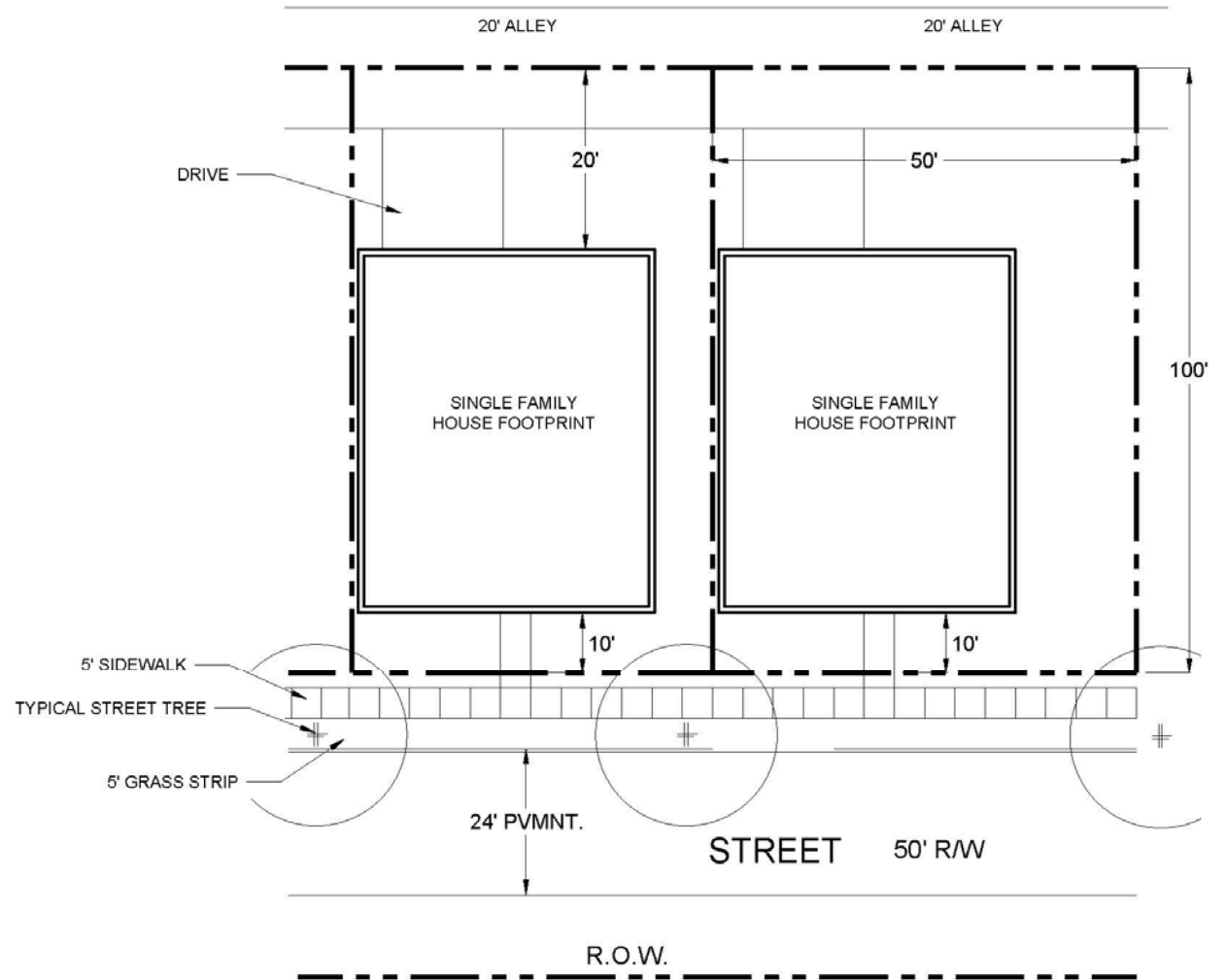


SINGLE-FAMILY REAR ENTRY LAND USE STANDARDS

SINGLE-FAMILY REAR ENTRY DATA CHART



| PERFORMANCE STANDARDS | |
|--------------------------------|------------------------------|
| PERMITTED USES: | SINGLE-FAMILY DETACHED HOMES |
| MINIMUM LOT SIZE: | 5,000 S.F. |
| MINIMUM LOT WIDTH: | 50' |
| BUILDING SETBACKS: | |
| • FRONT | 10' |
| • REAR | 20' |
| • SIDE | ZERO LOT LINE |
| MINIMUM BUILDING SEPARATION: | 10' |
| BUFFERS AND SETBACKS: | |
| • RIPERIAN BUFFERS | 50' |
| • IMPERVIOUS SURFACE SETBACKS: | 75' |
| MAXIMUM HEIGHT: | 35' |
| MAXIMUM BUILDING COVERAGE: | 60% PER LOT |
| PARKING REQUIREMENTS: | 2 CAR / LOT |

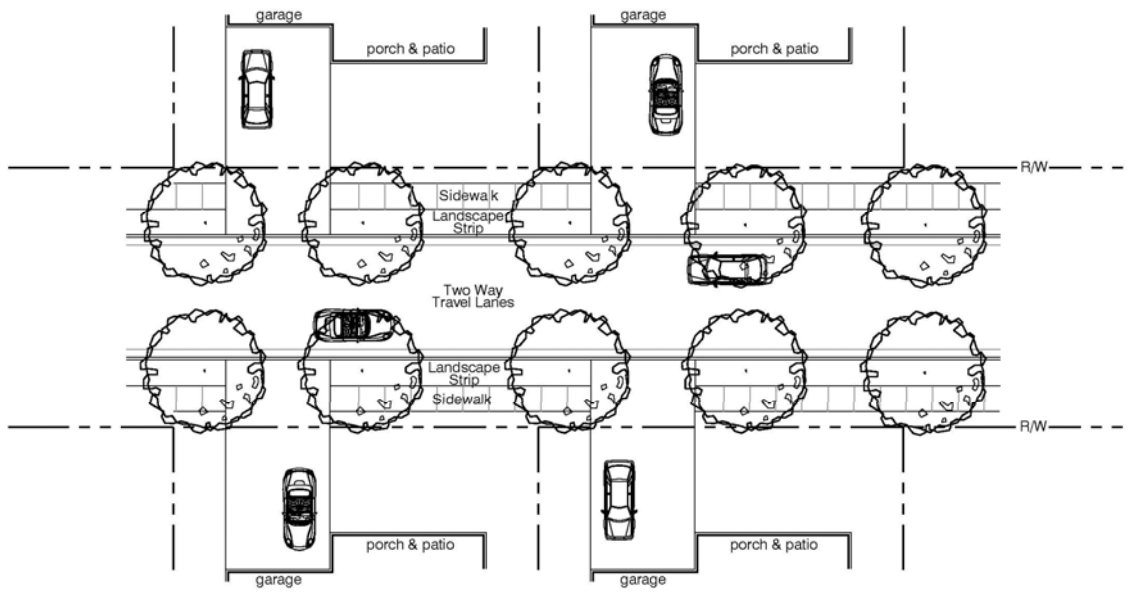
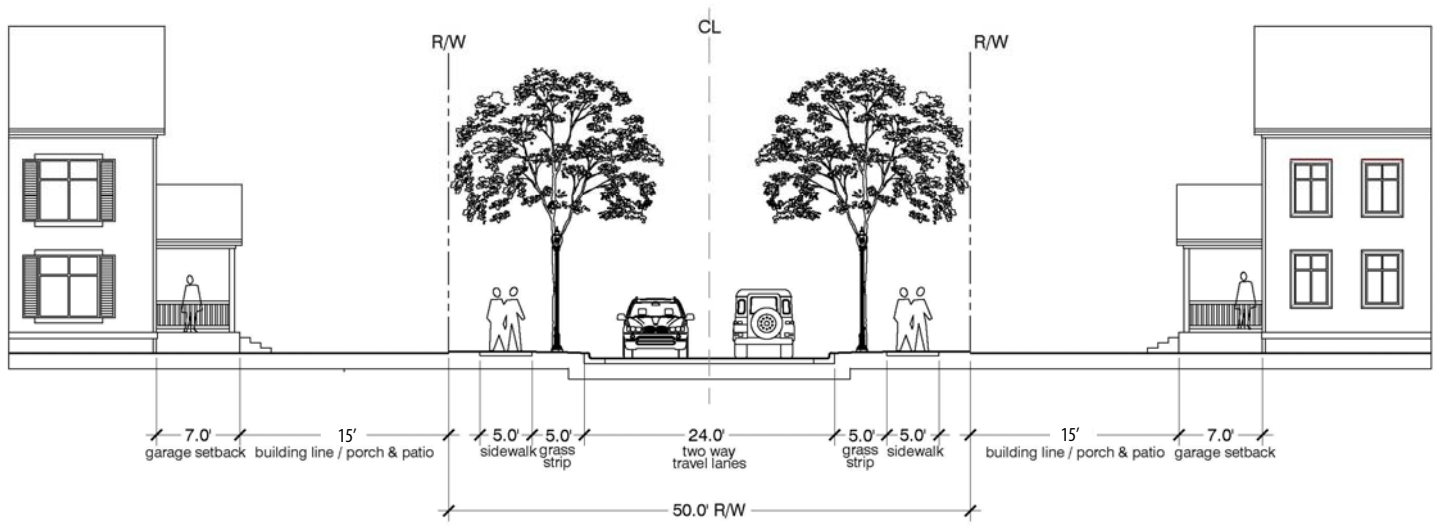


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TYPICAL STREET SECTION—SINGLE-FAMILY



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 REECE, HOOPES & FINCHER, INC.



SINGLE-FAMILY ARCHITECTURE STYLE

Single Family

- Offers small-town community living, just minutes away from restaurants, grocery stores, shopping, and HWY 138
- Elementary, middle, and high schools so close to home, it would be quicker for your children to walk there on our interconnected trail system than to get a ride from mom or dad
- Create a community that incorporates all lifestyles in a healthy fashion
- The residential sections will enjoy diverse housing options with fresh architecture designed to feel like a small-town community built around the natural environment
- Designed and built to minimize impact on existing tree line
- Immersed in trail connections allow connection to your surroundings and an active amenity center with a pool, tennis courts, and more that caters to more active lifestyles
- The thoughtfully designed homes are geared toward maximizing your living experience while minimizing inconvenience
- Open floor plans with ample natural light
- Modern farmhouse style with high quality materials



Open floor plans with quality interior finishes similar in style to image above.



Modern Farmhouse with board and batten, cementitious siding, metal accent roof and front porch. Single family homes to be similar in style to images shown.

OPEN SPACE AREAS

| TABULATION CHART | | |
|--------------------------------------|--|-------------|
| TOTAL ACREAGE OF SITE = 123.92 ACRES | | |
| | | ACRES UNITS |
| PCD | PLANNED COMMUNITY DISTRICT | 28.7 AC |
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* TOTAL UNITS = 399 UNITS (3.2 UNITS/ACRE)



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REECE, HOOPES & FINCHER, INC.



OPEN SPACE & AMENITIES

Open Space & Amenities

- Our future guests and residents will enjoy their time spent exploring the brilliant natural setting that gives our River Village development its distinctive spirit
- Miles of trails for walking and jogging connect neighborhoods, pocket parks, shopping and dining, which offers residents with an opportunity to unwind and recharge
- Vary your route to meander past streams, natural wetlands, or just stop by at a shaded bench along the way to relax and enjoy what nature has to offer
- Environmental impacts on the site are minimized utilizing the PCD and PRD zoning classification by creating an efficient land use plan that preserves over 30% of the site
- Town Green and Community Room offer unique gathering space and venue for local youth sports teams, local nonprofits, birthday parties, farmers' markets, concerts, movie nights, and more



Town Green



Outdoor Gathering Space



Farmers Market / Cornhole Events

OPEN SPACE & AMENITIES



Nature Trails



Community Gathering



Bridge Crossing on Nature Trails



Salt-Water Pool



Tennis Courts



Community Events on the Town Green



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LAND PLANNERS | LANDSCAPE ARCHITECTS
REECE, HOOPES & FINCHER, INC.



Plan to Establish Board to Enforce Community Standards

The Developer will establish and operate an Architectural Review Board for the residential portions of the community until such time as the Developer turns over such powers to the River Village Owners Association, a non-profit corporation. The River Village Property Owners Association will manage all common area maintenance, financial management and enforcement of community standards, and guidelines and regulations of the solely residential portions of the community. All planned construction must be approved by the Architectural Review Board prior to commencement, and such approvals will be subject to review of complete building plans, grading plans, and landscape designs. The Architectural Review Board will publish guidelines for approvals, and these will include architectural detail standards, materials, and colors.

The Developer will establish and operate an Architectural Review Board for the commercial/retail portions of the community until such time as the Developer turns over such powers to the River Village Commercial Property Owners Association, a non-profit corporation. The River Village Commercial Property Owners Association will manage all common area maintenance, financial management and enforcement of community standards, and guidelines and regulations of the commercial portions of the community. All planned construction must be approved by the Architectural Review Board prior to commencement, and such approvals will be subject to review of complete building plans, grading plans, and landscape designs. The Architectural Review Board will publish guidelines for approvals, and these will include architectural detail standards, materials, and colors.



Landscaping

The overall landscape concept for the development will highlight the natural conditions of the site and provide a unifying landscape design which will complement the proposed building designs. The development is designed to preserve trees in certain locations as well as bring in new planting between and in front of buildings. The landscape will take environmental features such as existing plant and tree species, topography, tree cover, and other natural features into account. Landscaping is crucial to the visual appeal and atmosphere of the development. Native Georgia plantings will be utilized to enhance the sustainability of the existing vegetation. The landscape design will further establish a positive, harmonious character within the community.

Signage

All signage in the development will comply with City of Monroe requirements.

Lighting

The community streetlights will not exceed 16 feet in height and will have a black metal finish, as required by the City of Monroe. Typical streetlight detail shown - or similar style as substitute

Note: Streetlights will be provided throughout property



COMMUNITY STANDARDS

Street Furniture

Street furniture will consist of, but not be limited to, high-quality metal benches and high-quality covered metal trashcans to accommodate a pedestrian friendly atmosphere with plenty of spaces to sit and relax in the Town Green or other open spaces throughout the community.



Ownership & Maintenance of Streets & Open Space

The streets within the development will be deeded to City of Monroe who will own and maintain them. Open Space will be owned and maintained by the River Village Property Owners Association in the residential section of the development, while Open Space within the commercial section will be owned and maintained by the River Village Commercial Property Owners Association.

ARCHITECTURAL FEATURES & THEMES

Commercial Buildings

All commercial buildings will be located at street level with front doors facing Highway 138. Transparent windows will be on all first-floor spaces. Commercial buildings will be designed to look like they were built over time rather than all at once, with varying wall projections a minimum of 12 inches in depth. The commercial buildings will feature variations in the roofline, and will use decorative elements such as crown moldings, dentils, brick soldier courses, or similar details.

Residential Buildings

The single-family detached homes will explore modern farmhouse and mill architectural characteristics consistent with the historical architecture present in the City of Monroe and consistent with the guidelines set forth in the City of Monroe.

Building Materials

The single-family detached homes will have a distinctive mix of quality materials and colors to enhance the aesthetic value of the community as a whole. Building materials will consist of asphalt shingles, cementitious siding (Hardie plank), metal accent roofs, brick & stone accents, stucco, cedar shake accents, and board and batten siding. No vinyl siding shall be used. The commercial buildings will be comprised of brick, stone, stucco, cedar shake accents, cementitious siding, and other similar high-quality materials.

Building Colors

Building colors will complement the overall aesthetic of the community and will be determined by the community's Architectural Review Board and enforced by the River Village Property Owner's Association in the residential section and by the River Village Commercial Property Owner's Association in the commercial section of the development.

Prohibited Retail Uses

This development will comply with existing City of Monroe prohibited uses





Date: October 7, 2020

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at 1000 Hwy 138, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION (Lots located within the city of Monroe)

Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon P. Hill

 City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 1000 Hwy 138 to
be rezoned from PRD/PCD to PCD/PRD
to change Master Plan**

**A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on November 17, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 1000 Hwy 138 to
be rezoned from PRD/PCD to PCD/PRD
to change Master Plan**

**A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on December 8, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

October 25, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Rezone request 302 Michael Etchison Rd. to remove the age restriction of 55+ originally indicated for the PRD

Budget Account/Project Name: NA
Funding Source: 2020 NA

Budget Allocation: NA
Budget Available: NA
Requested Expense: \$NA **Company of Purchase:** NA

Recommendation: *Approve*

Background: This property has been zoned PRD for 4 years. The developer believes this project would be better suited for development in the current market without the age restriction.

Attachment(s): Application and supporting documents.



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: RZ-000075 407

Plan Type: Re-Zoning Request All Types

Work Classification: Request for Rezone

Plan Status: In Review

Apply Date: 10/08/2020

Expiration: _____

Location Address

302 MICHAEL ETCHISON RD, MONROE, GA 30655

Contacts

| | |
|---|--|
| RELIANT HOMES PO BOX 2655, LOGANVILLE, GA 30052 (678)373-0536 | Applicant nbutler@relianthomes.com |
|---|--|

Description: REQUEST FOR REZONE FROM PRD TO PRD TO MAKE TEXT AMENDMENT TO APPLICATION REMOVING 55+ AGE RESTRICTION - P&Z MTG 11/17/20 @ 5:30 PM - COUNCIL MTG 12/8/20 @ 6:00 PM 215 N BROAD ST

| | |
|-----------------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|--------------------------------------|-----------------|
| Single Family Rezone or Variance Fee | \$100.00 |
| Total: | \$100.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$100.00 |
| Check # 12449 | \$100.00 |
| Amount Due: | \$0.00 |

| <u>Condition Name</u> | <u>Description</u> | <u>Comments</u> |
|-----------------------|--------------------|-----------------|
| | | |

Hebbie Adkinson

Issued By: _____

October 08, 2020

_____ Date

Plan_Signature_1 _____

_____ Date

Plan_Signature_2 _____

_____ Date



215 N Broad St Monroe GA 30655
(770) 207-4674 dadkinson@monroega.gov

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER RZ-000075-2020

- I. LOCATION Michael Etchinson Road
COUNCIL DISTRICT District 1 E 7
MAPNUMBER _____
PARCEL NUMBER M0030001
- II. PRESENT ZONING PRD REQUESTED ZONING PRD
- III. ACREAGE 192.15 PROPOSED USE PRD
- IV. OWNER OF RECORD Reliant Homes GA, LLC
ADDRESS PO Box 2655 Loganville, GA 30655
PHONE NUMBER 678.373.0536

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
 - 1. A description of all existing uses and zoning of nearby property
A-1, A-2, R-1
 - 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification None
 - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$900,700.00
 - 4. The value of the property contained in the application for rezoning under the proposed zoning Classification To be determined

5. A description of the suitability of the subject property under the existing zoning classification
Property currently zoned PRD with a 55+ age restriction. Current request removes that restriction.

6. A description of the suitability of the subject property under the proposed zoning classification of the property
Provides housing needs for the growing community of Monroe.

Rezoning/Annexation Application

Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property
Vacant

8. The length of time the property has been vacant or unused as currently zoned
4 Years

9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification
We are getting ready to start this project but feel it is better suited without the 55+ restriction.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

See Exhibit "A"

Rezoning/Annexation Application
Page Three (3)

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

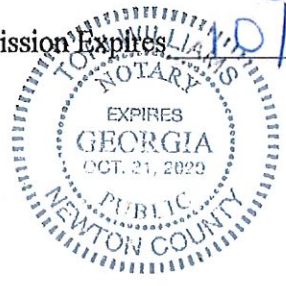
Owner of property (signature) [Signature]
Address PO Box 2655 Loganville, GA 30655
Phone Number 678.373.0536

Attorney/Agent (signature) _____
Address _____
Phone Number _____

Personally appeared before me the above applicant named _____ who on oath says that he/she is the _____ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

[Signature] (Notary Public) 10/7/2020 (Date)

My Commission Expires 10/31/2020



Rezoning/Annexation Application
Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- ___ the maximum gross square footage of building area
- ___ the maximum lot coverage of building area
- ___ the minimum square footage of landscaped area
- ___ the maximum height of any structure
- ___ the minimum square footage of parking and drive areas
- ___ the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- ___ the maximum number of residential dwelling units
- ___ the minimum square footage of heated floor area for any residential dwelling unit
- ___ the maximum height of any structure
- ___ the minimum square footage of landscaped area
- ___ the maximum lot coverage of building area
- ___ the proposed number of parking spaces
- ___ on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- ___ yes no Applicant site plan indicates a variance requested
- ___ for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- ___ any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

- ___ 1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- ___ 2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- ___ 3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- ___ 4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- ___ 5. Information that the special circumstances are not the result of the actions of the applicant.
- ___ 6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
- ___ 7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

EXHIBIT "A"

Tract One: All that tract or parcel of land lying and being in Land Lot 14, 15, and 21 of the 4th Land District, Walton County, Georgia, and containing 221.8 acres as shown on survey for John Penland by Louie D. Patrick, GRLS #1757, dated September 24, 1999, and recorded in Plat Book 81, page 194, Walton County, Georgia Records, which plat is incorporated herein by reference and made a part hereof.

Tract Two: All that tract or parcel of land lying and being in Land Lot 4 of the 3rd Land District, Walton County, Georgia, and containing 5.401 acres as shown on survey for Blue Mule Land Company, Inc. by Kenneth C. Sims, GRLS #1783, dated September 24, 1999, and recorded in Plat Book 81, page 188, Walton County, Georgia Records, which plat is incorporated herein by reference and made a part hereof.

LESS AND EXCEPT:

All that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton, located in Land Lot 15, 4th District, containing 30.000 Acres, as shown by a plat of survey entitled Boundary Survey for: Dr. Stephen Baynham, prepared by Alcovy Surveying and Engineering, Inc., certified by Ronald Calvin Smith, Georgia Registered Land Surveyor No. 2921, dated May 7, 2009, recorded in Plat Book 105, Page 79, Clerks Office, Walton Superior Court. Reference to said plat of survey and the record thereof being hereby made for a more complete description.

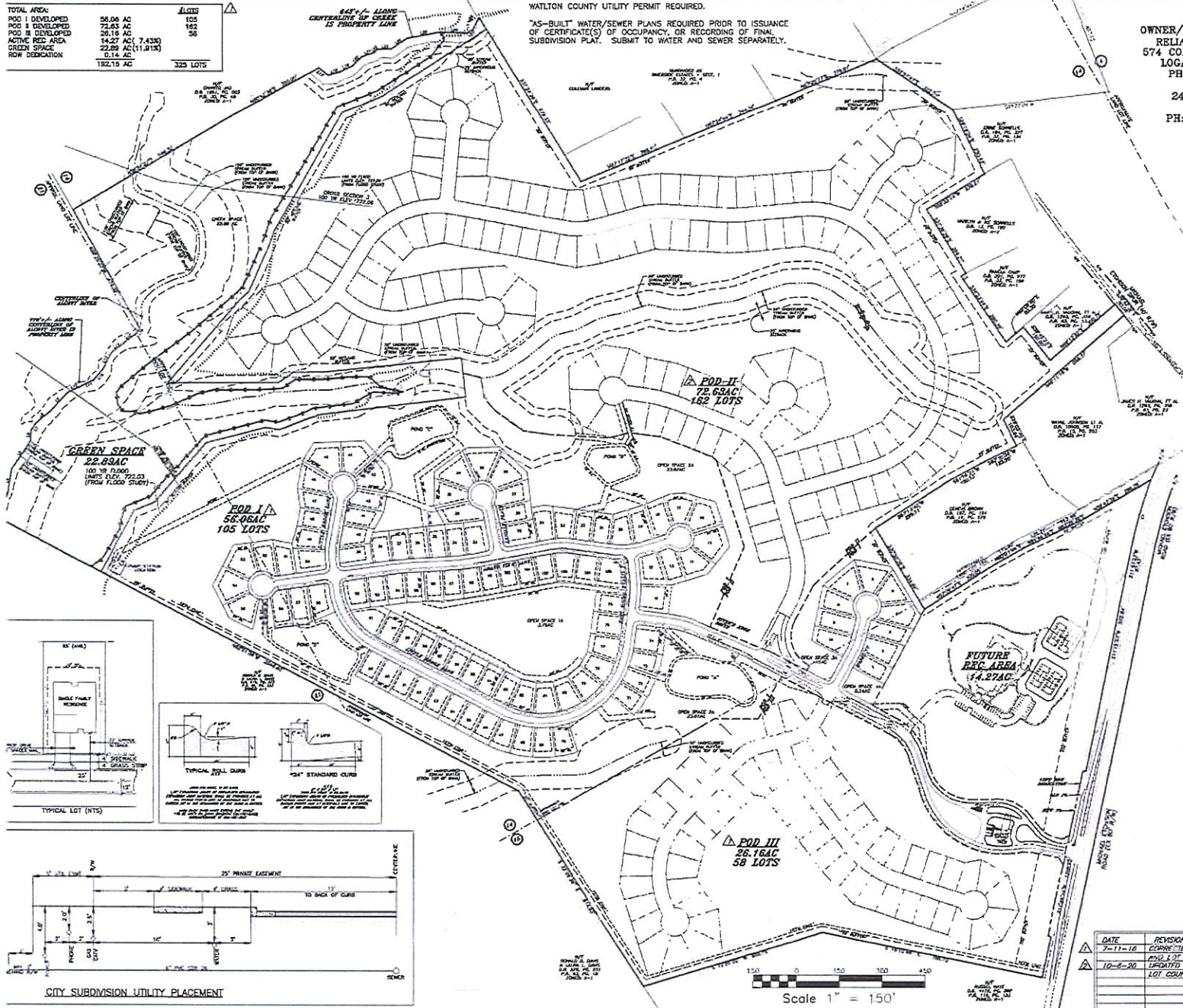
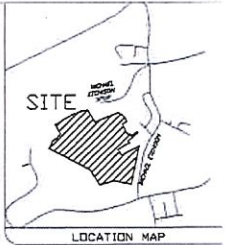
Being a portion of the property conveyed to Grantor herein by Quitclaim Deed dated November 27, 2001, recorded at Deed Book 1344, Page 43, Walton County, Georgia Records and Corrective Warranty Deed dated September 30, 2008, recorded at Deed Book 2976, Page 147, aforesaid records.

| | | |
|------------------|-------------------|----------|
| TOTAL AREA: | 56.00 AC | LOTS |
| POD I DEVELOPED | 22.83 AC | 105 |
| POD II DEVELOPED | 28.18 AC | 162 |
| ACTIVE REC AREA | 14.27 AC (7.43%) | 56 |
| GREEN SPACE | 22.89 AC (41.91%) | |
| ROW DEDICATION | 0.14 AC | |
| | 182.15 AC | 323 LOTS |

WATLON COUNTY UTILITY PERMIT REQUIRED.
 "AS-BUILT" WATER/SEWER PLANS REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE(S) OF OCCUPANCY, OR RECORDING OF FINAL SUBDIVISION PLAT. SUBMIT TO WATER AND SEWER SEPARATELY.

OWNER/DEVELOPER/APPLICANT
 RELIANT HOMES GA, LLC
 574 CONYERS RD, SUITE 200
 LOGANVILLE, GA 30052
 PH: 770-715-2800

24 HOUR CONTACT
 NED BUTLER
 PH: 770-801-8583



GENERAL NOTES

1. TO BE REVIEWED AND PLANNED INDIVIDUAL DISTRICTS FOR THE CITY OF LAWRENCE GEORGIA.
2. ALL UTILITIES TO BE UNDERGROUND.
3. ALL UTILITIES TO BE UNDERGROUND.
4. THE TOPOGRAPHIC INFORMATION SHOWN WAS OBTAINED AS AN AERIAL PHOTOGRAPHIC SURVEY PREPARED BY JACK BERRY AND ASSOCIATES. CONTOUR INTERVAL IS TWO FEET. A SURVEY INFORMATION BASED ON REALITY AND TOPOGRAPHIC INFORMATION SURVEY REPORT HAS BEEN PREPARED BY THESE PROFESSIONALS. THE DATA IS THE PROPERTY OF THE CITY OF LAWRENCE, GEORGIA. THE CITY OF LAWRENCE, GEORGIA, IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION SHOWN HEREIN. THE CITY OF LAWRENCE, GEORGIA, IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION SHOWN HEREIN.
5. THERE ARE NO CONFLICTS OR OTHER EQUIVOCAL OR OBSCURE AREAS ON SITE.
6. THE APPROVED INFORMATION MANAGEMENT SYSTEM SUBMITTED TO WALTON COUNTY ON 04/16/2010 FOR THEIR EDDI CHECKS IS IN FULL COMPLIANCE WITH THE CITY OF LAWRENCE, GEORGIA, DEVELOPMENT REGULATIONS.
7. THE DEVELOPMENT IS TO BE SITED. THE STREETS WITHIN THE DEVELOPMENT ARE TO BE FINISHED.
8. THE PROPERTY IS TO BE SITED WITH A 100-YEAR FLOOD PLAIN PER FEMA PANELS. A 100-YEAR FLOOD ELEVATION IS PROVIDED FROM A STUDY PREPARED BY FROCHBETTER + PARTNER ARCHITECTS.
9. ALL STRUCTURES WILL BE REQUIRED TO CONFORM TO THE SEISMOLOGICAL BUILDING CODES, CONSTRUCTION STANDARDS, APPROVED BY THE CITY OF LAWRENCE, GEORGIA, AND THE CITY OF LAWRENCE, GEORGIA, DEVELOPMENT REGULATIONS AS ADOPTED AND AMENDED BY THE CITY OF LAWRENCE, GEORGIA.

AUTHORIZATION STATEMENT:
 I hereby submit the Subdiv Plat as authorized agent/owner of all property shown herein, and certify that all conditions herein under the covenants or covenants included within the boundaries of this Preliminary Plat, as req. by the Development Regulations.

Signature of Authorized Agent/Owner _____ Date _____

CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE:
 The Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Lawrence.

Code Enforcement Officer _____ Date _____

CERTIFICATE OF APPROVAL BY PLANNING COMMISSION:
 The Preliminary Plat shown herein has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Lawrence and is hereby given Preliminary Approval by the City of Lawrence Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this _____ day of _____, 20____

By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY LAWRENCE WATER WORK AND GAS COMMISSION:
 This site shown herein and plans for water and sewage collection have been reviewed and approved by the City of Lawrence Water Department, and with the exception of this one approved for development.

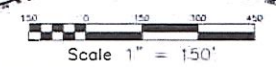
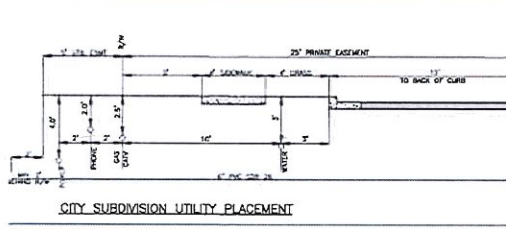
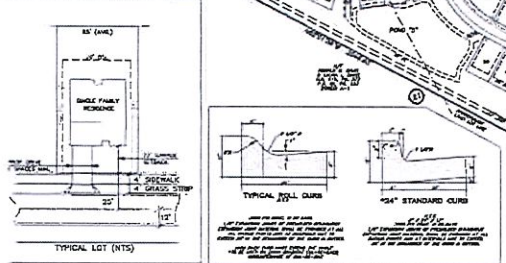
Dated this _____ day of _____, 20____

By: _____, Chairman
 By: _____, Secretary

CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL:
 The Preliminary Plat shown herein has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Lawrence and is hereby given Preliminary Approval by the City of Lawrence Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this _____ day of _____, 20____

By: _____, Chairman
 By: _____, Secretary



| DATE | REVISION | OVERALL PRELIMINARY PLAT |
|---------|---------------------------------------|--|
| 2-11-16 | CONVERTED POD PARCELS AND LOT NUMBERS | RIVER'S EDGE |
| 10-8-20 | UPDATED DIMENSIONS AND LOT COUNT | |
| | | LL & DIST CITY COUNTY SCALE DATE |
| | | 14-15-21-4TH MONROE WALTON 1"=150' 4-22- |
| | | SULLINS ENGINEERING, LLC |

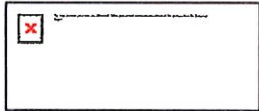
Ned Butler

From: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Sent: Monday, October 5, 2020 4:32 PM
To: Ned Butler
Subject: RE: Utility Letters request

Ned,
Water, Sewer & Gas are available. Electric is Walton EMC. Telecommunication could possibly be available. Would you like to discuss the telecom options before I submit the letter?

Thanks,

Vashon Tuggle-Hill
Utilities Administrative Assistant
City of Monroe
Vtuggle@Monroega.gov
770-266-5382



From: Ned Butler <nbutler@relianthomes.com>
Sent: Monday, October 5, 2020 3:42 PM
To: Vashon Tuggle-Hill <VTuggle@MonroeGA.gov>
Subject: Utility Letters request

Vashon,

I hope this finds you doing well. I have a request for two utility letters for rezones we are submitting next week.

The first is a project rezoned several years ago which Monroe had already planned the utilities for the project so it should not be an issue. The number of lots has not changed it is still 325 lots and the site plan is attached for Rivers Edge.

The second letter is for 123 acre site located on Hwy 138 with a planned 269 single family lots, 130 assisted living units and 3 commercial out parcels. That site plan is attached as well.

If possible can I get these letters this week?

Please call my cell with any questions or concerns at 770-601-8583 or email to nbutler@relianthomes.com.

Ned Butler | Reliant Homes
Direct 678.373.0536 | PO Box 2655 Loganville, GA 30052
nbutler@relianthomes.com | www.relianthomes.com



June 12, 2019

Ned Butler
Reliant Homes
P O Box 2655
Loganville, Ga. 30052

Re: Grandhaven Phase 2 (River's Edge), Michael Etchison Rd., Land Lots
14, 15 & 21, 4th District, Walton County, Georgia

To Whom It May Concern;

Walton Electric Membership Corporation has the electric distribution facilities to serve the property located at Grandhaven Phase 2 (River's Edge), Michael Etchison Rd., Land Lots 14, 15 & 21, 4th District, Walton County, Georgia. The electric service provided will be subject to the Cooperative's Service Rules and Regulations.

Sincerely,
Debra Clay
E&O Administrative Assistant



Date: October 7, 2020

In Re: Utilities

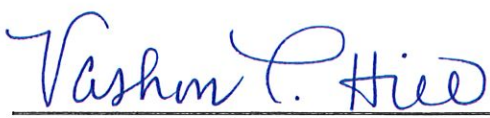
To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are: electricity, natural gas, water, wastewater and telecommunication.

The utilities checked below are available at Parcel M0030001, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION (Lots located within the city of Monroe)

Please contact our office for any additional information needed. We look forward to serving your utility needs.



 City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 302 Michael Etchison Rd to
be rezoned from PRD to PRD with Changes
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on November 17, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 302 Michael Etchison Rd to
be rezoned from PRD to PRD with changes
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on December 8, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

October 25, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 10-22-2020
Description: Variance request 249 Boulevard to subdivide this parcel into 3 non-conforming lots. By varying Article VII Sect 700.1 Table 11, R1 lot frontage, min.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA **Company of Purchase:** NA

Recommendation: Deny

Background:

Current R1 zoning requires a 100' lot width minimum this is a variance request of the lot frontage requirement.

This request will subdivide a single conforming lot into 3 non-conforming lots and add frontage to an adjacent non-conforming lot which will remain non-conforming even with the addition. This request is not in keeping with the established development pattern, of Boulevard, which is currently enjoyed by the constituents on this street. Since this neighborhood was originally platted, the lot pattern has been completely abandoned to combine land for larger lots and houses than were likely intended originally. The average current lot frontage on the same side of the street as the request is approximately 97'. On the opposite side of the street the current average is approximately 89'. Along Alcovy Street (the remainder of the Mondland Subdivision) the average lot frontage is approximately 83'. There is only 1 lot remaining on Boulevard that has a 50' or less lot frontage excluding the recent variance granted for subdivision of a non-conforming lot at 257 Boulevard into two non-conforming lots to accommodate the moving of an historic home. This was non-conforming but the extenuating circumstance made it somewhat more acceptable.

(continued below)

The variances requested are excessive and do not meet the considerations for a variance. Most particularly the creation of a hardship by actions of the applicant. Subdividing in this way is a choice by the developer.

The zoning ordinance reads:

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.

This variance request seeks to take advantage of the opening wedge variance of the previously mentioned parcel at 257 Boulevard. In addition, the variance request is excessive in that it seeks reduction of required lot frontage on the newly created lots of 45% on tract 1 and 39.59% on tract 3 while concurrently taking a presently conforming lot to a non-conforming status requiring 10.44% variance for the existing home. The last variance on tract 2 may not have been necessary but for the proposed adding of land to 253 Boulevard (the lot created by the non-conforming subdivision of 257 Boulevard) in order to accommodate a driveway.

Attachment(s): Application and supporting documents



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: VAR-000078 423

Plan Type: Variance

Work Classification: Variance

Plan Status: In Review

Apply Date: 10/13/2020

Expiration:

Location Address

249 BOULEVARD, MONROE, GA 30655

Contacts

| | |
|---|--|
| CHAD DRAPER PO BOX 1124, MONROE, GA 30655 (503)927-6321 | Applicant chad@placeportland.com |
|---|--|

Description: REQUEST FOR VARIANCE TO VARY ZONING ORDINANCE ARTICLE VII SECT 700.1 TABLE 11 LOT FRONTAGE - P&Z MTG 11/17/20 @5:30 PM - COUNCIL MTG 12/8/20 @6:00 PM 215 N BROAD ST

| | |
|-----------------------|---------|
| Valuation: | \$ 0.00 |
| Total Sq Feet: | 0.00 |

| Fees | Amount |
|--------------------------------------|-----------------|
| Single Family Rezone or Variance Fee | \$100.00 |
| Total: | \$100.00 |

| Payments | Amt Paid |
|--------------------|-----------------|
| Total Fees | \$100.00 |
| Credit Card | \$100.00 |
| Amount Due: | \$0.00 |

Condition Name

Description

Comments

Heblie Adkinson

Issued By:

October 13, 2020

Date

Plan_Signature_1

Date

Plan_Signature_2

Date



Variance/Conditional Use Application

Application must be submitted to the Code Department 30 days prior to the Planning & Zoning

Meeting of: _____

Your representative must be present at the meeting

Street address 249 Boulevard Monroe GA 30655 Council District / Map and Parcel #
Zoning R1 Acreage 1.12 Proposed Use Residential Road Frontage 225 ft. / on
Boulevard (street or streets)

Applicant Name CHAD DRAPER Address PO Box 1124 Monroe GA 30657 Phone # 503 927 6321

Owner Name ROBERT CARTER Address 1100 Ivey Brook Dr. Bethlehem Ga Phone # 404 428 -3436

Request Type: (check one) Variance [checked] Conditional Use

Nature of proposed use, including without limitation the type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters:

THE NATURE OF THE REQUEST IS TO ADD 10 FEET TO THE PROPERTY I OWN AT 253 BOULEVARD TO ALLOW FOR A DRIVEWAY. ALSO FOR THE ADDITION OF 2 BUILDING LOTS. EXISTING HOME TO BE FULLY RENOVATED.

State relationship of structure and/or use to existing structures and uses on adjacent lots;

STRUCTURE THAT EXISTS IS HISTORIC AND WILL BE RENOVATED. 253 BOULEVARD IS CURRENTLY BEING RESTORED. NEW STRUCTURES WILL CONFORM TO HISTORIC FORM.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):

THE REQUEST IS IN KEEPING WITH THE RESIDENTIAL NATURE OF THE STREET. THIS WILL INCREASE THE LOT WIDTH OF 253 BOULEVARD BY 10 FEET. THE RESTORATION OF 2 HOMES AND ADDITION OF 2 MORE WILL ENHANCE VALUE.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:

RENOVATION OF THE EXISTING HOME AT 249 BOULEVARD. NEW CONSTRUCTION IN KEEPING WITH NEIGHBORHOOD ON 2 BUILDABLE LOTS.

State the particular hardship that would result from strict application of this Ordinance:

THE ADDITIONAL 10 FOOT PROPOSED STRIP WILL ALLOW 253 BOULEVARD TO HAVE A STANDARD DRIVEWAY.

Check all that apply: Public Water: [checked] Well: Public Sewer: [checked] Septic: Electrical: [checked] Gas: [checked]

For any application for an overlay district, a Certificate of Appropriateness or a letter of support from the Historic Preservation Commission or the Corridor Design Commission for the district is required.

Documents to be submitted with request:

- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years.

The above statements and accompanying materials are complete and accurate. Applicant hereby authorizes Code department personnel to enter upon and inspect the property for all purposes allowed and required by the zoning ordinance and the development regulations.

Signature *[Handwritten Signature]* Date: 8-17-2020

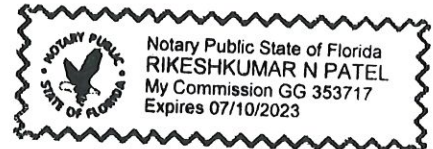
**PUBLIC NOTICE WILL BE PLACED AND REMOVED BY THE CODE DEPARTMENT
SIGN WILL NOT BE REMOVED UNTIL AFTER THE COUNCIL MEETING.**

***Property owners signature if not the applicant**

Signature *Robert L. Carr* Date: 8/17/2020

Ran Patel Date: 8/17/2020
Notary Public

Commission Expires: 07/10/2023



I hereby withdraw the above application: Signature _____ Date _____

Addendum to Variance and Conditional Use Application

Application Dated: 8/17/2020

Date: 10/11/2020

Subject Property Address: 249 Boulevard Monroe, Ga. 30655

Applicant is requesting to create 2 new building lots, one to the left and one to the right of the existing historic home located at 249 Boulevard. The proposed lot sizes are compatible with other lots on the street. The addition of 2 new homes in keeping with the neighborhood will bolster the historic rhythm of houses along the street. The proposed request is well in keeping with the original plat of the neighborhood originally titled Mondland Place. The existing home at 249 Boulevard will remain and be fully restored. Tract #4 will add 10.07 feet to the road frontage at 253 Boulevard (owned by the applicant.)

The parcel to the left and to the rear of subject property is zoned PRD which will most certainly be much higher density residential. The parcel to the right of subject property was recently approved for a lot size variance. Approval of this variance will actually increase the street frontage at 253 Boulevard. The subject parcel is currently unusually large for the neighborhood providing ample room for the request.

Applicant is asking for a variance to the minimum lot width, or any other hindrances to approval, for the creation of tracts per the W&A Engineering survey for this parcel dated 10/2/2020.

Tract 1: 55.01 feet of frontage. 0.324 Acres (New Building Lot)

Tract 2: 89.56 feet of frontage. 0.475 Acres (Existing Historic Home @ 249 Boulevard)

Tract 3: 60.41 feet of frontage. 0.390 Acres (New Building Lot)

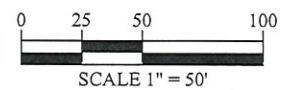
Tract 4: 10.07 feet of frontage. 0.032 Acres (Frontage to be added to home at 253 Boulevard)

Applicant : 
10/11/2020 3:56:15 PM EDT

Property Owner: 
10/11/2020 3:52:25 PM EDT

SURVEYOR'S CERTIFICATE

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



LINE TABLE

| LINE # | BEARING | DISTANCE |
|--------|---------------|----------|
| L1 | N 26°56'37" E | 10.07' |
| L2 | N 26°56'37" E | 60.41' |
| L3 | N 26°56'37" E | 47.95' |
| L4 | N 27°20'22" E | 41.61' |
| L5 | N 27°20'22" E | 55.01' |
| L6 | S 03°06'25" W | 1.95' |



GA WEST. ZONE 1002
NAD 83

10/2/2020
DATE
JOHN F. BREWER, III PLS#2905

REFERENCES:
DEED BOOK 666 PAGE 411
PLAT BOOK 26 PAGE 154

OWNER OF RECORD:
ROBERT LEONARD CARTER JR
1100 VEY BROOK DRIVE
BETHLEHEM, GA 30620

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS MAP, PLAT, OR PLAN FOR FILING:

CITY OF MONROE, GEORGIA

SIGNED: _____
DATE: _____

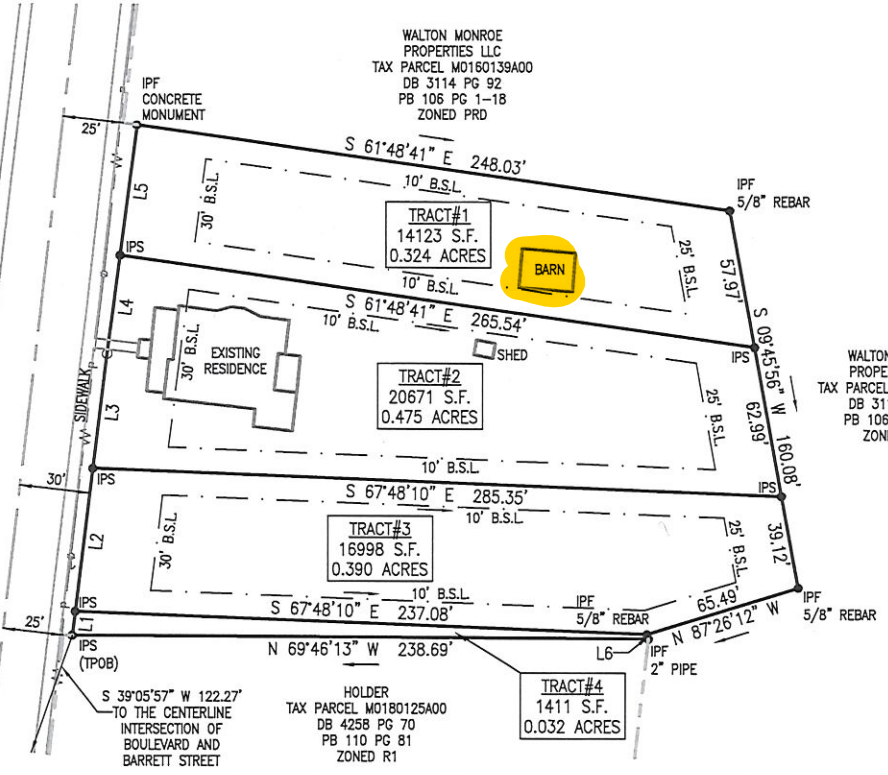
THE APPROVAL SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS ISSUED, AND ARE TO BE PROPERLY OBTAINED PRIOR TO RECORDING.

SURVEY LEGEND

- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- PB - PLAT BOOK
- B.S.L. - BUILDING SETBACK LINE
- CMF - CONCRETE MONUMENT FOUND
- IPF - IRON PIN FOUND
- IPS - IRON PIN SET (5/8" REBAR)
- OTF - OPEN TOP PIPE
- POC - POINT OF COMMENCEMENT
- R/W - RIGHT-OF-WAY
- TPOB - TRUE POINT OF BEGINNING
- PROPERTY CORNER FOUND
- CONCRETE MONUMENT
- ELEVATION BENCHMARK
- DELTA (SURVEY CONTROL)
- CO (CLEANOUT)
- FH (FIRE HYDRANT)
- SSMH (SANITARY SEWER MANHOLE)
- WM (WATER METER)
- WV (WATER VALVE)
- UTILITY POLE

FENCELINE - - - X - - -
OVERHEAD UTILITY - - V - - UTL -
OVERHEAD POWER - - W - - P -
OVERHEAD TELEPHONE - - - - -
FLOODPLAIN - - - FP - - -
SANITARY SEWER - - - SS - - -
WATERLINE - - - W - - -

BOULEVARD - R/W VARIES
(37' PAVED)
SIDEWALK



WALTON MONROE PROPERTIES LLC
TAX PARCEL M0160139A00
DB 3114 PG 92
PB 106 PG 1-18
ZONED PRD

WALTON MONROE PROPERTIES LLC
TAX PARCEL M0160139A00
DB 3114 PG 92
PB 106 PG 1-18
ZONED PRD

HOLDER
TAX PARCEL M0180125A00
DB 4258 PG 70
PB 110 PG 81
ZONED R1

SURVEY NOTES:

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 50,532 FEET, AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 226,110 FEET BY MAP CHECK.

FIELD INFORMATION FOR THIS SURVEY WAS OBTAINED WITH A 3-SECOND LEICA TS16 TOTAL STATION INSTRUMENT.

HORIZONTAL DATUM IS GRID NORTH, GEORGIA STATE PLANE, WEST ZONE AND VERTICAL DATUM IS NAVD88, ESTABLISHED ON-SITE NETWORK GPS OBSERVATIONS WITH A LEICA GS16 GNSS RTK RECEIVER.

SUBJECT PROPERTY IS LOCATED WITHIN AREAS HAVING ZONE DESIGNATIONS OF "ZONE X", DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 13297C0137E WITH AN EFFECTIVE DATE OF 12/8/2016 FOR COMMUNITY NUMBER 130227, WALTON COUNTY, GEORGIA.

THIS SURVEY WAS PERFORMED WITHOUT A TITLE COMMITMENT AND MAY BE SUBJECT TO LEASES, EASEMENTS, AND RESTRICTIONS OF RECORD NOT REFLECTED UPON THIS SURVEY.

FIELDWORK COMPLETED: 9/16/2020.

THIS SURVEY COMPLIES WITH BOTH THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND THE OFFICIAL CODE OF GEORGIA ANNOTATED (OCGA) 15-6-67 AS AMENDED BY HB1004 (2016), IN THAT WHERE A CONFLICT EXISTS BETWEEN THOSE TWO SETS OF SPECIFICATIONS, THE REQUIREMENTS OF LAW PREVAIL.

THE CERTIFICATION, AS SHOWN HEREON, IS PURELY A STATEMENT OF PROFESSIONAL OPINION BASED ON KNOWLEDGE, INFORMATION AND BELIEF, AND BASED ON EXISTING FIELD EVIDENCE AND DOCUMENTARY EVIDENCE AVAILABLE. THE CERTIFICATION IS NOT AN EXPRESSED OR IMPLIED WARRANTY OR GUARANTEE.

NO EXISTING NATIONAL GEODETIC SURVEY MONUMENT WAS FOUND TO BE WITHIN 500' OF SUBJECT PROPERTY.

BEING A DIVISION OF TAX PARCEL M0180126 ZONED R1.

TRACT#4 TO BE COMBINED WITH TAX PARCEL M0180125A00.

THE SUBJECT PROPERTY IS LOCATED WITHIN THE HISTORICAL DISTRICT.

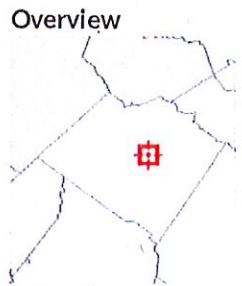
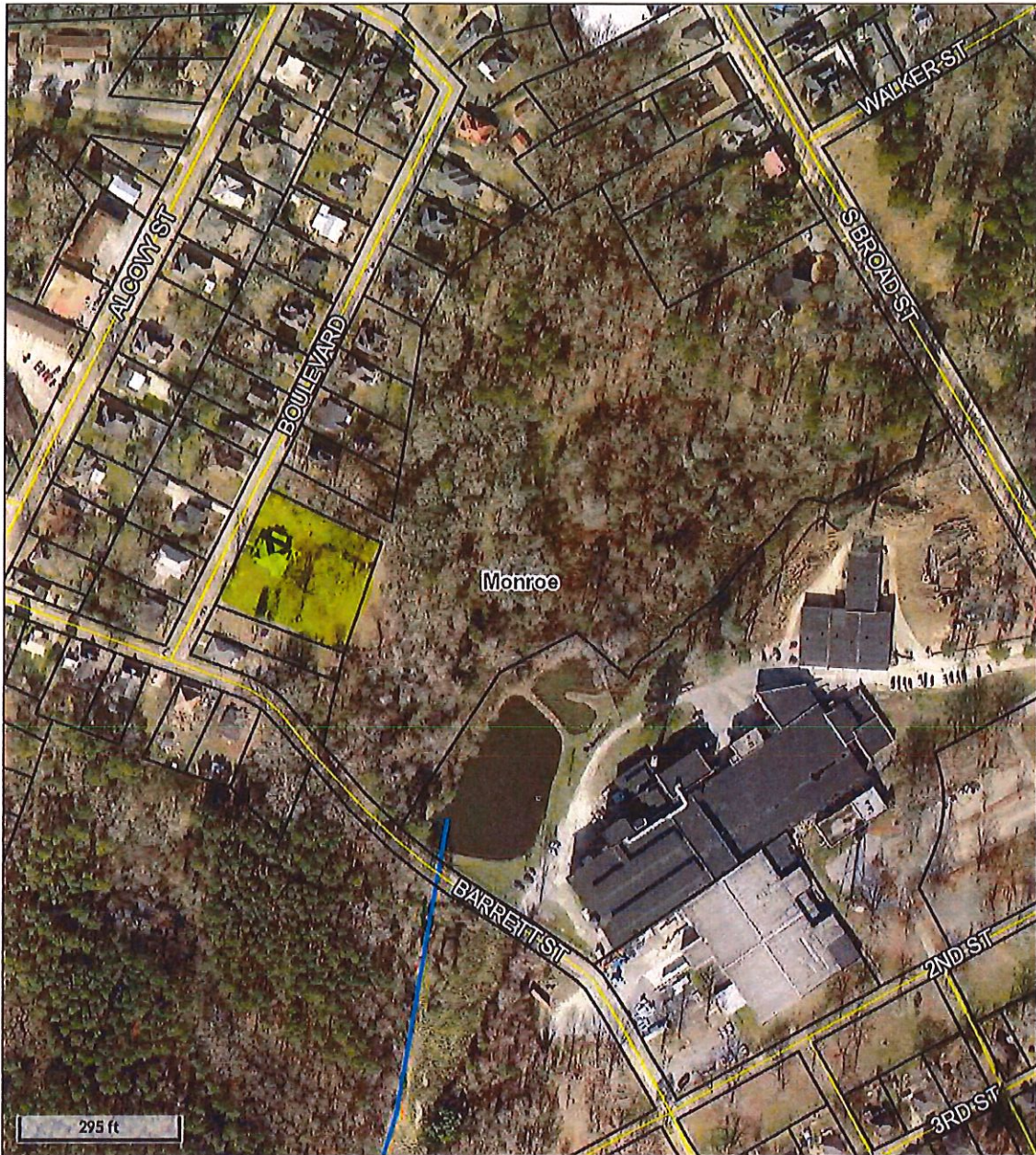
TOTAL AREA = 1.221 ACRES

MINOR SURVEY FOR:
CHAD DRAPER
249 BOULEVARD
LAND LOT 37, 3RD DISTRICT
CITY OF MONROE
WALTON COUNTY, GEORGIA

W&A Engineering
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • SURVEYING
TRAFFIC ENGINEERING • ECONOMIC DEVELOPMENT
355 Omega Street, Suite D100 Athens, GA 30601
P: (706) 310-0400 • F: (706) 310-0411
wateengineering.com



PROJECT NO: 20295
DATED 10/2/2020



Legend
 Parcels

Date created: 10/11/2020
Last Data Uploaded: 10/11/2020 6:27:53 AM

Developed by  **Schneider**
GEOSPATIAL



Summary

Parcel Number M0180126
 Location Address 249 BOULEVARD
 Legal Description LOT#17&20
 (Note: Not to be used on legal documents)
 Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning R1
 Tax District Monroe (District 01)
 Millage Rate 39.382
 Acres 1.12
 Neighborhood Monroe/Alcovy St & Boulevard - 00221 25K base (00221)
 Homestead Exemption No (S0)
 Landlot/District 37 / 3

[View Map](#)



Owner

CARTER ROBERT LEONARD JR
 1100 IVEY BROOK DRIVE
 BETHLEHEM, GA 30620

Land

| Type | Description | Calculation Method | Square Footage | Frontage | Depth | Acres | Lots |
|-------------|--------------------------------|--------------------|----------------|----------|-------|-------|------|
| Residential | 00221 Monroe/Alcovy&Blvd 28K B | Lot | 0 | 0 | 0 | 1.12 | 1 |

Residential Improvement Information

Style Single Family
 Heated Square Feet 2392
 Interior Walls Plywood
 Exterior Walls Wood Siding
 Foundation Other
 Attic Square Feet 0
 Basement Square Feet 0
 Year Built 1909
 Roof Type Asphalt Shingles
 Flooring Type Pine
 Heating Type Baseboard
 Number Of Rooms 0
 Number Of Bedrooms 0
 Number Of Full Bathrooms 1
 Number Of Half Bathrooms 0
 Value \$96,600
 Condition Average
 House Address 0 BOULEVARD

Accessory Information

| Description | Year Built | Dimensions/Units | Identical Units | Value |
|-------------------------|------------|------------------|-----------------|---------|
| FB LAND | 2002 | 17568x0 / 0 | 1 | \$0 |
| FB IMPROVEMENT | 2002 | 56643x0 / 0 | 1 | \$0 |
| Residential Garages-Avg | 2000 | 12x20 / 0 | 1 | \$2,700 |

Sales

| Sale Date | Deed Book / Page | Plat Book / Page | Sale Price | Reason | Grantor | Grantee |
|-----------|------------------|------------------|------------|------------------------|--------------------|--------------------------|
| 4/11/1996 | 666 411 | 026 154 | \$0 | Unqualified - Improved | CARTER ROBERT L JR | CARTER ROBERT LEONARD JR |
| | 193 747 | 26 154 | \$0 | Unqualified Sale | | CARTER ROBERT L JR |

Valuation

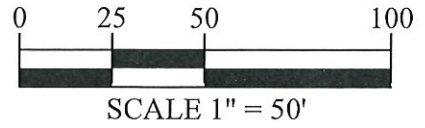
| | 2020 | 2019 | 2018 | 2017 |
|---------------------|-----------|-----------|-----------|-----------|
| Previous Value | \$119,200 | \$113,100 | \$113,100 | \$80,500 |
| Land Value | \$36,400 | \$32,500 | \$32,500 | \$32,500 |
| + Improvement Value | \$96,600 | \$84,000 | \$77,900 | \$77,900 |
| + Accessory Value | \$2,700 | \$2,700 | \$2,700 | \$2,700 |
| = Current Value | \$135,700 | \$119,200 | \$113,100 | \$113,100 |

Photos



Sketches

SURVEYOR'S CERTIFICATE
 AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



LINE TABLE

| LINE # | BEARING | DISTANCE |
|--------|---------------|----------|
| L1 | N 26°56'37" E | 10.07' |
| L2 | N 26°56'37" E | 60.41' |
| L3 | N 26°56'37" E | 47.95' |
| L4 | N 27°20'22" E | 41.61' |
| L5 | N 27°20'22" E | 55.01' |
| L6 | S 03°06'25" W | 1.95' |



GA WEST, ZONE 1002
 NAD 83

JOHN F. BREWER, III PLS#2905
 DATE 10/2/2020

REFERENCES:
 DEED BOOK 666 PAGE 411
 PLAT BOOK 26 PAGE 154

OWNER OF RECORD:
 ROBERT LEONARD CARTER JR
 1100 IVEY BROOK DRIVE
 BETHLEHEM, GA 30620

THE FOLLOWING GOVERNMENTAL BODIES HAVE APPROVED THIS MAP, PLAT, OR PLAN FOR FILING:

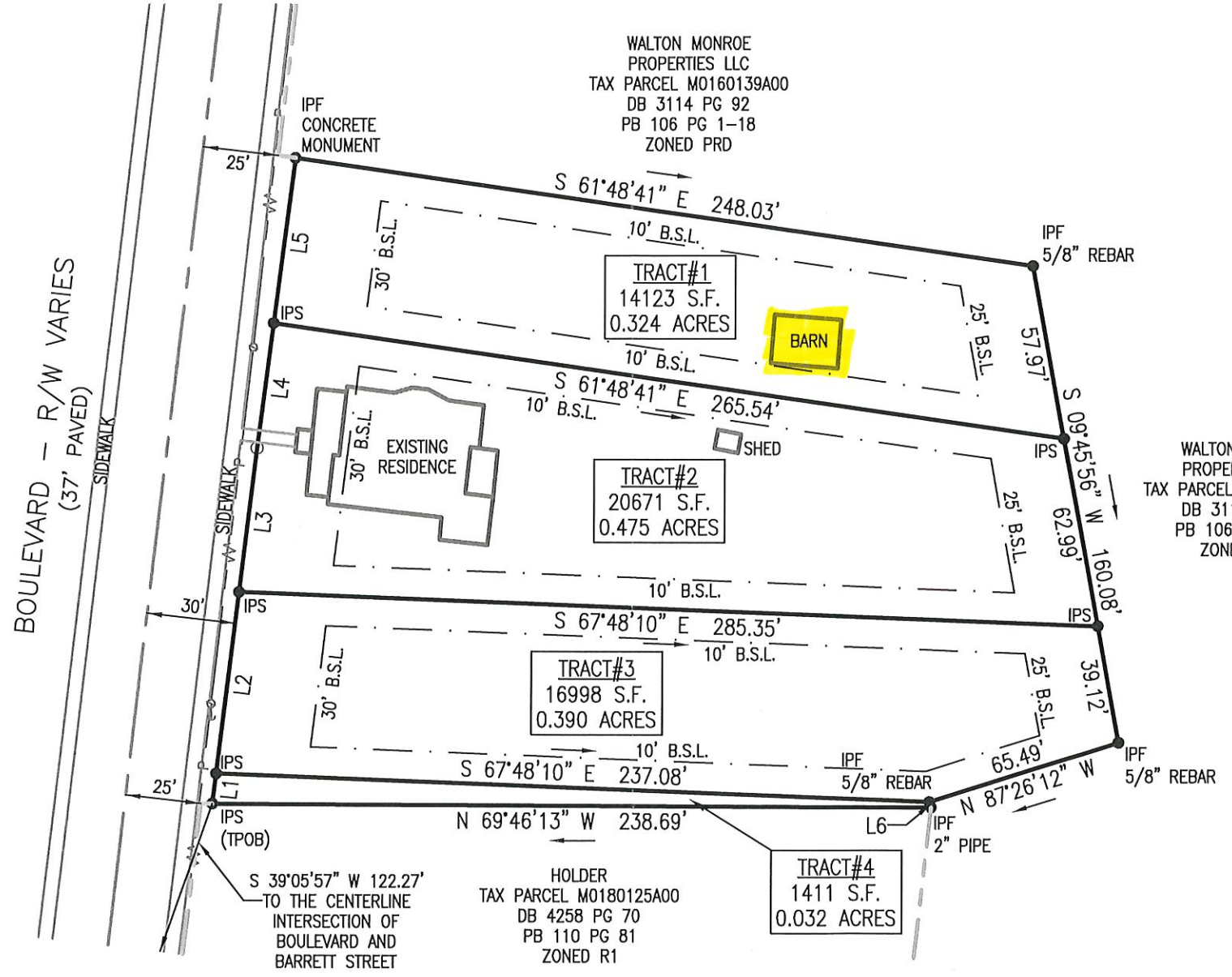
CITY OF MONROE, GEORGIA

SIGNED: _____
 DATE: _____

THE APPROVAL SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS ISSUED, AND ARE TO BE PROPERLY OBTAINED PRIOR TO RECORDING.

SURVEY LEGEND

- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- PB - PLAT BOOK
- B.S.L. - BUILDING SETBACK LINE
- CMF - CONCRETE MONUMENT FOUND
- IPF - IRON PIN FOUND
- IPS - IRON PIN SET (5/8" REBAR)
- OTP - OPEN TOP PIPE
- POC - POINT OF COMMENCEMENT
- R/W - RIGHT-OF-WAY
- TPOB - TRUE POINT OF BEGINNING
- PROPERTY CORNER FOUND
- PROPERTY CORNER
- CONCRETE MONUMENT
- ELEVATION BENCHMARK
- DELTA (SURVEY CONTROL)
- CO (CLEANOUT)
- FH (FIRE HYDRANT)
- SSMH (SANITARY SEWER MANHOLE)
- WM (WATER METER)
- WV (WATER VALVE)
- UTILITY POLE
- FENCELINE - - - X - - -
- OVERHEAD UTILITY - - - √ - - - UTL -
- OVERHEAD POWER - - - √ - - - P -
- OVERHEAD TELEPHONE - - - - -
- FLOODPLAIN - - - FP - - -
- SANITARY SEWER - - - SS - - -
- WATERLINE - - - W - - -



SURVEY NOTES:

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 50,532 FEET, AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 226,110 FEET BY MAP CHECK.

FIELD INFORMATION FOR THIS SURVEY WAS OBTAINED WITH A 3-SECOND LEICA TS16 TOTAL STATION INSTRUMENT.

HORIZONTAL DATUM IS GRID NORTH, GEORGIA STATE PLANE, WEST ZONE AND VERTICAL DATUM IS NAVD88, ESTABLISHED ON-SITE NETWORK GPS OBSERVATIONS WITH A LEICA GS16 GNSS RTK RECEIVER.

SUBJECT PROPERTY IS LOCATED WITHIN AREAS HAVING ZONE DESIGNATIONS OF "ZONE X", DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 13297C0137E WITH AN EFFECTIVE DATE OF 12/8/2016 FOR COMMUNITY NUMBER 130227, WALTON COUNTY, GEORGIA.

THIS SURVEY WAS PERFORMED WITHOUT A TITLE COMMITMENT AND MAY BE SUBJECT TO LEASES, EASEMENTS, AND RESTRICTIONS OF RECORD NOT REFLECTED UPON THIS SURVEY.

FIELDWORK COMPLETED: 9/16/2020.

THIS SURVEY COMPLIES WITH BOTH THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND THE OFFICIAL CODE OF GEORGIA ANNOTATED (OCCA) 15-6-67 AS AMENDED BY HB1004 (2016), IN THAT WHERE A CONFLICT EXISTS BETWEEN THOSE TWO SETS OF SPECIFICATIONS, THE REQUIREMENTS OF LAW PREVAIL.

THE CERTIFICATION, AS SHOWN HEREON, IS PURELY A STATEMENT OF PROFESSIONAL OPINION BASED ON KNOWLEDGE, INFORMATION AND BELIEF, AND BASED ON EXISTING FIELD EVIDENCE AND DOCUMENTARY EVIDENCE AVAILABLE. THE CERTIFICATION IS NOT AN EXPRESSED OR IMPLIED WARRANTY OR GUARANTEE.

NO EXISTING NATIONAL GEODETIC SURVEY MONUMENT WAS FOUND TO BE WITHIN 500' OF SUBJECT PROPERTY.

BEING A DIVISION OF TAX PARCEL M0180126 ZONED R1.

TRACT#4 TO BE COMBINED WITH TAX PARCEL M0180125A00.

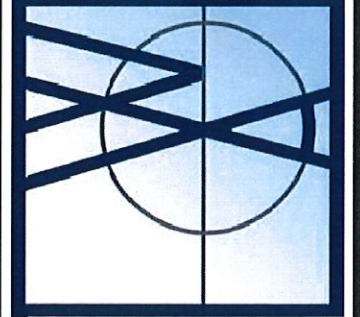
THE SUBJECT PROPERTY IS LOCATED WITHIN THE HISTORICAL DISTRICT.

TOTAL AREA = 1.221 ACRES

PROJECT NO: 20295
 DATED 10/2/2020

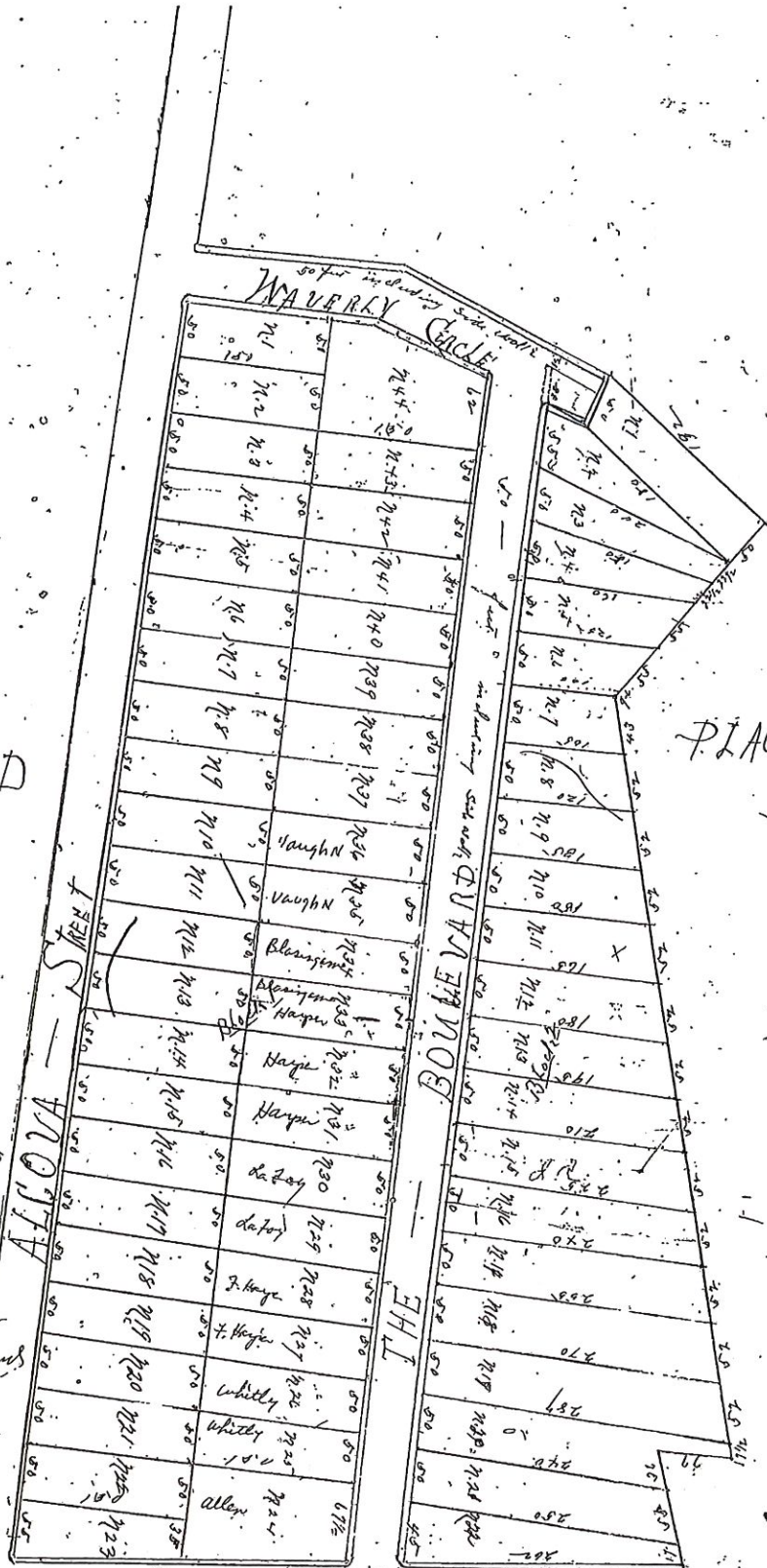
MINOR SURVEY FOR:
CHAD DRAPER
 249 BOULEVARD
 LAND LOT 37, 3RD DISTRICT
 CITY OF MONROE
 WALTON COUNTY, GEORGIA

W&A Engineering
 CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • SURVEYING
 TRAFFIC ENGINEERING • ECONOMIC DEVELOPMENT
 355 Oneta Street, Suite D100 Athens, GA 30601
 P: (706) 310-0400 • F: (706) 310-0411
 waengineering.com

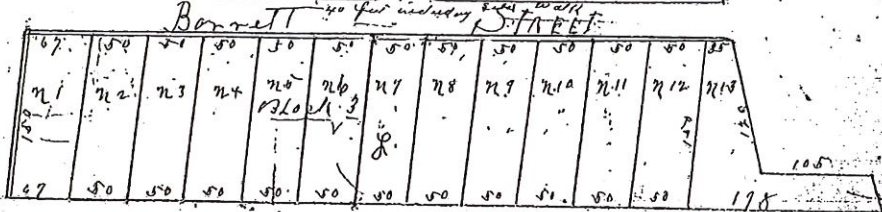


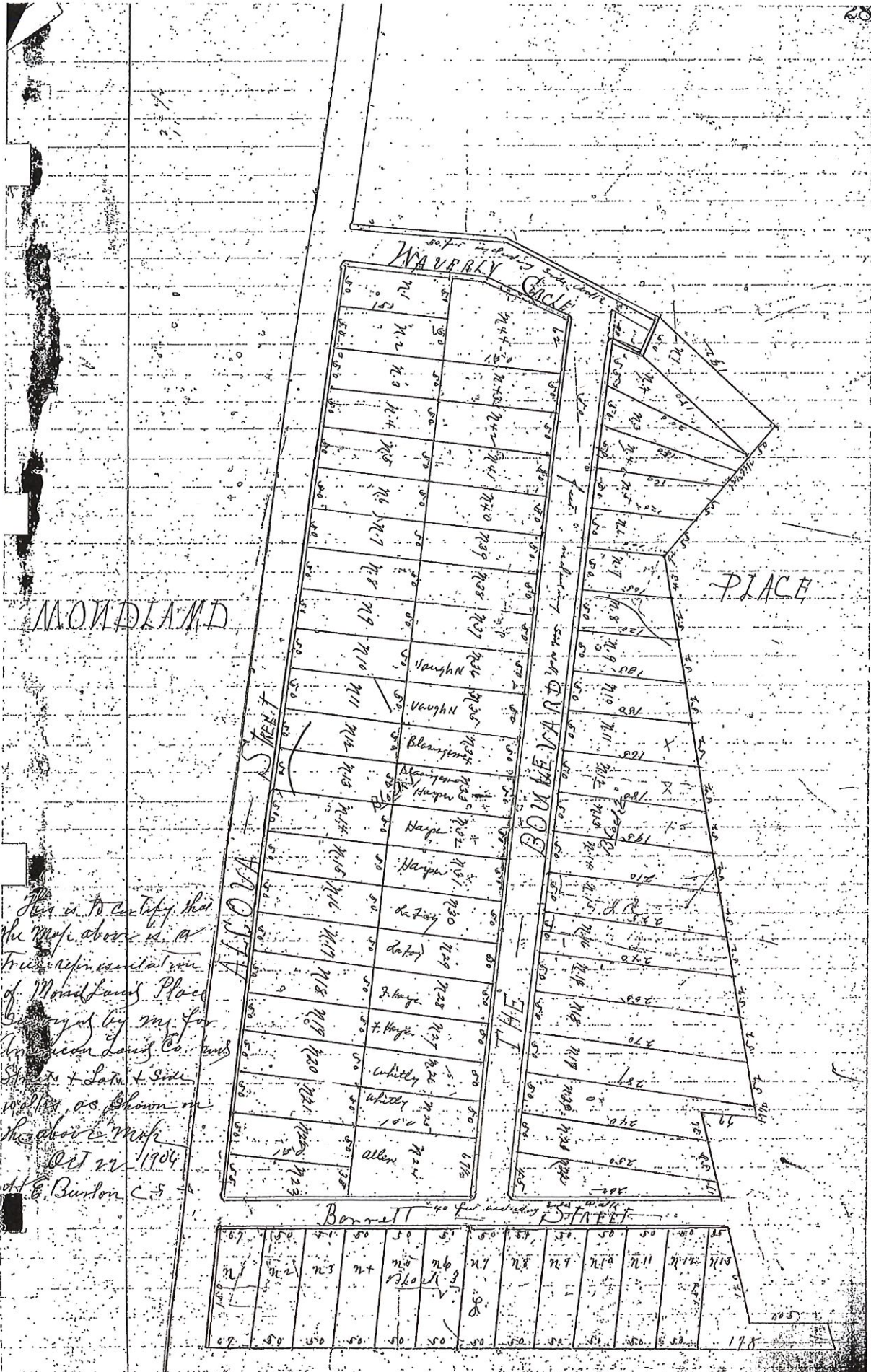
MONDLAND

PLACE



This is to certify that
 map above is a
 representation
 Mondland Place
 owned by my firm
 American Land Co. and
 is + Lots + Side
 as shown on
 above map
 Oct 22 1904
 E. Barlow C.S.





This is to certify that
 the map above is a
 true representation
 of Mondland Place
 as owned by me for
 American Land Co. Inc.
 Situated to Lot 1 & Side
 well as shown on
 the above map
 Oct 22 1904
 H. E. Burton C.S.

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a variance of section 700.1 Table 11 for lot frontage of the Zoning Ordinance for 249 Boulevard. A public hearing will be held on November 17, 2020 before the Planning & Zoning Commission, at 5:30 P. M.

The City of Monroe has received a request for a variance of section 700.1 Table 11 for lot frontage of the Zoning Ordinance for 249 Boulevard. A public hearing will be held on December 8, 2020 before the Mayor and Council, at 6:00 pm.

The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.

Please run on the following date:

October 25, 2020

APPOINTMENTS

Updated
September 8, 2020

APPOINTED

TERM EXPIRES

DOWNTOWN DEVELOPMENT AUTHORITY and CONVENTION & VISITORS BUREAU AUTHORITY and URBAN REDEVELOPMENT AGENCY (Three-year terms)

(As of 04/10/2007 Changed from 6-year terms to 3-year terms) (URA created 12/11/2018)

| | | |
|--|-------------------|-------------------|
| Ross Bradley | Council member | December 31, 2020 |
| Wesley Sisk | December 12, 2017 | December 31, 2020 |
| Andrea Gray | December 12, 2017 | December 31, 2020 |
| Chris Collin | December 10, 2019 | December 31, 2021 |
| <i>(to fill the unexpired term of Mike Gray)</i> | | |
| Meredith Malcom | December 11, 2018 | December 31, 2021 |
| Charles Sanders | December 11, 2018 | December 31, 2021 |
| Whit Holder | December 10, 2019 | December 31, 2022 |
| Lisa Reynolds Anderson | December 10, 2019 | December 31, 2022 |



Appointed Board Member Biography

Name: Wesley Sisk

Profession / Business: Brown Oil Distributors/Salt Box Lane Position: Treasurer, Brown Oil/Owner, Salt Box

Business Address: 120 N. Broad Street

Phone number: (770) 267-5011 Fax number: (770) 267-0859

Email address: wesley@brownoilcompany.com

Home Address: 116 PINE CIRCLE

Home Phone number: (770) 616-5054 Mobile Phone number: (770) 616-5054

(Please indicate address where you prefer to receive your mail)

Birthday: 10/26/1985 Birthplace: Snellville, GA

Education: B.B.A. in Business Management from University of West GA

Hobbies: water skiing, hunting, fitness

Membership in Service Clubs: S.A.F.E. certified shotgun coach for Walton County 4H Sporting Clays team 4 years.

Social Clubs: n/a

Membership / Offices Held / Other Agency Boards:
n/a

Civic Appointments: n/a

Political Offices: n/a

Reason for wanting to serve on DDA/CVB Board



Appointed Board Member Biography

Name: Andrea Gray

Profession / Business: Attorney Position: Owner

Business Address: 300 E Church Street, Monroe GA 30655

Phone number: 678-364-2384 Fax number: _____

Email address: andrea@andreapgray.com

Home Address: 820 Criswell Road, Monroe GA 30655

Home Phone number: _____ Mobile Phone number: 770-235-1083

(Please indicate address where you prefer to receive your mail)

Birthday: 9/9/1980 Birthplace: DeKalb County

Education: George Walton Academy(1999); Emory University, BA Economics (2002); UGA Juris Doctorate (2005)

Hobbies: community service

Membership in Service Clubs: Student Success Alliance, McDaniel Tichenor House Board of Directors, Church at the Grove

Social Clubs: Monroe Golf and Country Club

Membership / Offices Held / Other Agency Boards:

current DDA Secretary

Civic Appointments: DDA December 2017

Political Offices: None

Reason for wanting to serve on DDA Board

I would like to continue serving on the DDA to help facilitate the ongoing and future projects.



From: Beth Thompson, Finance Director

Department: Finance

Date: December 1, 2020

Description: FY 2020 Budget Amendments

Budget Account/Project Name: n/a

Funding Source: 2020 operating budgets

Budget Allocation: n/a

Budget Available: n/a

Requested Expense: n/a

Recommendation:

Staff recommendation of FY2020 budget amendments.

Background:

In order to ensure compliance with our own financial policies and also to satisfy State of Georgia criteria, staff has proposed a series of budget amendments to balance any line items that cause overages in expense at the department level. Adopting these amendments allows staff to start finalizing the FY 2020 financial statements. Once year end financial statements are completed as of 12/31/2020, we may have additional amendments that are needed.

Please note that not all overages are indicative of being over budget in a “negative” way. Rather, some overages are offset by other revenues or other funding sources.

Attachment(s): FY 2020 Proposed Budget Amendments

**AMENDED
BUDGET RESOLUTION**

A RESOLUTION ADOPTING THE 2020 BUDGET REVISIONS FOR THE CITY OF MONROE, GEORGIA; APPROPRIATING REVISED AMOUNTS AS SHOWN IN EACH BUDGET AS EXPENDITURES; ADOPTING THE REVISED REVENUE PROJECTIONS; AND PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS.

BE IT RESOLVED by the **Mayor and City Council** of the **City of Monroe, Georgia** as follows:

WHEREAS, for the purpose of financing the conduct of affairs of the **City of Monroe** during the fiscal year beginning January 1, 2020 and ending December 31, 2020, the Revised Budget of the City’s Revenues and Expenditures for such period, as prepared and submitted to the **City Council** by the City Administrator; and so approved by the **Mayor and City Council**.

WHEREAS, the amounts listed are the appropriations and transfers so authorized by the **Mayor and City Council** and are approved for the amounts and purpose indicated.

BE IT FURTHER RESOLVED that the expenditures shall not exceed the appropriations authorized by this budget and that the expenditures for the fiscal year shall not exceed funding available.

ADOPTED by the **Mayor and City Council** of the **City of Monroe** this 1st day of December 2020.

John Howard, Mayor
City of Monroe

Attest:

Debbie Kirk, City Clerk

Budget Amendments FY 2020

| | | | |
|-------------|-----------------|------------------------------------|------------------|
| 783,432.16 | 100-3200-393000 | Capital Lease Proceeds | Increase Revenue |
| 323,500.00 | 100-3200-542401 | Software | Increase Expense |
| 459,932.16 | 100-3200-542200 | Vehicles | Increase Expense |
| 98,700.00 | 100-1565-581115 | URA Bond Principal | Increase Expense |
| 88,560.00 | 100-1565-582108 | URA Bond Interest | Increase Expense |
| (98,700.00) | 100-3200-581290 | Capital Lease Principal | Decrease Expense |
| (88,560.00) | 100-3200-582200 | Capital Lease Interest | Decrease Expense |
| 15,000.00 | 100-3200-331210 | Fed Grant-HIDTA | Increase Revenue |
| 15,000.00 | 100-3200-511310 | Overtime-Other/HIDTA | Increase Expense |
| 115,570.13 | 100-1510-313100 | Local Option Sales & Use Tax | Increase Revenue |
| 85,907.06 | 100-1510-523850 | Tax Collections Fee/Contract Labor | Increase Expense |
| 25,497.00 | 100-3200-542500 | Equipment/K9 | Increase Expense |
| 274.80 | 100-5500-572040 | Chamber of Commerce | Increase Expense |
| 315.00 | 100-6500-522160 | Library Pest Control | Increase Expense |
| 1,500.00 | 100-6500-522201 | Library Equip R&M | Increase Expense |
| 2,076.27 | 100-6500-522204 | Library R&M Bldgs | Increase Expense |
| 267,002.70 | 100-1510-331154 | Federal CARES Grant | Increase Revenue |
| 17,022.11 | 100-1510-531199 | COVID expenses | Increase Expense |
| 113,941.75 | 100-3200-511101 | Hazard Salary | Increase Expense |
| 35,035.00 | 100-3200-531199 | COVID expenses | Increase Expense |
| 5,995.00 | 100-3200-542400 | Computers | Increase Expense |
| 5,900.00 | 100-3200-511200 | Part time/Temp Salaries | Increase Expense |
| 61,118.61 | 100-3500-511101 | Hazard Salary | Increase Expense |
| 19,090.23 | 100-3500-511101 | COVID expenses | Increase Expense |
| 8,900.00 | 100-3500-511200 | Part time/Temp Salaries | Increase Expense |

Budget Resolution

A RESOLUTION ADOPTING THE 2021 BUDGET FOR THE CITY OF MONROE, GEORGIA; APPROPRIATING AMOUNTS AS SHOWN IN EACH BUDGET AS EXPENDITURES; ADOPTING THE REVENUE PROJECTIONS; AND PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS.

BE IT RESOLVED by the Mayor and City Council of the City of Monroe, Georgia as follows:

WHEREAS, for the purpose of financing the conduct of affairs of the **City of Monroe** during the fiscal year beginning January 1, 2021 and ending December 31, 2021, the Budget of the City’s Revenues and Expenditures for such period, as prepared and submitted to the **City Council** by the City Administrator; and so approved by the **Mayor and City Council**.

WHEREAS, the amounts listed are the appropriations so authorized by the **Mayor and City Council** and are approved for the amounts and purpose indicated.

WHEREAS, any pay classification or job description changes contained and funded herein the budget are approved for the amounts and purposes indicated.

WHEREAS, any organizational chart changes or descriptions contained herein the budget are approved as indicated.

WHEREAS, the rates listed are so authorized by the **Mayor and City Council** and are approved for the amounts and purpose indicated.

WHEREAS, a budget amendment is considered any action of the **Mayor and City Council** to purchase items not included in original budgeted figures.

BE IT FURTHER RESOLVED that the expenditures shall not exceed the appropriations authorized by this budget and that the expenditures for the fiscal year shall not exceed funding available.

ADOPTED by the **Mayor and City Council** of the **City of Monroe** this 8th day of December 2020.

John Howard, Mayor
City of Monroe

Attest:

Debbie Kirk, City Clerk



To: City Council
From: Logan Propes
Department: Administration
Date: 12-01-2020
Subject: Authorization of an Ordinance to amend the City of Monroe Personnel Policy regarding Appeal and Grievance procedures and for other purposes.

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Description:

Staff recommends the Council approve an ordinance to amend the Personnel Policy regarding appeal and grievance procedures and for other purposes as presented.

Background:

In order to more effectively and efficiently handle employee appeal and grievances staff has created a plan that modifies current procedures that relies on City Council to Act as the Grievance Committee. The proposed system involves a tiered process; Level - 1 informal dispute resolution with Department Head and Supervisor, Level 2 – Review by Human Resources Department, Level 3 – Review by City Administrator or Designee.

There will also be the creation of a Public Hearing Officer (PHO) to review the appealable issues with coverage and applicability. The PHO will take the place of the City Council in the current arrangement of the grievance process.

The City Administrator and the Mayor will make a nomination to the Council for appointment of one licensed attorney with a minimum of ten (10) years practice experience as the primary PHO and one or more alternate hearing officers will be similarly appointed in case the primary PHO is not available when needed to conduct a hearing.

Attachment(s):

- Ordinance Draft
- Personnel Policy with Track Changes (Redline)

AN ORDINANCE TO AMEND THE CITY OF MONROE, GEORGIA PERSONNEL POLICY REGARDING APPEAL AND GRIEVANCE PROCEDURES AND FOR OTHER PURPOSES.

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

Article I.

The City of Monroe Personnel Policy is hereby amended with this 8th update, January 2021, by deleting the enumerated sub-sections contained therein as described and substituting with the following in lieu thereof:

SEE ATTACHED “EXHIBIT A” FOR THE COMPLETE TEXT OF SUB-SECTIONS

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 December, 2020.

SECOND READING AND ADOPTED. This 12th day of January, 2021.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)

John S. Howard, Mayor

Attest: _____ (SEAL)

Debbie Kirk, City Clerk

EXHIBIT A

8th Update – January, 2021

Section 1. General

- A. Purpose. The purpose of this Handbook is to provide employees of the City of Monroe with general information regarding the personnel guidelines the City of Monroe attempts to follow in most cases, but NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT NOR ANY OTHER TYPE OF CONTRACT. Due to the nature of City of Monroe operations and variations necessary to accommodate individual situations, the guidelines set out in this Handbook may not apply to every employee or in every situation. The City of Monroe reserves the right to rescind, modify or deviate from these or other guidelines, policies, practices or procedures relating to employment matters from time to time as they consider necessary in their sole discretion, either in individual or City-wide situations with or without notice. All employees of the City of Monroe are employed for an indefinite term, and employment may be terminated, with or without cause, at any time, at the will of either the employees or the City of Monroe. YOUR EMPLOYMENT WITH THE CITY OF MONROE IS AT-WILL. YOU MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME AND FOR ANY REASON WHATSOEVER. ADDITIONALLY, YOU MAY LEAVE YOUR EMPLOYMENT WITH THE CITY OF MONROE AT ANY TIME AND FOR ANY REASON WHATSOEVER. This status can only be altered by a written contract of employment which is specific as to all material terms concerning your employment and is signed by both the employee and the Personnel Administrator of the City of Monroe.

Section 2. Definitions

Appeal - The right of an applicant or employee to appear and be heard on matters of discrimination, unfair practices or other grievances of such person in the manner prescribed in Section 12 of these policies and procedures.

Section 3. Position Classification and Pay Plan

- C. Allocation of Positions.
 - 3. Allocation Appeals. If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head, request the Personnel Administrator review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification. If not resolved to the employee's satisfaction, the employee may appeal in the manner provided in Section 12.

Section 10. Disciplinary Actions

- C. Types of Disciplinary Action. The Personnel Administrator and a Department Head, subject to the employee's right of appeal as provided in Section 12, shall have the following alternatives when disciplining an employee.
 - 7. Notification of Right of Appeal. Any written notification submitted to a regular employee who is being subjected to disciplinary action shall set forth the right of the employee to appeal such action in the manner set forth in Section 12.

Section 11. Separations

- A. Types of Separation from the Classified Service. Separation from positions in the classified service shall be designated as one of the following:
 - 2. Abandonment of Job. An employee not on authorized leave of absence as defined in Section 16.F., and who fails to report to work for three (3) consecutive days may be terminated from the service of the City for job abandonment. Any employee terminated for job abandonment shall have the right of appeal in the manner set forth in Section 12.
 - 5. Termination. Terminations are dismissals initiated by the City, that may or may not allow for an appeal pursuant to Section 12, Appeal and Grievance Procedure.
 - 6. Inability to Perform. If an employee suffers from a physical or mental disability which prevents him or her from performing the essential functions of their current position, even with reasonable accommodation, the employee may be reassigned to a different position, if the employee is qualified for the re-assigned position and if such position is vacant or will be vacant within a reasonable amount of time. Such a reassignment will be made to a position equivalent to the one presently held in terms of pay or job status. If there are no accommodations that would enable the employee to remain in the current position and there are no positions soon to be vacant for which the employee is qualified, the employee may be reassigned to a lower graded position or be terminated due to inability to perform the job. In all such cases, the employee will cooperate with the City or to determine the limitations imposed by the disability and to design accommodation for the essential functions of the job. Termination due to an inability to perform essential functions shall be subject to an appeal pursuant to Section 12, Appeal and Grievance Procedure.

Section 12. Grievance and Appeal Procedures.

- A. Employee Grievance. This grievance process provides an orderly process for hearing an employee's grievable claim and reaching a firm, equitable decision in a timely manner. The grievance procedure must always be utilized first prior to any matter being appealed as called for

in sub-section 12(G). The employee and the employee's Department Head or supervisor, as appropriate, should make every effort to resolve problems informally before initiating a formal grievance. The employee may file a formal grievance in the circumstances and timeframes set forth below. The employee, supervisor, or Department Head may also call upon the Personnel Administrator to assist in the mediation of a grievance dispute at any point in the process.

- B. Coverage and applicability. This employee grievance process is available to all employees who are subject to the provisions of this Personnel Policy. The City prohibits discrimination and harassment on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, marital status, parental status, or veteran status. Any employee who believes that he or she has been subjected to unlawful discrimination or harassment should also refer to Section 19. The availability of the grievance procedure in this Section does not alter an employee's at will status or create a property interest in employment. Employment with the City is at-will and at the pleasure of the City Administrator, Mayor and Council, or other authorized person.
- C. Overview of Grievable Actions. An employee may file a written grievance with the applicable Department Head, Human Resources Director, or City Administrator in accordance with the procedures and policies in this Section. A grievance is a claim by an employee declaring any of the following grievable actions: (1) unsafe or unhealthy working conditions; (2) misapplication of City policies in violation of this Personnel Policy; or (3) misapplication of Departmental policies; (4) violation of law.
- D. Non-Grievable Actions. Action that are not grievable include, but are not limited to, the following: (1) issues which are pending or which have been conducted by other administrative or judicial procedures; (2) management's assignment of work and/or establishment of work processes; (3) disciplinary action that does not result in dismissal, demotion, or disciplinary related salary reduction; (4) budget allocations and expenditures and decisions relating to organizational structure, including the persons or number of persons assigned to particular units; (5) the content or rating of a performance evaluation except when the employee can clearly show that he or she has been adversely affected by the appraisal; (6) the selection of an individual to fill a position through appointment, promotion or transfer, except when the employee can show adverse effect because of unlawful discrimination; (7) any matter which is not within the jurisdiction or control of the City; (8) internal security practices established by the City; and (9) decisions, practices, resolutions, or policies made or passed by the Mayor and Council.
- E. Processing of Grievances. The Personnel Administrator is responsible for ensuring that grievances relating to grievable actions are fully processed. Decisions made by the Personnel Administrator are final. No employee shall be retaliated against for using the City's grievance procedures. Any employee filing a grievance shall follow the procedure outlined below. All grievances shall be submitted in writing and signed by the employee.

F. Grievance Procedures.

1. Level 1- Informal Dispute Resolution.

An employee who wishes to pursue a grievance under this Section should first seek to resolve the issue informally through discussions with his or her immediate supervisor, unless the employee claims to have been aggrieved by his or her immediate supervisor, in which case the employee may instead discuss the grievance with the Department Head. If the grievance remains unresolved, the employee should discuss the grievance with the Human Resources Director. The person or persons with whom the employee raises the grievance must make a full verbal response to the employee within five (5) working days from the date the matter is raised. In public safety departments, it is expected that grievances follow the chain of command. Informal dispute resolution of a grievance should not be allowed to extend beyond thirty (30) days.

2. Level 2- Review by the Human Resources Department.

If the Department Head is unable to resolve a grievance at the department level, or the response is unsatisfactory to the employee, the employee must within five (5) working days of receiving the Department Head's response, submit a written grievance to the Human Resources Director. The grievance shall specify the following:

- a. Provisions of City policy that were misapplied and describe the manner in which the same were misapplied;
- b. Unsafe or unhealthy working conditions and state how the same materially affect the employee in the workplace;
- c. Provisions of Departmental policy that were misapplied and describe the manner in which the same were misapplied;
- d. Any other relevant facts, circumstances, and evidence pertaining to the grievance.

Within ten (10) days of receipt of the grievance, the Human Resources Director or his or her designee will arrange a mediation conference with the employee, Department Head, and other persons involved in the grievable action. The Human Resources Director will facilitate the mediation conference in an attempt to reach an agreement among the parties. If an agreement cannot be reached, the Human Resources Director will issue a written decision within five (5) days.

3. Level 3- Review by City Administrator or Designee.

If the result of the mediation conference or HR Review is unsatisfactory to the employee, the employee must within five (5) working days of receiving the decision, present the written grievance to the City Administrator. Within ten (10) days of receipt of the grievance, the City Administrator will make a determination and notify the employee. If the grievance is brought by a Department Head, then the grievance shall be submitted to the City Administrator. The decision of the City Administrator shall be final in matters not related to an adverse action. Matters related to an adverse action that are not satisfactorily addressed by this policy may be addressed through the formal appeal process outlined in sub-section G hereinbelow.

- G. Employee Appeals Policy. It is the policy of the City to provide an orderly process for hearing an employee's appealable claim regarding an adverse action or other appealable issues identified in this policy, and reaching a firm and equitable decision in a timely manner. Employees who have a claim under this Section will have the right to an administrative review in the form of an appeal hearing before the appointed Personnel Hearing Officer (PHO). The PHO is interested in the fair treatment of employees, with proper recognition and concern for the efficient and effective operation of the local government services provided to the citizens of Monroe, Georgia. The PHO will exhibit mature reasoning, prudent stewardship of public funds, evidence of good judgment, and impartial and non-political performance of these duties.
- H. Overview of Appealable Issues. Employees who are subject to: (1) loss of employment status; (2) loss of income through disciplinary suspension; (3) demotion; or, (4) who claim illegal discrimination in violation of state or federal law will have the right to due process through an administrative review in the form of an appeal hearing before the appointed PHO. The application of the employee appeals policy should not be construed as creating a property interest in your employment. Your employment with the City is at-will.
- I. Coverage and applicability. The right to appeal to the PHO is expressly granted to each regular full-time and regular part-time employee, as defined by this Policy Handbook, after completely exhausting the grievance procedure with City management as outlined hereinabove. Upon receipt of the requested petition of appeal the PHO reserves the right to determine if the subject of the request is an appealable matter as stated under these guidelines. Working test employees, probationary, seasonal or contract workers are not eligible for appeal rights.
- J. How to file. The request for an appeal must be submitted in writing to the Human Resources Director by the employee within five (5) working days of the effective date of

the adverse action or decision or event being appealed. The written appeal shall contain exactly what is being appealed and the specific relief requested.

K. Duties of the Personnel Hearing Officer.

1. The PHO will make such investigation and conduct such public hearings as deemed necessary within thirty (30) working days of the filing of a written appeal, unless an extended timeline is agreed to in writing by the party filing the appeal, the City and the PHO. Within fifteen (15) working days after conclusion of the investigation, or the date of the last hearing, whichever shall be the latter of the two, the PHO shall inform the employee and the Human Resources Director in writing of the findings and decision. The decision of the PHO will be limited to the issue presented by the employee and will in all cases be final.
2. The PHO has final authority within the City of Monroe to hear cases brought by employees who exercise their right to appeal adverse actions and other appealable issues which are described herein. The PHO will determine if management's decision is supported by the evidence, lies within the lawful discretion of management, and is consistent with City past practice and recognized general management procedure, based on facts, circumstances, and the employee's previous record.
3. In reviewing appeals cases, the PHO will be guided by the following criteria. It will be the burden of the employee to establish by a preponderance of the evidence that the adverse action or practice in question: (a) does not substantially comply with sound management principles and is not consistent with the policies and procedures of the City; (b) that the factual basis upon which the adverse action was taken is not true and correct or was substantially inaccurate in all relevant and material aspects; (c) that the adverse action is not reasonable, given the severity of the offense; (d) that an illegal discrimination practice exists in the work place which affects the employee and which has not been properly addressed or terminated by the management.
4. In reviewing the action taken by management, the PHO will confirm or rescind the adverse action in question. He or she is not authorized to substitute an alternative form of discipline. The PHO may reverse decisions made by management if he or she finds the employee has met his or her burden of proving any of the criteria for review set out in the previous subsection. The PHO may provide management with supplementary observations, comments, and recommendations regarding alternative levels of discipline for consideration by management. The PHO's decision as rendered will be the final decision of the

City.

- L. Appeal Hearings. The PHO will adopt procedures for the conduct of appeal hearings. All hearings will be public hearings, with notice of the hearing available to all members of the general public. Meetings, admissibility of information, and rules of evidence may be informal as compared to formal judicial proceedings. The PHO will have the ability to compel attendance of witnesses. The City and the employee shall be afforded the opportunity to present testimony and evidence at a hearing. The City and the employee shall also be afforded the right to cross-examine any and all witnesses presented. The PHO shall be afforded the right to examine all witnesses and evidence as presented.

- M. Appointment of the PHO. The City Administrator and the Mayor will make a nomination to the Council for appointment of one licensed attorney with a minimum of ten (10) years practice experience as the primary PHO and one or more alternate hearing officers will be similarly appointed in case the primary PHO is not available when needed to conduct a hearing. The PHO will be appointed by a majority vote of the Council and may be removed by a majority vote of the Council. The initial appointment will be for a four (4) year term and will be subject to replacement or reappointment at the end of each additional four (4) year term.

Section 15. Payroll.

B. Payroll Adjustments.

- 2. Upon the receipt of such notice, which requires an adjustment in the salary or wage of any employee or employees, the Personnel Administrator shall make such payroll adjustments for such employee or employees as may be required.

Section 19. Equal Opportunity and Non-Discrimination

- A. Policy. All applicants for positions and employees of the City shall be assured of fair and equitable treatment in all aspects of personnel administration, including training, promotion, and disciplinary action; without regard to political affiliation, race, color, national origin, sex, age, disability, or religious creed; and with proper regard for their privacy and constitutional rights as citizens.

It is and shall continue to be the policy of the City that its employees and their work environment be free from all forms of sexual harassment and intimidation. Verbal and physical conduct of a sexual nature by an employee, supervisor, or manager including sexual advances, requests for

sexual favors, or other conduct which tends to create an intimidating, hostile, or offensive work environment, is strictly prohibited.

An employee who believes he or she is being subjected to sexual harassment by a co-worker, manager, supervisor, or other individual (whether or not employed by the City); or who believes his or her employment is being adversely affected by such conduct, should report such incidents to his or her supervisor as soon as possible. A prompt and thorough investigation of his or her complaint will be conducted. If he or she is not satisfied with the conclusion or results of the investigation, he or she should present his or her complaint to the Personnel Administrator.

It is also the City's policy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City will also make reasonable accommodations whenever necessary for all employees or applicants with disabilities, provided that the individuals are otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations do not require significant difficulty or expense.



**PERSONNEL AND OPERATIONAL
POLICIES AND PROCEDURES**

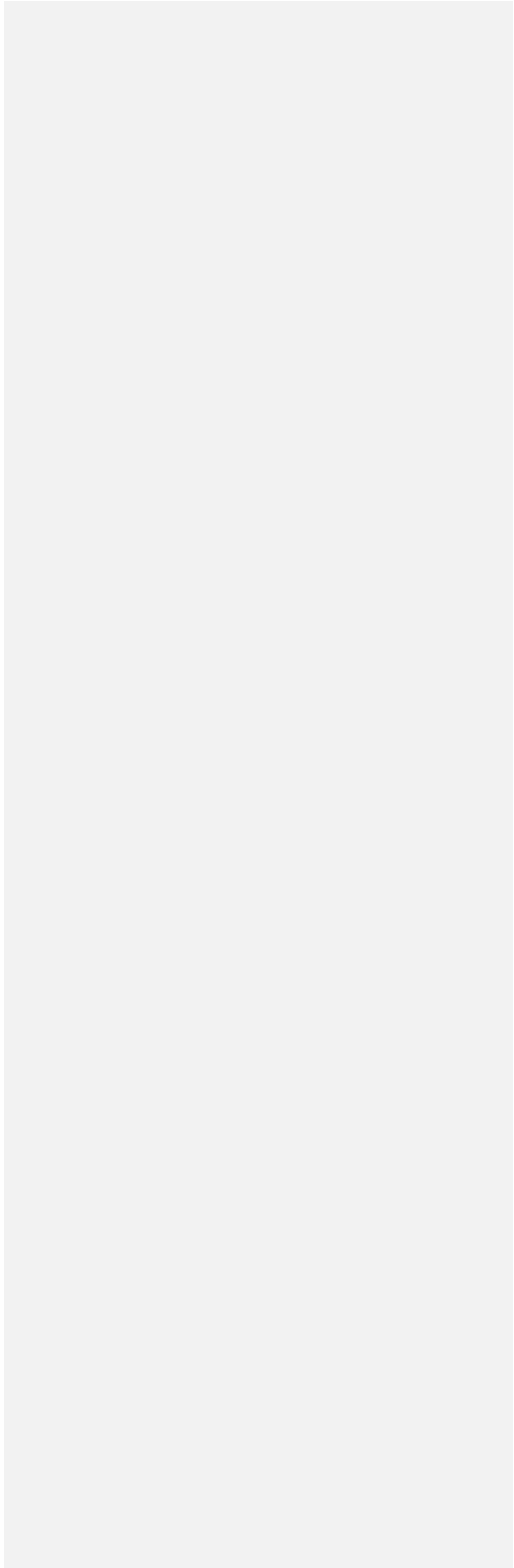


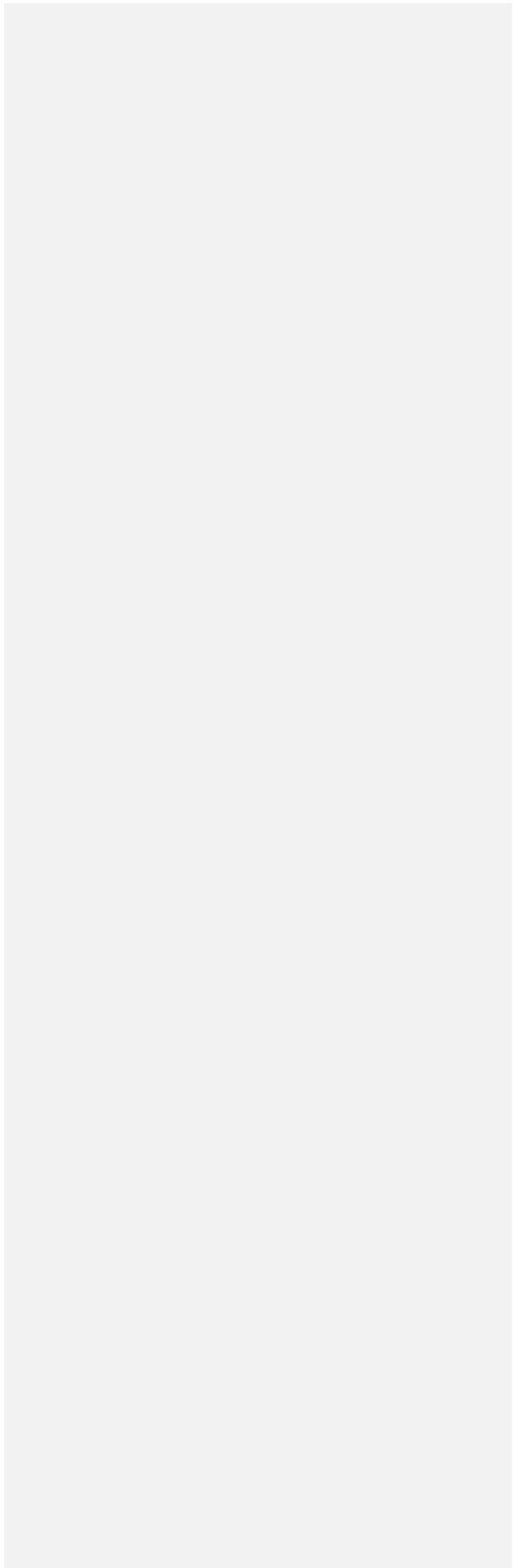
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PERSONNEL POLICY

Original June 1994

1st Update September 1994

2nd Update April 1995

3rd Update April 1998

Amended Section 6. Appointments, paragraph (a) Initial Appointments

4th Update October 1998

Amended Section 16. Attendance and Leave, paragraph (C) Holidays
(Added Martin Luther King, Jr. Holiday)

5th Update December 2002

Amended Section 16., 3. Family and Medical Leave, paragraph (a)
(... may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:)

6th Update October 2008

Amended Section 10. Separations, Paragraph I. Retirement
(Deleted: After age 65, an employee will no longer be eligible for insurance coverage and must elect Medicare as their primary carrier. If an employee elects to retire at age 62 and such employee has twenty-five (25) years of service, the City or the Water, Light & Gas Commission will continue to pay insurance for the retired employee until the employee reaches age 65.)

7th Update April 2018

Overall policy update to reflect current needs, with additions where appropriate and the removal of items as determined to allow for more efficient approaches to operational functions within the City of Monroe.

8th Update January 2021

Amended Section 12 for more efficient grievance and appeal procedures within the City of Monroe.

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Section 1. General

- A. Purpose. The purpose of this Handbook is to provide employees of the City of Monroe with general information regarding the personnel guidelines the City of Monroe attempts to follow in most cases, but NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT NOR ANY OTHER TYPE OF CONTRACT. Due to the nature of City of Monroe operations and variations necessary to accommodate individual situations, the guidelines set out in this Handbook may not apply to every employee or in every situation. The City of Monroe reserves the right to rescind, modify or deviate from these or other guidelines, policies, practices or procedures relating to employment matters from time to time as they consider necessary in their sole discretion, either in individual or City-wide situations with or without notice. All employees of the City of Monroe are employed for an indefinite term, and employment may be terminated, with or without cause, at any time, at the will of either the employees or the City of Monroe. YOUR EMPLOYMENT WITH THE CITY OF MONROE IS AT-WILL. YOU MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME AND FOR ANY REASON WHATSOEVER. ADDITIONALLY, YOU MAY LEAVE YOUR EMPLOYMENT WITH THE CITY OF MONROE AT ANY TIME AND FOR ANY REASON WHATSOEVER. This status can only be altered by a written contract of employment which is specific as to all material terms concerning your employment and is signed by both the employee and the Personnel Administrator of the City of Monroe.
- B. Administration. The City Council will designate the Personnel Administrator for the City of Monroe.
- C. Employees Covered
 - 1. Personnel Policies and Procedures apply to all employees of the City of Monroe. Personnel Policies and Procedures do not apply to employees specifically excluded by these Policies and Procedures or ordinances.
 - 2. The following employee(s) is not covered by these policies and procedures:
City Administrator

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Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Appeal - The right of an applicant or employee to appear ~~before the grievance committee to~~ and be heard on matters of discrimination, unfair practices or other grievances of such person in the manner prescribed ~~in Section 12 of~~ these policies and procedures.

Classified Service - The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the Mayor and City Council.

Classification and Pay Plan - The system of assigning jobs to classes and to appropriate pay grades based on the similarities of positions.

Continuous Service - Continuous service is employment that is uninterrupted except for authorized leaves of absence.

Demotion - Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.

Department Head - The position with overall administrative responsibility for a department.

Dismissal - An involuntary termination initiated by the City.

Eligible - A person who has made a passing score on any examination required under these regulations and who has qualified to be employed by the City.

Employee - A person appointed to a position in the city government for which he or she is compensated on a full-time or part-time basis.

Grievance - Any dispute concerning the interpretation or application of these personnel policies and procedures or any decision relative to any disciplinary action, dismissal, demotion or charge of discrimination.

Immediate Family - A spouse, child, step-child, father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, or anyone the employee claimed as a dependent on their last tax return.

Lay-Off - The separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position, or for other material changes in duties or organization.

Merit Increase - An increase in pay based on an employee's job performance.

Overtime - Applies to non-exempt employees only. Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.

Part-Time Employee - An employee who works on a continuing basis but does not work the full or regular work schedule.

Performance Evaluations - A method of evaluating each employee's job performance on a consistent periodic basis.

Personnel Administrator - The employee responsible for ensuring the policies and procedures in this plan are carried out in a fair and consistent manner. The Mayor and City Council shall appoint the Personnel Administrator for the City of Monroe employees.

Probationary Employee - An employee serving the first six (6) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the six (6) months probationary period. The probationary period can be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.

Promotion - A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Promotion List - A list of persons who have been found qualified for appointment to a higher position. They may be qualified either by a written examination or other evaluation techniques.

Provisional Employee - An employee appointed to a position without competition pending the establishment of an eligibility list. Such employee may serve for a limited time only and must compete with other applicants to qualify for a probationary appointment (if applicable).

Public Hearing - A meeting of the Mayor and City Council, open to the public, at which any interested party may appear and be heard.

Regular Employee - An employee who has completed the probationary period.

Reprimand - A reprimand is a formal means of communicating to an employee that problem exists and that it must be corrected.

Resignation - The termination of an employee by action or request of the employee.

Salary Increase - An increase in the regular salary, within the salary pay range, prescribed for each class by the Classification and Pay Plan.

Suspension - An enforced leave of absence as a result of a disciplinary purpose or a pending investigation of charges against an employee.

Section 3. Position Classification and Pay Plan

- A. Establishment. The Personnel Administrator shall be responsible for developing, maintaining, and administering a position classification and pay plan covering all employees in the classified service of the City of Monroe, Georgia. Such plan shall be approved and amended by the Mayor and City Council. The Plan shall constitute the approved system of grouping positions into appropriate classes and pay scales.
- B. Definitions. For the purpose of this section, the following words shall have the meanings respectively ascribed to them below.
 - 1. To "Allocate" a position shall mean assigning the position to an appropriate class on the basis of the similarity of work performed and level of responsibility inherent in the position.
 - 2. A "Class" shall mean a group of positions (or one position) that:
 - a. has similar duties and responsibilities;

- b. requires like qualifications; and
 - c. can be equitably compensated by the same salary range.
 - 3. The "Class Title" shall be the official designation or name of the class as stated in the job description. It shall be used in all personnel records and actions. Class Titles may be changed for purposes of internal administration.
 - 4. A "Position" shall mean a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
 - 5. "Reclassification" shall mean the assignment of an existing position from one class to a different class due to a significant change in duties or responsibilities.
- C. Allocation of Positions.
- 1. Initial Allocation. The Personnel Administrator for the City shall be responsible for the initial allocation of a position of every employee of the City.
 - 2. New Positions. When a new position is established and approved by the Mayor and City Council, the Department Head involved shall complete a position description covering the duties and responsibilities of the new position. The Personnel Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, the Personnel Administrator shall recommend that the Mayor and City Council establish a new class. Upon the recommendation and approval of such new class by the Mayor and City Council, the Personnel Administrator shall allocate the new position to this class.
 - 3. Allocation Appeals. If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head, request the Personnel Administrator review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification. If not resolved to the employee's satisfaction, the employee may appeal ~~to the Grievance Committee~~ in the manner provided in Section 12.
- D. Maintenance of Plan.
- 1. Vacancies. Each time a vacancy occurs, the Department Head shall submit a description of the vacant position to the Personnel Administrator for a review of the allocation of the position. The Personnel Administrator may waive this requirement for cases in which he/she has determined that no material changes have occurred.
 - 2. Departmental Reorganization. Each time a department or division under the jurisdiction of a Department Head is significantly reorganized, such Department Head shall submit new position descriptions for all affected positions to the Personnel Administrator.
 - 3. Changes in Duties of Position. The Personnel Administrator may require departments or employees to submit position descriptions on a periodic basis or any time the Personnel Administrator has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

- 4. **New and Abolished Positions.** Each time a new position is established, a position description shall be written and incorporated into the existing plan. Likewise, an abolished position shall be deleted from the classification plan.
- E. **Official Copy of the Plan.** The Personnel Administrator shall be responsible for maintaining an official copy of the Position Classifications and Pay Plan. The official copy shall include a list of class titles and job descriptions, plus all amendments. A copy of the official plan shall be made available to the public for inspection under reasonable conditions during normal business hours.
- F. **Amendments to the Plan.** When there is a need for the establishment of new positions where there is an increase to the existing budget, the Personnel Administrator shall submit findings and recommendations to the Mayor and City Council, which shall take such actions as deemed appropriate. Any abolishment of existing positions shall be approved by the Personnel Administrator, with the recommendation submitted by Department Heads. All changes in the Position Classifications and Pay Plan shall be in the form of amendments to the plan approved by the Personnel Administrator, or in case of additional budget appropriations by the Mayor and City Council.

Section 4. Rate of Pay

- A. **New Appointees.** New appointees shall be paid the minimum rate of pay for the class to which they are assigned, subject to the following exceptions which require the approval of the Personnel Administrator and the Mayor and City Council.
 - 1. If an appointee to a particular position does not meet the minimum qualifications stated in the job description or if certain classes of work require a formalized training period which is of unusual duration, and the needs of the City can best be met by placing an individual in a training capacity, the Personnel Administrator may designate such position as a "trainee" position. Appointment to a "trainee" position shall be at a salary range below the minimum rate established for the classification and at a rate not more than ten (10) percent below the established minimum rate.
 - 2. If an appointee exceeds the minimum qualifications for the position, such employee may be started at a rate above the starting salary for the classification. Written approval of the Personnel Administrator is required in such instances.
- B. **Promotion.**
 - 1. An employee shall be promoted when:
 - a. The employee is transferred to a position classified in a higher salary range.
 - b. The employee's position is reclassified to a classification having a higher salary range.
 - 2. Promotions may occur within a department or between departments, with approval by the Personnel Administrator.
 - 3. At the time an employee is promoted to a previously established position in a classification with a higher salary range the following salary increases may be granted:

- a. Up to five (5) percent above the employee's current salary; or
 - b. Up to the minimum salary range of the new classification, whichever is greater.
 - c. Up to a salary level within the current pay grade approved by the Personnel Administrator that matches the qualifications of the appointee in the established classification.
- C. Demotion.
 1. An employee shall be demoted when:
 - a. The employee is placed in a different classification having a lower salary range.
 - b. The employee's position is reclassified to a classification in a lower salary range.
 - c. As an alternative to a reduction in force of the employee base.
 2. When an employee receives a demotion of the type in 1.b., such employee's salary shall not be reduced. The employee shall be permitted to continue at their present salary but shall not be entitled to a salary increase when their current salary exceeds the maximum pay range of the new assigned classification.
- D. Reinstated Employees. A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated. The rate of salary at appointment shall be in accordance with Section 4.A.1. and 4.A.2.
- E. Part-Time Employment. Salaries for part-time employment shall be equivalent to the hourly salary rate for full-time employment in similar positions. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.
- F. Temporary Employment. Salaries for temporary employment shall be determined by the Personnel Administrator. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.
- G. Overtime. Only non-exempt employees are eligible for overtime. Overtime is time worked in excess of the regular work schedule. Overtime must be authorized by the Department Head. Compensation for overtime will be in accordance with the provisions of the Fair Labor Standards Act, as amended.
- H. Increases in Salaries. Increases in pay for City employees shall be governed by the following principles.
 1. Any employee shall be initially employed for a probationary period of six (6) months. This probationary period may be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.
 2. The pay plan consists of various pay grades. The Personnel Administrator, with advisement of Mayor and City Council, may add or delete pay grades as deemed necessary.
 3. Each pay grade shall have a salary range with minimum and maximum rates. The range between the minimum rate and the maximum rate is approximately fifty (50) percent.

4. After an employee reaches the maximum rate within a salary grade, such employee shall only be entitled to across-the-board salary adjustments and merit increases may be awarded in bonus form only.
5. Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's personnel file and shall be used to determine merit increases, if any.
6. In order for an employee to move to a higher salary grade, the employee must:
 - a. Apply for a new position within a higher salary grade;
 - b. Be an incumbent in a position which has been reclassified to a higher salary grade; or
 - c. Receive a promotion to a classification with a higher salary grade.
7. Every three (3) years, at Budget Meetings, the Mayor and City Council will consider increasing the percentage of employees' salaries within all salary grades on an equal percentage basis. The percentage for cost-of-living pay increases will change the minimum and maximum rates for each salary grade of the salary schedule.
8. Merit increases may be granted upon the recommendation of the Department Head, administrative approval of the Personnel Administrator, and budgetary approval of the Mayor and City Council, and may be granted to all employees (full-time and part-time).
9. Employees may be eligible for salary increases, within the current pay grade, upon the successful completion of undergraduate and graduate degrees that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head and approved by the Personnel Administrator.
10. Employees may be eligible for salary increases, within the current pay grade, upon the successful completion of licenses and/or certifications that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head and approved by the Personnel Administrator. Any licenses and/or certifications obtained should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation.

Section 5. Applications and Examinations

- A. **Announcement of Vacant Positions.** Except as otherwise provided below, all vacancies in the classified service shall be publicized by posting announcements at City Hall, on the City of Monroe website, on area bulletin boards, and by such other means deemed advisable by the Personnel Administrator. The announcements shall specify the job title, salary range, qualification requirements, job description, manner of making application, and other pertinent information; and shall specify the date, time, and place of examinations (if required) for the position. Postings must be open for application for a minimum of ten (10) business days.
- B. **Announcement of Vacant Positions.** Except for the appointment of Mayor and Council approved positions, such as City Administrator, City Clerk, and Department Heads, all vacancies in the classified service shall be publicized by posting internal announcements at all City operated departmental facilities for a period of no more than ten (10) business days. This will follow Section

5.H, through the promotion of internal employees as set forth in this policy. Should no applicants meet minimum qualifications or not be selected, the vacancies for classified service shall then be publicized by posting external announcements at City Hall, City website, local organs of choice, and other suitable locations as determined by the Personnel Administrator for a period of no less than ten (10) business days and/or until the vacancy is filled.

- C. Application Form. All applicants for positions in the classified service of the City of Monroe shall submit an application to the proper Human Resource Department, on forms provided by the City of Monroe. Such forms shall require information concerning training, experience, education, and other pertinent information; and shall be signed by the applicant.
- D. Employment Requirements. All positions in the classified service shall be open only to persons who meet the requirements that are listed in the public announcement of the vacant position. Such requirements may include but are not limited to the following factors: experience, education, and training.
- E. Receipt and Duration of Applications. Applications from all persons desiring employment with the City of Monroe shall be accepted during regular business hours and placed on file. Applicants must complete a new application for every job opportunity posted.
- F. Rejection of Applications. The Department Head or Personnel Administrator may reject an application that indicates the applicant is deficient in any or all of the requirements as specified in the public announcement. An applicant may also be rejected for fraud or deception in the completion of the application, or if his or her past employment record is determined to be unsatisfactory by the Department Head or Personnel Administrator.
- G. Open Competitive Appointments. Positions shall be filled through a competitive process as referenced in Section 5.A and 5.B. This process may include but shall not be limited to: ratings of training, experience, job-related tests, or any combination of these as determined by the Department Head or Personnel Administrator. Factors such as education, job-related qualifications, and experience will be taken into account in making employment decisions. The Department Head or Personnel Administrator may require the applicant to submit proof of education and military service, or any other such documentation as is deemed necessary.
- H. Promotional Appointments. Promotional appointments for approved vacant positions shall be open to all internal employees who meet the training, education, and experience requirements included in the job description; or who have an equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities. Promotional appointments may be made at the discretion of the Department Head, with approval by the Personnel Administrator, without posting the job vacancy externally.

Section 6. Appointments

- A. Initial Appointments. All employees, except for the Department Heads, of the City shall be appointed upon the recommendation of the appropriate Department Head, and approval of the Personnel Administrator.
- B. Types of Appointments. When initially hired, persons employed by the Mayor and City Council

shall be given one of the following types of appointment by the City of Monroe.

1. **Probationary.** A probationary appointment, consisting of six (6) months, is an appointment to a position in the classified service. An employee serving a probationary period may be discharged or returned to his or her previous position at the discretion of the Department Head and shall not have the right to utilize the grievance and appeal procedure set forth in this policy.
2. **Regular.** A classified employee shall be given a regular appointment upon completion of the probation period.
3. **Part-Time.** A classified employee with a regular work schedule that does not exceed thirty (30.0) hours exactly per week on a consistent basis. A classified part-time employee given an initial probationary appointment shall be given a regular part-time appointment upon completion of the probationary period.
4. **Temporary.** Temporary appointments may be made to fill positions which are authorized in the budget and established for a specified period of time, when the work of a department requires the services of one or more employees on a seasonal or intermittent basis, or in cases of emergency. Temporary appointments shall not exceed one hundred twenty (120) calendar days and not exceed thirty (30.0) hours exactly per week; however, extensions to such appointments may be granted by the Personnel Administrator. The Personnel Administrator can authorize the creation of Temporary or Seasonal appointments not in the budget when proven documentation is provided and the appointment is proposed by the Department Head.
5. **Promotional.** A regular or part-time employee may be given a promotional appointment to a classification having a higher minimum salary and carrying a greater scope of discretion and responsibility by the Department Head and Personnel Administrator.

Section 7. Probation Period

- A. **Objective.** The probation period is to allow new employees time to train and learn their jobs. During an employee's probation period, the employee may be released or returned to his or her previous position without notice.
- B. **Duration.** The probation period shall be six (6) months in duration.
- C. **Probation Period for Promotional Appointments.** The probation period shall be used in connection with promotional appointments. If a person is removed during the probation period following a promotion, such person shall be entitled to receive the benefits of his or her former class. The period may require job related certifications and licenses to be achieved as a basis for job requirements as listed in job descriptions. The employee may utilize the grievance procedures contained in Section 12.
- D. **Demotion During Probation Period.** A Department Head may demote an employee during the probation period. A written report of such demotion must be filed with the Personnel Administrator within three (3) days after the effective date of the demotion.

- E. Probation Period Completion. Failure to provide written report of demotion or completion to the Personnel Administrator within five (5) working days of the completion date of the probation period shall be construed as completion of the probation period.
- F. Probation Period Extension. A Department Head or Personnel Administrator may choose to extend the probation period of an employee upon initial appointment if determined the employee should be allowed more time for completion of training, certification or license attainment, or other situations that prove beneficial to the City of Monroe. A written report should be provided to the Personnel Administrator and placed on file within five (5) business days of the completion date of the probation period.
- G. Probation Period Reclassification. A Department Head or Personnel Administrator may reassign a probation period to an employee at any time during employment should there be justification and a written report filed with the Personnel Administrator. Reasons for reclassification should be disciplinary, work absenteeism, certification or license related, or other job-related functions.

Section 8. Promotions and Transfers

- A. Policy. It shall be the policy of the City to fill vacancies in the classified service, as considered practicable, by promotion from within the existing employee base. To this end, closed examinations and job vacancy postings may be held internally at the call of the Department Head, and under the direction of the Personnel Administrator.
- B. Political or Partisan Endorsement Prohibited. Promotions to positions in the classified service shall be based only upon merit and fitness for promotion. No consideration shall be given to political or partisan endorsement.
- C. Promotional Examinations. The Department Head and/or Personnel Administrator may conduct competitive promotional examinations in accordance with these regulations. In competitive promotional examinations, the Department Head and/or Personnel Administrator shall admit to the examination all employees who meet the published minimum qualification requirements.
- D. Intra-Departmental Transfers. A Department Head may, at any time, transfer an employee in the classified service under his or her jurisdiction from one position to another in the same class in the same department, without posting any job vacancies for public advertisement. An intra-departmental transfer of an employee to a position in another class shall be made only with the approval of the Personnel Administrator.
- E. Inter-Departmental Transfers. A transfer of an employee from one department to another shall require the approval of both Department Heads involved and the Personnel Administrator. Requests for such transfer shall support how the employee meets the qualification requirements of the class to which the transfer is proposed and may move the employee to another pay grade and classification. This type of transfer does not require posting of job vacancies for public advertisement.
- F. Employment Status Adjustment. A full-time employment position may be created by the combination of two (2) existing part-time employment positions already approved within the

budget, when the salary adjustment does not exceed the combined salaries for the two (2) part-time employment positions. An employee may be promoted to this new full-time employment position with the recommendation of a Department Head, and approval by the Personnel Administrator.

- G. **Salary Grade After Transfer.** An employee who is transferred shall continue at the same rate of pay; or as specified in the classified service of the new position; or a new rate of pay deemed appropriate and approved by the Department Head and Personnel Administrator.

Section 9. Employee Performance Evaluation

- A. **Objective.** The purpose of the Employee Performance Evaluation shall be primarily to inform employees of how well they are performing their work and how they can improve their work performance. Such performance evaluation may also be used in determining merit raises or bonuses, as a factor in determining order of lay-off, as a basis for training, promotion, demotion, transfer, or dismissal, and for such other purposes as set forth in these policies.
- B. **Period of Evaluation.** All employees, except temporary workers shall be evaluated at the end of six (6) months of service and evaluated annually thereafter. An employee shall not be eligible for a merit pay raise until the performance evaluation form has been completely processed. Employees may also be evaluated at the time of separation.
- C. **Evaluations.** Evaluations shall be prepared by the Department Head and immediate Supervisor of each employee and reviewed by the Personnel Administrator. An employee in a supervisory position who is leaving the position shall be required to submit Employee Performance Evaluation forms on all the employees under his or her supervision who have not been evaluated within the previous six (6) month period.
- D. **Review with Employees.** The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with statement(s) in an evaluation, such employee may submit, within ten (10) days following the conference with his or her supervisor, a written statement that shall be attached to the evaluation form and forwarded to the Personnel Administrator.
- E. **Performance Evaluations Confidential.** Performance evaluations shall be confidential and shall be made available only to the employee evaluated, the employee's Department Head, the Personnel Administrator, and the Mayor and City Council.
- F. **Licenses and Certifications.** Any licenses and/or certifications obtained during the period of evaluation should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation. Upon completion of any licenses and/or certifications deemed to provide greater value to the City, such employee may be eligible for a salary increase, within the current pay grade, as submitted by the Department Head to the Personnel Administrator for approval. Please refer to Section 4.H.10.

Section 10. Disciplinary Actions

- A. **Intent.** Effective supervision and good employee relations should reduce to a minimum those

instances necessitating disciplinary action. The establishment of rules and regulations and the imposition of disciplinary action for a violation thereof are not intended to restrict the rights or to punish any employee but are for the purpose of ensuring the rights of all employees, securing cooperation and uniformity throughout the classified service, and correcting deficient job performance. The severity of the disciplinary action imposed should be related to the gravity of the offense, the employee's record of disciplinary action, and the disciplinary action imposed in similar cases. Nothing in these procedures alters the fact that employment with the City of Monroe is for an indefinite term; however, these procedures should provide guidance on practices the City will follow in all situations when verbal instructions or counseling is not effective.

- B. Conduct Subject to Disciplinary Action.** Since it is not possible to anticipate the circumstances under which every conceivable infraction could take place, employees should not view the following list as exhaustive nor as specifying the appropriate discipline for an infraction.
1. The conviction of a felony, or of a misdemeanor involving moral turpitude.
 2. Excessive absenteeism.
 3. Absence without leave, or failure to report after the expiration of a leave of absence.
 4. Excessive tardiness.
 5. Abuse of sick leave.
 6. Insubordination or serious breach of proper discipline.
 7. Inefficiency or incompetency.
 8. Abuse or theft of City property.
 9. Assault, battery, or fighting with a fellow employee.
 10. The borrowing of City equipment for personal use.
 11. The loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
 12. The willful making of false statements to supervisors, officials, the public, boards, commissions, or agencies.
 13. The violation of City policies, ordinances, administrative regulations, departmental rules, or these rules and regulations.
 14. The consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work, or being intoxicated on the job, or being otherwise affected on the job because of the prior use of some illegal substance.
 15. The discovery of a false statement in an application.
 16. Acceptance of gratuities in conflict with state law or City ordinance.
 17. Political activity in conflict with Section 21 of these Policies and Procedures.
 18. Engaging in offensive conduct or using offensive language toward the public, supervisory personnel, or a fellow employee.
 19. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability.
- C. Types of Disciplinary Action.** The Personnel Administrator and a Department Head, subject to the employee's right of appeal as provided in Section 12, shall have the following alternatives when disciplining an employee.
1. **Oral Reprimand.** An oral reprimand is a progressive disciplinary measure which may be issued for an incident, action, or behavior which does not warrant more severe disciplinary action. In the oral reprimand, the Supervisor will verbally and privately explain to the employee that

he or she is being reprimanded, describe the problem, and indicate what must be done to correct the problem. In certain instances, the Department Head should include a written memo in the employee's personnel file describing the nature and resolution of such reprimand.

2. **Written Reprimand.** Where the incident, action, or behavior of the employee is such as not to initially warrant a more severe type of disciplinary action, a written reprimand may be issued for first or second offenses. Written reprimands shall be issued by the Department Head to the affected employee, a copy of the reprimand shall be forwarded to the Personnel Administrator and filed in the personnel folder of the employee.
3. **Suspension without Pay.** A Department Head with the prior approval of the Personnel Administrator may suspend without pay any employee under his or her supervision. Prior to notification to employee, the Personnel Administrator shall review the proposed action of the Department Head. The Personnel Administrator shall render a decision after a review of the recommendation of the Department Head. The Personnel Administrator shall take such action he or she deems appropriate in the matter. A suspension may be imposed for a length of time of one (1) to three (3) working days by the Department Head with prior approval of the Personnel Administrator. A written statement specifically setting forth the reasons for such action and the length of time of such suspension shall be furnished by the Department Head to the affected employee, a copy of same shall be sent to the Personnel Administrator and filed in the personnel folder of the employee within one (1) working day of the effective date of the action.
4. **Suspension with Pay.** When an employee has been accused of serious misconduct or criminal behavior, the employee may be suspended with pay for a length of time of one (1) to three (3) working days, during which the Personnel Administrator will conduct an investigation to determine whether the pending charges will affect the employee's job performance or whether the conduct which resulted in the arrest is the basis for disciplinary action. Where the Personnel Administrator determines that an employee's return to work would not be in the best interest of the City, the employee will be given notice of his or her proposed indefinite suspension without pay, including the reasons for the suspension and the employee will be given an opportunity to respond to the Personnel Administrator concerning those reasons. After the employee has had an opportunity to respond, the Personnel Administrator will issue a decision on the indefinite suspension.
5. **Demotion.** A Department Head may reduce the salary of a regular employee within the range provided in the pay plan or demote the employee to a lower-graded position. The Department Head shall take such action after consultation with the Personnel Administrator. A written statement specifically setting forth the reasons for any such action shall be furnished by the Department Head to the affected employee, and a copy of same shall be forwarded to the Personnel Administrator and filed in the personnel folder of such employee within one (1) working day of the effective date of the action.
6. **Dismissal or Termination.** When a regular employee is charged with misconduct, the Department Head shall place the employee on a three (3) day, paid administrative suspension with a recommendation for dismissal or termination. A written statement specifically setting forth the reasons for suspension with a recommendation for dismissal shall be furnished by

the Department Head proposing the dismissal to the affected employee, a copy of the report shall be furnished to the Personnel Administrator within one (1) working day of the effective date of the action. The Personnel Administrator shall ensure that a written notice of the charges is furnished to the affected employee and shall conduct an investigation to verify that the charges are substantiated and that no errors relevant to the charges were made. The Personnel Administrator shall hold a meeting after the three (3) working day suspension where the employee shall be authorized to present information which is pertinent to the charges on his/her behalf. The Personnel Administrator shall render a decision on the proposal for dismissal based on all of the relevant information. The Personnel Administrator shall advise the employee of his/her right to appeal the decision under the grievance procedure.

7. Notification of Right of Appeal. Any written notification submitted to a regular employee who is being subjected to disciplinary action shall set forth the right of the employee to appeal such action ~~to the Grievance Committee~~ in the manner set forth in Section 12. ~~Oral and written reprimands are not eligible for review by the Grievance Committee.~~
- D. Disciplinary Process Standards. This list of disciplinary actions is to be taken by a Department Head, to then be reviewed by the Personnel Administrator, when circumstances require such action. These steps should serve as a guideline, and not absolute, as certain situations will need more or less disciplinary action based on the situation, and may through written documentation by Department Head, and approval by the Personnel Administrator be progressed to properly gauge the circumstance and situation.
1. First Violation – Oral reprimand, notation made in employee file, and instruction on proper actions.
 2. Second Violation – Written reprimand, and instruction on proper actions with notated steps for improvement.
 3. Third Violation – One (1) to three (3) day suspension with or without pay, written reprimand, and instruction on proper actions.
 4. Fourth Violation – Demotion, Dismissal, or Termination.

Section 11. Separations

- A. Types of Separation from the Classified Service. Separation from positions in the classified service shall be designated as one of the following:
1. Resignation. An employee shall submit to the Department Head written notice of resignation at least fourteen (14) days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the Personnel Administrator. Time off for sick leave, personal time, or vacation time is not considered proper notice of resignation and will result in default of payment of unused leave. Failure to comply with this rule shall be entered on the service record of the employee.
 2. Abandonment of Job. An employee not on authorized leave of absence as defined in Section 16.F., and who fails to report to work for three (3) consecutive days may be terminated from the service of the City for job abandonment. Any employee terminated for job abandonment shall have the right of appeal ~~to the Grievance Committee~~ in the manner set forth in Section 12.

3. **Quitting.** An employee that fails to submit a written notice of resignation at least fourteen (14) days in advance of the date of resignation will be classified under quitting. As stated in Section 16, authorized time off for sick leave, personal time or vacation time is not considered proper notice of resignation.
4. **Lay-off or Reduction in Force.** Any involuntary separation not related to an employee's conduct shall constitute a lay-off or reduction in force.
 - a. **Basis.** Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in the duties or organization, or related reasons beyond the employer's or the employee's control which do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.
 - b. **Notice to Department Head.** Whenever the lay-off or reduction in force of any employee shall become necessary, the Mayor and City Council shall notify the Personnel Administrator and Department Head at least thirty (30) calendar days in advance of the intended action, of the necessity for such lay-off and the reasons therefore. The Department Head shall thereupon furnish to the Personnel Administrator the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.
 - c. **Order of Lay-Off.** Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three (3) factors to be weighted equally: job performance, length of service in class, and length of service with the City. If an employee believes that an error has been made in determining lay-off order, he or she may request an administrative review by the Personnel Administrator.
 - d. **Special Cases.** Should a Department Head determine that the retention of a certain employee is essential to the effective operation of the department because of the fact that such employee possesses special skills or ability and should the Department Head wish to retain an employee in preference to another with a higher rating, then the Department Head shall submit a written request to the Personnel Administrator. Such notification shall set forth in detail the specific skills and abilities possessed by the employee and the reasons why such employee is essential to the effective operation of the department. With the approval of the Personnel Administrator, the individual may be retained.
 - e. **Notice to Employees.** Regular employees to be laid off shall be notified in writing by the Personnel Administrator at least fourteen (14) calendar days prior to the effective date of the lay-off.
 - f. **Demotions.** Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists and such employee is qualified to fill the position in the lower classification, or at the discretion of the Personnel Administrator.

5. Termination. Terminations are dismissals initiated by the City, that may or may not allow for an appeal pursuant to Section 12, ~~Grievance and~~ Appeal and Grievance Procedure.
6. Inability to Perform. If an employee suffers from a physical or mental disability which prevents him or her from performing the essential functions of their current position, even with reasonable accommodation, the employee may be reassigned to a different position, if the employee is qualified for the re-assigned position and if such position is vacant or will be vacant within a reasonable amount of time. Such a reassignment will be made to a position equivalent to the one presently held in terms of pay or job status. If there are no accommodations that would enable the employee to remain in the current position and there are no positions soon to be vacant for which the employee is qualified, the employee may be reassigned to a lower graded position or be terminated due to inability to perform the job. In all such cases, the employee will cooperate with the City or to determine the limitations imposed by the disability and to design accommodation for the essential functions of the job. Termination due to an inability to perform essential functions shall be subject to an appeal pursuant to Section 12, ~~Grievance and~~ Appeal and Grievance Procedure.
7. Loss of a Job Requirement. Any employee who is unable to perform the essential functions of his or her job adequately because of loss of a necessary license or other necessary requirement shall be separated by lay-off from employment in that position until such license or requirement is re-obtained, or by termination should the failure of such license affect the ability of the City to maintain services. The license or requirement should be reacquired within a reasonable length of time, determined by the Department Head, or the employee will be terminated.
8. Dismissal or Discharge. Dismissals or discharges are involuntary terminations initiated by the City.
9. Retirement. The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service.
10. Death. Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, and funds set aside from payroll deductions due to such employee as of the effective date of separation shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

~~Section 12. Appeal and Grievance Procedures.~~

~~A. Intent. City employee grievances should receive prompt consideration and equitable resolution. Wherever possible, grievances should be resolved or adjusted informally, and both supervisors and employees shall be expected to make every effort to do so. Any regular employee in the classified service who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee (regular or probationary) who has been subjected to any alleged discriminatory action that is~~

~~prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.~~

~~B. Treatment of Process. These procedures governing the processing of grievances and providing the right of appeal are established for the purpose of eliminating or correcting justifiable complaints or dissatisfaction of regular employees or certain complaints of probationary employees and applicants; ensuring that all employees shall be afforded fair, equitable, and expeditious review of their grievances without fear, coercion, or discrimination; and providing a systematic and orderly method for resolving complaints and differences between employees and supervisory or management personnel.~~

~~C. Grievance Committee. The Grievance Committee for City employees is the Mayor and City Council. The Grievance Committee shall hear all matters brought before it under procedures set forth below, and after a hearing may, by a majority vote of the Committee, take such action concerning an affected employee as it deems appropriate, including but not limited to: reinstatement with or without full compensation for lost wages, reprimand, suspension, or dismissal from the service of the City. If either the employee or the employer is dissatisfied with the decision of the Grievance Committee, a final appeal may be made in writing within ten (10) working days, to be brought before the Mayor and City Council.~~

~~D. Procedure for Grievance Resolution.~~

~~1. A formal grievance shall not be initiated unless the employee has discussed the grievance with their Department Head and Personnel Administrator, or in the case of an applicant, with the Personnel Administrator. Such discussion shall be held within ten (10) working days after the occurrence of a grievance matter. The Personnel Administrator shall render a decision on the matter within ten (10) working days after the grievance has been discussed.~~

~~2. Should the employee or applicant not be satisfied with the decision of the Personnel Administrator, the employee or applicant, within five (5) working days, shall state the grievance in writing to the Personnel Administrator, setting forth the reasons for the appeal to the Grievance Committee. Such appeal shall be accompanied by all of the facts and information concerned with the grievance.~~

~~3. The Grievance Committee shall, within thirty (30) working days after the receipt of an appeal, hold a hearing upon same and consider the action complained of in the grievance.~~

~~a. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, applicants, their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the Grievance Committee shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.~~

~~b. At the hearing before the Grievance Committee, technical rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation. Any member of the Committee shall have the power to compel the production of relevant books, records, and documents.~~

~~c. A copy of the decision of the Grievance Committee shall be given to the affected employee and the Department Head of same, or to the applicant, within three (3)~~

working days following the completion of the hearing.

~~4. The failure of management to follow the steps outlined above shall result in conferring upon the employee the right automatically to proceed to the next step in the grievance procedure. The failure of the employee to follow the steps outlined above may result in the dismissal of the grievance at any step.~~

~~5. In those cases where dismissal of an employee is involved, the Personnel Administrator shall immediately notify the affected employee that, if requested, a hearing before the Grievance Committee will be set up and held within thirty (30) working days of the action taken. At all such hearings, the Department Head shall be required to appear and explain the reasons for the dismissal.~~

~~**E. Outline of Grievance Process.**~~

~~1. Discussion of grievance with Department Head and Personnel Administrator. Must happen within ten (10) business days of occurrence of a grievance matter.~~

~~2. Appeal of grievance decision by Department Head and Personnel Administrator made in writing to Personnel Administrator. Must be with five (5) business days of decision from Step 1.~~

~~3. Grievance Committee hearing to be held for final decision. Must be within thirty (30) business days of Step 2.~~

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Section 12. Grievance and Appeal Procedures.

A. Employee Grievance. This grievance process provides an orderly process for hearing an employee's grievable claim and reaching a firm, equitable decision in a timely manner. The grievance procedure must always be utilized first prior to any matter being appealed as called for in sub-section 12(G). The employee and the employee's Department Head or supervisor, as appropriate, should make every effort to resolve problems informally before initiating a formal grievance. The employee may file a formal grievance in the circumstances and timeframes set forth below. The employee, supervisor, or Department Head may also call upon the Personnel Administrator to assist in the mediation of a grievance dispute at any point in the process.

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B. Coverage and applicability. This employee grievance process is available to all employees who are subject to the provisions of this Personnel Policy. The City prohibits discrimination and harassment on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, marital status, parental status, or veteran status. Any employee who believes that he or she has been subjected to unlawful discrimination or harassment should also refer to Section 19. The availability of the grievance procedure in this Section does not alter an employee's at will status or create a property interest in employment. Employment with the City is at-will and at the pleasure of the City Administrator, Mayor and Council, or other authorized person.

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C. Overview of Grievable Actions. An employee may file a written grievance with the applicable Department Head, Human Resources Director, or City Administrator in accordance with the

procedures and policies in this Section. A grievance is a claim by an employee declaring any of the following grievable actions: (1) unsafe or unhealthy working conditions; (2) misapplication of City policies in violation of this Personnel Policy; or (3) misapplication of Departmental policies; (4) violation of law.

D. Non-Grievable Actions. Action that are not grievable include, but are not limited to, the following: (1) issues which are pending or which have been conducted by other administrative or judicial procedures; (2) management’s assignment of work and/or establishment of work processes; (3) disciplinary action that does not result in dismissal, demotion, or disciplinary related salary reduction;(4) budget allocations and expenditures and decisions relating to organizational structure, including the persons or number of persons assigned to particular units; (5) the content or rating of a performance evaluation except when the employee can clearly show that he or she has been adversely affected by the appraisal; (6) the selection of an individual to fill a position through appointment, promotion or transfer, except when the employee can show adverse effect because of unlawful discrimination; (7) any matter which is not within the jurisdiction or control of the City; (8) internal security practices established by the City; and (9) decisions, practices, resolutions, or policies made or passed by the Mayor and Council.

E. Processing of Grievances. The Personnel Administrator is responsible for ensuring that grievances relating to grievable actions are fully processed. Decisions made by the Personnel Administrator are final. No employee shall be retaliated against for using the City’s grievance procedures. Any employee filing a grievance shall follow the procedure outlined below. All grievances shall be submitted in writing and signed by the employee.

F. Grievance Procedures.

1. Level 1- Informal Dispute Resolution.

An employee who wishes to pursue a grievance under this Section should first seek to resolve the issue informally through discussions with his or her immediate supervisor, unless the employee claims to have been aggrieved by his or her immediate supervisor, in which case the employee may instead discuss the grievance with the Department Head. If the grievance remains unresolved, the employee should discuss the grievance with the Human Resources Director. The person or persons with whom the employee raises the grievance must make a full verbal response to the employee within five (5) working days from the date the matter is raised. In public safety departments, it is expected that grievances follow the chain of command. Informal dispute resolution of a grievance should not be allowed to extend beyond thirty (30) days.

2. Level 2- Review by the Human Resources Department.

If the Department Head is unable to resolve a grievance at the department level, or the response is unsatisfactory to the employee, the employee must within five (5) working days of receiving the Department Head’s response, submit a written grievance to the Human Resources Director. The grievance shall specify the following:

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a. Provisions of City policy that were misapplied and describe the manner in which the same were misapplied;

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b. Unsafe or unhealthy working conditions and state how the same materially affect the employee in the workplace;

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c. Provisions of Departmental policy that were misapplied and describe the manner in which the same were misapplied;

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d. Any other relevant facts, circumstances, and evidence pertaining to the grievance.

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Within ten (10) days of receipt of the grievance, the Human Resources Director or his or her designee will arrange a mediation conference with the employee, Department Head, and other persons involved in the grievable action. The Human Resources Director will facilitate the mediation conference in an attempt to reach an agreement among the parties. If an agreement cannot be reached, the Human Resources Director will issue a written decision within five (5) days.

3. Level 3- Review by City Administrator or Designee.

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If the result of the mediation conference or HR Review is unsatisfactory to the employee, the employee must within five (5) working days of receiving the decision, present the written grievance to the City Administrator. Within ten (10) days of receipt of the grievance, the City Administrator will make a determination and notify the employee. If the grievance is brought by a Department Head, then the grievance shall be submitted to the City Administrator. The decision of the City Administrator shall be final in matters not related to an adverse action. Matters related to an adverse action that are not satisfactorily addressed by this policy may be addressed through the formal appeal process outlined in sub-section G hereinbelow.

G. Employee Appeals Policy. It is the policy of the City to provide an orderly process for hearing an employee's appealable claim regarding an adverse action or other appealable issues identified in this policy, and reaching a firm and equitable decision in a timely manner. Employees who have a claim under this Section will have the right to an administrative review in the form of an appeal hearing before the appointed Personnel Hearing Officer (PHO). The PHO is interested in the fair treatment of employees, with proper recognition and concern for the efficient and effective operation of the local government services provided to the citizens of Monroe, Georgia. The PHO will exhibit mature reasoning, prudent stewardship of public funds, evidence of good judgment, and impartial and non-political performance of these duties.

H. Overview of Appealable Issues. Employees who are subject to: (1) loss of employment status; (2) loss of income through disciplinary suspension; (3) demotion; or, (4) who claim illegal discrimination in violation of state or federal law will have the right to due process through an administrative review in the form of an appeal hearing before the appointed PHO. The application of the employee appeals policy should not be construed as creating a property interest in your employment. Your employment with the City is at-will.

I. Coverage and applicability. The right to appeal to the PHO is expressly granted to each regular full-time and regular part-time employee, as defined by this Policy Handbook, after completely exhausting the grievance procedure with City management as outlined hereinabove. Upon receipt of the requested petition of appeal the PHO reserves the right to determine if the subject of the request is an appealable matter as stated under these guidelines. Working test employees, probationary, seasonal or contract workers are not eligible for appeal rights.

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J. How to file. The request for an appeal must be submitted in writing to the Human Resources Director by the employee within five (5) working days of the effective date of the adverse action or decision or event being appealed. The written appeal shall contain exactly what is being appealed and the specific relief requested.

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K. Duties of the Personnel Hearing Officer.

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1. The PHO will make such investigation and conduct such public hearings as deemed necessary within thirty (30) working days of the filing of a written appeal, unless an extended timeline is agreed to in writing by the party filing the appeal, the City and the PHO. Within fifteen (15) working days after conclusion of the investigation, or the date of the last hearing, whichever shall be the latter of the two, the PHO shall inform the employee and the Human Resources Director in writing of the findings and decision. The decision of the PHO will be limited to the issue presented by the employee and will in all cases be final.

2. The PHO has final authority within the City of Monroe to hear cases brought by employees who exercise their right to appeal adverse actions and other appealable issues which are described herein. The PHO will determine if management's decision is supported by the evidence, lies within the lawful discretion of management, and is consistent with City past practice and recognized general management procedure, based on facts, circumstances, and the employee's previous record.

3. In reviewing appeals cases, the PHO will be guided by the following criteria. It will be the burden of the employee to establish by a preponderance of the evidence that the adverse action or practice in question: (a) does not substantially comply with sound management principles and is not consistent with the policies and procedures of the City; (b) that the factual basis upon which the adverse action was taken is not true and correct or was substantially inaccurate in all relevant and material aspects; (c) that the adverse action is not reasonable, given the severity of the offense; (d) that an illegal discrimination practice exists in the work place which affects the employee and which has not been properly addressed or terminated by the management.

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4. In reviewing the action taken by management, the PHO will confirm or rescind the adverse action in question. He or she is not authorized to substitute an alternative form of discipline. The PHO may reverse decisions made by management if he or she finds the employee has met his or her burden of proving any of the criteria for review set out in the previous subsection. The PHO may provide management with supplementary observations, comments, and recommendations regarding alternative levels of discipline

for consideration by management. The PHO's decision as rendered will be the final decision of the City.

L. Appeal Hearings. The PHO will adopt procedures for the conduct of appeal hearings. All hearings will be public hearings, with notice of the hearing available to all members of the general public. Meetings, admissibility of information, and rules of evidence may be informal as compared to formal judicial proceedings. The PHO will have the ability to compel attendance of witnesses. The City and the employee shall be afforded the opportunity to present testimony and evidence at a hearing. The City and the employee shall also be afforded the right to cross-examine any and all witnesses presented. The PHO shall be afforded the right to examine all witnesses and evidence as presented.

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M. Appointment of the PHO. The City Administrator and the Mayor will make a nomination to the Council for appointment of one licensed attorney with a minimum of ten (10) years practice experience as the primary PHO and one or more alternate hearing officers will be similarly appointed in case the primary PHO is not available when needed to conduct a hearing. The PHO will be appointed by a majority vote of the Council and may be removed by a majority vote of the Council. The initial appointment will be for a four (4) year term and will be subject to replacement or reappointment at the end of each additional four (4) year term.

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Section 13. Employee Development

- A. In-Service Training. Department Heads and the Personnel Administrator shall be responsible for fostering and promoting in-service training of employees for the purpose of improving the quality of service and to assist employees in preparing themselves for advancement. Department Heads and the Personnel Administrator through proper development of job descriptions will notify employees under any such conditions where attendance of training seminars is required as a condition of employment.
- B. Licenses and Certifications. Training and development as it relates to particular job requirements per job descriptions will be encouraged and provided by the City upon employment. Additional licenses and certifications that may be available to provide growth and development will also be allowed and funded by the City with prior Department Head and Personnel Administrator approval.

Section 14. Records and Reports

- A. Personnel Transactions. All appointments, separations, and all other personnel transactions shall be recorded on forms provided by the Personnel Administrator. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.
- B. Personnel Files. Personnel files are business records of the City and are property of the City.
- C. Public Inspection. Information relative to employees and former employees shall be available for

public inspection at reasonable times in the Personnel Department in the presence of a Personnel Representative and in accordance with Title 50, Chapter 18 Official Code of Georgia Annotated.

- D. Destruction of Records. Employee service records shall be kept in accordance with State and Federal regulations after separation of employment. Such records may be kept in their original form or in any other duplicate the Personnel Administrator deems appropriate. All other records including correspondence, applications, and examinations may be destroyed after three (3) years.
- E. Attendance Records. Regular attendance reports shall be prepared and submitted by each Department Head as requested by the Personnel Administrator and in the form designated by the Personnel Administrator.

Section 15. Payroll.

- A. Initial Appointments. Upon the appointment of any employee to a classified service, the Department Head shall submit to the Personnel Administrator, or designee such information as is necessary to certify the employment status, title or position, and salary or wage of such employee.
- B. Payroll Adjustments.
 - 1. Each Department Head shall be responsible for immediately notifying the Personnel Administrator for approval of any occurrences or actions to be taken which require an adjustment in the salary or wage of any employee or employees under the supervision of such Department Head.
 - 2. Upon the receipt of such notice, ~~or action by the Grievance Committee,~~ which requires an adjustment in the salary or wage of any employee or employees, the Personnel Administrator shall make such payroll adjustments for such employee or employees as may be required.
- C. Recovery of Salaries Improperly Paid. Employees may be held liable for the return of salaries improperly, erroneously, or illegally paid to employees.
- D. Voluntary Deductions. Upon the request in writing of any employee, the City shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions, insurance, or other personal financial investment plans.

Section 16. Attendance and Leave

- A. Hours of Work. The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the City and the reasonable needs of the public who may be required to do business with various City Departments. The work schedule for each department shall be established by the Department Head with the advice and approval of the Personnel Administrator.
- B. Attendance. Each Department Head shall be responsible for the attendance of all persons in his or her department. The Personnel Administrator shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, personal leave, and

others, as provided in Section 16.

C. Holidays. All full-time employees shall be eligible for holiday leave for the following days and other days as designated by specific action of the Mayor:

- New Year's Day
- Martin Luther King, Jr.
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Day after Christmas Day
- Personal Preference Day (must have two-week prior approval)

(i.e., President's; Valentine's; St. Patrick's; Good Friday; Confederate Memorial; Flag; Yom Kippur; Halloween; Election; Columbus; Veterans; Chanukah; Christmas Eve; or New Year's Eve Day)

1. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.
2. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary employees will not be paid for holidays not worked.

D. Birthday. All full-time employees with fifteen (15) or more years of service shall be eligible for a paid holiday on their birthday, after completion of the fifteenth year of service.

E. Annual (Vacation) Leave.

1. General. Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.
2. Eligibility. All full-time employees in the classified service shall be entitled to earn and accrue annual leave. Probationary employees accrue but may not take vacation leave during first six (6) months of employment. Part-time and temporary employees shall not be eligible for annual leave.
3. Rate of Leave Accrual. Full-time employees begin to accrue annual leave immediately upon employment. Employees under part-time, temporary, provisional, emergency appointments, and employees not deemed to be in the classified service will not be granted annual leave under these policies. Annual leave shall be accrued according to the following schedule:

| Number of Years of Continuous Employment | Number of Leave Hours Accrued per Month |
|--|---|
| 0 - 12 Months | 4 Hours |
| 1 - 4 Years | 8 Hours |
| 5 - 10 Years | 10 Hours |
| 11 - 24 Years | 12 Hours |
| 25+ Years | 14 Hours |

1. Accrual of annual leave will cease during the time period an employee is out of work on "leave" as described in Section 16-G. Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.
4. Notice of Leave. A request for annual leave shall be submitted to the employee's immediate supervisor. Annual leave may be taken only after approval by the Department Head so that, insofar as practicable, the department can function without the hiring of additional temporary help. Annual leave shall be authorized in units of days or hours only.
5. Maximum Allowable Accumulation. Unused annual leave not exceeding three hundred sixty (360) hours may be carried into the next calendar year.
6. Payment for Unused Leave. When an employee is separated from service, such employee shall be paid for all unused annual leave unless he or she fails to give and serve proper notice of resignation, of no less than ten (10) working days without leave.

F. Sick Leave.

2. General. Sick leave shall be allowed to an eligible employee in the following instances:
 - a. In the case of actual sickness or disability of the employee, or for medical, dental, eye examination, or treatment for which arrangements cannot be made outside of working hours; and
 - b. When the employee is required to care for a sick or injured immediate family member, the employee shall report the illness prior to his or her scheduled work time.
3. Eligibility. Those employees entitled to earn annual leave shall also be eligible to earn sick leave as described in Section 16.E.2.
4. Rate of Leave Accrual. Full-time employees begin to accrue sick leave immediately upon employment at the rate of eight (8) hours per month. Accrual of sick leave will cease during the time period an employee is out of work on "leave" as described in Section 16.G. Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.
5. Certification by Physician. A medical certificate signed by a licensed physician may be required by a Department Head or the Personnel Administrator to substantiate a request for sick leave.

6. **Workers Compensation Benefits.** Sick leave is not available to employees who are receiving wage replacement as part of worker's compensation benefits, except to supplement difference between benefit and weekly wages.
 7. **Maximum Allowable Accumulation.** A maximum of four hundred eighty (480) hours of sick leave may be accumulated. For time accumulated in excess of four hundred eighty (480) sick leave hours, the employee will be paid regular salary in addition to his or her normal pay as a one (1) time payment at the end of the calendar year of accumulation.
 8. **Personal Leave.** Up to sixteen (16) hours per year of accumulated sick leave can be used for personal leave.
 9. **Payment of Unused Sick Leave.** When an employee is separated from the service, payment shall be made for any unused sick leave in excess of 480 hours.
 10. **Health Bank.** An employee may voluntarily assign his or her sick leave to another employee in an extraordinary or unusual circumstance to be approved by the Personnel Administrator (i.e., catastrophic illness) to a sick bank approved by the Personnel Administrator. Donations are limited to 40 hours per employee. Resigning and retiring employees may donate 40 hours. Donations will be held for two (2) years and if not used for approved reason, revert to the employee who donated the hours. The employee using time from the health bank must have used all of their own accrued leave before using leave from the health bank.
- G. Other Types of Leave.**
1. **Military Leave.**
 - a. Any regular employee who leaves the classified service to join the military forces of the United States during time of war or other national emergency, or is inducted by Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date ninety (90) days after which such service terminates. Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Personnel Administrator within ninety (90) days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable accommodation.
 - b. The returning employee shall be entitled to any increases in salary (including cost-of-living increases) or any advancement in grade which would normally be accorded to the incumbent of the position, with the exception of any increases or advancement in grade which would normally be dependent on meritorious performance of the duties of the position.
 - c. In the event a position vacated by a person entering the military service as stated above no longer exists at the time he or she qualifies to return to work, such person shall be entitled to be re-employed in another position of the same status, class, and pay in the classified service, provided such re-employment does not necessitate the

laying off of another employee.

- d. Any regular employee who is a member of the National Guard or an organized military reserve of the United States will be allowed leave of absence with pay to attend training camps upon presentation of orders concerning such training for up to eighteen (18) days or in the event the Governor declares a State of emergency up to thirty (30) days in any one (1) calendar year. Subsequently, employees may charge their accrued annual leave to time off for military duty.
 - e. Employees on leave of absence for military service have rights with regard to continuation of benefits, as provided in The Uniformed Services Employment and Reemployment Rights Act (USERRA).
2. **Funeral Leave.** In the event of death in an employee's immediate family, he or she will be granted paid leave up to three (3) scheduled working days. This three (3) day period will begin on the day of death. The employee will receive his or her normal pay for any scheduled workday that occurs during this period.
3. **Family and Medical Leave.**
- a. Under the Family and Medical Leave Act, a full-time employee, with at least twelve (12) continuous months of service and has worked a minimum of 1,250 hours during that twelve (12) continuous month period, may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:
 - i. Bond with a newborn baby within one year of birth;
 - ii. Placement of a child for adoption or foster care;
 - iii. Serious health condition making someone unable to perform the functions of his or her job;
 - iv. Care for the employee's spouse, son, daughter, or parent who has a serious health condition;
 - v. Qualifying exigency for a family member arising from active military duty.
 - b. All employees eligible for leave under the FMLA will be required to provide the City with a written certification of the serious health condition. Employees must give the Personnel Administrator (PA) a completed Certification Form, a Department of Labor (DOL) Form—"Certification of Physician or Practitioner", within fifteen (15) days after the employee requests leave under the FMLA. The PA may require the employee to obtain a second or third medical opinion regarding the condition and treatment. The PA may require the employee to provide periodic progress reports regarding "leave status."
 - c. During the twelve (12) week leave period under FMLA, the City will maintain the employee's current health benefits.
 - d. Upon reinstatement of employment, the City will return the employee to the previous or an equivalent position at the same level of pay, benefits, and other terms of employment.
 - e. The employee may elect to use their accrued annual or sick leave during the twelve (12) week unpaid leave period.
 - f. In the case of an employee's own serious health condition or to care for a family member who has a serious health condition, unpaid leave may be taken on an intermittent or reduced leave basis. Both the employee and employer must agree to

leave period has expired shall be required to give his or her Department Head at least a one (1) week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.

- d. The City will maintain the employees' current benefits. The employee is required to make premium payments to the City by each payroll date. If premiums are 30 days late, a written notice will be sent allowing 15 days to catch up unpaid premiums. Failure to pay premiums will result in the cancellation of coverage.
- e. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her Department Head in writing within three (3) days of accepting such employment.

9. Absence Without Leave.

- a. An absence of an employee from duty, including any absence for one (1) day or part of a day, that is not authorized by a leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
- b. When an employee has taken leave of any kind or is absent without leave, his or her Department Head shall notify the Personnel Administrator in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates, hours, and other pertinent data.

10. Administrative Leave. An employee may be placed on administrative leave with pay at the discretion of the Department Head and approval of the Personnel Administrator when such action is deemed to be in the best interest of the City.

Section 17. Fraternization

- A. Internal Relationship. Romantic or sexual liaisons that develop among employees or between employees and elected officials in the workplace may be potentially disruptive to our business. The City will intervene and discuss the romantic or sexual liaisons with involved employees and/or elected officials. The City may also take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.
- B. External Relationship. You are expressly prohibited from dating or becoming similarly involved with (for example a romantic or sexual relationship) anyone doing business with the department within which you are employed. Further, no employee may engage in such relationship with any contractor, vendor, or other person or persons doing business with the City if such relationship is deemed by the City to pose or present in any manner a conflict of interest or potential liability. The City may take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

Section 18. Nepotism

- A. It is the policy of the City of Monroe that no Department Head, member of the Mayor and City Council, or Personnel Administrator shall appoint or employ any person who is a member of the immediate or extended family of such officer to any regular classified position in the City if such

appointment or employment would cause a relative of such officer to come under the direct supervision of such officer.

- B. The employment of relatives is not prohibited by the City as long as none of the related persons are employed in a supervisory role in which they might have an effect on a relative's progress, performance, or welfare as an employee.
- C. An employee may not be promoted into a position in which they would have supervisory responsibility over a relative, unless the relative can be transferred to another position that would not be under the supervision of the relative that is being promoted.
- D. Under this nepotism policy, "relatives" are defined as spouse, mother, father, stepmother, stepfather, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, brother, brother-in-law, sister, sister-in-law, half-brother, half-sister, grandchild, grandparent, and grandparents of spouse.
- E. This section does not apply to person employed by the City prior to the election of the Mayor and City Council respective of relatives already maintaining employment.

Section 19. Equal Opportunity and Non-Discrimination

- A. Policy. All applicants for positions and employees of the City shall be assured of fair and equitable treatment in all aspects of personnel administration, including training, promotion, and disciplinary action; without regard to political affiliation, race, color, national origin, sex, age, disability, or religious creed; and with proper regard for their privacy and constitutional rights as citizens.

It is and shall continue to be the policy of the City that its employees and their work environment be free from all forms of sexual harassment and intimidation. Verbal and physical conduct of a sexual nature by an employee, supervisor, or manager including sexual advances, requests for sexual favors, or other conduct which tends to create an intimidating, hostile, or offensive work environment, is strictly prohibited.

An employee who believes he or she is being subjected to sexual harassment by a co-worker, manager, supervisor, or other individual (whether or not employed by the City); or who believes his or her employment is being adversely affected by such conduct, should report such incidents to his or her supervisor as soon as possible. A prompt and thorough investigation of his or her complaint will be conducted. If he or she is not satisfied with the conclusion or results of the investigation, he or she should present his or her complaint to the Personnel Administrator. ~~If circumstances require, incidents of sexual harassment may be reported directly to the Mayor and City Council.~~

It is also the City's policy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City will also make reasonable accommodations whenever necessary for all employees or applicants with disabilities, provided that the individuals are otherwise qualified to safely perform the duties and assignments connected with the job and

provided that any accommodations do not require significant difficulty or expense.²

- B. **Publicity.** The Personnel Administrator shall see that information about job opportunities and the equal employment policies of the City is readily available to all citizens of the City and especially to all potential job applicants.
- C. **Appeals Based on Alleged Discrimination.** Any applicant or employee who believes that he or she has been discriminated against shall have the right to counsel with the Personnel Administrator and to avail himself or herself of the appropriate Grievance Procedure outlined in Section 12.
- D. **Affirmative Action Plan.** The Mayor and City Council may adopt an affirmative action plan to formulate actions to correct employment practices which have, or potentially could have, a negative impact upon minority groups or females.

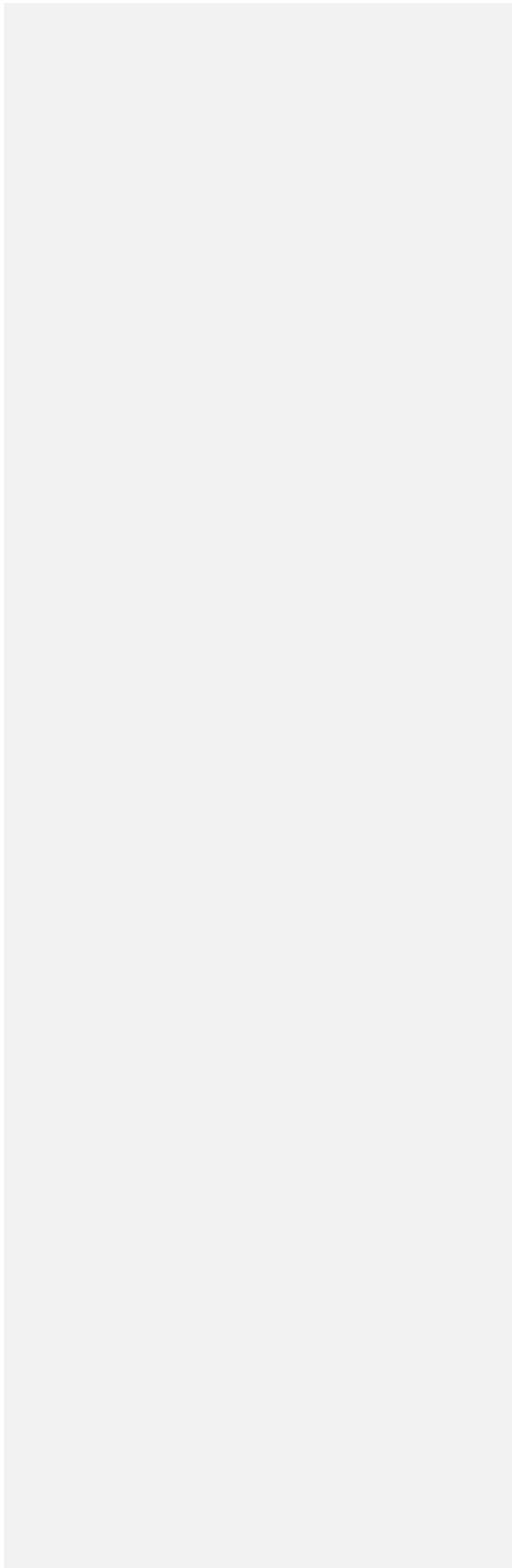
Section 20. Outside Employment

Other than for our Public Safety employees who work special shifts, the City considers other employment or “moonlighting” impractical given most employees full-time duties with the City. In the event you have other employment, you should be careful that extra hours of work do not affect the safe performance of your regular job with the City by leaving you tired and slow to react. You must notify your supervisor of any second job or outside employment. Of course, any outside employment may not create a conflict of interest with your work at our City. Likewise, you may not perform any work for another company or venture during your working time for the City.

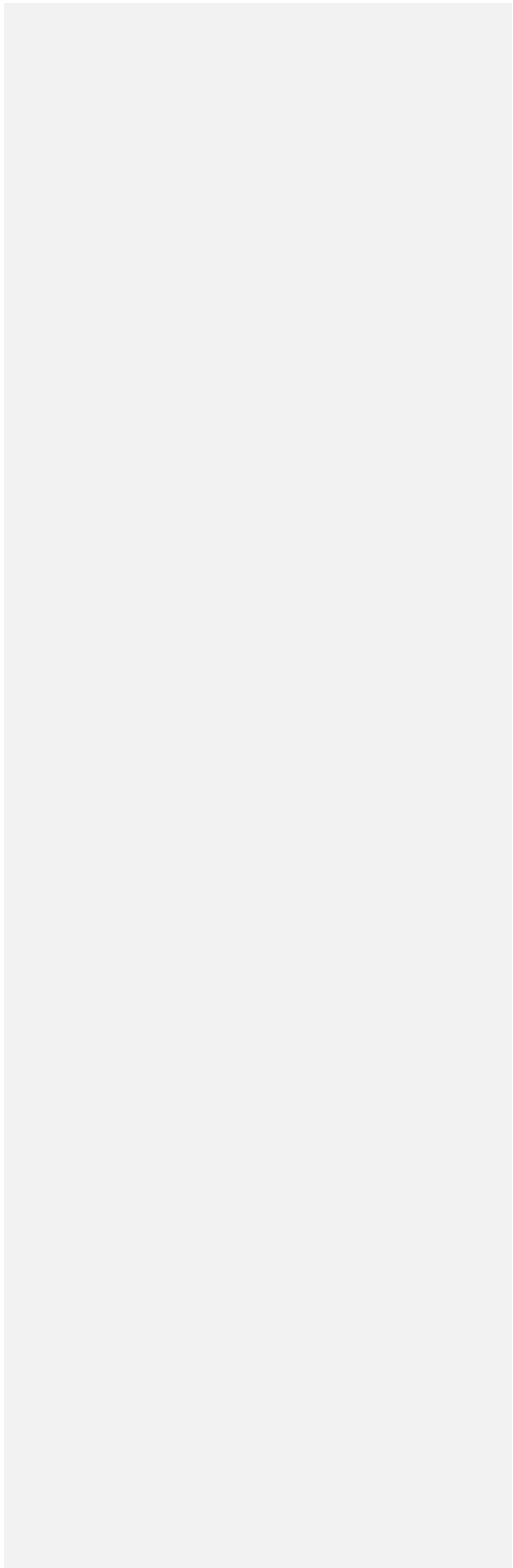
Employees who are on a leave of absence from employment with the City generally must be on leave from any other employment as well unless the nature of the City leave is unrelated to the outside employment. For example, if an employee’s essential job duties require the ability to stand for long periods and the employee is on leave due to an inability to stand, the employee would not be allowed to engage in outside employment that required standing.

Section 21. Political Activities

No employee in the classified service shall engage in political activities at the work place or during business hours. No City employee shall hold an elective office in the city government, nor shall they solicit any contributions or assessments, or services, nor publicly endorse any candidate for any City elective office. Any such activity will result in the termination of employment by the City.



RETIREMENT POLICY



Original November 2017

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Section 1. Your Retirement Plan

Retirement appears to be far in the future to employees in their twenties, thirties, and even forties. However, those in their fifties and older realize how quickly time passes as the retirement years arrive. Hence, a successful retirement requires advanced planning so that life will be pleasant and secure when the time arrives.

Accordingly, the City of Monroe has adopted a defined benefit retirement plan. This plan provides for payment of monthly benefits to you for life after you retire. The City manages the plan and invests plan assets through the Georgia Municipal Employees Benefit System (GMEBS). The City engages Georgia Municipal Association (GMA) to conduct day-to-day administration of the plan.

This plan is designed to help you prepare for financial security in later years. It supplements your Social Security benefits and personal savings by providing additional income in retirement.

Please read this booklet and become familiar with the benefits afforded in the plan. Understanding how these benefits enrich your retirement can give you and your family greater personal assurance.

The full terms and conditions of the plan are set forth in the plan's text which is available for inspection in the office of your Pension Committee Secretary. The plan text will govern any issues which may arise concerning the plan. Your entitlement to benefits is dictated by the terms of the retirement plan text as adopted by the City. ***This booklet is for information and illustration purposes only and is not a part of the City's retirement plan text.***

Section 2. Retirement Plan

- A. Purpose. The purpose of the City's retirement plan is to provide additional income to make it easier for you and your family to be secure and independent in your retirement years. The plan is designed for career employees to supplement Social Security and personal savings to provide adequate retirement income.
- B. Eligibility. Regular, full-time employees who work at least 30 hours per week on a regular basis are eligible for the plan.

Section 3. Cost

- A. It does not cost you anything; the City pays the entire cost of the plan.

Section 4. Benefits

- A. After you retire, the plan pays you a monthly retirement benefit for as long as you live. You may

choose an option that will reduce your monthly benefit and leave a benefit to a beneficiary.

Section 5. Determination of Benefits

- A. The amount of your benefit is based on four items:
 - 1. **Credited Service.** Normally, your credited service will be the total years and months that you have worked for the City. You may also have the option to purchase additional credited service for previous military service, full-time service performed for a government other than the City of Monroe, or part-time service performed for the City of Monroe.
 - 2. **Final Average Earnings.** Your final average earnings are the average of your earnings for the period of 60 consecutive months in which they are highest. In most cases it will be your last 5 years of employment prior to retirement.
 - 3. **Benefit Formula.** The benefit formula is a percentage that is multiplied by your final average earnings and your years and months of credited service to produce your annual normal retirement benefit. Your annual benefit is calculated as follows:
 - a. 2.00% times your Final Average Earnings
 - b. times your years and months of Credited Service
 - 4. **Age at Retirement.** Normal retirement age is 65 provided you have at least 5 years of credited service.

Alternatively, you may retire with a normal unreduced retirement benefit if you are at least age 55 and have at least 25 years of credited service. You do not have to be actively employed with the City in order to qualify for this alternative normal retirement.

An early, reduced retirement benefit is available between ages 55 and 65 provided you have at least 10 years, but less than 25 years of credited service. If you retire under the early retirement provision, your benefit will be reduced to compensate for your longer life expectancy after retirement. The earlier you retire, the lower your benefit. (The early retirement reduction factors are shown on page 8 of this handbook.)

Section 6. Benefits Paid

- A. Your retirement benefits are paid to you each month for as long as you live. Retirement begins on the first day of a month. You can choose one of three ways to receive your benefits:
 - 1. **Lifetime Monthly Benefit for Retiree Only; No Lifetime Monthly Survivor Benefit.** Under this option, you will receive the maximum lifetime monthly retirement benefit amount (i.e., no actuarial reduction is applied). The benefit is paid to you every month for as long as you live. However, no monthly lifetime survivor benefit will be payable after your death. You may not designate a beneficiary to receive a monthly lifetime survivor benefit after you die. When you die, monthly retirement benefit payments stop and no further monthly benefits are payable to any beneficiary or your estate. Note that if you die before 36 months of retirement payments have been paid to you, a lump sum death benefit in the amount of 36 times your initial monthly retirement benefit minus any retirement benefits paid to you will be payable to your surviving spouse if:
 - a. You are married at the time of your death,
 - b. Your spouse survives you by at least 32 days; and

- c. Your spouse submits to GMEBS proof of marriage within 6 months after your death. If you do not have a spouse at the time of your death, or if your spouse does not survive you by at least 32 days, or if your spouse does not provide proof of marriage within 6 months after your death, then the lump sum amount will be paid to your estate.
- 2. **Reduced Lifetime Monthly Benefit for Retiree (with Pop-Up feature); Lifetime Survivor Benefit.** If you choose this option, you will receive an actuarially reduced lifetime monthly retirement benefit, and upon your death your designated beneficiary will receive a monthly benefit equal to a percentage of your monthly retirement benefit for as long as he or she lives after your death. You may designate any living person as your beneficiary. You select the percentage of your monthly benefit (100%, 75%, 50%, or 25%) that you want your beneficiary to receive for as long as he or she lives after your death. Under this option, your lifetime monthly benefit amount will be actuarially reduced to take into account the fact that benefits will be paid over two lifetimes (yours and that of your beneficiary after your death). The amount of the reduction in your monthly retirement benefit depends on the age difference between you and your beneficiary, and on the percentage, you choose to leave to your beneficiary. In the event that your designated beneficiary predeceases you (after you have begun to receive benefit payments), your monthly benefit will “pop up” or increase to what it would have been if you had elected Option A above (single life annuity), provided you submit to GMEBS proof of the beneficiary’s death. If your designated beneficiary is your spouse at the time of your retirement, and if you become legally divorced from your designated beneficiary following retirement, then you are permitted but not required to request a pop-up following divorce. You must submit sufficient proof of your divorce with your application for the pop-up. GMEBS may deny an application for pop-up following divorce if it determines that denial is warranted based upon the terms of the divorce decree or other factors. If your application for pop-up following divorce is approved, then your monthly benefit will “pop up” or increase to what it would have been if you had elected Option A above (single life annuity), and your former spouse will no longer be eligible to receive any survivor benefit following your death. Please note that you cannot change your beneficiary after retirement. The pop-up provision does not allow you to name a new beneficiary if your beneficiary predeceases you or if you become divorced from your beneficiary.
- 3. **Reduced Lifetime Monthly Benefit for Retiree; Survivor Benefit for Designated Period.** This option provides an actuarially reduced lifetime monthly retirement benefit for you (you choose the period – 5, 10, 15 or 20 years). In the event of your death within a certain period of time after retirement, your designated beneficiary will continue to receive the same monthly retirement benefit that you did, if the beneficiary is living at your death. Payments to your beneficiary cease at the end of the designated period (i.e., they do not continue, even if your beneficiary lives beyond the designated period). The amount of the reduction in your monthly benefit depends on the length of the period you select. Please note that if you live beyond the designated period, your beneficiary will not receive a benefit. Also, you cannot change your beneficiary after your retirement date. If your designated beneficiary predeceases you, no survivor benefit will be payable and your benefit will not increase.

Section 7. Death Benefits

- A. **As an Active Employee** - After you become vested in the plan, you may name one person as your primary beneficiary and one person as your secondary beneficiary. Your primary beneficiary will receive an immediate monthly lifetime benefit if you die while you are employed by the City. If your beneficiary is your spouse, he or she may elect to wait until they retire to begin receiving the benefit.

If your primary beneficiary does not survive you by at least 32 days, your secondary beneficiary will receive the benefit. This benefit would be equal to the decreased monthly retirement benefit

that would have otherwise been payable to you as a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

If you die before becoming vested no benefits are paid.

- B. As a Terminated Vested Employee** – If you terminate employment with a vested benefit and you die before you begin receiving retirement benefits, then a monthly terminated vested death benefit will be payable to your designated primary beneficiary (or your secondary beneficiary, if the primary beneficiary does not survive you by at least 32 days.) This benefit would be equal to the decreased monthly retirement benefit that would have otherwise been payable to you a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

- C. As a Retiree** – Death benefits after retirement depend on which form of payment you choose when you retire. If you choose Option B or Option C at retirement, your designated beneficiary should receive benefits after your death based on the plan selected. If you choose Option A, you cannot name a beneficiary.

Section 8. Disability Benefits

- A.** You **may be** entitled to disability retirement benefits from the City’s plan provided you are a participant in the plan, your employment terminates as a result of total and permanent disability, you apply and qualify for Social Security disability benefits within one year from your termination date, and the date of disability determined by Social Security was during your employment. Disability benefits are paid as long as you live, assuming that you remain disabled for life. Verification of the continuance of your disability is required each year.

The amount of the disability retirement benefit depends on your earnings and credited service only up to the date your employment terminates due to disability. In either case, the amount of the disability retirement benefit is never less than 20% of your average monthly earnings from your last 12 months of employment. There is no reduction for age even though disability retirement may occur before your normal retirement date.

In order to receive both retroactive and prospective GMEBS Disability benefits, a Participant must: apply for disability benefits with the Social Security Administration within one year of termination due to disability and submit a GMEBS retirement application and the SSA Disability award letter to the Pension Committee Secretary within six months of receipt of the award letter. Participants who fail to meet these timing requirements but are otherwise eligible for Disability benefits under the plan can receive prospective benefits following submission of a retirement application and SSA Disability award letter to GMEBS.

Section 9. Early Exit Before Retirement

- A.** After you have 5 years of credited service, you have a full vested benefit in the plan. The benefit you earned while you were working is then held for you, or vested, until you are old enough to

retire and receive your monthly benefits. You may apply for your benefits at any time after you qualify for retirement. Examples of Benefit Calculations include:

1. Example 1 - Option A (Maximum Benefit with No Beneficiary)

The following steps are necessary to calculate a monthly normal retirement benefit under the City’s plan. Our sample participant has final average earnings of \$35,000, has 30 years and 0 months of credited service, and terminates employment due to retirement at age 65.

| | Sample Participant | Your Retirement |
|---|-----------------------|--------------------|
| 1 Final average earnings. | \$35,000.00 | _____ |
| 2 Multiply line 1 by 2.00% (.02). | \$700.00 | _____ |
| 3 Credited service (years and months). | 30,0 | _____ |
| 4 Multiply line 2 by line 3 to find annual normal retirement benefit. | \$21,000.00 | _____ |
| 5 Divide line 4 by 12 to find monthly normal retirement benefit. | \$1,750.00 | _____ |

Remember, the resulting amount will change if Options B or C is chosen or if retirement is before age 65 or age 55 to 65 with at least 10 but less than 25 years of credited service. Remember also to count Social Security benefits and your personal savings when estimating your total retirement income.

2. Example 2 - Option B (Joint and Survivor Option with Pop-Up)

If you decide to take Option B so that after your death a percent (100%, 75%, 50%, 25%) of your monthly benefit will continue to be paid to a beneficiary, you will receive a reduced benefit.

The benefit is reduced because the benefit must be spread out to cover the expected lifetimes of two persons instead of one. The amount of the reduction depends on the age difference between the retiree and the beneficiary, the younger the beneficiary, the greater the reduction.

However, if the participant’s beneficiary predeceases the participant after retirement payments have begun, then the participant’s monthly retirement benefit “pops-up” to what he would have received if he had chosen Option A.

3. Example 3 – Option C (Term Certain Option)

If you decide to take Option C, payment to a beneficiary is limited to the Term Certain number of years chosen (5, 10, 15, 20). The term begins on your date of your retirement. If you die before the end of the term, your beneficiary will receive a benefit equal to yours until the end of the term. If you live beyond the term chosen, your benefit will continue until your death but there is no survivor benefit.

4. Example 4 – Early Retirement Benefit – Option A

Early retirement, as we mentioned before, is possible if a participant is between ages 55 and 65 and has at least 10 years of credited service, but less than 25 years of credited service. A participant will have less credited service and undoubtedly lower final average earnings when he retires early, so his accrued benefit is lower than if he had worked until normal retirement age. Then, because he is expected to receive more monthly payments than someone who retires at age 65, his accrued benefit is reduced to compensate for his longer life expectancy. That's why early retirement benefits are lower than normal retirement benefits.

Suppose that our participant takes early retirement at age 55. He is taking the maximum payment himself with no beneficiary (Option A). For simplicity, we will use the same final average earnings and years of service for this example as we used in Example 1. But as stated earlier, an employee's final average earnings and credited service will actually be lower when he retires early.

We follow all the steps in Example 1 and then must apply an early retirement reduction factor. His accrued normal retirement benefit at age 65 was \$1,750.00 per month. However, to find the amount he can draw at age 55, we must multiply the accrued benefit at age 65 by the early retirement reduction factor for age 55.

The Early Retirement Reduction Table shows that a participant retiring at age 55 gets 50% of his accrued normal retirement benefit. 50% of \$1,750.00 yields a monthly benefit of \$875.00 starting at age 55 and continuing for the rest of his life.

Early Retirement Reduction Table (To be used when calculating early retirement benefits)

Find the age at early retirement, and then look across to the percentage of the accrued normal retirement benefit that will be paid at that age.

| Retirement Age | Percentage of Your Normal Retirement Income |
|----------------|---|
| 65 | 100.0% |
| 64 | 93.3% |
| 63 | 86.7% |
| 62 | 80.0% |
| 61 | 73.3% |
| 60 | 66.7% |
| 59 | 63.3% |
| 58 | 60.0% |
| 57 | 56.7% |
| 56 | 53.3% |
| 55 | 50.0% |

Section 10. General

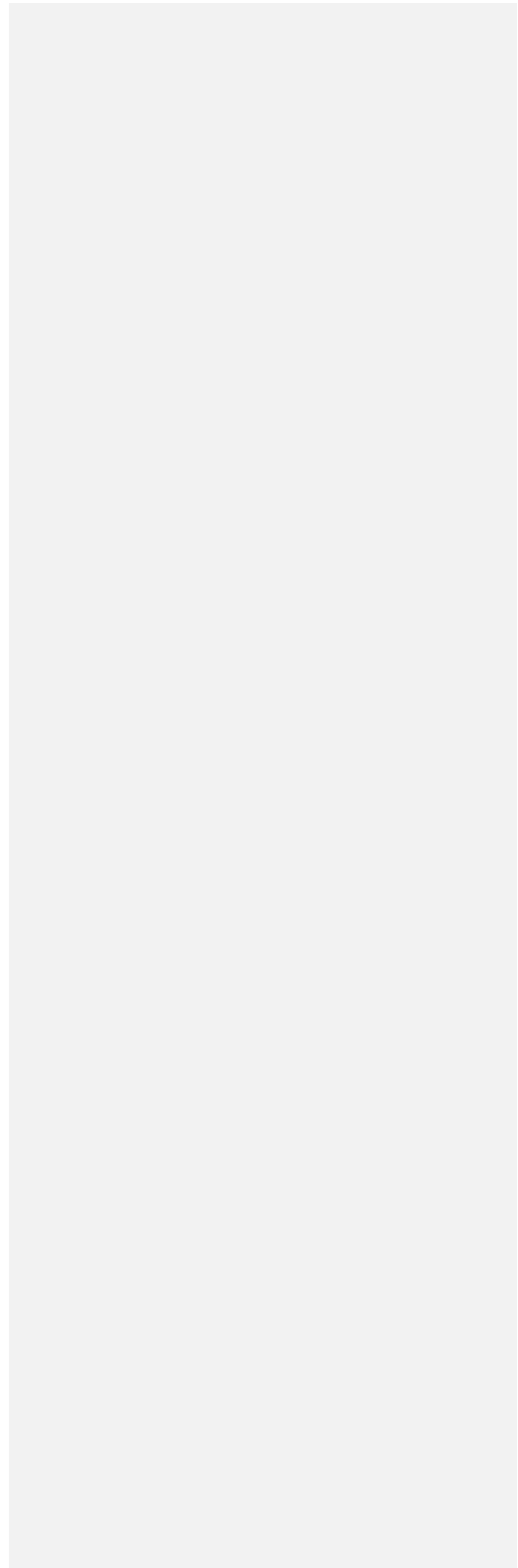
- A. Information Availability. Your Pension Committee Secretary will be glad to answer any questions that may occur to you after you have read this booklet. The pension committee is responsible for administration of the plan and will consider issues between the City and its employees in relative matters.
- B. Employment After Retirement. Your retirement income will continue just the same if you take a part-time or full-time job with another employer after retiring from the City. If you become re-

employed with the City as an eligible employee, your benefits will be suspended as long as you remain an eligible employee with the City. If you are under age 62 and become re-employed as an ineligible employee or as an independent contractor, your benefits will be suspended as long as you remain employed or until age 62. If you are age 62 or older and become re-employed as an ineligible employee or independent contractor, your retirement benefit will continue.

- C. You Cannot Borrow or Pledge Money from the Fund. The purpose of the retirement plan is to ensure that participants will receive the intended rate of income upon retirement. Therefore, the State of Georgia statute creating GMEBS contains provisions to prevent the sale, assignment, pledge, or attachment of benefits.
- D. Social Security and Your Retirement Benefits. Your benefits from the City's retirement plan are separate from Social Security benefits. For employees whose year of birth is before or through 1937, full benefits from Social Security are payable at age 65. For others, see the following table:

| <u>Date of Birth</u> | <u>Retirement Age for Full S.S. Benefits</u> |
|----------------------|--|
| 1938 | 65 years, 2 months |
| 1939 | 65 years, 4 months |
| 1940 | 65 years, 6 months |
| 1941 | 65 years, 8 months |
| 1942 | 65 years, 10 months |
| 1943 – 1954 | 66 years, 0 months |
| 1955 | 66 years, 2 months |
| 1956 | 66 years, 4 months |
| 1957 | 66 years, 6 months |
| 1958 | 66 years, 8 months |
| 1959 | 66 years, 10 months |
| 1960 – later | 67 years, 0 months |

DRUG & ALCOHOL POLICY

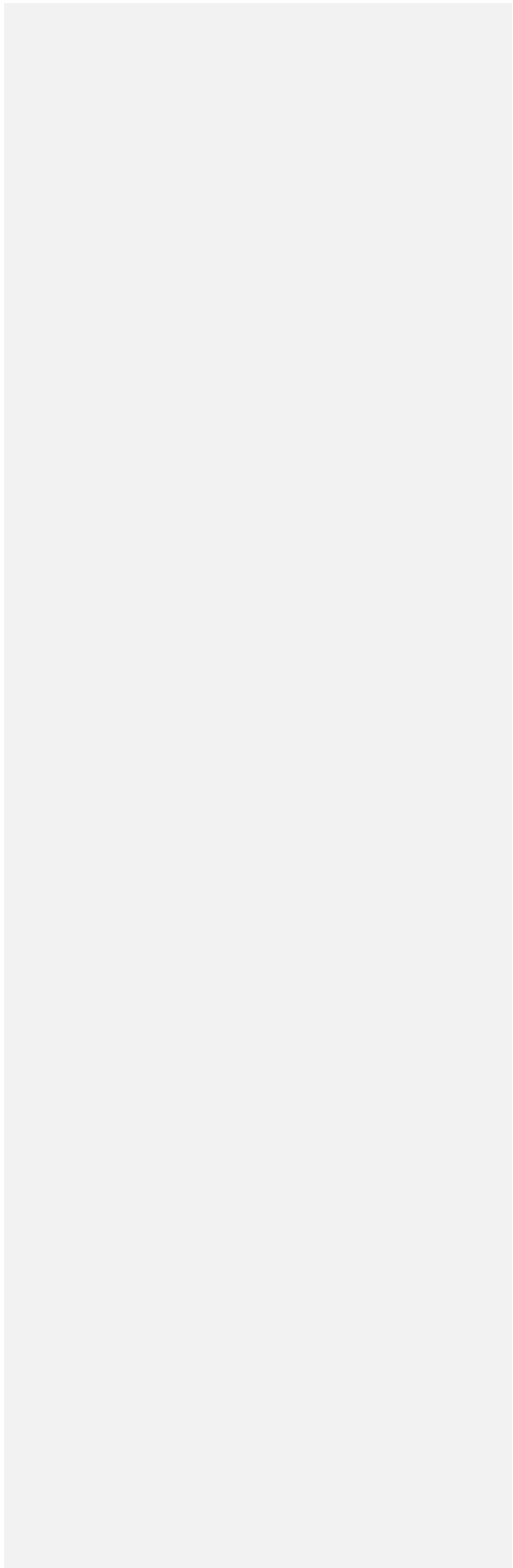


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Section 1. Introduction

- A. It is the intent of the City of Monroe to provide a working environment as free from the use of non-prescribed drugs and alcohol, and the abuse of prescribed drugs as reasonably possible. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, the City of Monroe has adopted the following policy regarding drugs and alcohol which applies to all employees of the City. All employees must abide by the statements within this policy.

Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Accident - An unexpected and undesirable event resulting in injury or damage to person or property.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol Use - The consumption of any beverage, mixture, or preparation including medication, containing alcohol.

GDOT - Georgia Department of Transportation

Drug - Any substance (other than alcohol) that has known mind or function- altering effects on a person, specifically including any psychoactive substance, and including, but not limited to, controlled substances.

Collection Site - A place designated by the employer where individuals present themselves for providing a specimen of their urine or saliva, and/or taking a Breath Alcohol Test to be analyzed for the presence of drugs and alcohol.

Medical Review Officer - A licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving laboratory results generated by an employer's Drug and Alcohol Testing Program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual confirmed positive test result together with his or her medical history and any other relevant biomedical information.

PHMSA - Pipeline and Hazardous Materials Safety Administration

Random Selection Testing - Unannounced testing.

Reasonable Suspicion/Cause Testing - Testing performed when an employer believes the actions, appearance, or conduct of an employee are indicative of drug and/or alcohol use.

Subscribed Regulatory Compliance Service (S.R.C.S.) - A service of the Municipal Gas Authority of Georgia which offers an alcohol and drug misuse prevention plan that is updated as needed to provide continuous compliance with PHMSA requirements.

Substance Abuse Professional - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified Psychologist, Social Worker, Employee Assistance Professional, or an Addiction Counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol related disorders.

Section 3. Who May Be Tested

- A. **Who Is Included.** All City employees that operate equipment and/or vehicles are subject to testing under this policy. Some employees will also be covered and tested under other plans (i.e.: PHMSA as presented by S.R.C.S. or DOT). Due to the nature of the City operations and variations necessary to accommodate individual situations, the provisions of this policy may not apply to every employee in every situation. The City reserves the right to rescind, modify or deviate from this or any other policy, guideline or practice as it considers appropriate in its sole discretion, either an individual or city-wide situation with or without notice.
- B. **At Will Employment.** Nothing in this policy or any other policy alters the fact that all employees of the City of Monroe are employed for an indefinite period and that such employment may be terminated with or without cause or notice at the will of either the employee or the employer. Neither this policy nor any related policies, guidelines or practices are employment contracts or parts of any employment contract.

Section 4. Prohibited Drug-Related and/or Alcohol - Related Conduct

- A. **Involvement.** The manufacture, distribution, dispensation, sale, purchase, use, possession, or reporting to work under the influence of non-prescribed drugs or alcohol is prohibited while on City property or during working hours. The sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances also is prohibited while on City property or during working hours. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed controlled substances in blood, urine, or saliva is prohibited. Reporting to or being at work with a measurable quantity of prescribed narcotics or over-the-counter drugs in blood or urine or use of prescribed narcotics or over-the-counter drugs is also prohibited where in the opinion of the City such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property.
- B. **Alcohol Concentration of 0.02 or Greater.** Employees are prohibited from reporting for duty or remaining on duty requiring the performance of job functions while having an alcohol concentration of 0.02 or greater.

- C. Pre-Duty Use of Alcohol Within Four (4) Hours. Employees may not use alcohol within four (4) hours prior to performing job functions or, if an employee is called to duty to respond to an emergency within the time period after the employee has been notified to report for duty. If a City of Monroe representative has actual knowledge that an employee has used alcohol within four (4) hours prior to performing job functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform job functions.
- D. On-Duty Use of Drugs and/or Alcohol. Employees may not use drugs and/or alcohol while performing job functions. If a City of Monroe representative has actual knowledge that an employee is using drugs and/or alcohol while performing job functions, the employee will not be permitted to perform or continue to perform job functions.
- E. Abuse of Prescription Drugs or Over-The-Counter Drugs.
 - 1. Employees using prescription medication while on the job shall do so in strict accordance with medication directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing their duties.
 - 2. Employees using over-the-counter drugs are responsible for reading the warning labels or otherwise knowing any potential effect such drugs might have on their ability to perform their jobs.
 - 3. The abuse and/or inappropriate use of legally prescribed drugs or over-the-counter drugs is prohibited. Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to reasonable suspicion/cause that the employee is abusing or inappropriately using prescription medication or over-the-counter drugs, the employee may be required to submit to drug testing and to take leave until such time as the employee is cleared to return to work by the employee's physician, the Medical Review Officer and the personnel director.
- F. Illegal Use of Prescribed Drugs. Any prescription drug use that is not prescribed to the employee is considered illegal drug use. (Ex.: Use of wife's, husband's, or someone else's prescription)
- G. Employee Request for Help. In compliance with Georgia State Law 45-23-7, if an employee notifies the City of Monroe of a drug problem and agrees to attend an approved treatment program, that employee will not be terminated solely for the drug dependence for one year if the employee adheres to the treatment program. This option is available only one time during any five-year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.
- H. Convictions. In compliance with Georgia State Law 45-23-4, following a first conviction for the manufacture, distribution, sale or possession of drugs, an employee shall be suspended for two months and the employee must attend an approved drug abuse treatment and education program. Following a second such conviction, the employee shall be terminated and shall be

ineligible for public service for five years.

Section 5. Tests Administered

- A.** Pre-employment Drug and Alcohol Testing. All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired. All job applicants shall be informed in advance that such testing shall be required. The prospective employees will be drug and alcohol tested post job offer but pre-employment. Job applicants will be denied employment if they have a confirmed positive test result or refuse the drug and/or alcohol test.
- B.** Post-Accident Testing. Following an accident, as defined in the Definitions Section, the City of Monroe will promptly test each surviving covered employee for drug and/or alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The decision not to administer a Drug and Alcohol Test under this section will be based on the City of Monroe's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. This also applies to any employee involved in an accident driving his or her private vehicle while on City business. An employee who is subject to Post-Accident Testing and who fails to remain readily available for such drugs and/or alcohol testing, including notifying the supervisor of his/her location if he/she leaves the scene of the accident prior to submission to a Drug and/or Alcohol Test, may be deemed to have refused to submit to testing.
- C.** Reasonable-Suspicion/Cause Testing.
 - 1.** Reasonable Suspicion/Cause Testing is designed to identify drug and/or alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors shall receive training directed toward helping to recognize the conduct and behavior giving rise to reasonable suspicion of drug or alcohol misuse. Supervisors who suspect an employee is under the influence of drugs and/or alcohol shall immediately report their observations. The department head or the highest ranking supervisory staff on duty will make a decision as to whether there is a reasonable suspicion/cause to believe an employee is using or has used drugs and/or alcohol.
 - 2.** A determination by the City of Monroe that reasonable suspicion/cause of drug and/or alcohol use exists and to require the employee to undergo a drug and/or alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. Following the determination, the employee shall be transported to the testing site by the employee's supervisor or a designee. Following the test, the employee shall be transported home by the employee's supervisor or designee.
 - 3.** The City of Monroe will not permit an employee to report for duty or remain on duty requiring the performance of job functions while the employee is under the influence of or impaired by drugs and/or alcohol, as shown by the behavioral, speech, or performance indicators of drug and/or alcohol misuse.
 - 4.** Written documentation of specific facts, symptoms or observations that formed the basis for suspicion of drug and/or alcohol use must be completed within the next working day and

forwarded to the personnel department.

- D. Return-To-Duty Testing. If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty. Before an employee may return to duty after engaging in prohibited conduct, the City of Monroe will ensure that the employee undergoes a Return-To-Duty Alcohol Test with a result indicating an alcohol concentration of less than 0.02.
- E. Follow-Up Testing. An employee who returns to duty following the determination that assistance in resolving problems associated with drug and/or alcohol misuse will be subject to a reasonable program of Follow-Up Drug and/or Alcohol Testing, without prior notice, for up to sixty (60) months after his or her return to duty. Follow-Up Testing will be conducted just before the employee is to perform, while the employee is performing, or just after the employee has ceased performing a job function.
- F. Random Testing. Employees shall be required to submit to a drug and/or alcohol screening test at random. The City of Monroe shall test at a rate of at least 50% of the employees every calendar year. All persons will be subject to be randomly tested during each random testing date. A person may be randomly tested more than once or not at all during the annual period. All employees will be placed in the random pool. The random test list will be done by computer.

Section 6. Substances for Which Tests May Be Conducted

- A. The selection of drugs for which an employee may be tested include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolite, opiates, phencyclidine, marijuana, methadone propoxyphene creatinine

Section 7. Where Drug and/or Alcohol Tests Will Be Performed

- A. All drug and/or alcohol specimen collections for the City of Monroe will be conducted by a trained professional at a collection site selected by the City of Monroe. All drug and/or alcohol testing for the City of Monroe will be conducted by a qualified and approved laboratory selected by the collection site.

Section 8. Penalty for Not Submitting to A Drug and/or Alcohol Test

- A. Any job applicant who refuses to consent to a drug and/or alcohol test shall be denied employment. Any employee who refuses to submit to a Post-Accident, Reasonable-Suspicion/Cause, Return-To-Duty, Follow-Up or Random Drug and/or Alcohol Test will be terminated from employment.

Section 9. Disciplinary Actions

- A. Positive Tests. An employee with a positive test result is subject to disciplinary action up to and including termination.
- B. Positive Alcohol Test Less Than 0.04.

1. When an employee has tested for alcohol in a concentration of 0.02 or greater, but less than 0.04, that employee will be removed from performing any job function and suspended without pay for the remainder of his or her shift and referred to a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.
 2. An employee who has been tested for alcohol and had a concentration greater than 0.02 but less than 0.04 will not be permitted to perform job functions or continue to perform job functions until:
 - a. An Alcohol Test is administered and the employee's alcohol concentration measures less than 0.02.
 - b. The start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions as contained in this procedure.
 3. If an employee, after assessment, is rehabilitation and the employee refuses successfully complete a Rehabilitation Program, he or she will be terminated from referred for to enter or Assessment employment.
- C. Positive Alcohol Test Of 0.04 Or Greater. An employee who has tested for alcohol with a concentration of 0.04 or greater will be terminated.
- D. Positive Drug Tests. If an employee, after assessment, referred rehabilitation, and the employee refuses to enter or successfully complete a Rehabilitation Assessment Program, he or she will be terminated from employment.

Section 10. Required Recordkeeping

- A. Records. The person assigned to manage the City of Monroe's Drug and Alcohol Testing Program will maintain the Drug Testing and Alcohol Testing Records in accordance with the provisions set out in this policy.
1. Rules on the Disclosure of Drug and/or Alcohol Information and Records
 - a. The City of Monroe will maintain all drug and/or alcohol related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.
 - b. The City of Monroe will not release drug and/or alcohol testing information on employees except by law or when expressly authorized by the employee.

APPENDIX A1 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET
POST OFFICE Box 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in "For-Cause" or "Reasonable-Suspicion", to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

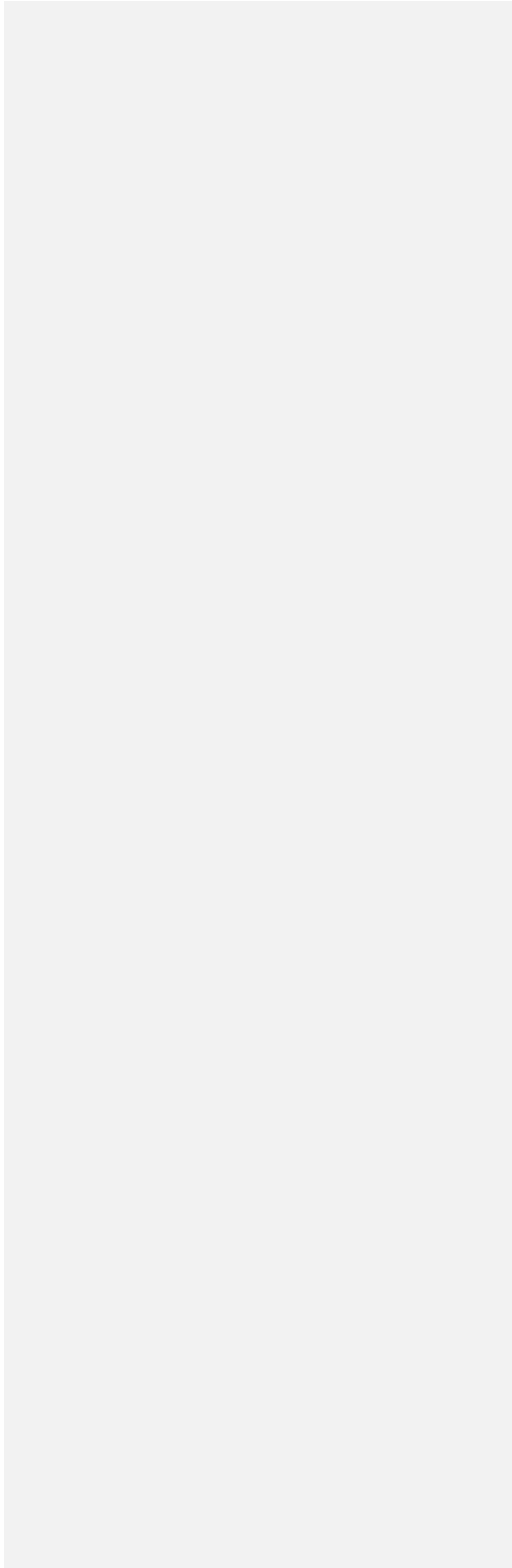
Employee

Witness

Social Security Number

Screening Test Number

Date



APPENDIX A2 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET POST OFFICE BOX 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in "For-Cause" or "Reasonable-Suspicion", to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

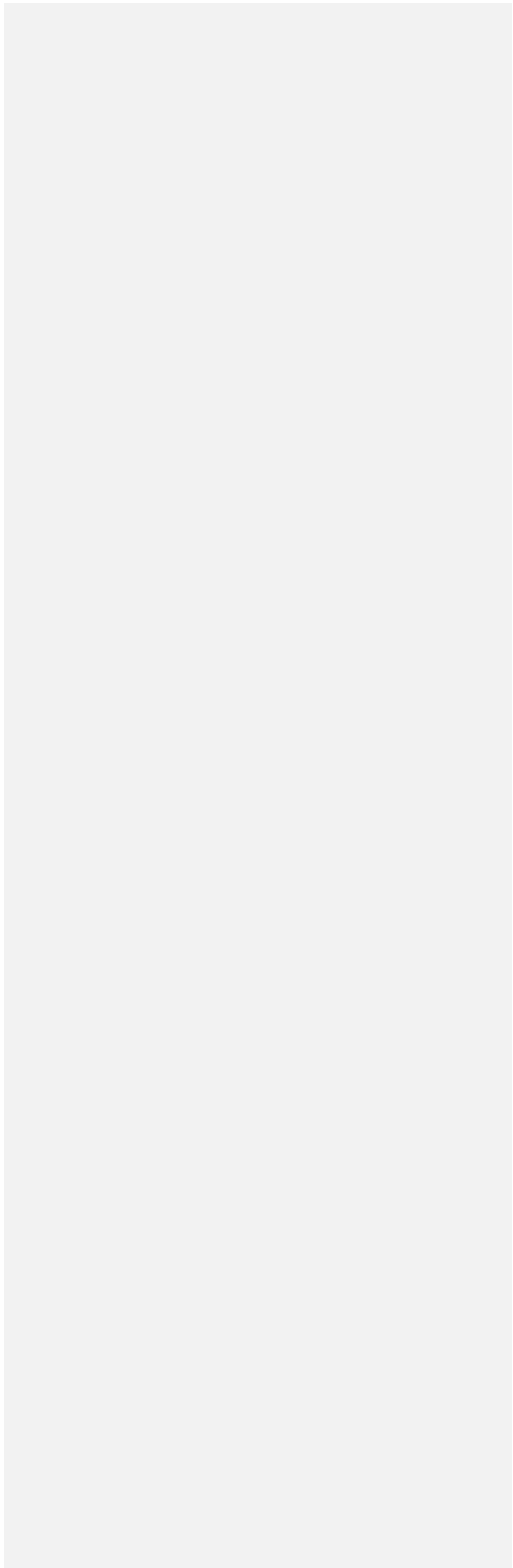
Employee

Witness

Social Security Number

Screening Test Number

Date



DRESS CODE POLICY

Original April 2018

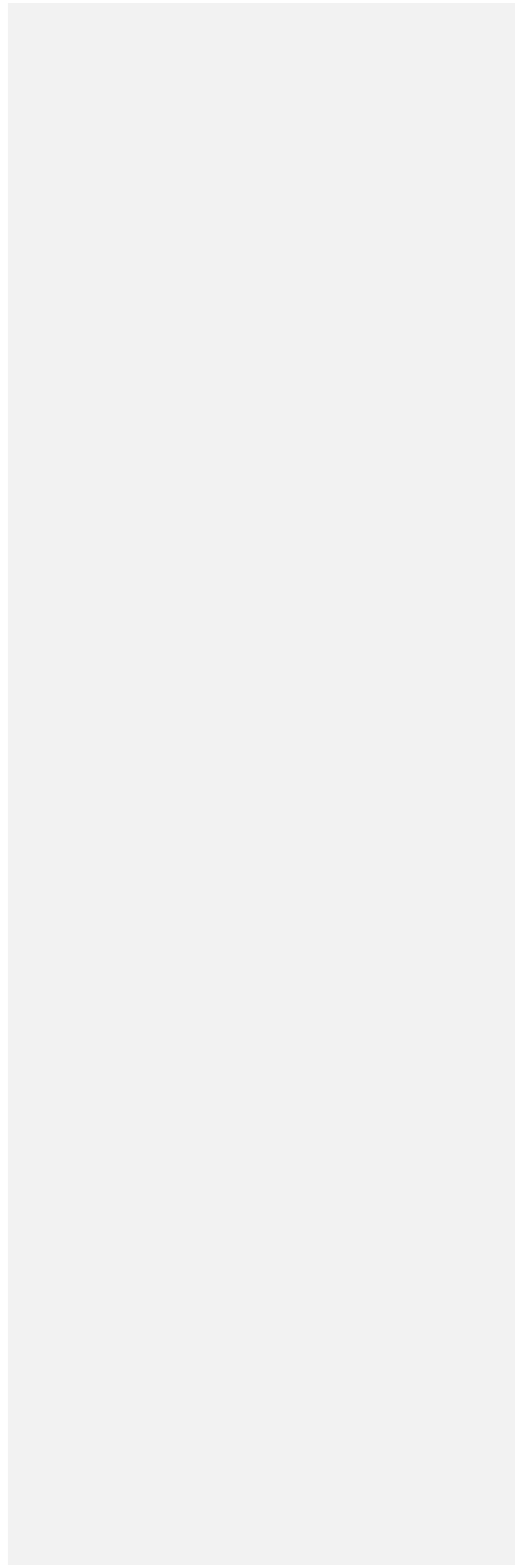
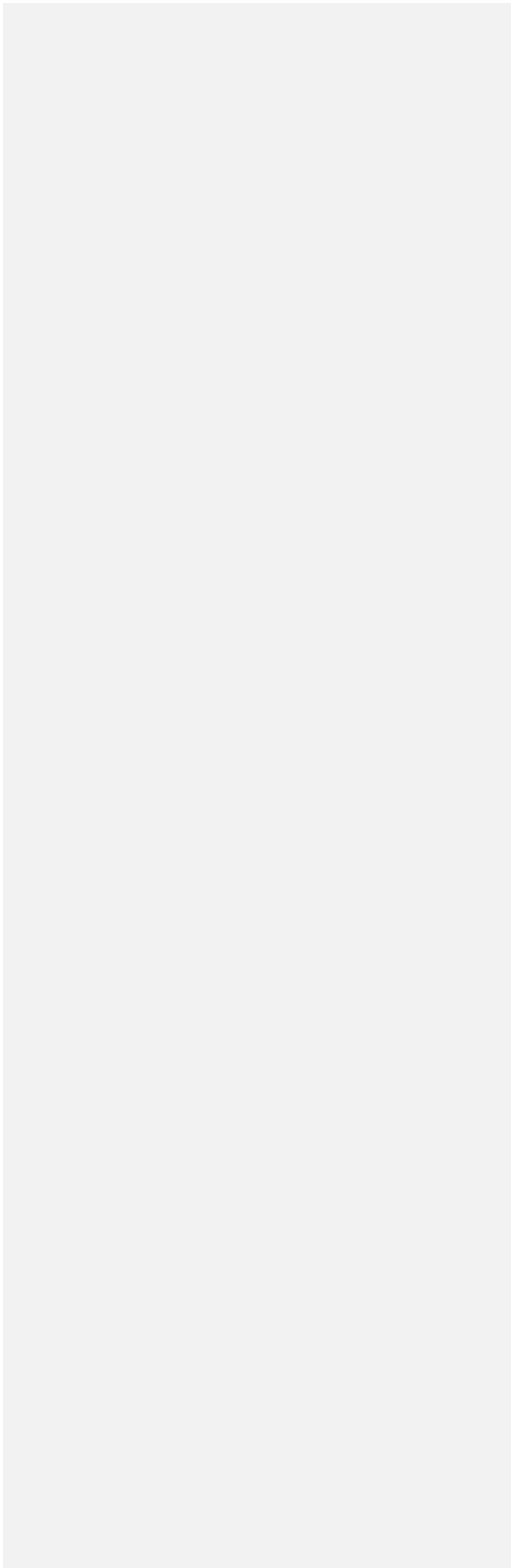


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Section 1. General

- A. While in uniform an employee of the City of Monroe shall adhere to the acceptable standards of dress and grooming as set forth in this policy, as well as maintain a professional standard of cleanliness and personal hygiene.
- B. If uniforms are required, they will be provided by the City of Monroe.
- C. Uniformed personnel are required to be in uniform attire during the assigned working hours as a condition of employment.
- D. Wearing of uniforms are limited to in route to and from work, while on the job, meal breaks during the work day, or at official departmental or City of Monroe functions.
- E. While it may be accepted for the employee to make brief stops in route to or from work, employees are not allowed to purchase or consume alcoholic beverages while in uniform at any time. While on a meal break to avoid negative appearance, employees in uniform shall not eat at the bar area of a restaurant if alcohol is sold.
- F. All uniforms shall be properly sized for a professional fit and appearance and shall be worn appropriately as determined by the supervisor, or Personnel Administrator.
- G. Uniforms shall not be altered in any way to change their general appearance or function, or to set them apart from other personnel in uniform.
- H. Any type of shirts or outerwear should be tastefully decorated and/or with logos that are not generally considered offensive or disruptive to others in a work environment or reflect personal beliefs while in a City of Monroe work setting.

Section 2. Uniform Procedures

- A. All uniforms must be approved by the Supervisor and shall be leased or purchased from a vendor approved by the Department Head and/or Personnel Administrator.
- B. It is the responsibility of the Supervisor or designee to keep track of items issued to each employee.
- C. Ownership of all uniforms purchased by the City is considered City property.
- D. All uniforms will require the City logo, approved department patch or wording distinguishing employment with the City of Monroe.
- E. It is the responsibility of all supervisors on a daily basis to ensure uniform standards are upheld.

Section 3. Headgear/Hats

- A. Field personnel are allowed to wear headgear/hats to protect themselves from the weather while out in the field in accordance with department policy.

- B. Headgear/hats should always be in good condition and/or replaced when needed.
- C. If headgear/ hats are provided by the City, the employee shall wear the headgear/ hat provided by the City and shall refrain from wearing a personally owned/non-City hat. If a non-City of Monroe hat is authorized, unprofessional/offensive logos and/or wording may be restricted.
- D. Employees may not wear headgear/hats while inside a City building when working in an administrative position (primarily assigned to working inside a City building).

Section 4. Footwear

- A. Employees required to wear safety footwear or a specific uniform footwear for their essential job duties, shall be issued footwear. No beach type footwear or flipflops will be allowed.
- B. In the event a uniformed employee is provided a footwear allowance in lieu of being issued footwear, the allowance shall be capped at \$100.00 annually. Departments may place footwear guidelines for reimbursement and a receipt shall be provided to the finance department along with all other required documents.
- C. If footwear becomes unserviceable due to normal wear and tear, replacement items can be obtained during the fiscal year if funds are available.
- D. Open-toe shoes/sandals are generally okay for office personnel.

Section 5. City Logo and Department Patch

- A. When the City Logo is used on a uniform or other item of clothing the logo shall not be altered.
- B. If a department desires to vary the approved uniform patch in color or style, approval must be received by the City Administrator.

Section 6. Cleaning of Issued Uniform and Negligence

- A. Upon starting a shift, uniforms shall be free of stains; no holes, rips, or fraying; free of excessive pet hair or lint; and free of excessive wrinkles.
- B. Employees shall be responsible for the cleaning and care of their respective uniforms.
- C. The employee shall be responsible for reimbursing the City for replacement uniforms lost or damaged due to negligence by the employee.

Section 7. Tattoos, Jewelry, and Piercings while in Uniform

- A. Visible jewelry that pierces or is attached to the eyebrow, tongue, nose or other exposed part of the head or face may not be worn while in uniform. Departments may allow female employees to wear earrings provided the following is adhered to:

- B. No dangling or over-sized earrings shall be worn.
- C. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.
- D. Uniformed employees shall be restricted to one ring per hand provided the size of the ring does not hinder the employee's performance or presents a distraction.
- E. If worn, jewelry around the neck shall not be visible
- F. Eyeglass frames and cords/chains must be of a color and pattern not to be considered a distraction from the uniform.
- G. Any lost or damaged jewelry voluntarily worn by the employee, shall be the responsibility of the employee.
- H. Tattoos are acceptable; however, facial tattoos are prohibited.

Section 8. Grooming

- A. Fingernails shall be groomed and have a clean appearance. The length of the fingernails shall not inhibit the performance of the duties assigned or cause a distraction. Any fingernail polish (if permitted by the department) shall be a non- distracting color and professional in appearance.
- B. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance.
- C. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with safety and effectiveness of the employee.
- D. If facial hair is permitted by department policy, the length of the facial hair shall not interfere with professional responsibility.

Section 9. Administrative Personnel and Non-Uniformed Employees

- A. Administrative personnel that are not required to wear a uniform shall comply with the Department's dress code. When no department dress code policy exists, the non- uniform policy shall be business casual.
- B. When authorized in the City's budget, non-uniformed personnel may be issued a shirt or jacket with a City or Department logo, to be worn during work hours.
- C. Fridays, or other days as designated by Department Heads, will be casual days. This will allow for a more casual appearance to include nicer jeans and tennis/canvas shoes are acceptable. All other policy guidelines are to be followed.
- D. No tank tops, unless worn under another shirt are allowed. No sleeveless shirts where the shoulder strap is not at least two (2) inches wide is allowed. No tops that show excessive cleavage or midriff are allowed. Skirts should be no more than four (4) inches above mid-knee

when standing. No pants that are loungewear, sweats, jogging, exercise, or extremely tight fitting are allowed. No shorts, skorts or anything that appears like shorts (Capri pants are okay) are allowed. Tights are not acceptable unless worn under appropriate length skirts and dresses, or longer tops. Attire that is too sheer for office wear or that is extremely tight-fitting is not allowed.

Section 10. Discipline

- A. If an employee is found to be outside of the acceptable uniform standards, the employee will be requested to correct the deviation. In the event the employee must leave work to make the necessary corrections, the employee may use accrued vacation leave during their absence for their first violation of policy. Additional violations will be subject to disciplinary actions.

Section 11. Exceptions

- A. Exceptions to these guidelines may apply where the position warrants and must be recommended by the department head and approved by the Personnel Officer.
- B. Exceptions may be made to comply with laws related to disability accommodation, medical conditions, or accepted religious beliefs identified in accordance with Federal law, on a case-by-case basis. Medical exceptions shall be presented to the Human Resources Department along with a medical certification from their primary care physician or licensed specialist. Inability to wear safety equipment will not be considered if noted as a requirement of the position.

Section 12. Separation and Responsibility of Cost

- A. All uniform clothing items bearing the City of Monroe logo or department patch issued to an employee are considered City owned property and must be returned in good and usable condition no later than the last day of employment.
- B. If the uniform item(s) cannot be returned or returned in good condition, the cost associated shall be seventy percent (70%) of the cost associated with the replacement of the item or the original cost (the lower of the two-associated cost will be used).

MEDIA RELATIONS POLICY

Original September 2017

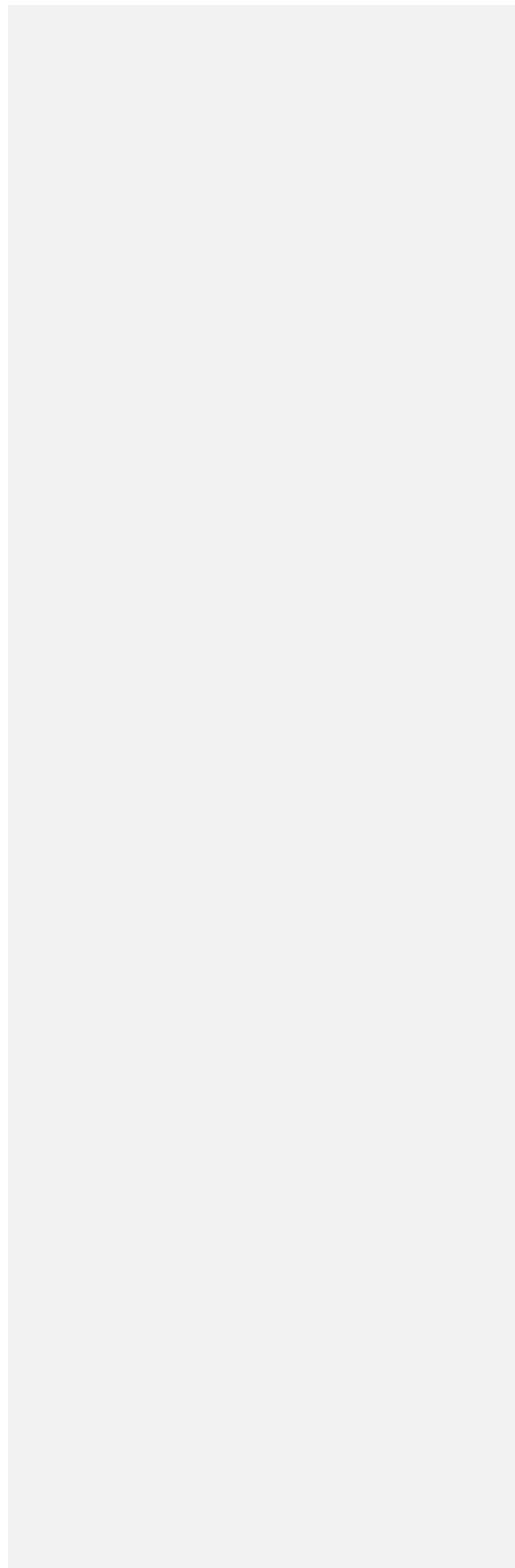
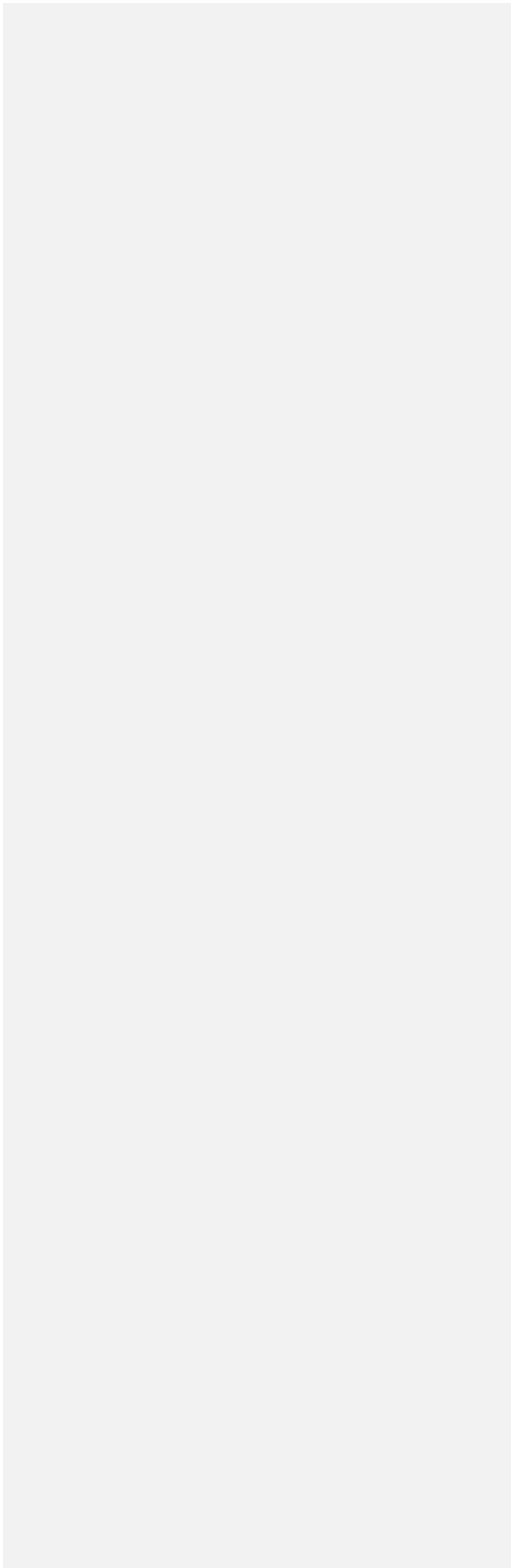


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Section 1. General

- A. The purpose of the City of Monroe Media Relations Policy is to establish a set of guidelines regarding media relations, including all interactions with the media, and responses to media requests for information. Media Relations is defined as communication with or information provided to all media in any form, especially information that has the potential to generate numerous inquiries or ongoing interest from the media or public.
- B. It is the policy of the City of Monroe to respond to news media questions or inquiries effectively, accurately and quickly to inform residents, businesses and visitors.
- C. The City Spokespersons are responsible for the City’s media relations. The City Spokespersons will serve as the sole liaisons with the media, either by responding to requests for information or facilitating contact with the appropriate department managers or personnel for response. Specific guidelines for responding to media requests follow.

Section 2. City Spokespersons

- A. Unless otherwise authorized, the City Spokespersons are:
 - 1. The Mayor;
 - 2. Customer/Community Relations Liaison;
 - 3. The City Administrator and City Clerk insofar as matters are within their authority;
 - 4. The Economic Development Specialist and Main Street Coordinator insofar as matters are within their authority and subject purview;
 - 5. Police Department and Fire Department Public Information Officers as designated by the respective department’s specific media policies governing their procedures to address matters within their authority and as related to public safety issues or incidents;
 - 6. The City Attorney.

Section 3. Media Inquiries

- A. Except for media inquiries related to public safety issues involving police, fire or emergency services, all City employees must notify their Department Director or the City Administrator about all television, radio, newspaper or other media inquiries they receive and provide their Department Director or the City Administrator with the reporter’s name, phone number, subject of the inquiry, deadline and other relevant information.
- B. The Department Director or City Administrator will then contact the Customer/Community Relations Liaison and the City Attorney to coordinate a response, including designating a spokesperson if needed after consultation with the City Attorney and the appropriate Department.
- C. City staff who are not City Spokespersons or serving as a designated spokesperson after consultation with the City Administrator, Customer/Community Relations Liaison, City Attorney or appropriate Department and who are contacted by a news or media representative shall: (1) treat the reporter as a customer and interact in a courteous and professional manner; (2) explain that they are not a City Spokesperson or designated spokesperson, but will pass along the request to someone who will respond as soon as possible; and (3) forward the journalist’s name and organization, contact number, deadline and topic of interview along with the request.

Section 4. City-Initiated Information

- A.** Media contact shall be initiated only by the Customer/Community Relations Liaison or the City Attorney. This includes contacting reporters, editors and other newspaper or other publication staff, and issuing press releases and media advisories. Departments seeking publicity for events or activities should contact the Customer/Community Relations Liaison as early as possible.
- B.** City employees or Departments, with the exception of Fire and Police as specifically outlined in their departmental policies regarding media relations, shall not initiate news media contacts or arrange news conferences and the like without prior approval from the City Administrator and in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 5. Litigation, Personnel and Elections Issues

- A.** As a matter of general practice, the City and its Departments therein do not discuss any active, pending or threatened litigation, personnel-related information, and/or election related information.

Section 6. Personal Points of View

- A.** All employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City's official policy. Therefore, City employees who write letters to the editor of any newspaper or transmit such letters electronically may not use official City stationary or email. If an employee chooses to identify himself or herself as a City employee in any personal letter or email to any editor or any other media on a matter related to city business, he or she must include language which states that the views expressed do not represent the views of the City, but rather are the employee's personal opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the City as a City Spokesperson or a designated spokesperson so appointed after consultation with the City Attorney and appropriate Department regarding such designation.
- B.** Such disclaimer is not required by employees expressing views or commenting on personal, social media postings in regard to general observations of news, events or undertakings in the City, as long as said commentary or postings do not appear as official commentary by the city or as official commentary on City Policy.
- C.** Employees who represent the City in any of the above forums must identify themselves as an official spokesperson for the City after obtaining prior approval from the City Administrator in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 7. Electronic and Social Media Communication

- A.** The City communicates to taxpayers, businesses, residents and the general public by way of its website, monroega.com. Social media managed by the Customer/Community Relations Liaison includes such sites as Facebook, Twitter, YouTube and others. The City recognizes that taxpayers, residents, businesses and the general public increasingly gather information through these sites

and other forms of social media. The best and most appropriate use of social media generally falls into three categories: (1) to disseminate time-sensitive material; (2) to enhance the City's ability to put its messages before the widest audience possible; and (3) to initiate transparent conversations between the City, taxpayers, residents, businesses, the media and general citizenry.

- B. The City recognizes that the instantaneous yet permanent nature of these electronic tools can pose risk without effective controls. Information and statements posted on websites and through social media reflect directly on the City and require great care. Communication by way of electronic and social media on behalf of the City can be done only by the Customer/Community Relations Liaison, City Administrator, Department Heads, or the designated staff of those respective offices.

Section 8. Public Safety Issues

- A. Because the City Police and Fire Departments operate during off-hours and weekends, and their work has the potential to generate a high volume of media calls, those departments have designated sworn personnel as media spokespersons and shall follow specific inter-departmental guidelines when releasing information to address matters within their authority and as related to public safety issues or incidents.
- B. Any media calls to other City employees regarding incidents involving police, fire or emergency services should be referred immediately to the Police Department or the Fire Department as appropriate. All information released to the media by the Police and Fire Departments should be provided immediately to the City Administrator, the Customer/Community Relations Liaison and the City Attorney. The City Administrator, Customer/Community Relations Liaison and the City Attorney should be contacted at the time of major incidents when appropriate.

Section 9. Crisis or Emergency Issues

- A. During a crisis or major emergency, the procedure for handling the media shall follow procedure as highlighted in the City's Emergency Plan or shall follow procedure as designated by the Mayor upon consultation with the City Attorney.

TRAVEL POLICY

- Original** June 2009
- 1st Update** August 2016
- 2nd Update** April 2018
- 3rd Update** February 2020

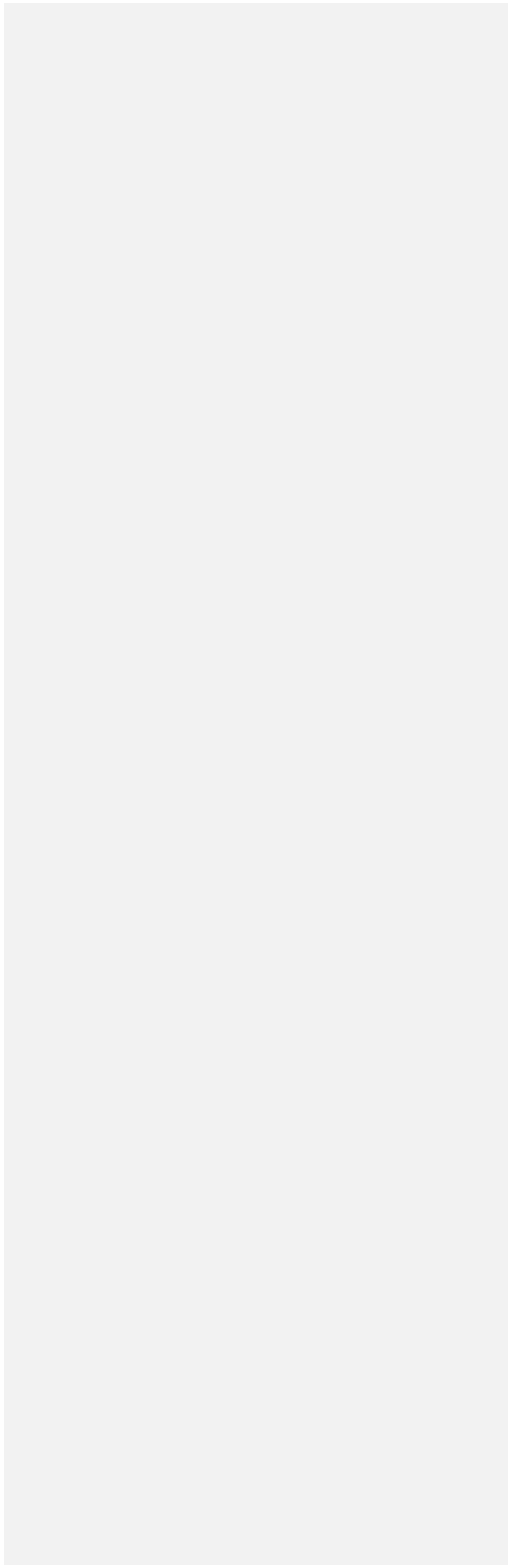
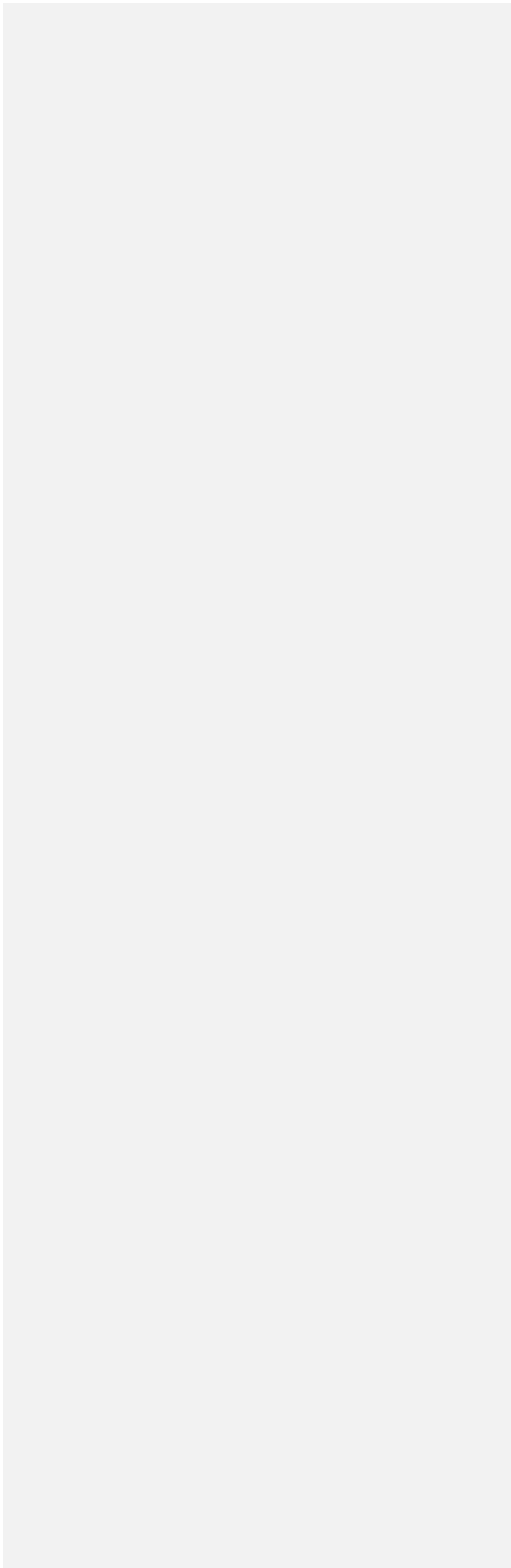


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Section 1. General

- A. It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations.

- B. Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse’s meals that are included as a part of a registration fee will be an allowable expense.

Section 2. Definitions

Business Travel – Travel for the purpose of conducting official City business.

Professional/Educational Travel – Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

Requesting Party – Any individual who will be traveling and requesting approval or reimbursed for travel costs incurred while conducting Business Travel and/or Professional/Educational Travel.

Authorizing Party – An individual authorized to approve or disapprove all travel-related requests. This individual is to be in a level of authority that enables them to evaluate the need, the cost, and the benefit of such travel. This individual must submit the Travel/Expense Voucher prior to employee travel.

Travel Expense Report Form – (Form A) A form used to authorize payment for the reimbursement of travel related expenses.

Reimbursement – Any cost that is required for the purpose of conducting official City business in addition to pre-approved travel expenses that may be eligible for repayment to the traveling employee.

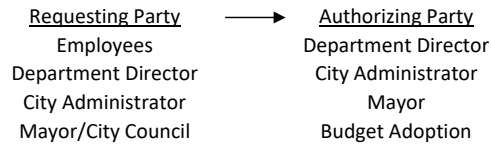
Section 3. Guidelines

- A. Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.

- B. Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.

- C. Prior to approving a travel request, the authorizing party (*listed below*) is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.

D. Requests for travel costs, travel advances, and any actual expense reimbursements should be authorized as follows:



E. Out-of-State travel is approved through the budgetary process. Travel that is planned during the budgetary development cycle, within guidelines of acceptable travel, and approved during the budget cycle by City Council is then authorized during the fiscal year as normal travel. No further approval is required. Out-of-State travel that is not included in budgets is required to seek City Council approval prior to the travel being acceptable.

Section 4. Travel Expenses

A. The following guidelines are intended to set forth maximum standards for travel expenses. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

Section 5. Subsistence

A. Lodging. Payment for lodging is authorized when the individual’s travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.

1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at ‘government rates’ if possible, only if cheaper than rates obtained by the conference attended.

2. Employees are responsible for obtaining a tax-exempt certificate (Form B) and Hotel/Motel Excise Tax Form certificate (Form C) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.

B. Meals. Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

| <u>Per Diem</u> | <u>Rate</u> |
|-----------------|-------------|
| Breakfast | \$15.00 |
| Lunch | \$15.00 |
| Dinner | \$25.00 |

1. The above limits are expected maximums and should be sufficient in most areas traveled.

2. For a single day trip:
 - a. Breakfast – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
 - b. Lunch – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
 - c. Dinner – Reimbursement will be authorized if trip return is after 7:00 p.m.
 3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.
 4. Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference or Event agenda must be provided when requesting reimbursement/per diem for meals.
 5. Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem rates for meals.
 6. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meal expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.
 7. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost.
- C. Business Meals. Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:
1. The requesting party is an elected official or member of management staff for the City of Monroe.
 2. If the requesting party is a member of management staff (Department Director), the request must be approved at least 48 hours in advance by the City Administrator.
 3. The total meal party is no greater than three (3) members including the City of Monroe staff member.
 4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.
 5. It is submitted on a Travel Expense Form (FORM A) after returning from travel.

Section 6. Travel

- A. Air, Rail, and Bus Fares

1. Receipts and Travel Expense form are required for expense or reimbursements of these transportation costs.
2. Transportation reservations shall be obtained at the most economical rate available and prior to travel with proper paperwork and approval submitted.

B. City Vehicles

1. The use of a City vehicle is authorized for travel to destinations up to four hundred (400) miles from the City of Monroe. Operation of the City vehicle outside the state of Georgia requires the prior approval by the City Administrator and City Council.
2. Ridesharing will be required, if possible, when more than one employee attends same conference/meeting/training.
3. Receipts must be obtained and submitted for all City vehicle expenses upon return from travel.
4. City vehicles are to be driven and occupied only by City employees, elected officials, or other authorized representatives.

C. Personal Vehicles

1. Use of a personal vehicle is allowed only if one of the following conditions is met:
 - a. No City vehicle is available at the time of travel.
 - b. Requesting party has a physical handicap which requires the use of a specially equipped vehicle.
 - c. An employee's family member(s) accompany the employee on the trip.
2. Advance approval must be obtained from Authorizing Party.
3. When more than one employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4) persons.
4. The expense or reimbursement rate for personal vehicle mileage is based on IRS per mile allowance as issued each year.
5. Requested mileage expenses or reimbursements must be supported by printed travel map and reported by odometer readings upon return from travel. This does not apply to daily mileage allowance of staff using personal vehicles in normal day to day business.
6. Mileage expense is to be calculated from City Hall, 215 North Broad Street, Monroe, GA 30655 to the destination address based on the shortest and most economical route available.
7. Employees who use their personal vehicles on City business and request mileage allowance or reimbursements must prepare their requests on a monthly basis.

D. Rental Vehicles

1. A rental vehicle may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, subway) for travel.
2. Rental vehicles shall be limited to 'mid-size' automobiles with standard accessories unless special circumstances dictate a larger vehicle or more effective rate.
3. Rental vehicles shall be covered by appropriate insurance as required by applicable state laws.
4. All current City policies/procedures governing the use of vehicles shall apply to rental vehicles.
5. Receipts are required for the use of any rental vehicle costs, including gas and other services.

E. Local Ground Transportation

1. Local transportation costs incurred while on out-of-town travel will be reimbursed, upon submittal of proper Travel Expense form and documentation.
2. Receipts for services must be obtained and submitted with travel Expense form for reimbursement. No reimbursement will be given without proper receipt submittal.

Section 7. Registration

- A. Approval for registration must be given by Authorizing Party prior to registration.
- B. Purchase Orders must be obtained prior to registration.
- C. Advance registration must be used whenever possible to meet discount early registration rates.
- D. Registration fees are acceptable when supported by receipt.

Section 8. Miscellaneous

- A. Parking will be reimbursed when supported by a receipt upon return from travel.
- B. Personal items, alcoholic beverages and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.
- C. When an advance is submitted prior to travel a final Travel/Expense Voucher (Form A) should be submitted as soon as possible in order to verify all funds advanced.

Form A – Travel Expense Report Form

| CITY OF MONROE EXPENSE REPORT | | | | | | | | |
|-------------------------------|------|---|-----------------------|-----------------------------|--------|-----|-----|--------|
| Name: _____ | | | | Department: _____ | | | | |
| Date | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Totals |
| Miles Driven | | | | | | | | - |
| Reimbursement | - | - | - | - | - | - | - | - |
| Parking & Tolls | | | | | | | | - |
| Auto Rental | | | | | | | | - |
| Taxi/Limo | | | | | | | | - |
| Other (Rail or Bus) | | | | | | | | - |
| Airfare | | | | | | | | - |
| Transportation Total | - | - | - | - | - | - | - | - |
| Lodging & Meals Total | | | | | | | | - |
| Other | | | | | | | | - |
| Breakfast | | | | | | | | - |
| Lunch | | | | | | | | - |
| Dinner | | | | | | | | - |
| Sub-Total Meals | - | - | - | - | - | - | - | - |
| Lodging & Meals Total | - | - | - | - | - | - | - | - |
| Supplies/Equipment | | | | | | | | - |
| Phone, Fax | | | | | | | | - |
| Food Charged | | | | | | | | - |
| Gas Charged | | | | | | | | - |
| Other | | | | | | | | - |
| Entertainment | | | | | | | | - |
| Total Expenses/Day | - | - | - | - | - | - | - | - |
| Detailed Entertainment Record | | | | | | | | |
| Date | Item | Persons Entertained/ Business Relationship | Place Name & Location | Business Purpose | Amount | | | |
| | | | | | - | | | |
| | | | | | - | | | |
| | | | | | - | | | |
| | | | | | - | | | |
| PURPOSE OF TRIP | | | | SUMMARY | | | | |
| | | | | Total Expenses | - | | | |
| | | | | Less Cash Advance | - | | | |
| | | | | Less Amount Charged To City | - | | | |
| | | | | Amount Due Employee | - | | | |
| | | | | Amount Due City | - | | | |

Prepared By _____ Date _____

Approved By _____ Date _____

Form B – Tax Exemption Certificate Form

Form **ST-5** (Rev. 11/2012)



STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER

To: _____
(SUPPLIER) (DATE)

(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

THE UNDERSIGNED DOES HEREBY CERTIFY that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this certificate. (Check appropriate box.)

- 1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.
- 2. For use by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. Payment must be made by warrant on appropriated Government funds. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
- 3. Purchases or leases of tangible personal property or services for **RESALE ONLY** by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15),(39),(41),(56),(59),and(71).
- 4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. O.C.G.A. § 48-8-3(94). A Georgia sales and use tax number is not required for this exemption.
- 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
- 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A).
- 7. For use by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia sales and use tax number is not required for this exemption. 12 U.S.C.S. 1768; O.C.G.A. § 48-6-97.

MUNICIPALITY _____
PURCHASER'S BUSINESS ACTIVITY

Under penalties of perjury I declare that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: CITY OF MONROE Sales Tax Number: N/A
Business Address: 215 N. BROAD ST City: MONROE State: GA ZIP Code: 30655
Purchaser's Name: CONNIE H. DAVIS Signature: Connie H. Davis Title: AP CLERK

A dealer must secure one properly completed certificate of exemption from each buyer making tax exempt purchases. Certificates of exemption must be obtained by the dealer within 90 days of the exempt sale being completed. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

**STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX**

CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee _____ Date _____

PRINT OR TYPE

Name of Official or Employee _____

Title of Official of Employee _____

Agency Represented City of Monroe

Accounting/Fiscal Office Contact Connie Davis Phone No. 770-266-5117

Date(s) of Lodging _____

WORKPLACE SAFETY POLICY

Original April 2017

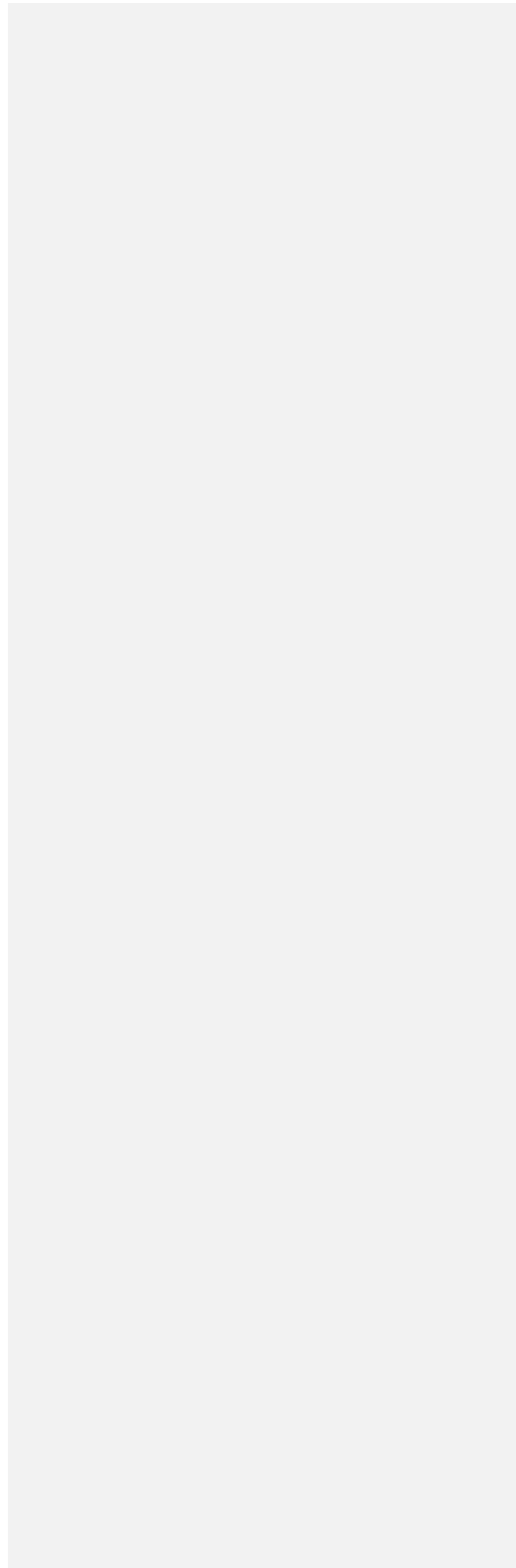
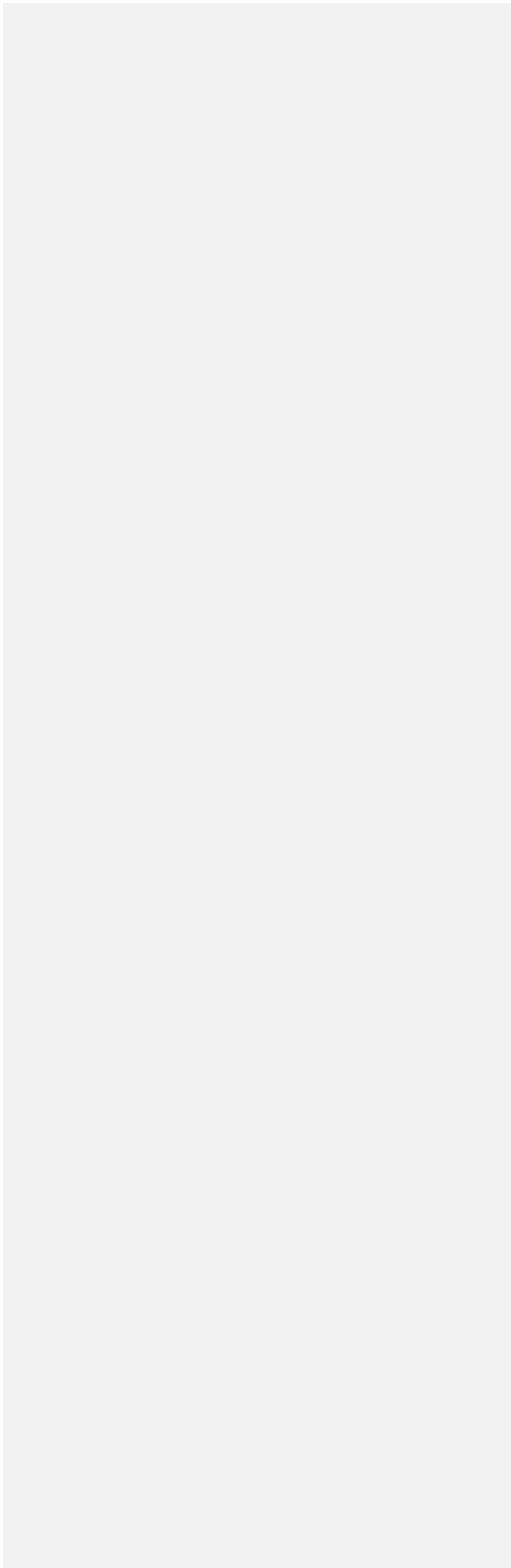


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Section 1. General

The purpose of this policy is to provide all departments of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Workplace Safety Policy, that complies with the Occupational Safety and Health Administration (OSHA) standards to maintain a safe and injury free workplace. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, that accident prevention be a prime concern, and to maintain a safe and healthy working environment for all employees, contractors, and customers. It is a best management practice to provide for efficient, productive, and damage free results to all property and equipment. All daily activities shall follow strictly developed guidelines set forth in this Policy, and subsequent procedures as added, for the safe operation of all working environments. The Workplace Safety Policy of the City of Monroe is designed to follow the overall standards of the Occupational Safety and Health Administration (OSHA) as a guideline, and to develop organizational safety procedures to maintain a safe and injury free workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. Exceptions may be present when greater departmental policies exist, and are provided as documentation, such as the National Fire Protection Association (NFPA) Safety Standards. The authorization and responsibility for enforcement has been given to the Program Administrator, Safety Coordinator, and Safety Committee.

Section 2. Definitions

Benching System – a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or more horizontal steps, usually with vertical or near-vertical surfaces between levels.

Competent Person – a person who has been trained to identify hazards in the workplace or working conditions that are unsafe for employees, and who has the authority to have these hazards corrected.

Confined Space – an area large enough and so configured that an employee can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

Controlled Access Zone – a work area designated and clearly marked in which certain types of work may take place without the use of conventional protection systems to protect the employees working in the zone.

Guardrail System – a barrier erected to prevent employees from falling to lower levels.

Program Administrator – the individual who oversees operational procedures and is responsible for assuring compliance with this Policy.

Protective System – systems that include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection to protect employees from cave-ins, material that could fall or roll from an excavation face into an excavation, or from the collapse of adjacent

structures.

Safety Committee – a committee of employees charged with the overall execution, implementation, and review of the Workplace Safety Policy.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters in concurrence with the Workplace Safety Policy.

Safety Monitoring System – a system in which a competent person is responsible for recognizing and warning employees of hazards.

Shoring System – a structure that is built or put in place to support the sides of an excavation to prevent cave-ins.

Sloping System – sloping the sides of an excavation, which will vary with soil type, weather, and surface or near surface loads that may affect the soil in the area of the trench, away from the excavation to protect employees from cave-ins.

Section 3. Policy Provisions

- A. Implementation. This Policy supports five (5) fundamental means of maximum employee involvement.
 - 1. Management and employees at all levels commitment to safety, and this Policy as a mandatory guideline.
 - 2. Regularly held safety meetings by foremen or supervisors at all worksites and facilities.
 - 3. Effective job safety training for all categories of employees, as provided by the Georgia Utility Training Academy (GUTA).
 - 4. Quarterly safety presentations at GUTA or jobsites given by the Safety Coordinator.
 - 5. Incentive rewards program for exemplary safety performance.
- B. Administration. This Policy will be carried out per guidelines established and published in this and other procedures provided as supplements. Specific instructions and assistance will be provided by the Safety Coordinator as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Workplace Safety Policy, and for maintaining an effective accident prevention effort within his/her area of responsibility.
- C. Inspection. The provisions and guidelines set forth in this Policy will provide for inspection and enforcement by a Program Administrator, Safety Coordinator, and the Safety Committee. Inspections will be performed as routine and random inspections for worksites, facilities, equipment, vehicles, and personnel. When inspection finds evidence of any violation of policy, the violation will be addressed based on the severity and corrected onsite, or as appropriately determined. Self-inspection is expected before the operation of any vehicles and equipment, and on job sites prior to work being performed. Written documentation must be kept of all inspections performed where observations are reported and kept on file.

- D. Reporting of Injuries.** All employees must report the injury to their foreman, supervisor, department head, or member of management staff, who must then notify the Safety Coordinator of the incident on the same day of the occurrence. No casual mentioning of the injury will be sufficient. Statements from witnesses will be taken, and, signed by witnesses, and include the time and date. Photographs of the area where the incident occurred and any other relevant items may be recorded as evidence of the occurrence. The Safety Coordinator will assist in the investigation of the occurrence. Documentation of the incident, and all other items of interest are to be turned into the Program Administrator or Safety Coordinator. Failure to report an injury in a reasonable amount of time is a violation of this Policy and may result in disciplinary action.
- E. Basic Safety Rules.**
1. Compliance with applicable Federal, State, County, City, Client, and Organizational safety rules and regulations is a condition of employment.
 2. All injuries must be reported to your supervisor immediately, and then reported to the Safety Coordinator. An employee who fails to notify supervisor personnel of an injury or accident may be issued a safety violation notice and may be subject to disciplinary action, in accordance with this Policy. In the event of an accident involving personal injury or damage to property, all persons involved are required to submit to drug testing.
 3. All personnel will be required to attend safety meetings as stipulated by project requirements to meet safety standards, or as scheduled by the Safety Coordinator or Safety Committee.
 4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City equipment at any time.
 5. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day. Please refer to the Vehicle, Equipment, and Facility Maintenance Policy for more details.
 6. "Horseplay" on City property, or on the worksite is strictly prohibited.
 7. Report all unsafe conditions to the Safety Coordinator immediately.
 8. Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.
- F. Assignment of Responsibility.**
1. It is the responsibility of City of Monroe to provide safe working conditions and procedures to all employees, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.
 2. It is the responsibility of the Program Administrator and Safety Coordinator to implement this program by:
 - a. Performing routine and random safety checks of worksite operations.
 - b. Enforcing the City of Monroe Workplace Safety Policy, and any additional procedures.
 - c. Correcting any unsafe practices or conditions immediately.
 - d. Training employees and supervisors in recognizing possible safety issues and the proper steps for making the workplace a safer workplace.
 - e. Maintaining records of employee training, equipment issue, and safety systems used at City of Monroe jobsites.

- f. Investigating and documenting all incidents that result in employee injury.
3. It is the responsibility of all employees to:
- a. Understand and adhere to the procedures outlined in this Safety Program.
 - b. Follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.
 - c. Bring to the attention of management any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees, as contained in this Policy.
 - d. Report any incident that causes injury to an employee, regardless of the nature of the injury.
 - e. Report any incident that causes damage to property, regardless of the nature of the damage.
- G. Disciplinary Procedures.
1. Discipline. Employees are expected to use good judgment when doing their work and to follow established safety rules. An established disciplinary procedure to provide appropriate consequences for failure to follow safety rules, along with a timeline of record have been developed that will govern this Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a safer working environment.
 2. Timeline of Record. After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew, unless the violation is determined to be more serious and repeated in nature. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Workplace Safety Policy guidelines and protect other employees.
 3. Disciplinary Process. This is the list of disciplinary actions to be taken in the event of violation of any part of the Policy, as determined by the Program Administrator.
 - a. **First Violation** – verbal warning, notation made in employee file, and instruction on proper actions.
 - b. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.
 - c. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.
 - d. **Fourth Violation** – Termination.
 4. Accident Investigation. All incidents that result in injury to workers shall be reported to the Safety Coordinator and investigated further by the Safety Committee upon presentation. All incidents shall be investigated as soon as possible by the Safety Coordinator to identify the cause and means of prevention to prevent future occurrences. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future, and any disciplinary measures to be taken.

5. Enforcement. Constant awareness of and compliance with all safety rules, are considered conditions of employment with City of Monroe. The Program Administrator is given the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Section 4. Confined Space Entry Program

- A. Procedure Standards. This applies to any work that requires City of Monroe employees to enter a confined space. Confined spaces include, but are not limited to: manholes, tanks, towers, electrical vaults, boilers, sewers, tunnels and vessels. This policy will state practices to identify confined spaces and their respective hazards. Methods to evaluate confined spaces and the required procedures necessary for working in and around confined spaces will also be addressed.
- B. Training Requirements. Training will be conducted by GUTA, and will be provided prior to any entry into confined spaces. Methods of training may include, but not be limited to, videos, booklets, simulated confined spaces training sessions, lectures, and online resources. Additional training might be necessary when an employee's work duties change, the hazards of a confined space change or inadequacies in an employee's knowledge is apparent. Areas of training will include:
 1. Types of confined spaces.
 2. Signs, symptoms, and resulting dangers of hazards in the confined spaces.
 3. Atmospheric testing.
 4. Procedures for entry into permit spaces.
 5. Ventilation of confined space.
 6. PPE (Personal Protective Equipment).
 7. Communication procedures.
 8. Use of retrieval systems.
 9. Emergency exit and rescue procedures.
 10. Protective barriers.
 11. First aid and CPR.
 12. Testing equipment.
 13. Testing methods.
 14. Atmospheric conditions.
- C. Program Guidelines. GUTA will maintain all records pertaining to this Policy. GUTA will perform annual program reviews, utilizing canceled permits, and any other information available, to ensure that employees participating in entry operations are protected from permit space hazards.
 1. Evaluating Confined Spaces. Confined spaces must be located, identified, and documented with the Safety Coordinator at GUTA. The Safety Coordinator will be responsible tracking the location and conditions of confined spaces.
 2. Reevaluation of Confined Spaces. All confined spaces must be reevaluated/retested prior to any scheduled work. If the confined space hazards have changed in any way, the space must be reclassified accordingly.

D. Worksite Requirements.

1. **Confined Space Entry Permit.** A Confined Space Entry Permit (Appendix A) must be completed prior to entry. This permit documents the location, purpose of entry, authorized attendant(s), authorized entrant(s), existing hazards, special requirements, test results, testing equipment, communication measures, and emergency procedures. The permit is filled out by the entry supervisor for that particular job. The permit is valid only for the date and time listed which corresponds to the time required to complete the purpose of entry. It is expected that most permits will be valid for no more than eight (8) hours. Permits must be retained GUTA and used to review this confined space annually.
2. **Atmospheric Testing.** Entry personnel must test the atmosphere of the confined space and record the results on the entry permit. The test must be performed using a calibrated direct-reading instrument with remote sampling ability. The atmosphere must first be tested for oxygen content, then for flammable gases and vapors and for potential toxic air contaminants (test must be performed in this order). Attendant must perform additional tests at specified intervals as determined by the Safety Coordinator. Testing equipment must be:
 - a. Calibrated according to manufacturer's specifications.
 - b. Field checked prior to use.
 - c. Calibrated annually by the manufacturer or their authorized representative.
3. **Isolation.** The space must be isolated from all energy sources. Refer to the Lockout/Tagout section of this Policy for correct procedures for controlling hazardous energy sources.
4. **Ventilation.** Permit space must be purged, flushed, cleaned, and ventilated to eliminate or control atmospheric hazards.
5. **Barriers.** Place necessary pedestrian, vehicle, and/or other barriers to protect entrants from external hazards.
6. **Personal Protective Equipment.** The City of Monroe will provide all necessary personal protective equipment (PPE) to ensure the safety of employees. PPE for each job will be determined and listed on the confined space entry permit.
7. **Tools and Equipment.** The City of Monroe will provide all necessary tools and equipment for the job as determined by the supervisor. These items will be stated on the confined space entry permit and include such items as:
 - a. Communication equipment.
 - b. Ladders.
 - c. Testing equipment.
 - d. Lighting.
 - e. Rescue and emergency equipment.
8. **Duties of Attendant.** An authorized attendant must be stationed outside the permit space for the duration of the entry operations. Attendant must:
 - a. Know the hazards of the confined space.
 - b. Know how many entrants are in the space at all times and be able to identify them.
 - c. Monitor and maintain communication with entrants.

- d. Monitor activities inside and outside the space and determine the continued safety of entrants.
 - e. Contact emergency and rescue services when necessary.
 - f. Be able to perform non-entry rescue. Attendant should NEVER enter a space to attempt rescue of another employee.
 - g. Never attempt to perform any other duties that might interfere with primary duty to monitor and protect entrants.
 - h. Order immediate evacuation of space when a prohibited condition is detected, entrant exhibits behavioral effects of hazard exposure, situation outside of space becomes dangerous or they are unable to effectively and safely perform all duties required.
9. Duties of Entrant. Authorized entrant(s) have duties beyond the work required inside the confined space. They must:
- a. Know the hazards of the confined space.
 - b. Properly use all equipment (PPE, tools, and equipment) required.
 - c. Communicate with attendant concerning space conditions
 - d. Exit as quickly as possible when ordered by the attendant, any symptom of exposure to dangerous situation becomes apparent, a prohibited condition is detected, or if an evacuation alarm is activated.

Section 5. Fall Protection Requirements

- A. Procedure Standards. The guideline of procedures to follow will be based on Occupational Safety and Health Administration (OSHA) Fall Protection Standard, 29 CFR 1926, Subpart M.
- B. Training Requirements.
 - 1. All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after initial employment as possible, and before they are required to work in areas where fall hazards exist.
 - 2. A record of employees who have received training and training dates shall be maintained by the Safety Coordinator at GUTA. The details of record of employees shall include:
 - a. Nature of the fall hazards employees may be exposed to.
 - b. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.
 - c. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.
 - d. Role of each employee in the Safety Monitoring System (if one is used).
 - e. Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable).
 - f. Correct procedures for equipment and materials handling, storage and erection of overhead protection.
 - 3. Additional training shall be provided on an annual basis, or as needed when changes are made to the Fall Protection procedures, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

4. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around fall hazards, or when changes to this program are made.
- C. Program Guidelines.
1. The following are minimum guidelines that must be followed in accordance with this Policy:
 - a. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - b. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of two (2) inch diameter wire rope. Vertical lifelines shall be three-quarter (3/4) inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
 - c. Structural steel erectors are required to "hook up" with full body harness and lanyard.
 - d. Employees using lanyards to access the work or position themselves on a wall or column, must use an additional safety lanyard for fall protection.
 - e. Man-lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift.
- D. Worksite Requirements.
1. Guardrail Systems.
 - a. Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by a Competent Person that erecting such systems will not cause an increased hazard to employees.
 - b. Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.
 - c. Excavations that are six (6) feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
 - d. Walkways that allow employees to cross over an excavation that is six (6) feet or deeper shall be equipped with guardrails.
 2. Covers.
 - a. All covers shall be secured to prevent accidental displacement.
 - b. Covers shall be color-coded or bear the markings "HOLE" or "COVER".
 - c. Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
 - d. Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.
 3. Personal Fall Arrest Systems. Personal fall arrest systems shall be issued to and used by employees as determined by the Safety Coordinator and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:
 - a. limit the maximum arresting force to 1800 pounds.

- b. Be rigged so an employee cannot free fall more than six (6) feet or contact any lower level.
 - c. Bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½) feet.
 - d. Be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet or the free fall distance permitted by the system, whichever is less.
 - e. Be inspected prior to each use for damage and deterioration.
 - f. Be removed from service if any damaged components are detected.
4. Safety Monitoring Systems. In situations where no other fall protection has been implemented, a Competent Person shall monitor the safety of employees in these work areas.
5. Falling Objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.
- a. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
 - b. Excess debris shall be removed regularly to keep work areas clear.
 - c. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
 - d. Stacked materials must be stable and self-supporting.
 - e. Canopies shall be strong enough to prevent penetration by falling objects.
 - f. Toe-boards erected along the edges of overhead walking/working surfaces shall be capable of withstanding a force of at least 50 pounds; and solid with a minimum of three and a half (3 ½) inches tall and no more than one-quarter (¼) inch clearance above the walking/working surface.
 - g. Equipment shall not be piled higher than the toe-board unless sufficient paneling or screening has been erected above the toe-board.

Section 6. Fire Prevention and Protection

- A. Procedure Standards. The following Fire Prevention and Protection plan is provided only as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard.
- B. Training Requirements. The Safety Coordinator, along with Public Safety officials, shall present basic fire prevention training to all employees upon employment. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills, or when changes to this program are made. and GUTA shall maintain documentation of the training, which includes:
- 1. Review of Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39.
 - 2. This Fire Prevention and Protection plan, and safety practices to be implemented.
 - 3. Good housekeeping practices, to be followed by all facilities, also referenced in the Vehicle, Equipment, and Facility Maintenance Policy.
 - 4. Proper response and notification in the event of a fire.

5. Instruction on the use of portable fire extinguishers, as determined by City of Monroe policy in the Emergency Action Plan.
 6. Recognition of potential fire hazards.
- C. Program Guidelines. To limit the risk of fires, employees shall adhere to the following precautions and guidelines:
1. Minimize the storage of combustible materials.
 2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
 3. Dispose of combustible waste in covered, airtight, and metal containers.
 4. Use and store flammable materials in well-ventilated areas away from ignition sources.
 5. Use only nonflammable cleaning products.
 6. Keep incompatible (i.e., chemically reactive) substances away from each other.
 7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
 8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
 9. Ensure that heating units are safeguarded.
 10. Report all gas leaks immediately. **The Natural Gas Supervisor** shall ensure that all gas leaks are repaired immediately upon notification.
 11. Repair and clean up flammable liquid leaks immediately.
 12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
 13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
 14. Turn off electrical equipment when not in use.
- D. Worksite Requirements. The following sections address the major workplace fire hazards at City of Monroe facilities and the procedures for controlling the hazards.
1. Electrical Fire Hazards. Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:
 - a. Make sure that worn wires are replaced.
 - b. Use only appropriately rated fuses.
 - c. Never use extension cords as substitutes for wiring improvements.
 - d. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
 - e. Check wiring in hazardous locations where the risk of fire is especially high.
 - f. Check electrical equipment to ensure that it is either properly grounded or double insulated.
 - g. Ensure adequate spacing while performing maintenance.
 2. Portable Heaters. All portable heaters shall be approved by their supervisor. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials always.

3. Office Fire Hazards. Fire risks are not limited to City of Monroe's industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:
 - a. Avoid overloading circuits with office equipment.
 - b. Turn off nonessential electrical equipment at the end of each workday.
 - c. Keep storage areas clear of rubbish.
 - d. Ensure that extension cords are not placed under carpets.
 - e. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
4. Cutting, Welding, and Open Flame Work.
 - a. All necessary hot work permits have been obtained prior to work beginning.
 - b. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
 - c. Adequate ventilation is provided.
 - d. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
 - e. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
 - f. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
 - g. Cutting or welding is prohibited in sprinkler covered areas while sprinkler protection is out of service.
 - h. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
 - i. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
 - j. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
 - k. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

Smoking is prohibited at all City of Monroe buildings, vehicles, and equipment. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Section 7. Excavation Safety

- A. Procedure Standards. This Excavation Safety plan has been developed to protect employees from safety hazards that may be encountered during work in trenches and excavations. This program is intended to assure that:
 1. Employees who perform work in excavations are aware of their responsibilities and know how to perform the work safely.
 2. The City of Monroe has appointed one or more individuals within the company to assure compliance with the requirements of this program through Competent Person training.

3. The responsibilities of management, supervisors, Safety Coordinator and workers are clearly detailed.
 4. All persons involved in excavation and trenching work have received appropriate training in the safe work practices that must be followed when performing this type of work.
- B. Training Requirements.** All personnel involved in trenching or excavation work shall be trained in the requirements of this program by the Safety Coordinator with assistance from the appropriate supervisors. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around excavations, or when changes to this program are made.
- C. Worksite Requirements.**
1. **Utilities and Pre-Work Site Inspection.** Prior to excavation, the site shall be thoroughly inspected by a Competent Person or Safety Coordinator to determine if special safety measures must be taken.
 2. **Surface Encumbrances.** All equipment, materials, supplies, permanent installations (i.e., buildings or roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to employees working in the excavation shall be removed or supported as necessary to protect employees.
 3. **Underground Installations.** The location of sewer, gas, telephone, fuel, electric, water, or any other underground installations or wires that may be encountered during excavation work shall be determined and marked prior to opening an excavation and all excavation laws will be followed. Arrangements shall be made as necessary with the appropriate utility entity for the protection, removal, shutdown, or relocation of underground installations. If it is not possible to establish the exact location of these installations, the work may proceed with caution if detection equipment or other safe and acceptable means are used to locate the utility. Excavation shall be done in a manner that does not endanger the underground installations or the employees engaged in the work. Utilities left in place shall be protected by barricades, shoring, suspension, or other means as necessary to protect employees.
 4. **Protection of the Public.** Barricades, walkways, lighting, and posting shall be provided as necessary for the protection of the public prior to the start of excavation operations. Guardrails, fences, or barricades shall be provided on excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares. Warning lights or other illumination shall be maintained as necessary for the safety of the public and employees from sunset to sunrise. Wells, holes, pits, shafts, and all similar hazardous excavations shall be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type shall be backfilled as soon as possible. Walkways or bridges protected by standard guardrails shall be provided where employees and the public are permitted to cross over excavations. Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toe-board shall be used to prevent the hazard of falling objects. Information on the requirements for guardrails and toe-boards may be obtained by contacting Tommy Arnold/Safety Coordinator.

5. **Warning System for Mobile Equipment.** A warning system shall be used when mobile equipment is operated adjacent to the edge of an excavation if the operator does not have a clear and direct view of the edge of the excavation. The warning system shall consist of barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.
6. **Hazardous Atmospheres.** Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or forced ventilation of the workspace.
 - a. Competent Person representative will test the atmosphere in excavations over six (6) feet deep if a hazardous atmosphere exists or could reasonably be expected to exist. A hazardous atmosphere could be expected, for example, in excavations in landfill areas, areas where hazardous substances are stored nearby, or near areas containing gas pipelines.
 - b. Forced ventilation or other effective means shall be used to prevent employee exposure to an atmosphere containing a flammable gas more than ten (10) percent of the lower flammability limit of the gas.
 - c. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, continuous air monitoring will be performed by Competent Person representative. The device used for atmospheric monitoring shall be equipped with an audible and visual alarm.
 - d. Atmospheric testing will be performed using a properly calibrated direct reading gas monitor. Direct reading gas detector tubes or other acceptable means may also be used to test potentially toxic atmospheres. Each atmospheric testing instrument shall be calibrated by Safety Coordinator on a schedule and in the manner recommended by the manufacturer. In addition: Any atmospheric testing instrument that has not been used within 30 days shall be recalibrated prior to use. Each atmospheric testing instrument shall be calibrated at least every six (6) months. Each atmospheric testing instrument must be field checked prior to use to ensure that it is operating properly.
7. **Protection from Water Accumulation Hazards.** Employees are not permitted to work in excavations that contain or are accumulating water unless precautions have been taken to protect them from the hazards posed by water accumulation. Precautions may include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines. If water is controlled or prevented from accumulating using water removal equipment, the water removal equipment and operation shall be monitored by a person trained in the use of that equipment. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation. Precautions shall also be taken to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains shall be respected by Competent Person Representative after each rain incident to determine if additional precautions, such as special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines, should be used.
8. **Stability of Adjacent Structures.** The Safety Coordinator or Competent Person will determine if the excavation work could affect the stability of adjoining buildings, walls, sidewalks, or

other structures. Support systems (such as shoring, bracing, or underpinning) shall be used to assure the stability of structures and the protection of employees where excavation operations could affect the stability of adjoining buildings, walls, or other structures. Sidewalks, pavements, and appurtenant structures shall not be undermined unless a support system or other method of protection is provided to protect employees from the possible collapse of such structures.

9. Sloping and Benching. Employees in an excavation shall be protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system. The only exceptions are:
 - a. Excavations made entirely in stable rock.
 - b. Excavations less than five (5) feet in depth where examination of the ground by Competent Person provides no indication of a potential cave-in.
10. Materials and Equipment. Materials and equipment used for protective systems shall be free from damage or defects that might affect their proper function. Manufactured materials and equipment used for protective systems shall be used and maintained in accordance with the recommendations of the manufacturer, and in a manner, that will prevent employee exposure to hazards.

Section 8. Respiratory Protection

- A. Procedure Standards. The City of Monroe Respiratory Protection plan is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program will also follow certain guidelines as found with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.
- B. Training Requirements. The Safety Coordinator will provide training to respirator users and on the contents of the City of Monroe Respiratory Protection plan and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators. The training course will cover the following topics:
 1. The City of Monroe Respiratory Protection plan.
 2. The OSHA Respiratory Protection Standard (29 CFR 1910.134).
 3. Respiratory hazards encountered at City of Monroe and their health effects.
 4. Proper selection and use of respirators.
 5. Limitations of respirators.
 6. Respirator donning and user seal (fit) checks.
 7. Fit testing.
 8. Emergency use procedures.
 9. Maintenance and storage.
 10. Medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

Respirator training will be documented by the Safety Coordinator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

C. Program Guidelines.

1. **NIOSH Certification.** All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.
2. **Voluntary Respirator Use.** The Safety Coordinator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.
3. **Medical Evaluation.** Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by City of Monroe before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

D. Worksite Requirements.

1. **Hazard Assessment and Respirator Selection.** The Safety Coordinator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Competent Person will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Competent Person. The hazard evaluations shall include:
 - a. Identification and development of a list of hazardous substances used in the workplace by department or work process.
 - b. Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
 - c. Exposure monitoring to quantify potential hazardous exposures.
 - d. The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions. A list of employees and appropriate respiratory protection will be maintained by the Competent Person.
2. **Updating the Hazard Assessment.** The Safety Coordinator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during an activity, he/she is to contact his/her supervisor or the Competent Person. The Competent Person will evaluate the potential hazard and arrange for outside assistance as necessary. The Competent Person will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.
3. **General Respirator Use Procedures.**

- a. Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
 - b. All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
 - c. Positive Pressure Test: This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.
 - d. Negative Pressure Test: This test is performed by closing of the inlet openings of the cartridge with the palm of your hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.
4. Air Quality. For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air. The Competent Person will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.
5. Change Schedules. Respirator cartridges shall be replaced as determined by the Competent Person, supervisor(s), and manufacturers recommendations.
6. Cleaning. Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use. The Competent Person will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Competent Person.
7. Maintenance. Respirators are to be properly maintained always to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere supplying respirators will be conducted by the manufacturer. All respirators shall be inspected routinely before and after each use.
8. Storage. After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-

purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in the designated area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that purpose, be quickly accessible always, and be clearly marked.

9. **Respirator Malfunctions and Defects.** For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee either receives the needed parts to repair the respirator or is provided with a new respirator. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator.

Section 9. Control of Hazardous Energy (Lockout/Tagout)

- A. **Procedure Standards.** The objective of this procedure is to establish a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced. This program serves to:
 1. Establish a safe and positive means of shutting down machinery, equipment and systems.
 2. Prohibit unauthorized personnel or remote-control systems from starting machinery or equipment while it is being serviced.
 3. Provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
 4. Establish responsibility for implementing and controlling lockout/tagout procedures.
 5. Ensure that only approved locks, standardized tags and fastening devices provided by the company will be utilized in the lockout/tagout procedures.
- B. **Training Requirements.** Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control. Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.
- C. **Program Guidelines.**
 1. **Preparation for Lockout or Tagout.** Employees who are required to utilize the lockout/tagout procedure must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means. The four types of energy sources are:
 - a. Electrical (most common form).
 - b. Hydraulic or Pneumatic.
 - c. Fluids and Gases.
 - d. Mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed to identify energy sources and lockout/tagout accordingly.

2. Removal of an Authorized Employee's Lockout/Tagout. Each location must develop written emergency procedures that comply with 1910.147(e)(3) to be utilized at that location. Emergency procedures for removing lockout/tagout should include the following:
 - a. Verification by employer that the authorized employee who applied the device is not in the facility.
 - b. Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).
 - c. Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.
 3. Procedures for Outside Personnel/Contractors. Outside personnel/contractors shall be advised that the company has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.
 4. Release from Lockout/Tagout. The following are steps to be taken when removing lockout/tagout designation from a controllable hazard.
 - a. Inspection: Make certain the work is completed and inventory the tools and equipment that were used.
 - b. Clean-up: Remove all towels, rags, work-aids, etc.
 - c. Replace guards: Replace all guards possible. Sometimes a guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
 - d. Check controls: All controls should be in their safest position.
 - e. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
 - f. Remove locks/tags. Remove only your lock or tag.
- D. Worksite Requirements.
1. Electrical.
 - a. Shut off power at machine and disconnect.
 - b. Disconnecting means must be locked or tagged.
 - c. Press start button to see that correct systems are locked out.
 - d. All controls must be returned to their safest position.
 - e. Points to remember:
 - i. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.
 - ii. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.
 - iii. Some equipment may have a motor isolating shut-off and a control isolating shut-off.

- iv. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.
- 2. Hydraulic/Pneumatic.
 - a. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.
 - b. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
 - c. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).
- 3. Fluids and Gases.
 - a. Identify the type of fluid or gas and the necessary personal protective equipment.
 - b. Close valves to prevent flow, and lockout/tagout.
 - c. Determine the isolating device, then close and lockout/tagout.
 - d. Drain and bleed lines to zero energy state.
 - e. Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.
 - f. Check for zero energy state at the equipment.
- 4. Mechanical Energy.
 - a. Block out or use die ram safety chain.
 - b. Lockout or tagout safety device.
 - c. Shut off, lockout or tagout electrical system.
 - d. Check for zero energy state.
 - e. Return controls to safest position.
- 5. Service or Maintenance Involving More than One Person. When servicing and/or maintenance is performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

Section 10. Vehicle Safety and Accident Requirements

- A. Procedure Standards. Vehicle safety is of complete importance for the health and wellbeing of employees, and citizens. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of vehicle maintenance and safety. All vehicles should be operated in accordance with law, used as outlined by manufacturer specifications, and should never be operated in any way not specified by the operating manual.
- C. Program Guidelines. All employees are required to adhere to the following minimum rules of when operating city vehicles:

1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
 2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion.
 3. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.
 4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
 5. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
 6. Maintenance responsibilities will be assigned to the Department of Streets and Transportation, Maintenance Division.
 7. Tobacco usage will at no time be authorized or allowed in a city vehicle.
 8. Vehicles should contain only those items for which the vehicle is designed. The city shall not be liable for the loss or damage of any personal property transported in the vehicle.
 9. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
 10. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
 11. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Safety Coordinator.

Section 11. Equipment Safety Requirements

- A. Procedure Standards. Equipment safety is of complete importance for the health and wellbeing of employees, and citizens. Equipment will be required to be inspected prior to use, and in some cases, be a part of a log kept with the equipment in order to insure proper inspection, use, and maintenance for safety purposes. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of equipment maintenance and safety. All equipment should be used as outlined by manufacturer specifications and should never be operated in any way not specified by the operating manual.
- C. Program Guidelines.
1. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.

2. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
3. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI=s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
4. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to Safety Administrator to be recharged immediately. Use of welding blinds is required in high traffic areas.

Section 12. Facility Safety

- A. Procedure Standards. Facility safety is of complete importance for the health and wellbeing of employees, and citizens. Facility maintenance and organization is a representation of responsibility and respect for City of Monroe as presented to others. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of facility maintenance and safety. All facilities should be kept in an organized, clean, and well-maintained manner. Facilities will have developed expectations and rules that should be followed as a mandatory requirement of employment. Any changes in facility requirements will come with notification to employees.
- C. Program Guidelines. Basic guidelines of concern are as follows, but for more detailed program guidelines please refer to Vehicle, Equipment, and Facility Maintenance Policy.
 1. All facilities must be kept clean of debris, well organized, and presentable to the public.
 2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
 3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
 4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
 5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.
- D. Requirements. It is the requirement of all employees to adhere to the organization, appearance, and maintenance of all facilities.

Section 13. Employee Health, Wellbeing, and Safety

- A. Procedure Standards. Employee safety and wellbeing is of the utmost importance to the City of Monroe. The standards set forth in this Policy are for the protection of all employees and are to be monitored by all employees.

- B. Training Requirements.** Training will be provided by the Safety Coordinator on the proper expectations of all employees during City of Monroe related activities. All employees are expected to follow the guidelines set forth in policy and provided during training. Training will be mandatory and will be provided on a regularly scheduled timeline.
- C. Requirements.**
- 1.** Hard hats will be worn by all employees on the project site; where the project site involves excavation, overhead hazards, or other hazards as determined by the Safety Coordinator. The bill of the hard hat will be worn in front always. Alterations or modifications of the hat or liner are prohibited. Equipment operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
 - 2.** Safety glasses will be worn as the minimum-required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required. Employees performing welding, cutting, or brazing operations, or are exposed to the hazards produced by these tasks, shall wear approved spectacles or a welding face-shield or helmet, as determined by a Competent Person or Safety Coordinator.
 - 3.** Employees using or working in the immediate vicinity of hammer drills, masonry saws, jackhammers, or similar high-noise producing equipment shall wear suitable hearing protection, as determined by the Safety Coordinator.
 - 4.** Clothing must provide adequate protection to the body. Natural Gas and Electric Employees will not be permitted to wear polyester or nylon clothing. Suitable clothing will be provided and must be worn as required.
 - 5.** Employees shall wear, as determined by the Safety Committee approved gloves or other suitable hand protection.
 - 6.** The jobsite speed limit is 10 MPH.
 - 7.** No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion.
 - 8.** Seatbelts must be worn at all times while a vehicle or equipment is in operation.
 - 9.** Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
 - 10.** All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
 - 11.** Stairs, ladders, or ramps shall be provided at excavation sites where employees are required to enter trench excavations over four (4) feet deep. The maximum distance of lateral travel (along the length of the trench) necessary to reach the means of egress shall not exceed 25 feet.
 - 12.** All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
 - 13.** Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
 - 14.** Employees exposed to vehicular traffic shall be provided with, and shall wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

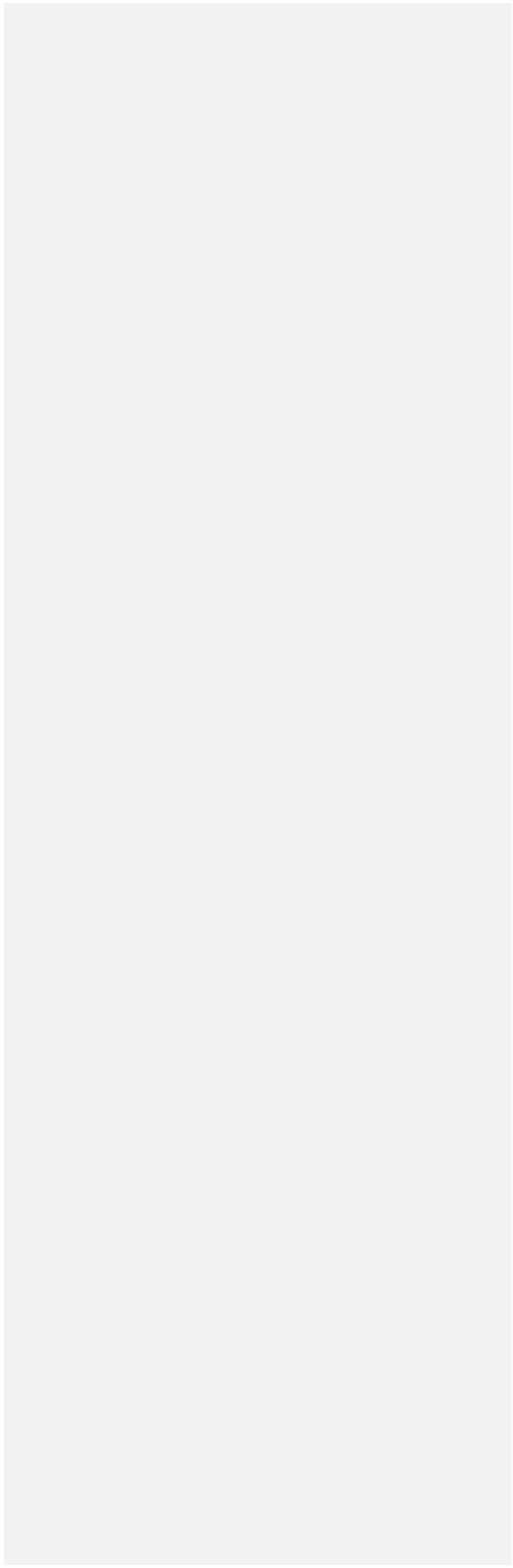
Emergency lighting, such as spotlights or portable lights, shall be provided as needed to perform work safely.

15. No employee is permitted underneath loads being handled by lifting or digging equipment. Employees are required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles provide adequate protection for the operator during loading and unloading operations.
16. Each employee is responsible for wearing a respirator when and where required and in the proper manner.
17. Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.

Appendix A

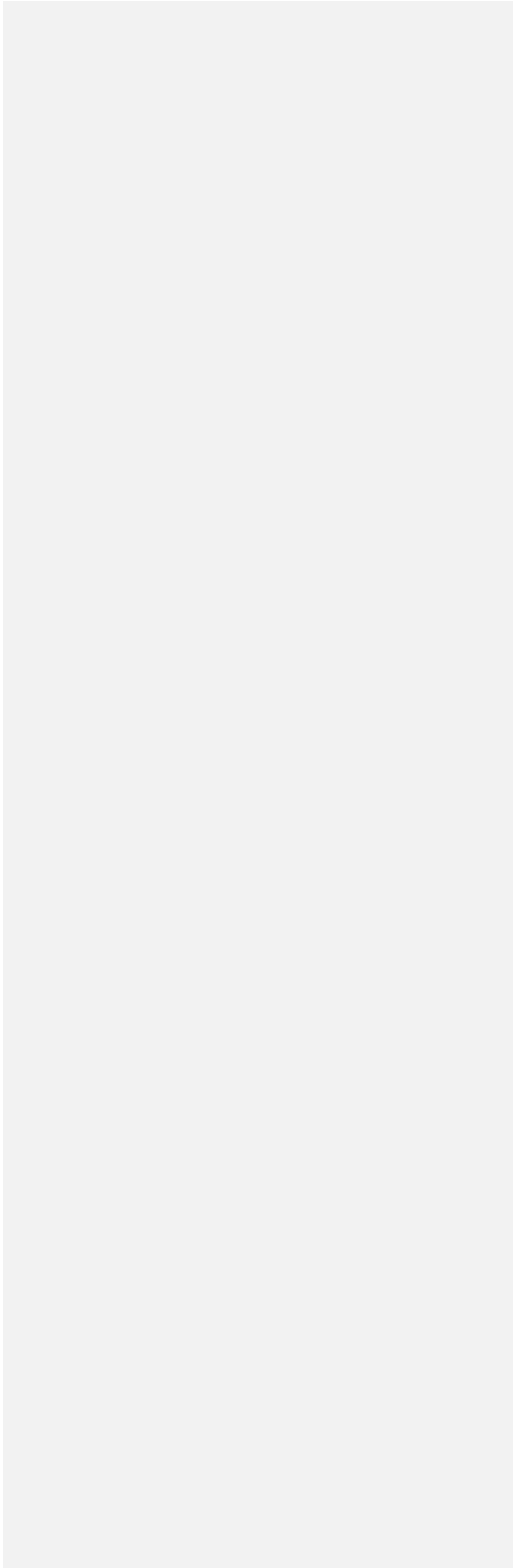
CONFINED SPACE ENTRY PERMIT

| | | | | | | | | |
|---|---------------------------|-------------------------|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Permit Start Date: _____ | | Time: _____ | | Location: _____ | | | | |
| Permit End Date: _____ | | Time: _____ | | Description of Space: _____ | | | | |
| Purpose of Entry: _____ | | | | | | | | |
| PERSONNEL - Your signature indicates you have been trained on the hazard of this space, your duties, and precautions you must take for this entry. | | | | | | | | |
| Position | Printed Name | | | Signature | | | | |
| Entry Supervisor | | | | | | | | |
| Attendant | | | | | | | | |
| Attendant | | | | | | | | |
| Entrant | | | | | | | | |
| Entrant | | | | | | | | |
| Entrant | | | | | | | | |
| Entrant Sign-In | | Time In | Entrant Sign-Out | | Time Out | | | |
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| | | | | | | | | |
| Atmospheric Testing | Permissible Levels | Pre-Entry Levels | Levels After Ventilation | Periodic Check Time _____ | Periodic Check Time _____ | Periodic Check Time _____ | Periodic Check Time _____ | Periodic Check Time _____ |
| Oxygen | 19.5% - 23.5% | | | | | | | |
| Carbon Monoxide | <35ppm | | | | | | | |
| Hydrogen Sulfide | <10ppm | | | | | | | |
| Lower Explosive Limit | <10% | | | | | | | |
| Multigas Detector(s) Used: | | | | | | | | |
| Model: _____ | | Serial Number: _____ | | Date Last Calibrated: _____ | | | | |
| Model: _____ | | Serial Number: _____ | | Date Last Calibrated: _____ | | | | |
| Model: _____ | | Serial Number: _____ | | Date Last Calibrated: _____ | | | | |
| Model: _____ | | Serial Number: _____ | | Date Last Calibrated: _____ | | | | |
| EMERGENCY PROCEDURE: DO NOT ATTEMPT TO ENTER SPACE | | | | | | | | |
| Alert 911 Center before making a confined space entry. Notify 911 Center when confined space entry has been cancelled. | | | | | | | | |
| Additional Information: _____ | | | | | | | | |



CONFINED SPACE ENTRY PERMIT

| | | |
|---|--|--|
| PERMIT SPACE HAZARDS: | | |
| <input type="checkbox"/> Oxygen Enriched Atmosphere (>23.5%) | <input type="checkbox"/> Toxic Gases or Vapors | <input type="checkbox"/> Entrapment |
| <input type="checkbox"/> Oxygen Deficient Atmosphere (<19.5%) | <input type="checkbox"/> Energized Equipment | <input type="checkbox"/> Engulfment |
| <input type="checkbox"/> Flammable Atmosphere | <input type="checkbox"/> Electrical | <input type="checkbox"/> Hazardous Chemicals |
| <input type="checkbox"/> Other: _____ | | |
| SPECIAL REQUIRMENTS: | | |
| <input type="checkbox"/> Tripod Retrieval Unit | <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Head Protection |
| <input type="checkbox"/> Full Body Harness with "D" Ring | <input type="checkbox"/> Ventilation | <input type="checkbox"/> Eye/Face Protection |
| <input type="checkbox"/> Emergency Escape Retrieval Equipment | <input type="checkbox"/> Barricades | <input type="checkbox"/> Protective Clothing |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Respirators | <input type="checkbox"/> Hearing Protection |
| <input type="checkbox"/> Self-Contained Breathing Apparatus | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Explosion Proof Lighting | <input type="checkbox"/> Ladders | <input type="checkbox"/> Visual |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Voice |
| | | <input type="checkbox"/> 2-way Radio |
| | | <input type="checkbox"/> Cell |
| PERMIT CANCELLATION: | | |
| Permit Cancelled By: _____ | Date: _____ | Time: _____ |
| Permit was cancelled because: <input type="checkbox"/> Work Completed <input type="checkbox"/> Permit Expired | | |
| <input type="checkbox"/> Emergency _____ | | |
| Authorization By Entry Supervisor: | | |
| I certify that all required conditions and/or actions have been performed and/or taken to provide safe entry and work in this confined space. | | |
| Signature _____ Printed Name _____ | | |



VEHICLE, EQUIPMENT, AND FACILITY POLICY

Original April 2017

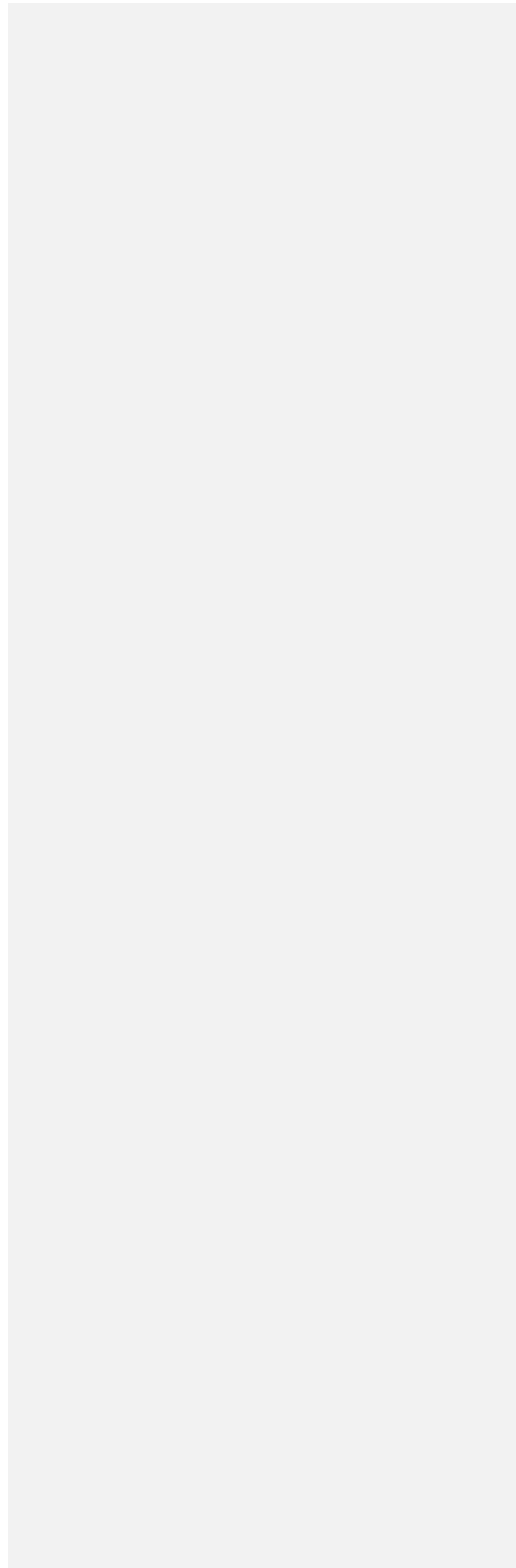
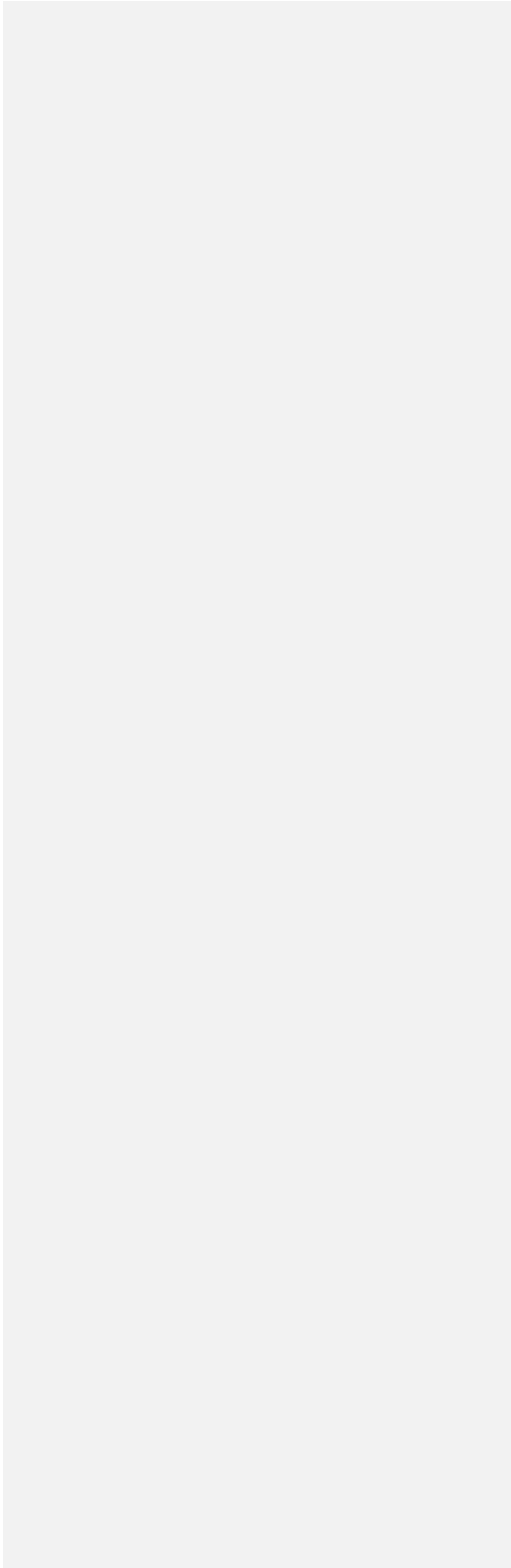


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Section 1. General

The purpose of this policy is to provide all facilities of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Vehicle, Equipment, and Facility Maintenance Policy, that provides a minimum set of standards for the organization, housekeeping, and maintenance of all assets owned by the City of Monroe. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, provide for the upkeep and preservation of vehicles and equipment, that facility maintenance and organization be a major concern, to maintain a responsible and well-kept appearance of all vehicles, equipment, and facilities. All operations and activities shall follow the guidelines set forth in this Policy, and subsequent procedures as added, for the proper maintenance and upkeep of all assets and facilities. The Vehicle, Equipment, and Facility Maintenance Policy of the City of Monroe is designed to develop organizational housekeeping and maintenance procedures to maintain an organized and well-kept workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. The authorization and responsibility for enforcement has been given to the Program Administrator. All foremen, supervisors, department heads, and management staff share in the responsibility of administration of this Policy as well.

Section 2. Definitions

Asset – all vehicles, equipment, and buildings owned and/or operated by the City of Monroe or used to perform daily operations.

Facility / Property – any location, asset, or building owned and/or operated by the City of Monroe where functional operations are performed.

Program Administrator – the individual within the company who oversees excavation work and is responsible for assuring compliance with this program.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters.

Section 3. Policy Provisions

- A. Implementation. This Policy supports five (5) fundamental means of maximum employee involvement and adherence.
 1. Management and employees at all levels commitment to responsible housekeeping of property and equipment.
 2. Responsible actions of all employees and management regarding the upkeep of all vehicles, equipment, and facilities.
 3. Planned practices for the upkeep and maintenance of all vehicles, equipment, and facilities.
 4. Regular inspections of vehicles, equipment, and facilities by the Program Administrator.
 5. Incentive rewards program for exemplary performance.

- B. Administration.** This Policy will be carried out per guidelines established and published in this Policy and other procedures provided as supplements. Specific instructions and assistance will be provided by the Program Administrator, as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Vehicle, Equipment, and Facility Maintenance Policy and his/her area of responsibility. Each foreman, supervisor, department head, and member of management staff must also ensure that all maintenance issues and damages to vehicles, equipment, and facilities are properly addressed and repaired.
- C. Reporting of Damages.** All employees will be held accountable for inspection, notification, and reporting of any damage to assets or facilities. Employees must report the damage to their foreman, supervisor, department head, or member of management staff, who must then notify the Program Administrator of the incident. *No casual mentioning of the damage will be sufficient.* Statements from witnesses will be taken and should be signed by witnesses and include the time and date, when major damages occur. Failure to report damage in a reasonable period of time (*meaning at or near the time of the damage*) is a violation of the Vehicle, Equipment, and Facility Maintenance Policy, and may result in disciplinary action, as described in section II of this Policy.
- D. Basic Rules.**
1. Compliance with applicable Federal, State, County, City, Client, and Organizational rules and regulations is a condition of employment.
 2. In such cases where already existing policies and procedures exist covering more specific guidelines or possible working exceptions, those policies and procedures supersede these provided for guidelines provided the appropriate documentation and conditions are met.
 3. All personnel will be required to attend facility meetings as stipulated by the Program Administrator to meet Policy standards.
 4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City vehicles or equipment at any time.
 5. Tobacco use is prohibited inside any City vehicle or equipment, and inside any City facility.
 6. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day.
 7. "Horseplay" on City property, or while in use of any vehicle, equipment, or facility is strictly prohibited.
- E. Assignment of Responsibility.**
1. It is the responsibility of all City of Monroe personnel to provide for well maintained, organized, and well-kept vehicles, equipment, and facilities, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator.
 2. It is the responsibility of the Program Administrator to implement this program by:
 - a. Performing routine inspections of vehicles, equipment, and facilities.
 - b. Enforcing the City of Monroe Vehicle, Equipment, and Facility Maintenance Policy, and any additional procedures.
 - c. Correcting any damages or errors in practices or conditions immediately.

- d. Training employees and supervisors in improper practices, issues and the proper steps for properly maintaining vehicles, equipment, and facilities.
 - e. Maintaining records of employee damage or misuse of vehicles, equipment, and/or facilities.
3. It is the responsibility of all employees to:
- a. Understand and adhere to the procedures outlined in this Vehicle, Equipment, and Facility Maintenance Policy.
 - b. Follow the instructions of the Program Administrator and Safety Coordinator.
 - c. Bring to the attention of management any damages or practices that may be in violation of this Policy by themselves or any other employees.
 - d. Report any incident that causes damage to any vehicle, equipment, and/or facility, regardless of the nature of the damage.
 - e. Report any incident that causes damage to property, regardless of the nature of the damage.

Section 4. Disciplinary Procedures

- A. **Discipline.** Employees are expected to use good judgment when doing their work and to follow established Policy rules. An established disciplinary procedure to provide appropriate consequences for failure to follow rules, along with a timeline of record have been developed that will govern the Vehicle, Equipment, and Facility Maintenance Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a more respected working environment.
- B. **Timeline of Record.** After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew, unless the violation is determined to be more serious and repeated in nature. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Vehicle, Equipment, and Facility Maintenance Policy guidelines, and respect the working environment.
- C. **Disciplinary Process.** This is the list of disciplinary actions to be taken in the event of violation of any part of the Vehicle, Equipment, and Facility Maintenance Policy.
 - 1. **First Violation** – verbal warning, notation made in employee file by Program Administrator, and instruction on proper actions.
 - 2. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.
 - 3. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.
 - 4. **Fourth Violation** – Termination.
- D. **Inspection of Facilities and Assets.** The Program Administrator is responsible for, or assignment of the routine and random inspection of vehicles, equipment, and facilities. Any discoverable violations of this Policy will be documented and further investigated for disciplinary action, and corrective actions will be taken to correct the violation and/or issue. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future. A written log of inspections will be maintained by the Program Administrator.

- E. Enforcement. Constant awareness of and respect for all assets and facilities, as well as compliance with all Policy rules, are considered conditions of employment with City of Monroe. Supervisors, as well as Program Administrator, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Note: An employee may be subject to immediate termination when a violation places the employee or co-workers at risk of permanent disability or death.

Section 5. Vehicle Maintenance Safety and Accident Requirements

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of vehicles owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
 1. All vehicles must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on vehicles.
 2. All vehicles must carry an updated insurance card.
 3. All vehicles must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, or as needed.
 4. All vehicles must be kept in a clean and presentable level of presentation, both inside and outside.
 5. All trash and waste debris must be removed from vehicles on a daily basis.
 6. Only those tools required for the assigned work to be performed should be kept in the vehicle.
 7. Any material, tools, or equipment being transported in a vehicle must be secured, and stored in an organized fashion in the vehicle. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
 8. All lights, signals, bin doors, doors, tailgates, wipers, and other features must be in good working order. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
 9. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
 10. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
 11. Any City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city vehicles:
 1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
 2. Speed limits on jobsites should not exceed 10 mph at any time.
 3. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion, exceptions allowed per specific requirements for Public Safety, (NFPA).
 4. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.

5. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
 6. Tobacco usage will at no time be authorized or allowed in a city vehicle.
 7. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
- D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Program Administrator.
- E. Reporting of Damages. All damage to vehicles should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the vehicle should be taken for repair immediately.

Section 6. Equipment Maintenance Procedures

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of equipment owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
1. All equipment must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on equipment.
 2. All equipment must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, as provided by the manufacturer, or as needed.
 3. All equipment must be kept in a clean and presentable level of presentation, both inside and outside.
 4. No trash or waste debris should be kept on any equipment.
 5. Only those tools required for the assigned work to be performed should be kept with the equipment.
 6. Any material, tools, or equipment being transported on equipment must be secured, and stored in an organized fashion on the equipment. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
 7. All operable and functional components of equipment must be kept in a working fashion. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
 8. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
- C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city equipment:

1. Equipment should be operated at reasonable and recommended speeds to ensure the safety of employees and facilities at all times.
 2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the operator at all times when the equipment is being operated, unless in a fully enclosed cab.
 3. All traffic, driving, and road regulations are to be strictly observed when equipment is being driven on the road. Courtesy is to be extended to all entering and exiting traffic at all times.
 4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
 5. Tobacco usage will at no time be authorized or allowed on city equipment.
 6. Employees are expected to keep city equipment clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
 7. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.
- D. Reporting of Accidents. Whenever city equipment is involved in an accident, or subject to damage, the employee operating the equipment is required to immediately notify his/her immediate supervisor. All accidents, or damages must be reported to the Program Administrator.
- E. Reporting of Damages. All damage to equipment should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the equipment should be scheduled for repair immediately.

Section 7. Facility Maintenance Procedures

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of facilities owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
1. All facilities must be kept clean of debris, well organized, and presentable to the public.
 2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
 3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
 4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
 5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.
- C. Facility Standards. All employees are required to adhere to the following minimum rules of the facilities owned and operated by the City of Monroe:

1. City Hall Building & Parking Area

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowed in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

2. Public Works Facility

- a. The employee parking lot is for employee personal vehicles and work vehicles only.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- f. Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.
- g. Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.
- h. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- i. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- j. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- k. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- l. City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.
- m. City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.
- n. All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.
- o. Public Works grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.
- p. Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.
- q. Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.

- r. Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

3. Fire Department

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowed in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point, unless being used in emergency operations.

4. Police Department

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowed in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
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- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

5. Utility Warehouse

- a. The employee parking lot is for employee personal vehicles and work vehicles only.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- e. Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.
- f. Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.
- g. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- h. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- i. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- j. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- k. City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.
- l. City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.
- m. Buildings (D) Headend, (E) Inventory Warehouse, (F) Water Sewer Gas, (G) Electric Cable, and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- n. All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.

- o. Utilities warehouse grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.
- p. The headend must remain clear and free of debris, and the building (D) must remain clean and organized.
- q. Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.
- r. Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.
- s. Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

6. Water Treatment Facility

- a. Buildings (A, B, & C) and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- h. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- i. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- j. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- k. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

7. Wastewater Treatment Facility

- a. Buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- h. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- i. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- j. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- k. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

8. Georgia Utility Training Academy

- a. The employee parking lot is for employee personal vehicles and work vehicles only.

- b.** The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c.** Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d.** Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e.** Customer service areas should be kept well organized and presentable to the public at all times.
- f.** Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g.** Equipment and material kept at the Georgia Utility Training Academy is ONLY for use by the Georgia Utility Training Academy.
- h.** Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- i.** Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- j.** Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- k.** Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- l.** City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- m.** City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- n.** Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.
- o.** Training areas shall be kept free of material not involved in training, and shall not be used for storage.
- p.** No smoking is allowed in the training areas surrounded by fencing.

PROCUREMENT POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

3rd Update June 2019

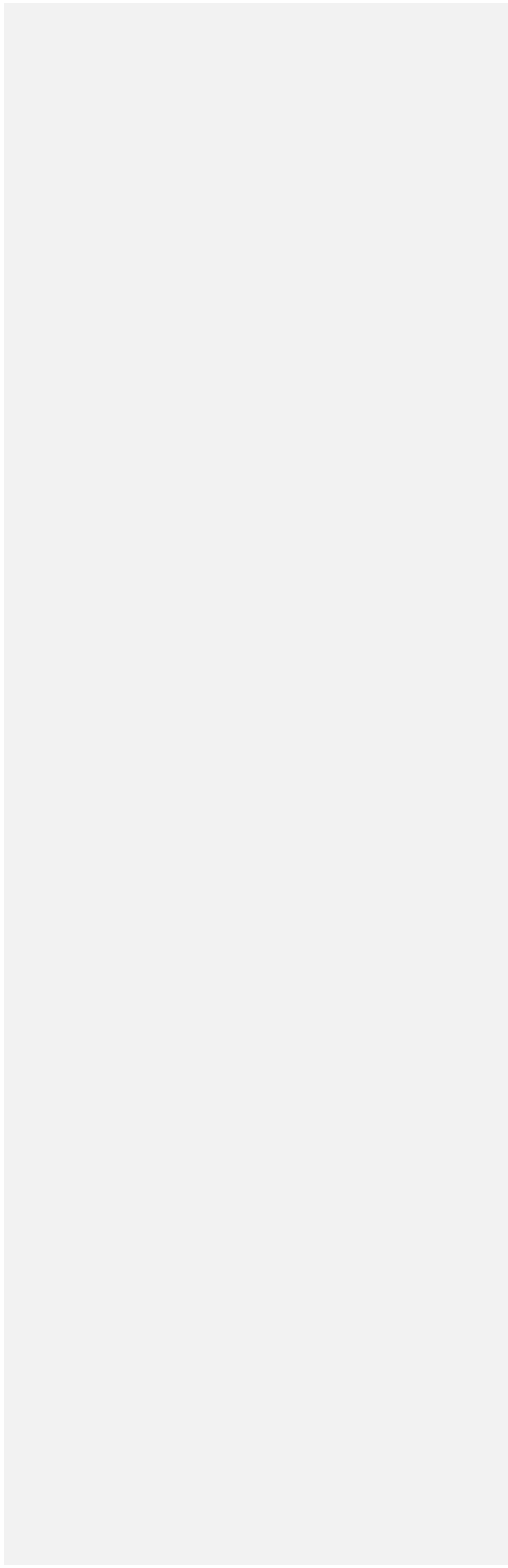
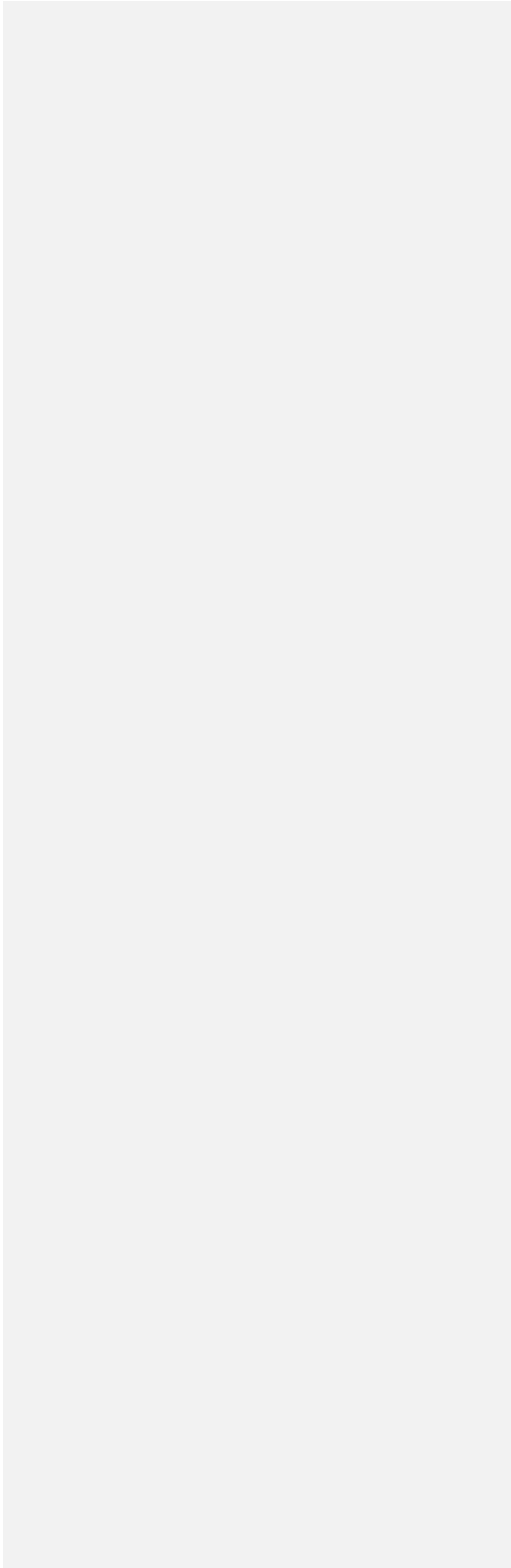


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Section 1. General

- A. The purpose of this policy is to require all City of Monroe officials and employees to initiate all purchases of products and services through the centralized purchasing office. The policy is to require all purchases be preceded by the methods required by the City for all purchases. The following policies and any accompanying procedures shall be strictly adhered to when making all purchases.
- B. All purchases shall follow strictly developed guidelines set forth in this policy and be within acceptable funding through previously approved budgets. A shown frequency of not obtaining purchases in the method set forth in this policy will result in revocation of purchasing privileges.

Section 2. Definitions

Sealed Bids – bids submitted where specifications or design are known and set forth, and pricing is the determining factor for award.

Request for Proposals – bids submitted where specifications or design are unknown, and thus pricing as well as scope of the project are the determining factors for award. Require a predetermined grading scale and committee to score and recommend award.

Purchase Orders – issued numerical contracts creating agreements between vendors and the City of Monroe.

Purchase Order Request Form – (Form A) form to be submitted in request of a Purchase Order.

Section 3. Procurement Provisions

- A. Bids or Price Quotations. The following dollar amounts shall be followed in determining the process to be used in obtaining bids and price quotations:
 - 1. \$0.00 to \$1,500.00 – verbal quotation;
 - 2. \$1,500.01 to \$3,000.00 – at least one (1) written quotation;
 - 3. \$3,000.01 to \$10,000.00 – at least two (2) written quotations;
 - 4. \$10,000.01 to \$99,999.99 – at least three (3) written quotations;
 - 5. Over \$100,000.00 – sealed bids.
- B. Approval. Lists shall be provided to the Purchasing Agent of authorized employees allowed to request Purchase Orders and will be updated each fiscal year. The following approval authority shall apply to the City for all purchases:
 - 1. Up to \$1,500.00 – Authorized Employees;
 - 2. Up to \$3,000.00 – Department Heads;
 - 3. Up to \$10,000.00 - City Administrator and Purchasing Agent;
 - 4. Over \$10,000.00 – Mayor, Committee and Council.
- C. Emergency Purchases. Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.

- D. State/National Contract Purchases. The Purchasing Agent may use state or national contracts for purchasing any products or services that are available to local governments. By using this method of purchase, the requirement of bidding items over one hundred thousand (\$100,000.00) will be exempted due to the state or national agency having already bid the item.
- E. Federal Grant Procurement Guidelines. When using federal funds and grants, federal procurement guidelines are to be followed as accompanied by or in some cases overruling state and local procurement guidelines. Uniform guidance when using federal funds and grants for procurement are as follows for obtaining bids and price quotations:
1. \$0.00 to \$3,500.00 – micro purchase, no price quotes are required;
 2. \$3,500.01 to \$150,000.00 – small purchase, simple & informal procurement methods, price or rate quote must be obtained from an adequate number of qualified sources;
 3. Over \$150,000.00 – construction projects requiring seal bids, fixed price or cost reimbursement requiring competitive sealed proposals, unique goods/services requiring sole-source or non-competitive solicitations.
- F. Brand Name Purchases. The Purchasing Agent may elect the purchase of brand name products or services when those goods comprise a major brand system, program, service previously selected by the city and due to operational effectiveness, future enhancements or additions, or maintenance and storage of spare parts preclude the mixing of brands, manufactures, etc.
- G. Sole Source Purchases. A contract may be awarded or a purchase made without competition when the city determines that there is only one source for the required products, supply service, or construction item. The Purchasing Agent shall conduct negotiations as appropriate, as to price, delivery and terms of such purchase. A separate file of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each purchase order or contract.
- H. Professional Services. Exempt from bidding requirements are professional services which are limited to those services as defined by statute as a profession or professional service are included. Examples of such services are certified public accountancy, actuarial services, architecture, landscape architecture and installation, interior design, janitorial, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, *optometry, and osteopathy*.
- I. Modification of Specifications. Once a contract is bid and awarded by City Officials in accordance with this section, the City reserves the right to further negotiate all terms of the contract if the City determines that it is in the City's best interest to do so without the necessity of rebidding any such contract; provided, however, that any negotiations permitted hereunder shall not result in a variance of the price term exceeding ten (10) percent of the original bid price.
- J. Operational Policies/Procedures. Consistent with this section and with the approval of the City Administrator, the Purchasing Agent shall develop and adopt written operational

policies/procedures relating to the execution of this section, the functioning of the centralized purchasing offices, and which shall also include but not be limited to polices/procedures for:

1. The procurement of all supplies, services and construction needs by the City of Monroe;
 2. The establishment of programs for specifications development, contract administration and inspection and acceptance;
 3. The selling, lending or disposal of goods, supplies and equipment belonging to the City.
- K. Purchase Orders (PO):** This section sets forth the methods for which purchase orders are to be requested, approved and issued. Purchase Orders are to accompany any purchase not made on a P-Card.
1. Only authorized personnel, as stated above may request or obtain a PO number;
 2. Purchase Order requests must be submitted and include all of the following information on the Purchase Order Request Form (Form A);
 3. Purchase Order requests will then be reviewed to confirm all requirements are met as set forth in the purchasing policy;
 4. Purchase Order numbers will then be issued.
- L. Blanket Purchase Orders.** Purchase Orders will be issued monthly or yearly to vendors for small items purchased on a regular basis, or as determined by the Purchasing Agent.
- M. Purchasing Cards/P-Cards.** Cards may serve as Purchase Orders in certain cases as outlined in the Purchasing Card/P-Card policy. All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required for all P-Card transactions.
- N. Documentation.** Accounts Payable will process Purchase Orders after proper supporting documentation is received. A receipt or invoice must support every purchase. Failure to support all purchases with an original invoice may result in revocation of purchasing privileges.
- O. Vendor Approval.** All purchases must be with vendors that are pre-approved by the Purchasing Agent or designee. Proper documentation must be submitted for all vendors prior to Purchase Orders being issued. Vendors must have all information properly provided before Purchase Orders are issued. All E-Verify and required information must be completed prior to any purchase agreement with vendors.
- P. Capital Improvement Projects (CIP).** Projects that are created and approved by fiscal year for the improvement of services and systems. All CIP projects require the approval of City Council if the overall project expense is anticipated to be over \$10,000.00. CIP projects are required to include a material list with budgetary numbers when submitting approval requests. All purchases for CIP projects are required to have a Project Number prior to the issuance of a Purchase Order.
- Q. Credit Card/Store Card.** All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required to be turned in promptly following all purchases. In all cases where a Procurement Card can be used, it should be used.

- R. Taxable/Tax Exempt. All employees must exhibit a conscious effort to provide all applicable tax-exempt documentation prior to making purchases.
- S. Grant Approval/Purchases. All purchases using funds from Council approved grants may be made without requiring further Council approval. All purchasing policies are to be followed completely, as well as any additional required grant specific policies and requirements.
- T. Budget/Capital Improvement Program (CIP) Approved Purchases. Any items included in an already approved fiscal year Budget and/or already approved CIP Budget are not required to then be reapproved by City Council. Any items, material, and/or projects in this category must have been approved with detailed lists, budgeting allocations, and scheduling by Mayor and City Council. All items, material, and/or projects require the approval of the Finance Director and City Administrator prior to entering Budget or CIP submission for City Council approval. Any items, material, and/or projects not covered or exceeding the amount approved in original approval submission must be presented to Mayor and City Council for additional approval.
1. Detailed submittal of items, material, and/or projects to include pricing, itemization, and scheduling to Finance Department for inclusion request in Budget and/or CIP.
 2. Requests then receive approval or disapproval by Finance Director and City Administrator for inclusion into Budget and/or CIP for presentation to Mayor and City Council.
 3. Mayor and City Council then review all requests for determination of inclusion into Budget and/or CIP.
 4. During appropriate Budgetary year, the Department Head may procure the items, material, and/or projects following the preapproved lists, and following all existing purchasing and policy requirements.
 5. Procurement of items, materials, and/or projects must then be reported as part of Committee Reports the months following with full documentation detailing actions taken.
- U. Federal Aid Highway Program (FAHP) Funding Procurement. The competitive negotiation method for the procurement of engineering and design related services shall be used when FAHP funds are involved in the contract as specified in 23 U.S.C. 112(b)(2)(A). The solicitation, evaluation, ranking, selection and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act. (Appendix A)
- V. Standing Approved Purchases. Items approved for purchase going forward by City Council without additional per purchase approval required.
1. Any chemicals or System Critical Equipment or Services for Treatment Plants and Utility Systems;
 2. Fuel for Public Works storage/consumption;
 3. Fuel for Airport resale;
 4. Transformers for Electric, not to exceed \$25,000.

Appendix A

City of Monroe Policy for Competitive Negotiation Qualifications-based Selection for Projects Using Federal Aid Highway Program (FAHP) Funding

1.0 Summary of Requirements of Brooks Act.

Except as provided in **2.0 Small Purchases** and **3.0 Noncompetitive** below, the City of Monroe shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act.

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

1.1 Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant’s qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant’s specific technical approach and qualifications.

1.2 Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- 1.2.1 Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
- 1.2.2 Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;

- 1.2.3 Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;
- 1.2.4 Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;
- 1.2.5 Identify any special provisions or contract requirements associated with the solicited services;
- 1.2.6 Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
- 1.2.7 Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

1.3 Evaluation Factors.

- 1.3.1 Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
- 1.3.2 Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
- 1.3.3 In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.
- 1.3.4 The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:
 - 1.3.4.1 A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as

establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

1.3.4.2 The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the City of Monroe’s FHWA-approved DBE program.

1.4 Evaluation, Ranking, and Selection.

- 1.4.1 Consultant proposals shall be evaluated by the City of Monroe based on the criteria established and published within the public solicitation.
- 1.4.2 While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
- 1.4.3 Following submission and evaluation of proposals, the City of Monroe shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Monroe written policies and procedures (as specified in § 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
- 1.4.4 From the proposal evaluation and any subsequent discussions which have been conducted, the City of Monroe shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.
- 1.4.5 Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- 1.4.6 The City of Monroe shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

1.5 Negotiation.

- 1.5.1 Independent estimate. Prior to receipt or review of the most highly qualified consultant’s cost proposal, the City of Monroe shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant’s fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
- 1.5.2 Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.

- 1.5.3 If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).
- 1.5.4 The City of Monroe shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11(c)).

2.0 Small Purchases.

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold of \$150,000.00. The City of Monroe may use the State’s small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). The State of Georgia has established a lower threshold of \$75,000.00 for use of small purchase procedures, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

- 2.1 The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
- 2.2 A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
- 2.3 Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.
- 2.4 The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

3.0 Noncompetitive.

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

- 3.1 The City of Monroe may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.
- 3.2 The City of Monroe shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.

3.3 Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:

- 3.3.1 The service is available only from a single source;
- 3.3.2 There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
- 3.3.3 After solicitation of a number of sources, competition is determined to be inadequate.

3.4 Contract costs may be negotiated in accordance with the City of Monroe noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

4.0 Additional Procurement Requirements.

4.1 Common Grant Rule.

- 4.1.1 The City of Monroe must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).
- 4.1.2 When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City of Monroe must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

4.2 Disadvantaged Business Enterprise (DBE) program.

- 4.2.1 The City of Monroe shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Monroe’s FHWA approved DBE program through either:
 - 4.2.1.1 Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a)(1)(iii)(D)); or
 - 4.2.1.2 Establishment of a contract participation goal.
- 4.2.2 The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

4.3 Suspension and Debarment.

The City of Monroe must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

Appendix B

Improper Payment Information Act (IPIA) and Improper Payments Eliminations and Recovery Act (IPERA) of 2012 (Pub. L. No. 112-248)

The recipient may be randomly selected to participate in AFG's annual IPIA and IPERA assessments. One or more of the recipient's payment requests will be reviewed by DHS's Office of the Chief Financial Officer (OCFO). The recipient will be asked to provide all related PAID receipts and invoices, purchase orders and proof of the outlay of funds and the financial transactions (copies of a cancelled check(s), bank statement, or electronic source document from an external financial institution) for the goods/services purchased within the payment. If the recipient exhibits organized and appropriate file maintenance, then obtaining and providing the requested documentation to FEMA should not be overly burdensome. However, if the recipient does not provide the necessary documentation to FEMA in a timely manner, federal funds for the payment could be forfeited and the recipient may be required to repay the grant funds back to the federal agency.

Monitoring

Recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of desk reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each project and will identify areas where technical assistance and other support may be needed and/or can be provided during or after the monitoring event.

Recipients have the opportunity to participate in a Post Award Orientation (PAO), offered by the FEMA Regional Fire Program Specialist (FPS), to have their questions answered, receive technical assistance or review the terms and conditions of the grant. The PAO is optional but highly recommended.

Procurement Integrity

Through audits conducted by the U.S. Department of Homeland Security's (DHS) Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some AFG recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below are the federal procurement requirements for grant recipients, including fire departments, SFTAs, and non-affiliated EMS organization recipients. These requirements apply when procuring goods and services with federal grant funds.

FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities.

All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 - 200.326. Select requirements under these standards are listed below. The recipient must comply with all requirements of these standards, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with § 200.322 Procurement of recovered materials and ensure that every purchase order or other contract includes any clauses required by section § 200.326 Contract provisions.

All other non-Federal entities, including subrecipients of a state, will follow 2 C.F.R. § 200.318 General procurement standards through § 200.326 Contract provisions. Those non-federal entities must use their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Generally, a non-Federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at <https://www.gsa.gov/resources-for/programs-for-state-and-local-governments>. For local governments that purchase off a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.318 through 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-federal entities other than states that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a non-federal entity other than states under 2 C.F.R. §§ 200.318 to 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a recipient other than a state government seeks to use such a prequalified list, purchasing schedule, or other similar type of arrangement, the organization must first contact the AFG Program Office, to obtain approval to proceed; an amendment request will be required.

To the greatest extent possible, FEMA recommends that federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

Pursuant to 2 C.F.R. § 200.318(c)(1), the recipient (other than a State) is required to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent Conflicts of Interest. Such Conflicts of Interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

If the recipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational Conflicts of Interest. Organizational Conflicts of Interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential Conflicts of Interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

NOTE: For the purposes of Conflicts of Interest under procurements executed by the recipient, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the recipient. As such, no volunteer or member of an organization or anyone involved in preparing the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Recipients who purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a Conflicts of Interest during the procurement process (i.e., provide specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Recipients may be required to provide this documentation upon request. Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. Remember that FEMA reserves the right to request and review any and all bids or specifications prior to purchase. Recipients may be subject to an audit after award.

Documentation

Recipients are required to maintain and retain the following:

- Backup documentation, such as bid specifications and solicitations, bid responses/quotes
- Cost/price analyses on file for review by federal personnel
- Procurement policies and procedures used by the recipient agency for the grant award
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient

FEMA requires that the recipient maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts (executed)
- Invoices
- Cancelled check(s) and/or an electronic source document from an external financial institution demonstrating the outlay of funds

Recipients who fail to fully document grant purchases may find their expenditures questioned and, subsequently, disallowed.

Specifications

When drafting bid specifications, recipients (excluding states) must ensure that all procurement transactions are conducted in a manner providing full and open competition consistent with the standards of 2 C.F.R. §§ 200.317 - 200.326. Pursuant to 2 C.F.R. § 200.319 (a), in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319 (h), the recipient (excluding states) must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Amendments

AFG award amendments may be approved, on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work

- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests,, and requests for maintenance of expenditure waivers
- Cost over/under run (adding funds to award/non-closeout de-obligation* of funds)
- Economic Hardship Waiver

Amendments will only be considered when submitted via the online eGrants system. These requests must contain specific and compelling justifications for the requested change.

FEMA strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in AFG programs.

For any of the above amendments, the recipient should contact their AFG Regional Fire Program Analyst/Specialist for guidance. The Regional Fire Program Analyst/Specialist will respond with the information needed for inclusion within the amendment request and may ask that the recipient send a draft of the request for review. After the draft request is reviewed, the amendment request can be submitted formally through eGrants.

Follow the steps below to submit an amendment in eGrants:

1. Log into the eGrants application portal.
2. On the "Status" screen, scroll to find the recipient's AFG grant.
3. Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
4. Click the "Grant Amendment(s)" link on the left side of the screen.
5. Click on "Create New Request."
6. When the text box opens, type in the recipient's request.
7. At the bottom of the page, enter the recipient's password, check the box, and select "Save and continue."
8. Review the amendment request and select "Submit Amendment Request."

PROCUREMENT CARD POLICY

Original August 2016

1st Update December 2016

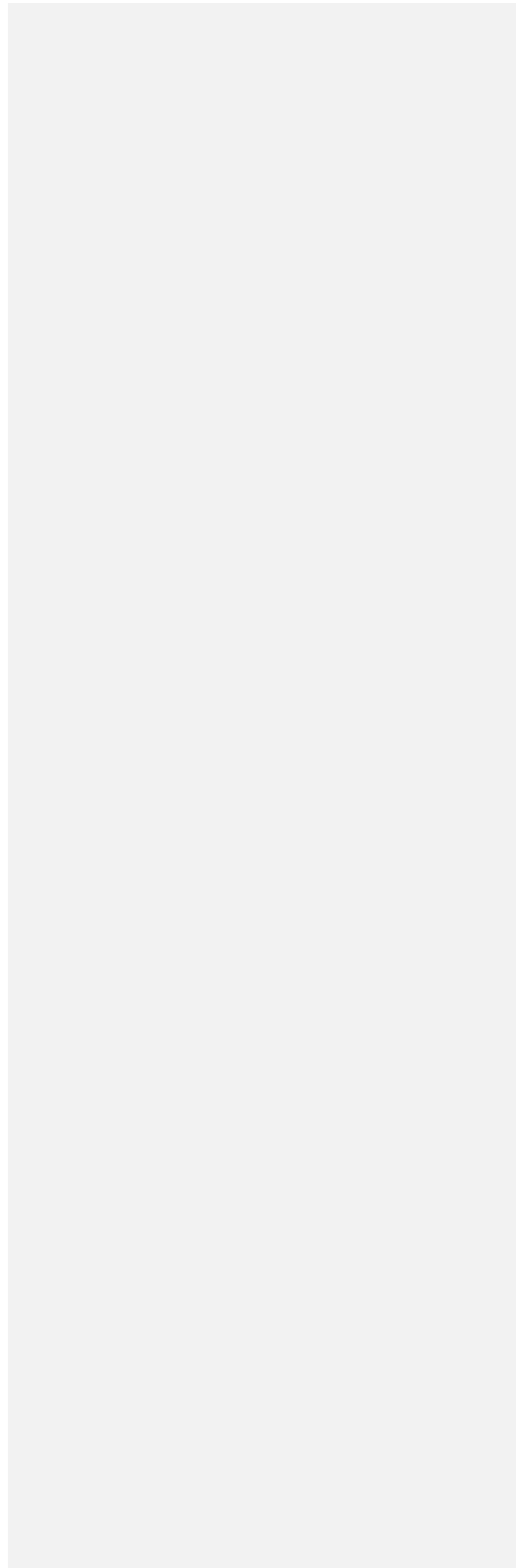
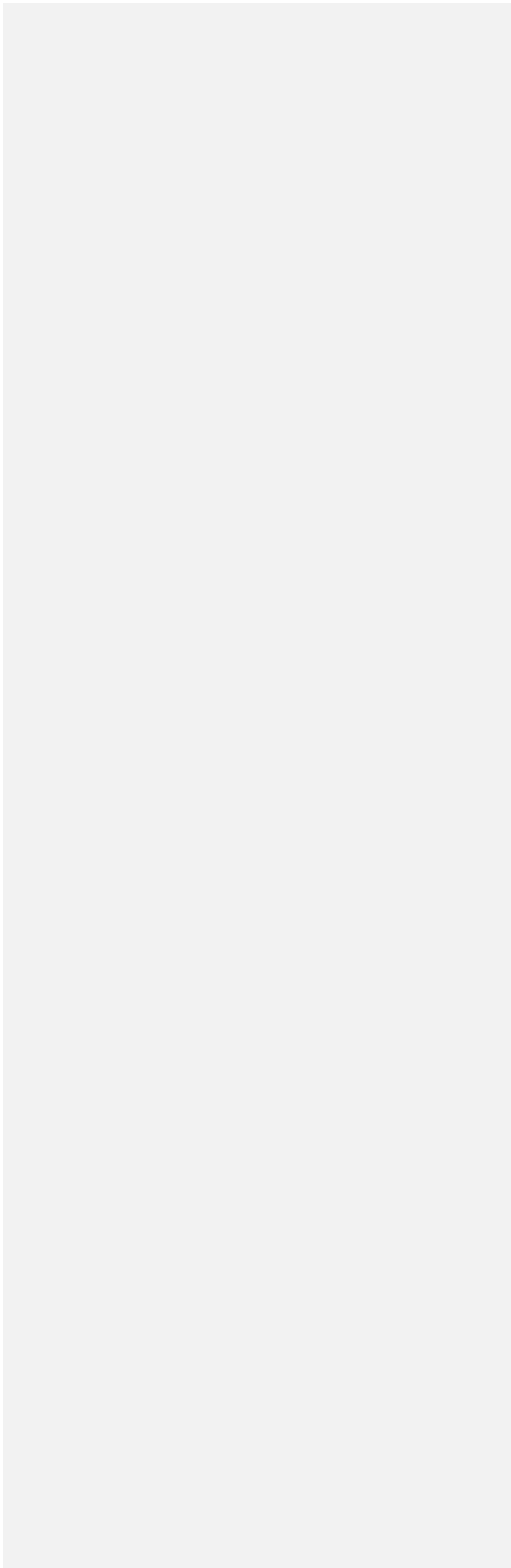


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Section 1. General

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for the employees of the City of Monroe. All purchases should follow the same rules and guidelines set forth in the City of Monroe Purchasing Policy. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. Individual department directors must monitor, and may impose more stringent or additional guidelines within their department. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.

Department Procurement Card Liaison – Department Director or his/her delegate who is responsible for overseeing the Procurement Card Program within his/her Department.

Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

- A. Department Directors. Department Directors are responsible for insuring that all expenditures incurred by his/her department comply fully with the requirements of this and other policies or procedures adopted by the City of Monroe. The Department Director is responsible for approval of all transactions authorized on Procurement Cards to his/her assigned department. The Department Director is responsible for the actions of designated Department Procurement Card Liaison for his/her department. The Department Director directly or through the designated Department Procurement Card Liaison expressly authorizes individual cardholders and establishes individual cardholder credit limits, to then be approved by the Procurement Card Administrator.
- B. Employees/Cardholders. Employees or Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
- C. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also responsible for training all Department Procurement Card Liaisons and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
- D. Department Procurement Card Liaison. The Department Procurement Card Liaison must review the charges, credits and returns for all the Procurement Cards assigned to the responsible Department. Additionally, the Department Procurement Card Liaison must review the supporting documentation submitted by the Cardholder to assess the validity and completeness of the transaction as well as compliance with this policy, the Purchasing Policy, and other applicable policies or procedures. Any lack of documentation or support must be communicated immediately to the Cardholder and resolved in a timely manner. The Department Procurement Card Liaison is responsible for the approval of periodic transactions posted in the Procurement Card system. The Department Procurement Card Liaison is also responsible for coordination, instruction and guidance for all Cardholders under their supervision. Any misuse of the Procurement Card must be reported in written form to the Department Director.
- E. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
- F. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder's

Department Director and Department Procurement Card Liaison. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 4. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

- A. **Safekeeping.** Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.
- B. **Authorization.** The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
- C. **Card Cancellation.** All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder, cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.
- D. **Dollar Limits.** The Procurement Card may have up to a maximum initial limit of \$10,000.00 unless otherwise approved higher by the Purchasing Card Administrator. A single transaction is restricted to limits as outlined in the Purchasing Policy approval limits. A Department Director may authorize individual cardholders with credit limits and single transaction limits lower than the standard limits. Any request to raise the limit must be submitted in writing from the Cardholder's Department Director to the Procurement Card Administrator for review and approval by the Finance Director.
- E. **Procurement Card Use.** Allowable uses for the Procurement Card will generally be goods and services within a Department's delegated authority granted by the Purchasing Policy for which the Purchasing Division has not already obtained competitive pricing. Check with your Department Procurement Card Liaison for clarification on any purchase prior to the transaction.
- F. **Excluded Usage and Charges.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
 - 1. Alcoholic beverages of any kind.
 - 2. Personal vehicle charges.
 - 3. Gifts, tickets or other personal items for any employee or their family members.
 - 4. Long term leases or equipment rentals.
 - 5. Meals unless specifically related to City sponsored events or exceptions as approved by the City Administrator.

6. Property leases including short term or long term storage.
7. City authorized cell phone payments.
8. Employee classes not related to their employment with the City of Monroe.
9. Sales Tax.
10. Any purchases made for grant funded projects require Finance Department approval prior.

Check with your Department Procurement Card Liaison prior to the purchase if you have any questions about whether a charge is valid or not allowed under the Procurement Card Program.

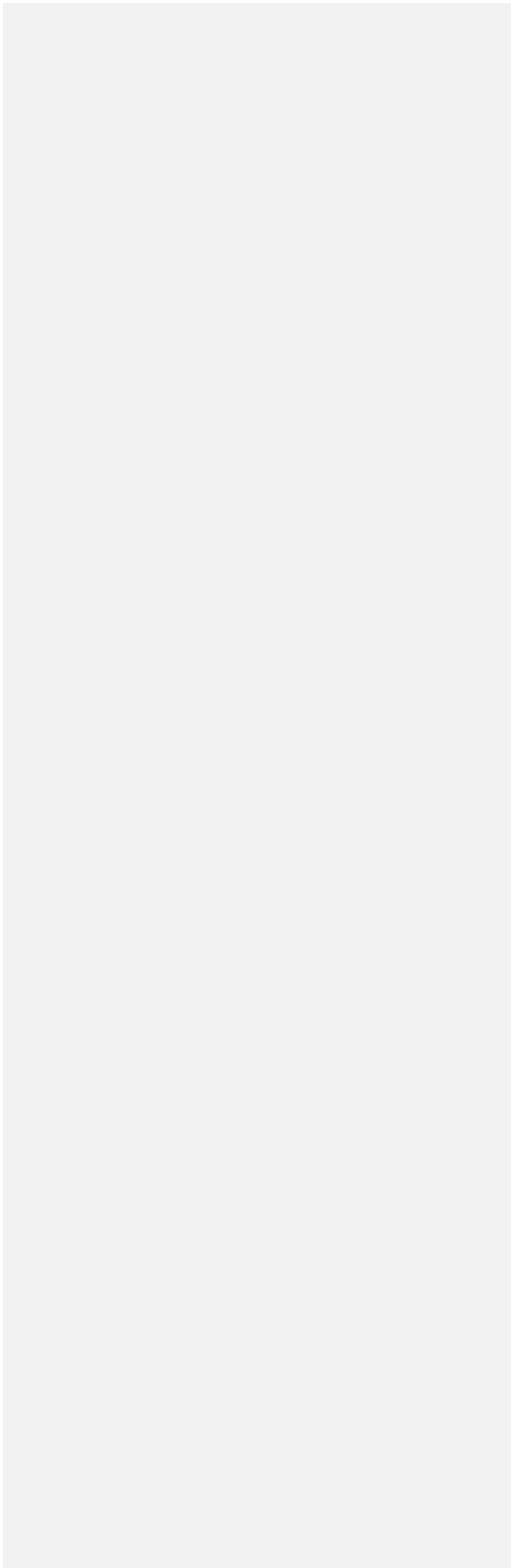
- G. Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
 2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attach the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

- H. Procurement Card Statement Distribution.**
1. Internet inquiry access to all Cardholders.
 2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.
- I. Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.

- J. Lost Procurement Card. If a card is lost or stolen, immediately notify the following:
 - 1. Card Issuer
 - 2. Department Procurement Card Liaison
 - 3. Procurement Card Administrator

- K. Procurement Card Violations. The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.
 - 1. Unacceptable purchases.
 - 2. Unacceptable documentation.
 - 3. Missed deadlines for submitting the procurement card supporting documentation.
 - 4. Unresolved credits or disputes.
 - 5. Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
 - 6. Splitting transactions to avoid the single transaction limit.



FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

| | |
|---------------------------------|---------------------------------|
| <i>Signature of Cardholder:</i> | |
| <i>Print Name:</i> | |
| <i>Title:</i> | <i>Procurement Card Number:</i> |
| <i>Department:</i> | <i>Date:</i> |

PROCUREMENT CARD POLICY *FOR ELECTED OFFICIALS*

Original April 2016

1st Update December 2016

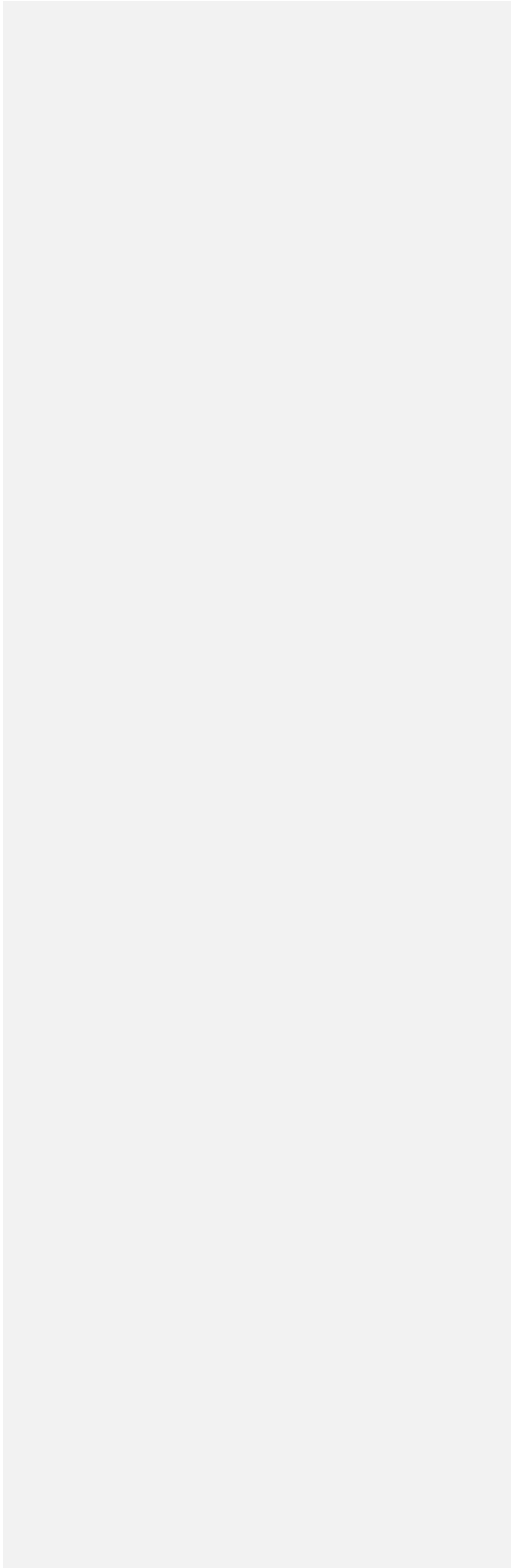
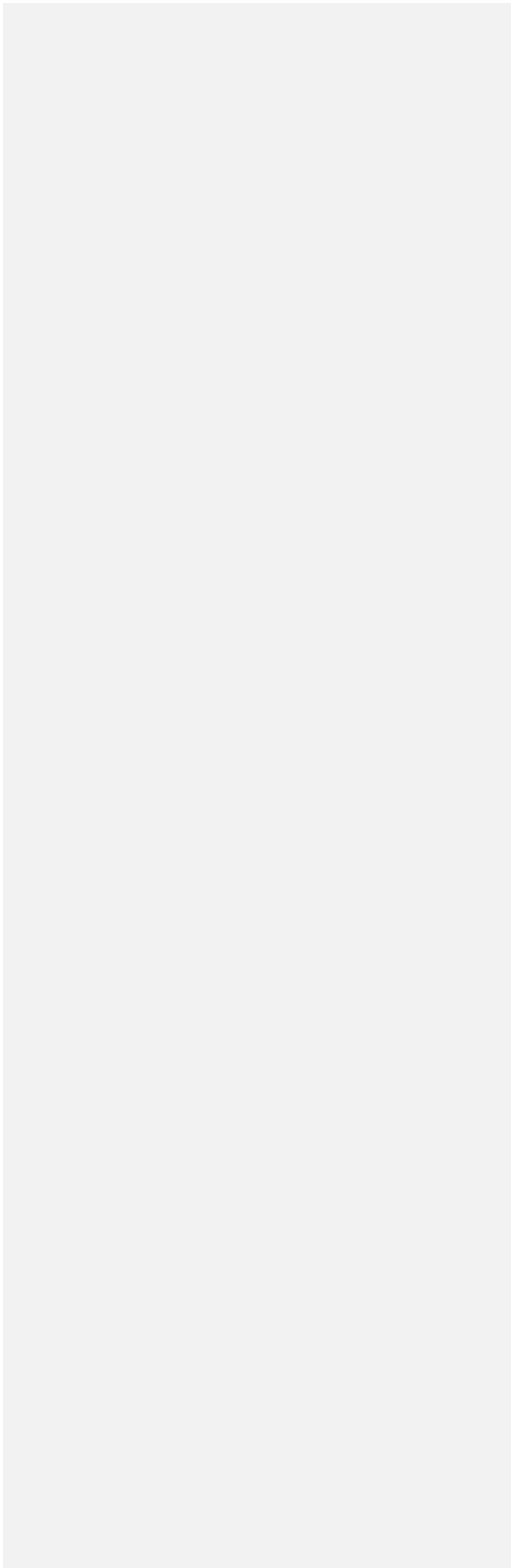


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Section 1. General

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated (O.C.G.A.) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to Elected Officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such Procurement Cards for Elected Officials of such municipal corporation.

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for Elected Officials of the City of Monroe. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for Elected Officials using such Procurement Cards. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. At no time should a city issued Procurement Card or credit card be used for personal purchases regardless of the circumstances. Utilizing the Procurement Card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a Procurement Card must be in accordance with these guidelines and with state law.

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.

Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Policy. It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. This Purchasing Card Policy, as required by state law under O.C.G.A. 36-80-24(c), applies to the use of Procurement Card used by Elected Officials authorized to be issued such Procurement Cards. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

- A. Authorized Elected Officials. The following section provides which Elected Officials are to be authorized to be issued Procurement Cards.

- 1. Mayor
 - 2. City Council member
- B. Public Inspection.** In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using Procurement Cards incurred by Elected Officials shall be available for public inspection.
- C. Transaction/Dollar Limits.** Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$3,000.00. The established monthly card limit is based upon the City’s budgetary constraints and is not to exceed \$10,000.00 per month. Any exceptions to the standardized limits must have express written approval by the City of Monroe and must be added to this policy by amendment or addendum.

Section 4. Purchasing Card Usage. State law provides that the required policy must include a description of purchases which are authorized for use of such cards and those purchases which are not authorized for use of such cards.

- A. Excluded Usage and Charges.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
- 1. Any purchases of items for personal use.
 - 2. Alcoholic beverages of any kind.
 - 3. Personal vehicle charges.
 - 4. Cash refunds or advances.
 - 5. Gifts, tickets or other personal items for any employee or their family members.
 - 6. Long term leases or equipment rentals.
 - 7. Meals unless specifically related to City sponsored events.
 - 8. Property leases including short term or long-term storage.
 - 9. City authorized cell phone payments.
 - 10. Employee classes not related to their employment with the City of Monroe.
 - 11. Sales Tax.
 - 12. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
 - 13. Any purchases made for grant funded projects require Finance Department approval prior.
- B. Acceptable Usage and Charges.** Elected Officials may use Procurement Cards to purchase goods and/or services not prohibited by this policy or state law.
- 1. Purchases of items for official city use which fall within the transactional restrictions of this policy.
 - 2. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
 - 3. Emergency purchases necessary to protect city property.

Section 5. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

- A. Cardholders. Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
- B. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also the liaison between Cardholders and the issuers of such cards. The Procurement Card Administrator is also responsible for training all Cardholders and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
- C. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
- D. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 6. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

- A. Safekeeping. Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.
- B. Authorization. The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
- C. Card Cancellation. All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder,

cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.

- D. Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
 2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attached the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

- E. Procurement Card Statement Distribution.**
1. Internet inquiry access to all Cardholders.
 2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.
- F. Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.
- G. Lost Procurement Card.** If a card is lost or stolen, immediately notify the following:
1. Card Issuer

2. Department Procurement Card Liaison
3. Procurement Card Administrator

Section 7. Accounting/Auditing. The Procurement Card Administrator, along with the Finance Director, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews and audits of all Procurement Card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly/quarterly review and audit should happen within fifteen (15) days of the start of a new month/quarter. After completing the monthly/quarterly audit the Procurement Card Administrator shall notify Cardholders of any violations or questions that occurred within that previous month/quarter. Depending on the severity of the violation, the Finance Director may suspend or revoke the use of the Procurement Card after notification to the Cardholder and to the municipal governing authority, but only after consultation with the City Attorney. Any unresolved violations should be reported to the City of Monroe and the City Attorney in writing within five (5) business days.

Section 8. Procurement Card Violations

- A. The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.
 1. Unacceptable purchases.
 2. Unacceptable documentation.
 3. Missed deadlines for submitting the procurement card supporting documentation.
 4. Unresolved credits or disputes.
 5. Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
 6. Splitting transactions to avoid the single transaction limit.

The use of a Procurement Card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the Procurement Card. The Procurement Card shall be revoked whenever a Cardholder is removed from office with the city and shall be suspended if such Elected Official has been suspended from office.

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

| | |
|---------------------------------|---------------------------------|
| <i>Signature of Cardholder:</i> | |
| <i>Print Name:</i> | |
| <i>Title:</i> | <i>Procurement Card Number:</i> |
| <i>Department:</i> | <i>Date:</i> |

ASSET INVENTORY RECORDS POLICY

Original November 2014

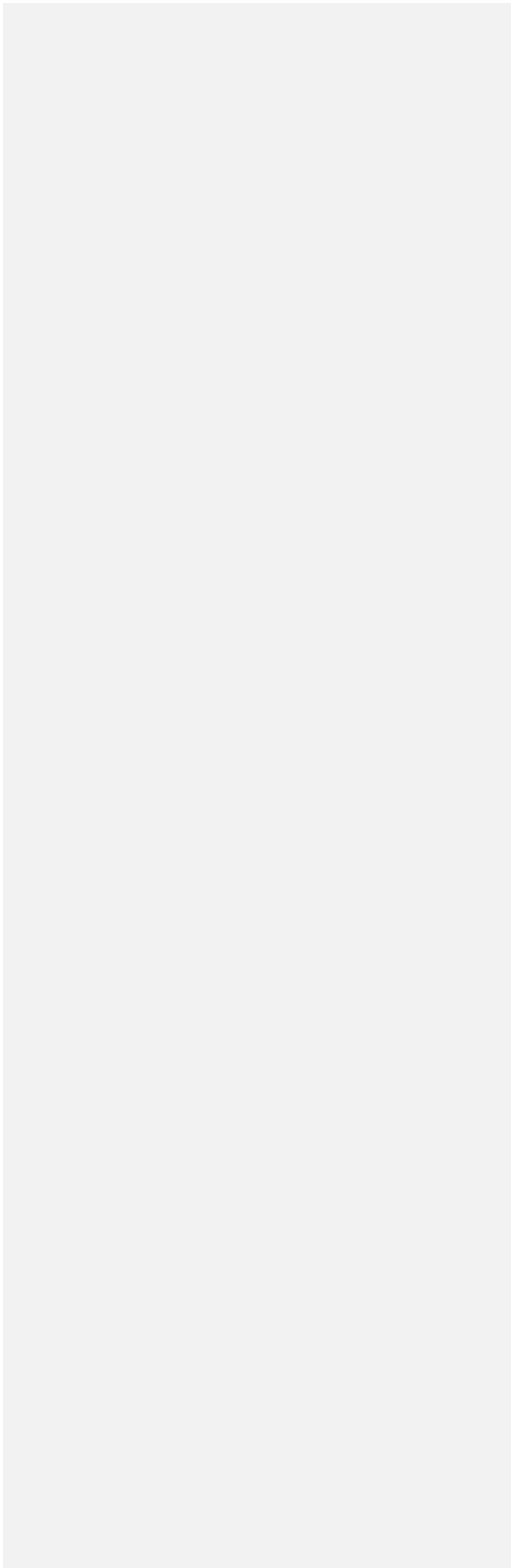
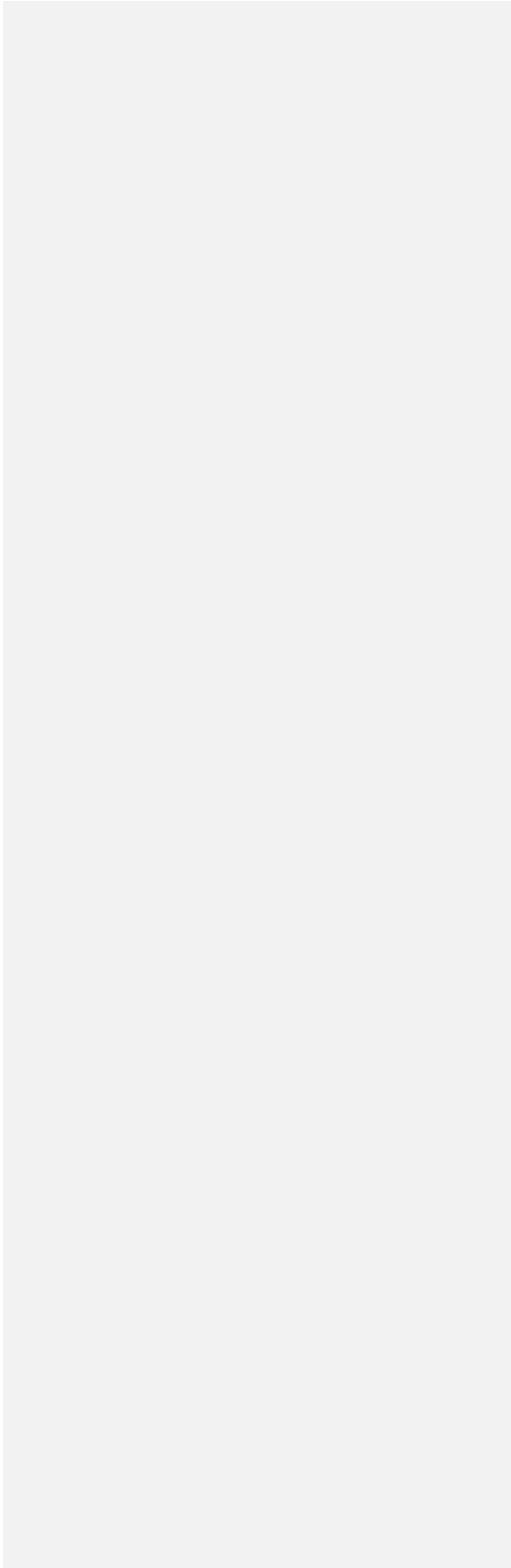


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Section 1. General

It is the policy of the City of Monroe to maintain control and accountability over all fixed, capital or attractive assets to ensure legal and contractual compliance (e.g., items acquired through grant contracts), to protect public safety and avoid potential liability (e.g., police weapons), to compensate for a heightened risk of theft (“walk-away” items), or because they are easily transportable and readily marketable, or readily diverted to personal use (e.g., telephones, cameras, laptops, other electronic equipment or tools of the trade).

Section 2. Definitions

Fixed Assets (Capital Assets) – Assets that are real or tangible with a value of five thousand (\$5,000) or more and has a useful life of two (2) or more years. Examples include, but are not limited to; land, buildings, and improvements other than buildings or any piece of equipment that are purchased or gifted to the City.

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one (1) year. Examples include, but are not limited to; easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Small and Attractive Assets – Assets so identified that fall below the City’s capitalization policy of five thousand (\$5,000) are considered small and attractive assets. Small and attractive assets may include, but are not limited to; electronic devices, radios, cellular phones; computers, laptops, appliances, televisions, audio/video equipment, weapons, rescue or safety equipment, and any other item deemed by management to be at risk. Attractive assets are not to include items that are very small in nature or of minimal monetary value such as shovels, wrenches, hammers, staplers, etc. In addition, do not include items that are consumed or exhausted.

Section 3. Policy. It is the policy of the City of Monroe to control and account for all assets whether fixed, capital, or attractive. Assets of the City of Monroe and component units should be inventoried and/or cataloged according to the following:

- A. All assets meeting the City’s Fixed Asset Capitalization Policy of at least five thousand (\$5,000).
- B. Small and attractive assets as defined and/or identified by management.
- C. Intangible assets meeting capitalization requirements of at least one hundred thousand (\$100,000).

Section 4. Procedures. Where practical, and as determined by policy, all assets that can be labeled shall be identified and tagged with the following guidelines:

- A. Numerically assigned labels will be supplied by the Purchasing Agent for all assets. When labeling is not possible due to the nature of the asset (e.g., weapons), or labeling could hinder the operation of the asset (e.g., lubricants undermining label adhesive), serial numbers or other

identifying records must be supplied. When labels cannot be attached to the asset, the label reserved for that asset will be retained by the Purchasing Agent, or designated individual and kept with the record of the asset.

- B. All items will be assigned an asset number upon receipt, and before the item is placed into service. These items will be recorded and tracked in a database managed by the Purchasing Agent.
- C. Tags will remain on, or with the asset throughout the life of the asset. Damaged tags must be reported and replaced as needed and are the responsibility of those individuals with possession of items.
- D. When an asset is relocated to another department, both the transferring and receiving department shall inform the Purchasing Agent. The transferring and receiving department directors will approve interdepartmental transfers. Identification numbers must be transferred accordingly with the asset and department.
- E. Assets cannot be traded, sold, auctioned, gifted, surplused, or junked without authorization from the Finance Director or Purchasing Agent under policies specifying the surplus of property.
- F. At a minimum, verification of asset inventory shall be done annually on a sampling basis by performing a physical inspection, confirming the existence and location of the selected items. Maintaining control of all assets and accurate reporting is the responsibility of the Department Manager of the department where the assets are assigned.
- G. All items are to be checked into a central location designated by the Purchasing Agent. Whenever possible, items identified as requiring numerical tags must be shipped directly to the Purchasing Agent before being placed into use.
- H. Any item that is purchased and "picked up" by a city employee, that requires a numerical identification according to policy must be brought to the Purchasing Agent for tagging. Failure to have items tagged may result in the employee bearing responsibility for the cost of purchased item.
- I. All small or attractive assets that are permanently assigned to personnel must be presented for inventory and verification upon request.
- J. Should reconciliation of the asset count and the database reveal discrepancies, it will be the responsibility of the Department Director to locate assets promptly and reconcile all discrepancies.

Section 5. Accounting

- A. Fixed Assets shall be capitalized and purchased from a capital outlay (54XXXX) object general ledger account. Prior to the purchase, budgetary approval is required. In the case of Capital Improvement Project purchases, project numbers are to be acquired prior to purchase.

- B.** Attractive assets shall be expensed and purchased from the Small Asset < 5,000 (532835) object general ledger account.
- C.** Capital assets purchased in proprietary funds will be recorded as capital expenditures for budget purposes in those funds at the time of purchase. The capital expenditures will be closed to the appropriate asset account in the balance sheet through a working capital journal entry.

FIXED ASSETS POLICY

Original November 2014

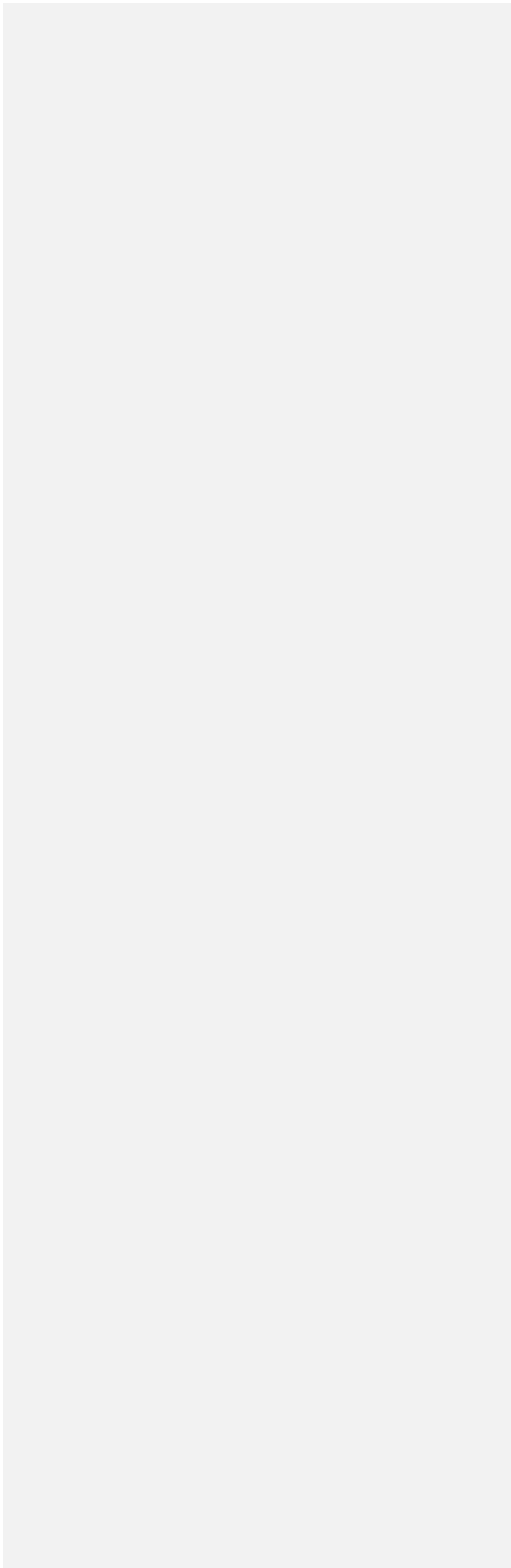
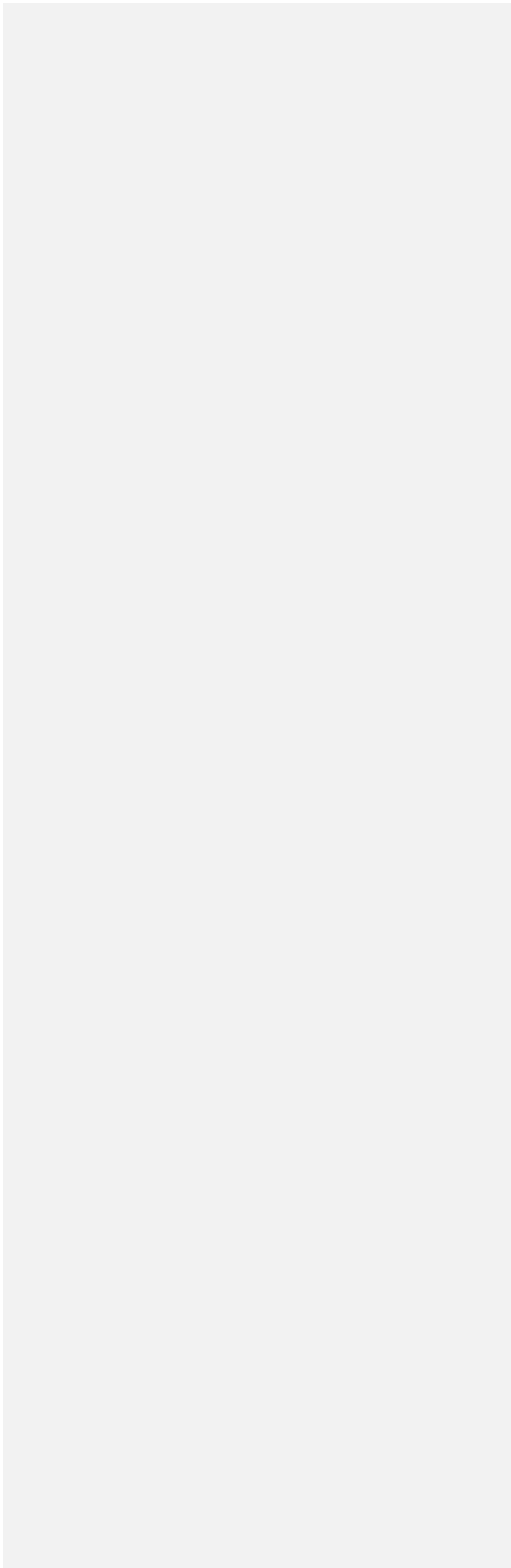


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Section 1. General

The Finance Department is responsible for the proper recording, acquisition, transfer, and disposal of all assets city wide. *City property may not be acquired, transferred, or disposed of without first providing proper documentation.* A fixed asset information form must accompany each step. Each Department Head is ultimately responsible for reporting all changes in a timely manner to the Finance Department.

Section 2. Fixed Asset Criteria. A fixed asset is defined as a financial resource meeting all of the following criteria:

- A. It is tangible in nature.
- B. It has a useful life of greater than two years.
- C. It is not a repair part or supply item.
- D. It has a value equal to, or greater than, the capitalization threshold of \$5,000.

Keeping an accurate record of the City's fixed assets is important for a myriad of reasons. Some of the most important reasons that the City needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

Section 3. Fixed Asset Procedures

- A. Recording of Fixed Assets
 - 1. Unless otherwise approved by the Finance Director, or assigned personnel, all recordable fixed assets must be recorded within thirty (30) calendar days after receipt and acceptance of the asset.
 - 2. Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use.
 - 3. Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.
 - 4. The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three pieces of identical equipment items were acquired simultaneously at \$5,000 each, this would not be an asset of \$15,000 consisting of 3 pieces of equipment. Instead, it would be 3 separate acquisitions of \$5,000. Each item would be recorded as a separate controllable item.
 - 5. For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.
 - 6. Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all the construction contracts.

- B. Acquisition of Fixed Assets.** There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:
1. New purchases
 2. Donations
 3. Transfers from other City departments
 4. City surplus
 5. Internal/external construction
 6. Lease purchases
 7. Trade-in
 8. Forfeiture or condemnation
- C. Lease Purchases.** Assets may be lease-purchased through installment purchases (an agreement in which title passes to the City) or through lease financing arrangements (an agreement in which title may or may not pass). Departments considering a lease purchase must consult with the City Administrator.
- D. Disposal of Fixed Assets.** When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City's Finance Department, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS) or other guidelines initially used. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remains in the possession of the department, are considered surplus property and not a disposal. Fixed assets may be disposed of in any of the following methods:
1. **Sale or Surplus.** Sale of fixed assets by a department must be to the highest, responsible bidder and must be conducted by GovDeals auction. The sale must be publicized in accordance with state laws. The following guidelines apply to the surplus of assets. All assets will be auctioned on GovDeals as approved by City Council. Any asset with a value of one thousand (\$1,000.00) dollars or less does not need City Council approval for surplus. Any assets with a value greater than one thousand (\$1,000.00) dollars must be approved by City Council for surplus. The following steps are to be followed for surplus:
 - a. Assets with a value greater than one thousand (\$1,000.00) dollars, following City Council approval.
 - i. Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title.
 - ii. Assets will then be grouped and placed on display at the City of Monroe Public Works facility.
 - iii. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty

- (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.
 - iv.** Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.
 - v.** Notifications of award will be sent by automation to successful bidders and City of Monroe.
 - vi.** Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Terms and Conditions of GovDeals and City of Monroe.
- b.** Assets with a value less than one thousand (\$1,000.00) dollars.
- i.** Assets must be submitted by Department Director to Purchasing Agent with documentation confirming proof of a value less than one thousand (\$1,000.00) dollars and description. All owned vehicles must be submitted with title.
 - ii.** Purchasing Agent will then make the determination as to the appropriate value and follow surplus guidelines, should the asset be determined to have a low value the appropriate means of disposal of the asset will be provided.
 - iii.** Assets for surplus will then be grouped and placed on display at the City of Monroe Public Works facility.
 - iv.** Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.
 - v.** Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.
 - vi.** Notifications of award will be sent by automation to successful bidders and City of Monroe.
 - vii.** Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Term and Conditions of GovDeals and City of Monroe.
- c.** Assets that are deemed to be of a high theft risk and not appropriate for advertisement may also be approved for surplus.
- i.** Assets must be submitted by Department Director to Purchasing Agent with documentation providing reason for high theft risk, description of the assets and alternative method for surplus.
 - ii.** Purchasing Agent will then seek approval from City Administrator.
 - iii.** Assets will then be granted surplus approval for alternative method provided by Department Director, or placed into the process for surplus by means of GovDeals.

cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus, meaning that, there is no safe and appropriate use for the abandoned goods to the City or for others.

5. Lost or stolen – Stolen items must be reported to Monroe Police and a police report filed. A copy of this report must accompany the disposal record.
 6. Transfer – A transfer between departments will be treated as a transfer rather than sale. That is, the asset is recorded under the new Department with original acquired date and funding amount. A fixed asset form must be sent to the Finance Department for all transfers
 7. Cannibalization (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance). – Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the Finance Department, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.
 8. Casualty loss – Casualty losses must be documented within 24 hours of loss and reported to the Finance Department immediately for follow-up with the City's insurance carrier.
- E. Physical Inventory. An annual physical inventory of all fixed assets will be performed by the Finance Department in conjunction with each department. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

INTANGIBLE ASSETS POLICY

Original November 2010

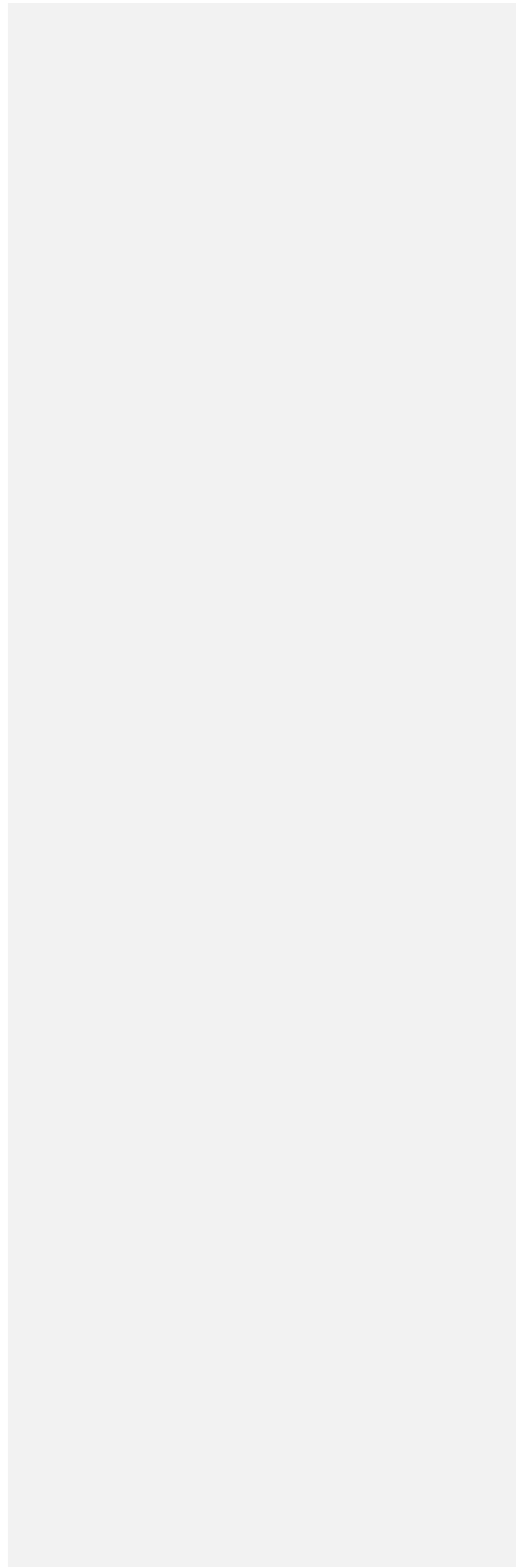
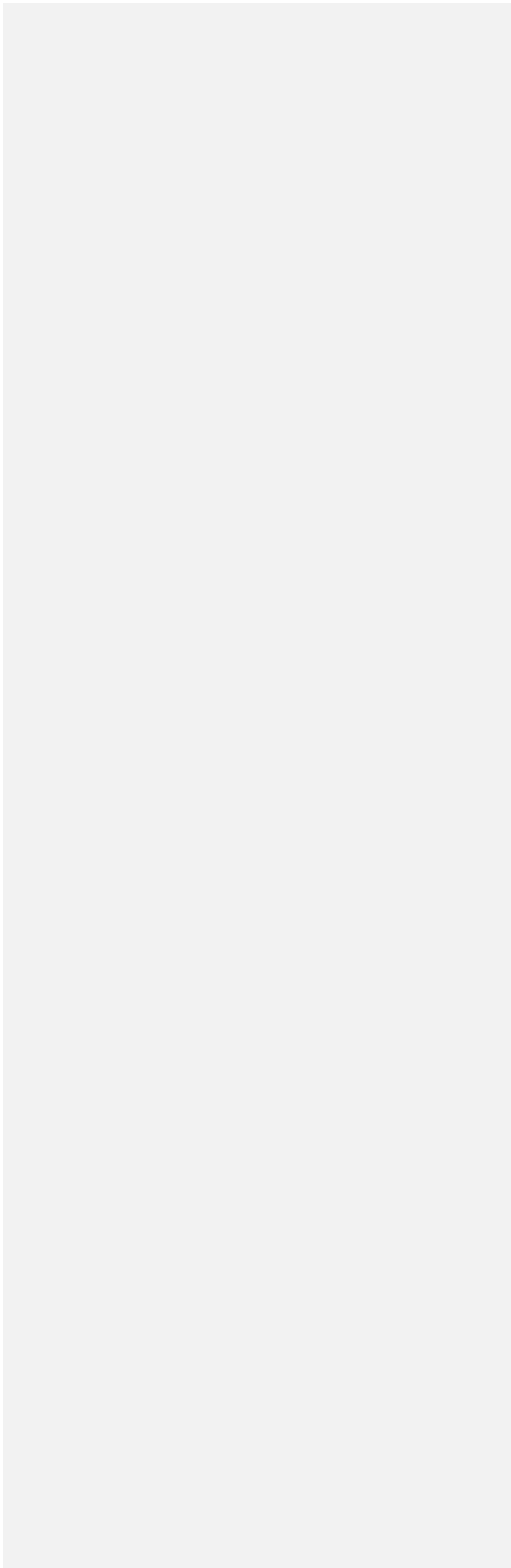


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Section 1. General (Source Data: GASB Statement 51). All intangible assets meeting the capitalization requirements above will be amortized unless the intangible asset has an indefinite life. Intangible assets with a cost equal to or greater than the threshold and a useful life of two or more years should be capitalized. Assets costing below the threshold should be expensed. When an internally generated computer project spans more than one year, the total application development costs of the project should be considered when applying the capitalization threshold, not the outlays incurred in individual years (Note: a project would include a modification to existing software). Intangible assets of the City of Monroe and component units should be capitalized according to the following:

1. The acquisition cost is at least One Hundred Thousand (\$100,000).
2. The intangible asset has a useful life greater than one year.
3. The department has the ability to sell, transfer, license, or rent the asset to another party or the asset arises from a contractual or legal right.
4. The asset is nonfinancial in nature and not acquired or created primarily for the purpose of generating income or profit, the result of a capital lease transaction, or goodwill.

Example: Intangible assets are considered internally generated if they are created or produced by the government or an entity contracted by the government, or if they are acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve their expected level of service capacity. Computer software is a common type of intangible asset that is often internally generated. Computer software should be considered internally generated if it is developed in-house by the government's personnel or by a third-party contractor on behalf of the government. Commercially available software that is purchased or licensed by the government and modified using more than minimal incremental effort before being put into operation also should be considered internally generated. Any of the following activities would satisfy the "modified using more than minimal incremental effort" criterion: changing code, changing fields, adding special reporting capabilities, data entry/conversion and testing any changes.

Section 2. Definitions

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one year. Examples include, but are not limited to, easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Easements – The right to use land belonging to another for a particular use.

Water Rights – The right to access or use water from a water source (i.e., a river, stream, pond or source of groundwater).

Timber Rights – The right to claim trees on property belonging to another.

Patents – The legal protection granted to an individual, company, or organization from the United States federal government or a foreign government giving the owner the exclusive right to produce and sell an invention for a given period of time.

Copyrights – The legal protection granted to authors or artist for their works from the federal government. This gives the owner the exclusive rights to produce or sell the artistic or published work for a specified period of time.

Trademark – A name, word, phrase, logo, symbol, design, or image that identifies that the product is from a unique source.

Purchased Software – Purchased software is software that the City of Monroe pays an upfront cost in order to use. This may be software that we pay for initially and then pay an additional annual maintenance fee in order to receive upgrades and support from the vendor.

Licensed Software – Licensed software is software that the City of Monroe has the right to use for a specified period of time based on an agreement with the vendor.

Internally Generated Software – Internally generated software is software developed by City of Monroe staff or an entity contracted by the City of Monroe, or acquired from an external entity but requiring more than minimal incremental effort on the part of the City of Monroe to begin to achieve its expected level of service capacity.

Section 3. Program Guidelines

- A. **Retroactive Reporting:** Retroactive reporting is required for intangible assets, except as follows. Retroactive reporting is not required for 1) internally generated intangible assets, including those in development as of the effective date of this policy and 2) intangible assets with an indefinite estimated useful life as of the effective date of this policy.
- B. **Accounting Guidance:** Intangible assets should be classified as capital assets, except that intangible assets acquired or created primarily for the purpose of directly obtaining income or profit should be classified as investments (e.g. copyright donated to a university to generate income). Existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to intangible assets, as applicable. Additionally, before an intangible asset can be recognized in the financial statements, it must meet one or both of the following criteria:
 - 1. The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset, or liability.
 - 2. The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.
 - 3. If the types of intangible assets reported by a government differ in nature and usage, then they should not be reported collectively as a single major class of capital assets (e.g., intangible assets). For example, the nature and usage of patents differs from that of right-of-way easements such that they should not be aggregated in the same major class of capital assets.
- C. **Internally Generated Intangible Assets:** Capitalization of internally generated capital assets can only occur after ALL of the following conditions has been met:

1. Determination of the specific objective of the project and the nature of the service capacity that is expected to be provided by the intangible asset upon the completion of the project,
2. Demonstration of the technical or technological feasibility for completing the project so that the intangible asset will provide its expected service capacity, and
3. Demonstration of the current intention, ability, and presence of effort to complete or, in the case of a multiyear project, continue development of the intangible asset.

Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.

D. Specific Application to Computer Software: The activities involved in developing and installing internally generated computer software can be grouped into the following stages:

1. Preliminary Project Stage (expense)
 - a. Conceptual formulation and evaluation of alternatives
 - b. Determination of existence of needed technology
 - c. Final selection of alternatives
2. Application Development Stage (capitalize)
 - a. Design of the chosen path
 - b. Coding
 - c. Installation to hardware
 - d. Testing and parallel processing
 - e. Data conversion, if necessary to make operational
3. Post-Implementation/Operation Stage (expense)
 - a. Application training
 - b. Software maintenance
 - c. Data conversion, if not necessary to make operational
4. Reporting of activity outlays should be based upon nature of activity, not timing of its occurrence and should follow these guidelines:
 - a. Preliminary project stage - expense as incurred
 - b. Application development stage – capitalize once criteria is met; cease capitalizing when software is operational
 - c. Post-implementation/operation stage – expense as incurred
5. An improvement to existing computer software must do at least one of the following to qualify for capitalization:
 - a. Increase the software’s functionality,
 - b. Increase the software’s efficiency, or
 - c. Extend the software’s estimated useful life.

If the modification does not result in any of the above outcomes, the modification should be considered maintenance, and the associated outlays should be expensed as incurred. If a maintenance contract covers all required maintenance and any unspecified upgrades issued during the year by the vendor, the unspecified upgrades should be considered maintenance. For commercially available software acquired through a licensing agreement requiring multi-year

payments, a long-term liability representing the agency's obligation to make payments under the contract should also be reported. If no interest rate is stated in the licensing agreement, the long-term liability does not have to be discounted.

- E. Amortization: An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset (e.g., permanent right-of-way easement). Intangible assets with indefinite useful lives should not be amortized. Intangible assets with limited useful lives (e.g., by legal or contractual provisions) should be amortized over their estimated useful lives. Amortization of computer software should begin when the program is placed into service. Renewal periods related to such provisions may be considered in determining the useful life of the intangible asset if the government expects to exercise the renewal option and any anticipated outlays to be incurred as part of achieving the renewal are nominal (in relation to the level of service capacity obtained through the renewal).

TECHNOLOGY POLICY: PCI COMPLIANCE

Original November 2014

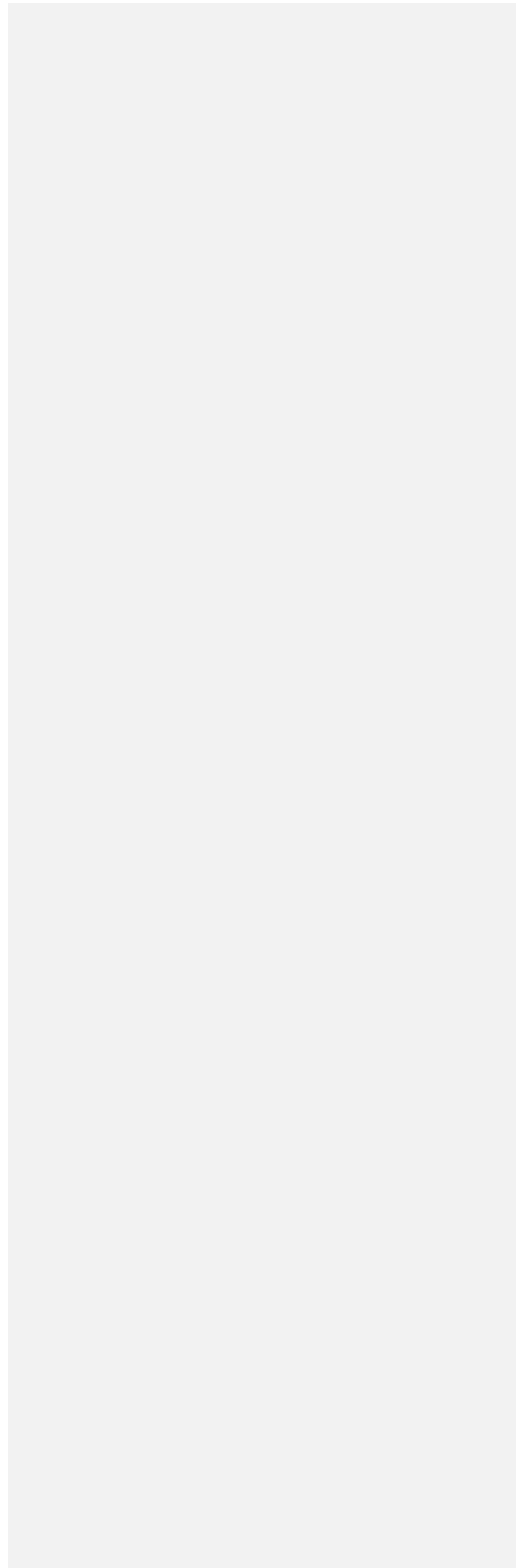
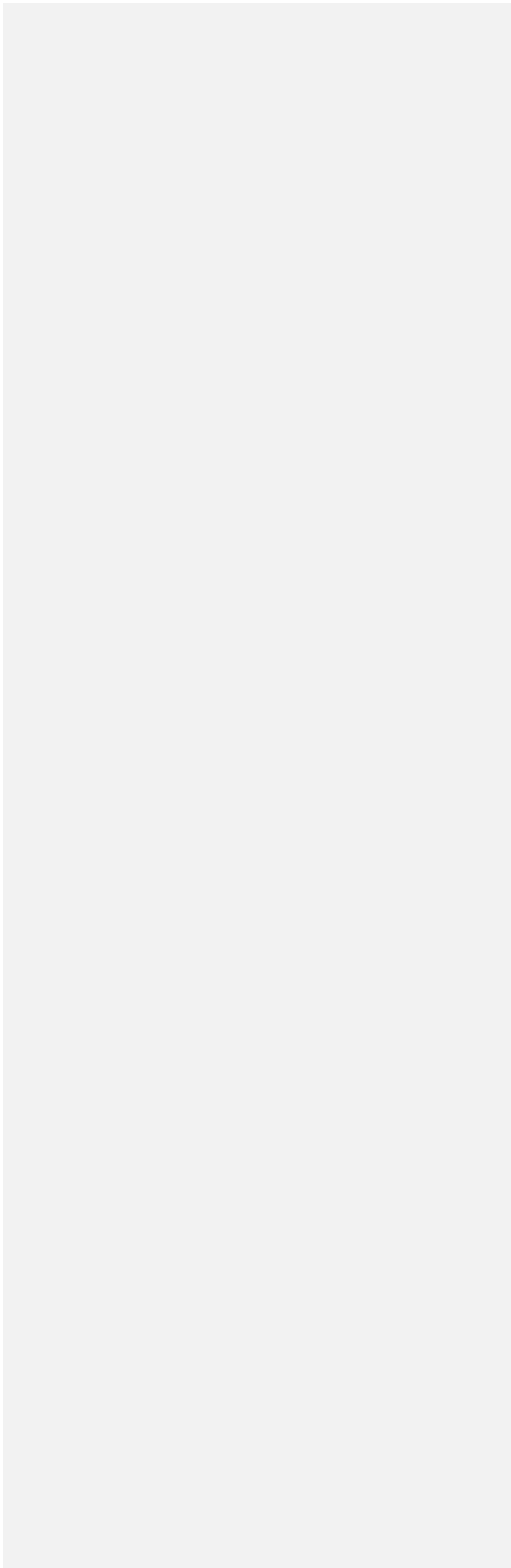


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Section 1. General. PCI DSS stands for Payment Card Industry Data Security Standard, and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC). The PCI DSS, a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking, and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data. The standards are designed to protect cardholder information of customers and any individual or entity that utilizes a credit card to transact business with the City. This policy is intended to be used in conjunction with the complete PCI-DSS requirements as established and revised by the PCI Security Standards Council.

Section 2. Definition

Merchant Account - A relationship set up by the Controller's office between the City and a bank in order to accept credit card transactions. The merchant account is tied to a general ledger account to distribute funds appropriately to the organization (owner) for which the account was set up.

Coordinator – The City official who has oversight responsibility for the regulation/standard. Regulation monitors stay abreast of updates to their respective regulations, ensure policies are up to date and notify the Information Security Officer and Data Managers about changes.

Credit Card Data - Full magnetic strip or the PAN (Primary Account Number) plus any of the following: cardholder name, expiration date, and service code

PCI-DSS - Payment Card Industry Data Security Standard

PCI Security Standards Council - The security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI-DSS.

Self-Assessment - The PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.

PAN - Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called Account Number.

Section 3. Program

- A. Compliance. All departments that collect, maintain, or have access to credit card information must comply with the PCI policy. The City of Monroe currently has no third-party vendors that process and store credit card information using the City of Monroe's merchant accounts. The City of Monroe does have a relationship with both Smith Data (QS/1) and Courtware Solutions who process utility bill payments and traffic fines by credit card. However, the City of Monroe's merchant accounts are not used and no credit card information is received from either vendor.
- B. Responsible Parties. All persons who have access to credit card information, including:

1. Every employee that accesses handles or maintains credit card information. City of Monroe employees include full-time, part-time, salaried, and hourly staff members as well as intern workers who access, handle or maintain records.
 2. Employees who contract with service providers (third-party vendors) who process credit card payments on behalf of the City of Monroe
 3. IT staff responsible for scanning the City systems to insure no credit card numbers are stored electronically.
- C. Prohibited. City of Monroe policy prohibits the storing of any credit card information in an electronic format on any computer, server, or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Based on this policy, compliance with a number of the PCI Compliance requirements do not apply. The following list communicates the full scope of the compliance requirements but based on the City policy that prohibits storing of credit card information electronically and utilizing third-party vendors for web based credit card processing, some may not be relevant.
- D. Program Requirements.
1. Build and Maintain a Secure Network
 2. Maintain a Vulnerability Management Program
 3. Implement Strong Access Control Measures
 4. Regularly Monitor and Test Networks
 5. Maintain an Information Security Policy
 6. Insure Third Party Compliance
 7. Training
- E. Recommendations:
1. Complete an annual self-assessment
 2. Perform a quarterly Network scan
 3. Without adherence to the PCI-DSS standards, the City would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to:
 - a. Any fines imposed by the payment card industry
 - b. Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees
 - c. Suspension of the merchant account.
- F. Section Procedures. The City of Monroe requires compliance with PCI standards. To achieve compliance, the following requirements must be met by departments accepting credit cards to process payments on behalf of the City.
- G. General Requirements
1. Credit card merchant accounts must be approved by the City.
 2. Management and employees must be familiar with and adhere to the PCI-DSS requirements of the PCI Security Standards Council.

3. Management in departments accepting credit cards must conduct an annual self- assessment against the requirements. All employees involved in processing credit card payments must sign a statement that they have read, understood, and agree to adhere to Information Security policies of the City of Monroe and this policy.
4. Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the City.

H. Storage and Disposal

1. Credit card information must not be entered/stored on network servers, workstations, or laptops.
2. Credit card information must not be transmitted via email.
3. Web payments must be processed using a PCI-compliant service provider approved by the City.
4. Although electronic storage of credit card data is prohibited by this policy, the City will perform a quarterly Network scan to ensure that the policy has not been violated.
5. Any paper documents containing credit card information should be limited to only information required to transact business, only those individuals who have a business need to have access, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
6. All credit card processing machines must be programmed to print-out only the last four or first six characters of a credit card number.
7. Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal
8. Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

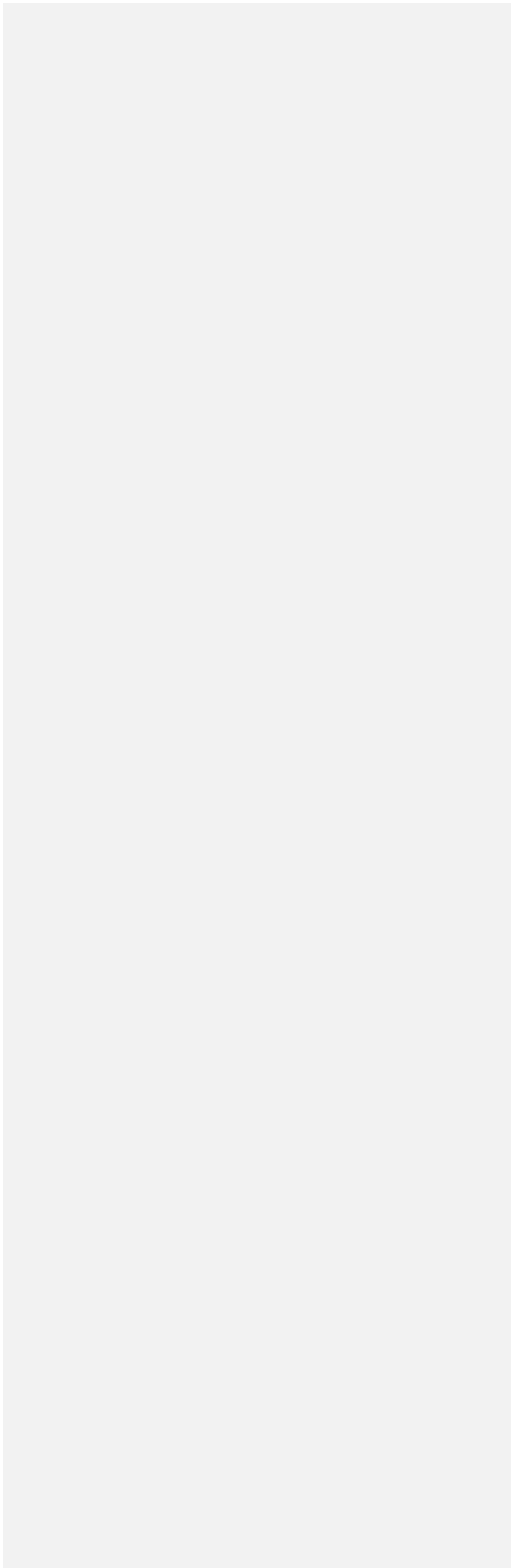
I. Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)

1. The City must approve each merchant bank or processing contact of any third- party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of the City of Monroe—regardless of the manner or duration of such activities.
2. Insure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
3. Contractually require that all third parties involved in credit card transactions meet all PCI security standards.

J. Self-Assessment. The PCI-DSS Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the Finance Department.

K. Training. Ongoing training and awareness programs will be offered to train employees on PCI DSS and importance of compliance.

- L.** Responsible Organization/Party: The Finance Utility Billing Administration Division Manager shall serve as the Coordinator of the policy which includes responsibility for notifying the City Administrator, Department Heads, and other Managers about changes to the policy. S/he will be assisted by the Director and Assistant Director of the Finance Department, and other employees as needed.
- M.** Enforcement: The IT Administrator will oversee enforcement of the policy. Additionally, this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches, and may terminate access to protected information of any users who fail to comply with the policy. S/he will be assisted by the City Administrator, Department Heads, Managers, Supervisors, and other employees as needed.



INCIDENT RESPONSE POLICY: PCI-DSS COMPLIANCE

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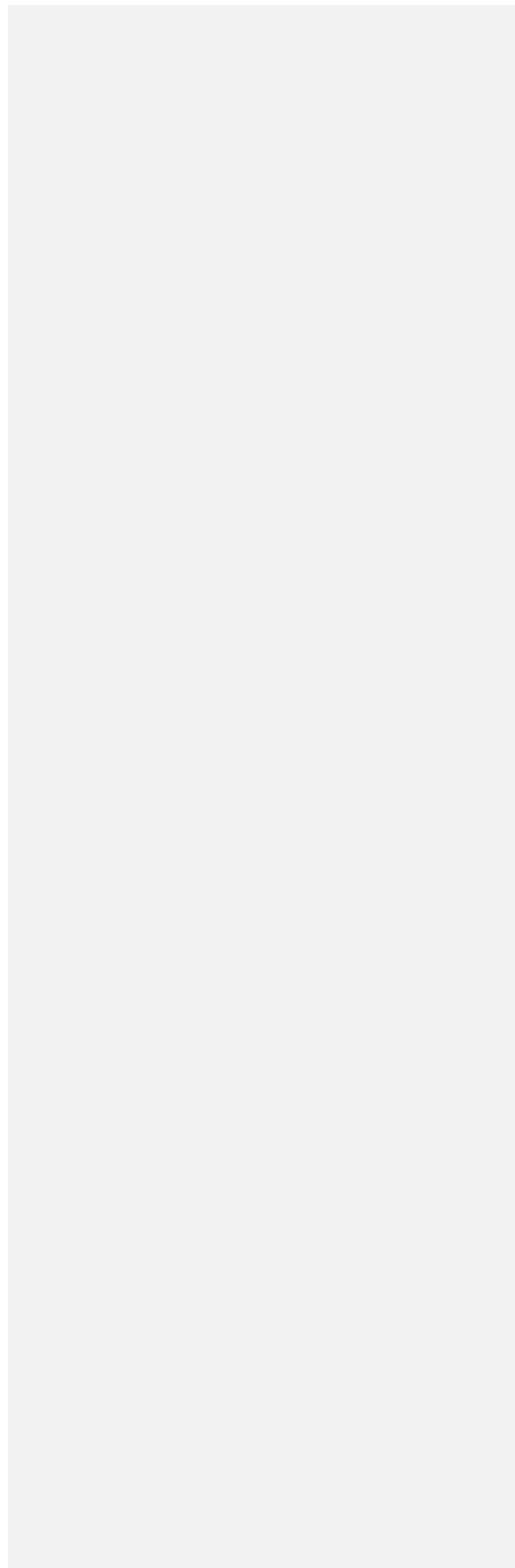
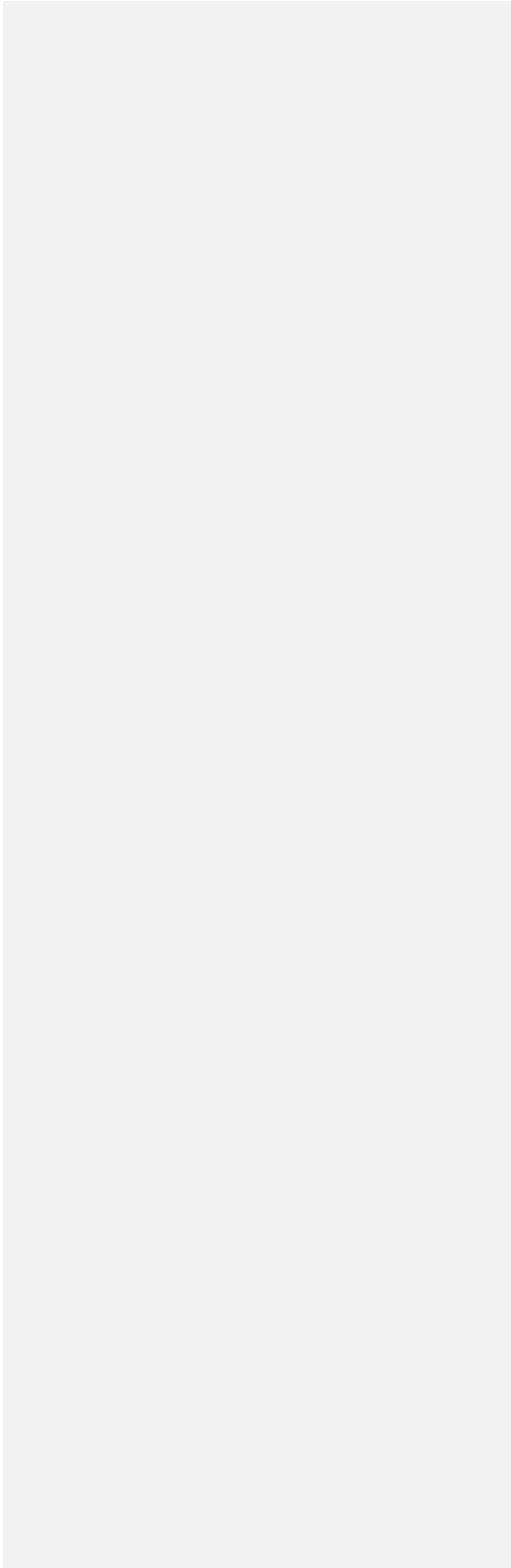


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Section 1. General

The City of Monroe Information Technology Administrator is responsible for responding to reports of incidents, compromises, and breaches of City of Monroe computers, data, and network resources. The purpose of the Incident Response Plan is to establish procedures in accordance with applicable legal and regulatory requirements to address instances of unauthorized access to or disclosure of City information. The Incident Response Plan defines the policy, roles and responsibilities for the involved personnel when reacting to an information security threat.

The primary emphasis of activities described within this plan is the return to a secure state as quickly as possible, while minimizing the adverse impact to the City. Depending on the circumstances, the Information Technology Administrator (IT Administrator) may decide to modify or bypass one or more of the procedures outlined in this plan in response to a particular security incident, with the understanding that the IT Administrator will take all reasonable steps to investigate and resolve any security issues. The capture and preservation of incident relevant data (e.g., network flows, data on drives, access logs, etc.) is performed primarily for the purpose of problem determination and resolution, as well as classification of the incident.

The City shall provide timely and appropriate notice to affected individuals and departments when there has been a security incident, a compromise, or a breach involving city data, computers, or networks. The IT Administrator, Finance Department Director, and the City Administrator shall be responsible for reviewing breaches to determine whether notification is required, and directing responsible departments in complying with the notification obligation. All known or suspected security incidents must be reported to the IT Administrator. Suspected incidents can be reported at administrator@monroega.gov or through the City of Monroe Call Center.

Section 2. Definitions

Security Incident - A vulnerability which may compromise the security of city resources has been discovered and is underway. Generally, this means a weakness in intrusion prevention has been found, an attempted exploit has taken place, or reconnaissance by a hacker has been thwarted. Examples include systematic unsuccessful attempts to gain entry, a PC or workstation infected with a virus, worm, Trojan, botnet, or other malware that has been discovered and removed.

Security Compromise – An escalation of a security incident where the attacker has gained control of a city account, system, or device, and is leveraging that position to control and utilize compromised resources for the purpose of unauthorized acquisitions. At this point, it has been determined that data has not been compromised or stolen.

Security Breach – A confirmed, unauthorized acquisition, modification or destruction of city or private data has taken place. At this point, a breach has been forensically determined and evidence supports that data was compromised.

Private Data - Data about individuals that is classified by law as private or confidential and is maintained by the city in electronic format or medium. "Private data" means data classified as not public and available to the subject of the data, and "confidential data" means data classified as not public but not available to the subject of the data.

Unauthorized Acquisition - For the purposes of this plan, this means that a person has obtained city data without statutory authority or the consent of the individual who is the subject of the data, and with the intent to use the data for non-city purposes

Systematic Unsuccessful Attempts - continual probes, scans, or login attempts where the perpetrators obvious intent is to discover a vulnerability and inappropriately access and compromise that device.

City of Monroe Resources or Systems – includes all city-owned computers, peripherals, networks, and related equipment and software, and the voice and data communications infrastructure.

Section 3. Program Response

- A. Intrusion attempts, security breaches, or other technical security incidents perpetrated against city-owned computing or networked resources must be reported to the IT Administrator. Functional unit managers and/or supervisory personnel must:
 - 1. Report any security incidents in order to obtain assistance, advice, or to file the incident.
 - 2. Report any systematic unsuccessful attempts (e.g., login attempts, probes, or scans).
 - 3. Where feasible given the circumstances, reports should be sent as soon as the situation is detected; minimally the report should be sent as soon as possible thereafter.

- B. Upon receiving a report of a security incident, the IT Administrator will:
 - 1. Ensure that appropriate information is collected and logged per applicable procedures.
 - 2. Immediately assess actual or potential disclosure or inappropriate access to institutional or personal information.
 - 3. Report the situation to the Finance Director and/or City Administrator.
 - 4. Consult with and/or assign the incident to other personnel for further investigation as necessary.
 - 5. Provide preliminary advice or comment to the functional unit as required.
 - 6. Initiate steps to warn other City of Monroe systems personnel if it appears that the situation has the potential to affect other city systems as well.
 - 7. Perform or assist in any subsequent investigation and/or perform computer forensics as required.
 - 8. If circumstances dictate, report and/or consult with city Legal Counsel, city Police, Internal Auditors, city Public Relations, or other appropriate agencies.
 - 9. Ensure that appropriate records are filed.
 - 10. Confirm actual or probable disclosure or inappropriate access to institutional or personal information.
 - 11. Invoke formal incident response procedures commensurate with the situation.

Section 4. Security Measures and Responsiveness

- A. In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may block, or place restrictions on technology services provided using any city owned systems and networks. Specifically:
 - 1. Limitations may be implemented through the use of policies, standards, and/or technical

methods, and could include (but may not be limited to) usage eligibility rules, password requirements, or restricting or blocking certain protocols or use of certain applications known to cause security problems.

2. Restrictions may be permanently deployed based on a continuing threat or risk after appropriate consultation with affected constituents, or they may be temporarily deployed, without prior coordination, in response to an immediate and serious threat.
 3. Restrictions deployed temporarily will be removed when the risk is mitigated to an acceptable level, or where the effect on city functions caused by the restriction approaches or exceeds risk associated with the threat, as negotiated between the affected constituents and the IT Administrator.
- B.** In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may unilaterally choose to isolate a specific city system from other city or external networks, given:
1. Information in-hand reasonably points to the system as having been compromised.
 2. There is ongoing activity associated with the system that is causing or will cause damage to other city systems and/or data, or the assets of other internal or external agencies, or where there is a medium-to-high risk of such damage occurring.
 3. All reasonable attempts have been made to contact the responsible systems personnel or department management, or such contact has been made where the technician or department managers are unable to (or choose not to) resolve the problem in a reasonable time.
 4. Isolation is removed when the risk is mitigated to an acceptable level, or where loss of access or function caused by the isolation approaches or exceeds risk associated with the threat, as negotiated between the responsible functional manager and the IT Administrator.
 5. Advance consultation with the appropriate security contractor, or Legal Counsel, where practical and where circumstances warrant.
- C.** The reaction to a reported security vulnerability directly corresponds to the potential for damage to the local system (or adjacent systems) or inappropriate disclosure or modification of data. The risk levels are characterized as:
1. Very High Risk, response is immediate:
 - a. Damage to the system or data is occurring, or
 - b. Attempts to exploit the vulnerability on that system are occurring, or
 - c. The vulnerability is currently being actively exploited against other similar technologies within the City; probable damage to systems and data is being experienced in those other incidents.
 2. High Risk, response is within 1 hour:
 - a. The vulnerability is known to exist on the system;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data are being experienced in those other incidents.
 3. Medium Risk, response should be within 4 hours:
 - a. The system is susceptible to the vulnerability given that the system is configured

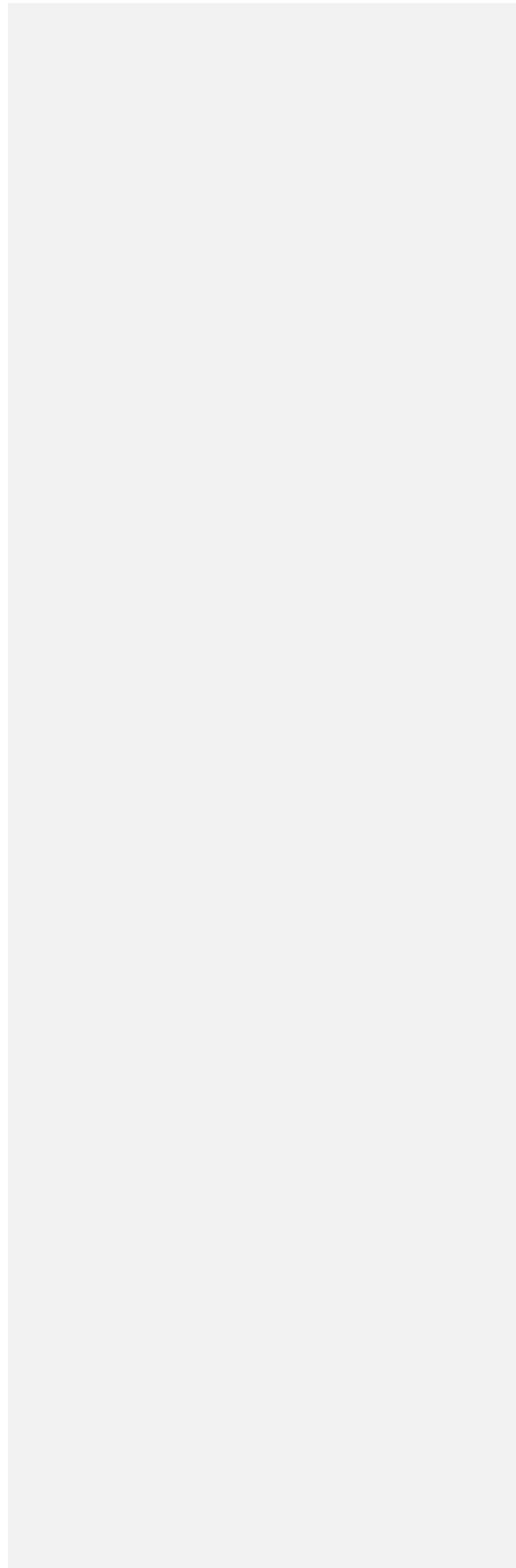
- incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. There is some potential for damage to systems and data.
4. Low Risk, response should be within 8 hours:
- a. The system is susceptible to the vulnerability given that the system is configured incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data is possible but is not considered likely.

In the event of a significant series of incidents, a compromise, or a breach, the entire episode and response are reviewed to determine which parts of the incident response plan worked correctly. The "lessons learned" will be part of an After-Action Review to determine areas that need to be changed (policies, system configurations, etc.).

Section 5. System Users and Administrator Guidelines

- A. Do a quick assessment. Do not immediately shut down the machine, as you may lose important information. If the machine is being used to attack others, or if the attacker is actively using or damaging the machine, you may need to disconnect it from the network. If this does not appear to be the case, leave the system intact for the moment.
- B. Report the problem. Call the IT Administrator or the City of Monroe Call Center, and request an emergency system security check. Every effort will be made to respond as quickly as possible, as well as, respect the confidentiality of incident information.
- C. Gather all the relevant information you can find. This may include, but is not limited to, system logs, directory listings, electronic mail files, screen prints of error messages, and activity logs. Copy them to a safe location (that will not be deleted or over-written), so that we can study them later.
- D. Take notes. Have your partner record all relevant information, including things you observed, actions you took, dates and times, and the like. It is best to log your activities as they occur. Over time, your actions and the order in which they were executed will not be easily remembered. The preservation of information is critical to any legal action that may take place at a later date.
- E. Change account passwords. All system accounts that were involved with the incident should have new passwords requested. Exceptions to this rule are accounts which are authenticated with tokens or certificates, in which case the PIN or pass-phrase for them should be changed. Never share your password (pin, or pass-phrase) with anyone, for any reason.
- F. Change the status of accounts, if necessary. In the event that a system administrator detects a problem with a system, or user activity on a system, a quick way to stop the unwanted activity is to "disable" an account, by restricting logins to it. This is not deleting the account, but is merely making the account temporarily unusable through Active Directory.
- G. Stop rogue service(s), if necessary. In the event that a system compromise or denial-of-service

attack is underway, and you are unable to stop or kill the service(s), you may need to disconnect the machine from the network to get them stopped.



INFORMATION TECHNOLOGY POLICY

Original November 2014

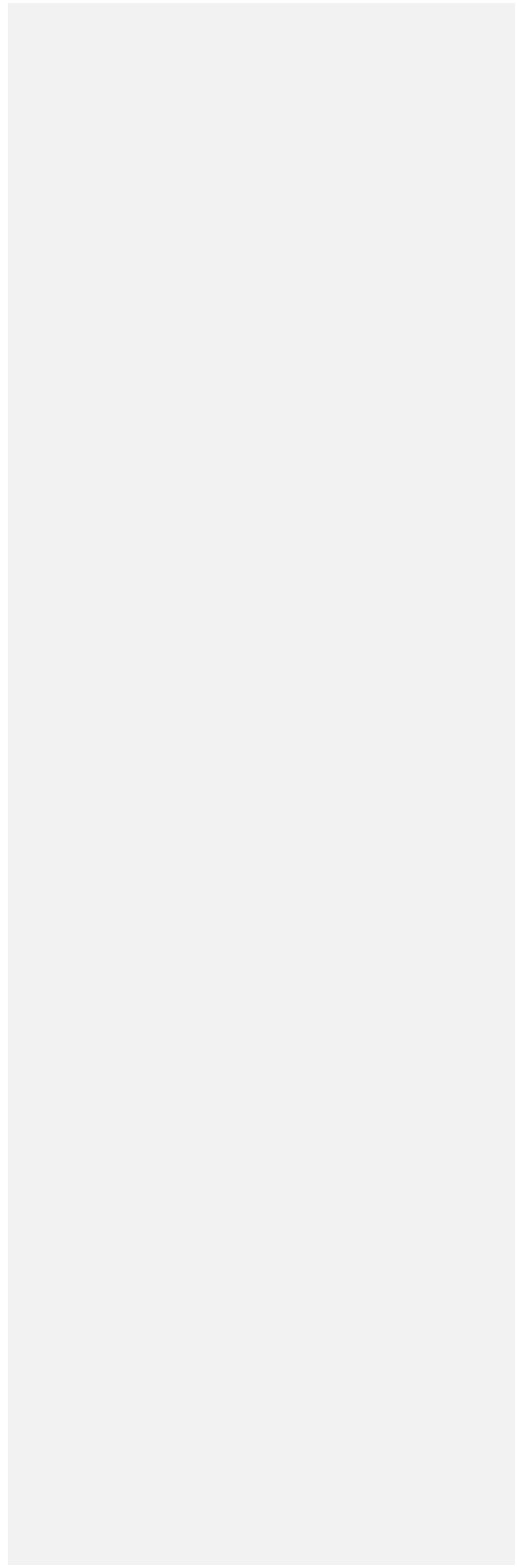
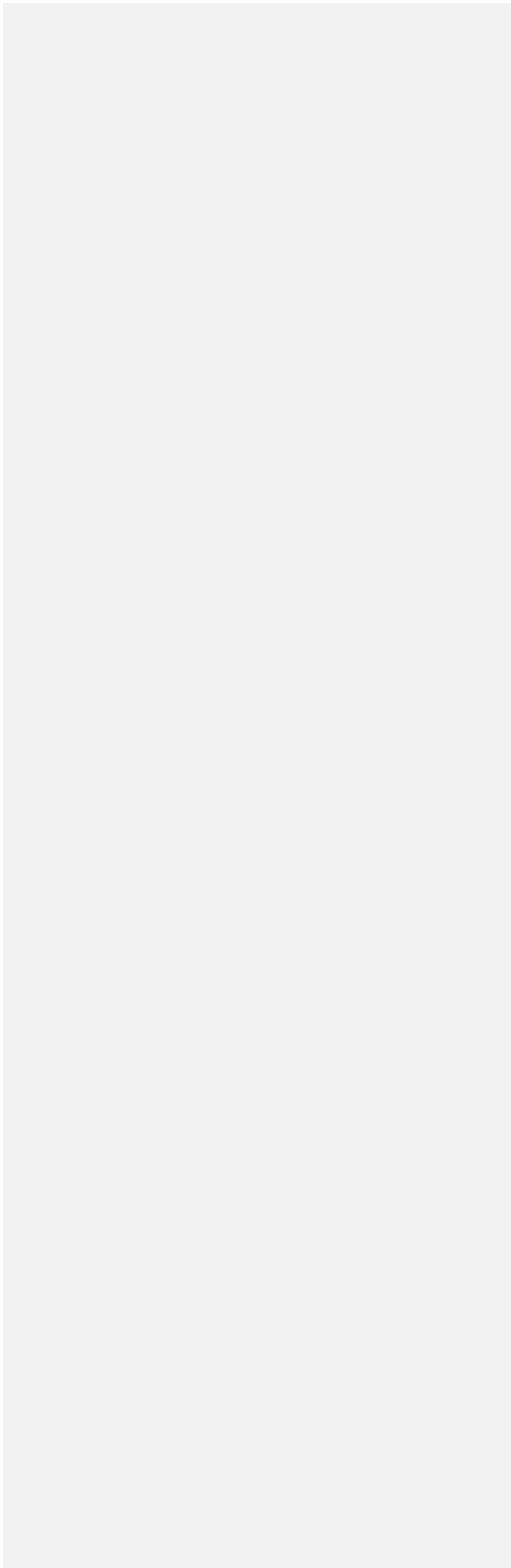


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Section 1. General

This policy covers the overall security of the information technology division and best practices for the City of Monroe.

Section 2. Definitions

Availability – Information shall be available and delivered to the right person, at the time when it is needed.

Confidentiality – Access to Data shall be confined to those with appropriate authority.

Integrity – Information shall be complete and accurate. All systems, assets and networks shall operate correctly, according to specification.

Section 3. Information Security

- A. The aim of this section is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or held by City of Monroe by:
 - 1. Ensuring that all members of staff are aware of and fully comply with the relevant legislation as described in this and other policies.
 - 2. Describing the principals of security and explaining how they shall be implemented in the organization.
 - 3. Introducing a consistent approach to security, ensuring that all members of staff fully understand their own responsibilities.
 - 4. Creating and maintaining within the organization a level of awareness of the need for Information Security as an integral part of the day to day business.
 - 5. Protecting information assets under the control of the organization.

- B. Responsibilities for Information Security. Ultimate responsibility for information security rests with the Chief Executive of City of Monroe, but on a day-to-day basis the Network Administrator shall be responsible for managing and implementing the policy and related procedures. Supervisors are responsible for ensuring that their permanent and temporary staff and contractors are aware of:
 - 1. The information security policies applicable in their work areas
 - 2. Their personal responsibilities for information security
 - 3. How to access advice on information security matters

All staff shall comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action. The Information Technology Policy shall be maintained, reviewed and updated by the Network Administrator. This review shall take place annually. Supervisors shall be individually responsible for the security of their physical environments where information is processed or stored. Each member of staff shall be responsible for the operational security of the information systems they use. Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity and availability of the information they use is

maintained to the highest standard. Agreements with external contractors that allow access to the organization's information systems shall be in operation before access is allowed. These agreements shall ensure that the staff or sub-contractors of the external organization shall comply with all appropriate security policies.

- C. Information Security Awareness Training. Information security awareness training shall be included in the staff induction process. An ongoing awareness program shall be established and maintained by the Network Administrator in order to ensure that staff awareness is refreshed and updated as necessary.
- D. Security Control of Assets. Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset (i.e., if you are assigned a specific piece of equipment/software, you are responsible for it). All assets not so designated shall be the responsibility of the Network Administrator
 1. Access Controls: Only authorized personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.
 2. User Access Controls: Access to information shall be restricted to authorized users who have a bona-fide business need to access the information unless otherwise provided for by law.
 3. Computer Access Control: Access to computer facilities shall be restricted to authorized users who have business need to use the facilities.
 4. Application Access Control: Access to data, system utilities and program source libraries shall be controlled and restricted to those authorized users who have a legitimate business need (i.e., systems or database administrators). Authorization to use an application shall depend on the availability of a license from the supplier.
 5. Equipment Security: In order to minimize loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.
 6. Computer and Network Procedures: Management of computers and networks shall be controlled through standard documented policy and procedures that have been authorized by the Mayor and/or City Council.
 7. Information Security Events and Weaknesses: All information security events and suspected weaknesses are to be reported to the Network Administrator. All information security events shall be investigated to establish their cause and impacts with a view to avoiding similar events.
 8. Protection from Malicious Software: The organization shall use software countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with this policy. Users shall not install software on the organization's property without permission from the Network Administrator. Users breaching this requirement may be subject to disciplinary action.
 9. System Change Control: Changes to information systems, applications or networks shall be reviewed and approved by the Network Administrator.
 10. Intellectual Property Rights: The organization shall ensure that all information products are properly licensed and approved by the Network Administrator. Users shall not install software on the organization's property without permission from the Network Administrator.

Section 4. Acceptable Use. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP; are the property of the City of Monroe. These systems are to be used for

business purposes in serving the interests of the government, and of our citizens in the course of normal operations. Effective security and efficient operation is a team effort involving the participation and support of every City of Monroe employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The purpose of this policy is to outline the acceptable use of computer equipment and systems at the City of Monroe. These rules are in place to protect the employee and the City of Monroe. Inappropriate use exposes the City of Monroe to risks including virus attacks, compromise of network systems and services, and legal issues. This section applies to employees, contractors, consultants, temporaries, and other workers at the City of Monroe, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Monroe.

- A. **General Use and Ownership.** While the City of Monroe's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the government systems remains the property of the City of Monroe. Because of the need to protect the City of Monroe's network, and the availability of information to the public under the Open Records Act, we cannot guarantee the confidentiality of information stored on any network device belonging to the City of Monroe. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. Any information that users consider sensitive or vulnerable should be encrypted. For security and network maintenance purposes, authorized individuals within the City of Monroe may monitor equipment, systems and network traffic at any time. The City of Monroe reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- B. **Security and Proprietary Information.** Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. All PCs, laptops and workstations are secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off (control-alt-delete for Win2K+ users) when left unattended. Because information contained on portable computers is especially vulnerable, special care should be exercised. Postings by employees from a City of Monroe email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the City of Monroe, unless posting is in the course of business duties. All hosts used by the employee that are connected to the City of Monroe Internet/Intranet/Extranet, whether owned by the employee or the City of Monroe, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- C. **Unacceptable Use.** The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of the City of Monroe authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Monroe-owned resources. The lists contained herein below are by no means exhaustive but attempt to provide a framework for activities which fall into the category

of unacceptable use.

D. System and Network Activities. The following activities are strictly prohibited unless required by the scope of your assigned job duties:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Monroe.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Monroe or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done from home.
6. Using a City of Monroe computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
7. Making fraudulent offers of products, items, or services originating from any City of Monroe account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to the Network Administrator is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, the City of Monroe employees to parties outside the City of Monroe.

INTERNET USE POLICY

Original November 2014

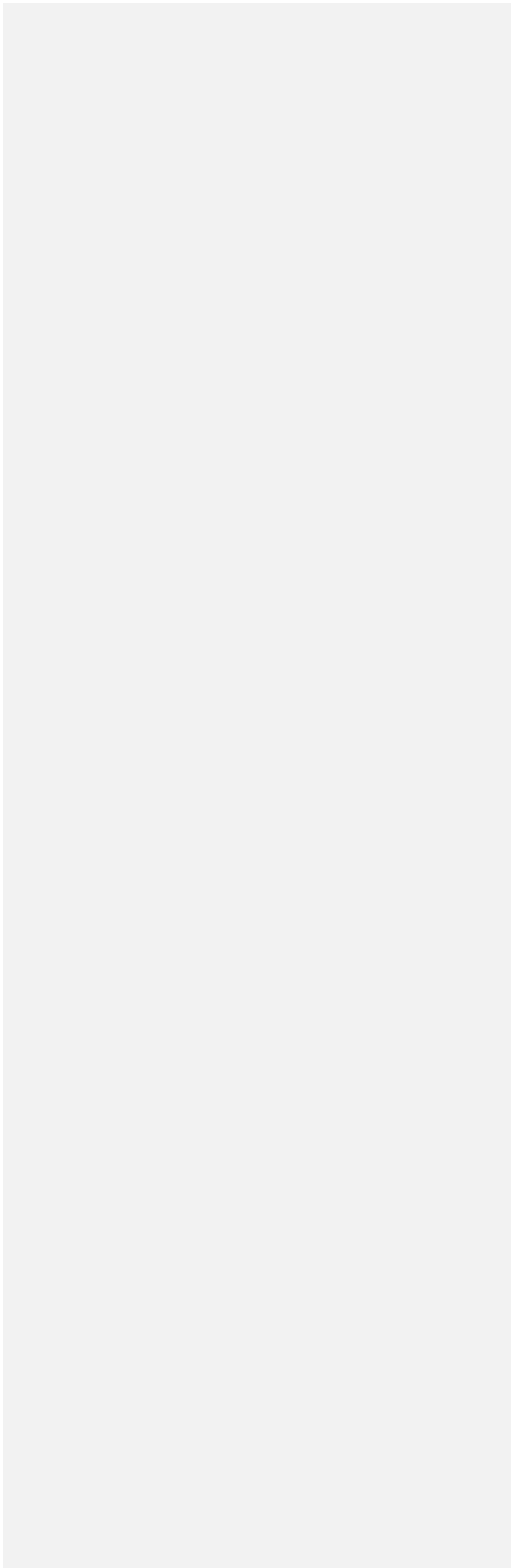
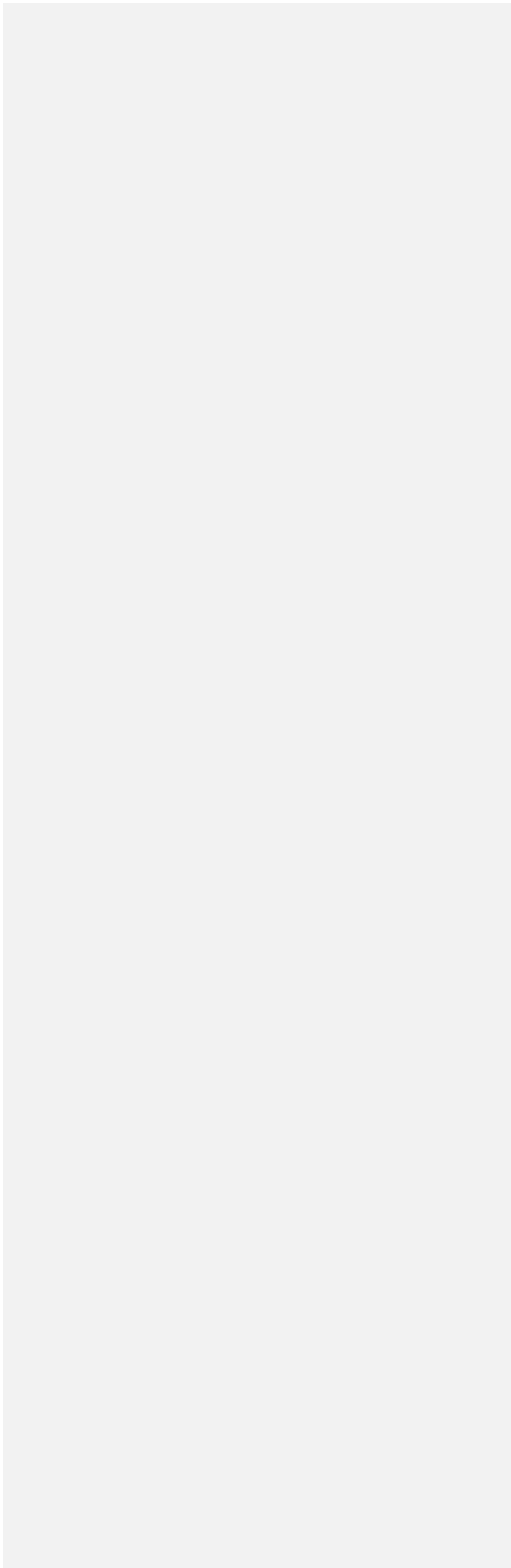


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Section 1. General

This policy will cover the acceptable and unacceptable uses for the internal internet usage by employees and officials. This should be used as a best practices guideline to the usage of the internet.

Section 2. Definitions

Blogging – Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Social Networking – Membership and participation in a social structure made of nodes (which are generally individuals or organizations) that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, sexual relationships, kinship, dislike, conflict or trade. (i.e.: MySpace, Facebook, Twitter, eBay).

Voice Mail Policy

Section 3. Internet Usage Guidelines.

- A. Internet Use Limited to City Business. The City’s Internet capabilities may be used for City business purposes only. The term “Internet” means the electronic information system of that name which connects smaller groups of linked computer networks. The term “City’s Internet Capabilities” means any and all access to the Internet obtained through City sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of the City. The term “City business purposes” means the official work of City government undertaken for public benefit, as opposed to activities undertaken for personal, non-City or private purposes. Unacceptable sites or uses include, but are not limited to the following:
 - 1. Pornographic sites and access to pornographic materials.
 - 2. Use of the City Internet to harass employees, vendors, customers, and others.
 - 3. Sports or games.
 - 4. Online wagering or gambling sites.
 - 5. Use of the City Internet for partisan political purposes.
 - 6. Unauthorized transfer of copyrighted materials utilizing City Internet capabilities.
 - 7. Any site that charges a fee (unless there has been prior written approval of justified City expense item by supervisor).
 - 8. Vendor sites to purchase personal items.
 - 9. Marketing of personal or private business.

- B. Access. Employees may be provided with access to the Internet to assist them in performing their jobs. Use of the Internet, however, must be tempered with common sense and good judgment. To that end, employees’ use of the internet shall not in any way interfere with their job performance; therefore, employees shall not waste time on the Internet.

- C. Duty not to waste computer resources. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of

documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

- D. Disclaimer of liability for use of Internet. The City of Monroe is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.
- E. Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.
- F. Blocking of inappropriate content. The City may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.
- G. Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors. The City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.
- H. Games and entertainment software. Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.
- I. Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to copy or download. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written

permission of your supervisor.

- J. Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the City's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the City's network.
- K. Virus detection. Files obtained from sources outside the City, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from sources outside of the City of Monroe, without first scanning the material with City-approved virus checking software. If you suspect that a virus has been introduced into the City's network, notify your supervisor immediately.
- L. Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.
- M. Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Section 4. Email and Communications Activities

- A. Unless otherwise stated, all directives below apply to use of city government provided email accounts. Limited occasional use of personal email accounts is acceptable during business hours and using city resources. However, the email system shall not be used for:
 1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 2. Any form of harassment via email, whether through language, frequency, or size of messages.
 3. Unauthorized use, or forging, of email header information.
 4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 6. Use of unsolicited email originating from within the City of Monroe's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Monroe or connected via the City of Monroe's network.
 7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
 8. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.
- B. No expectation of privacy. The email accounts given to employees are to assist them in the performance of their jobs. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe's email system. The City of Monroe, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent over the email system, for any

reason and without the permission of any employee. Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe email system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the City of Monroe as email files may need to be accessed by the company in an employee's absence.

- C. Harassment. The City of Monroe's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
- D. Approval. Management approval is required before anyone can post any information on commercial online systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the City of Monroe to act as an official representative of the City of Monroe, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the City of Monroe."
- E. Conduct. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Because email records and computer files may be subject to discovery in litigation, the City of Monroe employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise.

Any employee who discovers misuse of the email system should immediately contact their supervisor.

Section 5. Blogging and Social Networking. Blogging and Social Networking by employees, whether using the City of Monroe's property and systems or personal computer systems attached to the city network, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of the City of Monroe's systems to engage in blogging and social networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the City of Monroe's policy, is not detrimental to the City of Monroe's best interests, and does not interfere with an employee's regular work duties. Blogging and social networking from the City of Monroe's systems is also subject to monitoring. The City of Monroe's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any City of Monroe confidential information. Employees shall not engage in any blogging or social networking that may harm or tarnish the image, reputation and/or goodwill of the City of Monroe and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging and social networking or otherwise engaging in any conduct prohibited by the City of Monroe's Non-Discrimination and Anti-Harassment policy. Employees may also not attribute personal statements, opinions or beliefs to the City of Monroe

when engaged in blogging or social networking. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the City of Monroe. Employees assume any and all risk associated with blogging and/or social networking. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the City of Monroe's trademarks, logos and any other the City of Monroe intellectual property may also not be used in connection with any blogging or social networking activity.

Section 6. Voice Mail System. Every City of Monroe employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor. The Voice Mail system is the property of the City of Monroe. It has been provided by the City of Monroe for use in conducting official business. All communications and information transmitted by, received from, or stored in this system are official records and property of the City of Monroe. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe Voice Mail system. The City of Monroe, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice. Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. The City of Monroe may request employee's passwords as Voice Mail messages may need to be accessed by the City in an employee's absence. Even though the City of Monroe reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. The City of Monroe's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the City of Monroe to outside callers. Because Voice Mail records and messages may be subject to discovery in litigation, City of Monroe employees are expected to avoid making statements in Voice Mail that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise. Any employee who discovers misuse of the Voice Mail system should immediately contact your supervisor.

INTELLECTUAL PROPERTY RIGHTS STATEMENT POLICY

Original November 2014

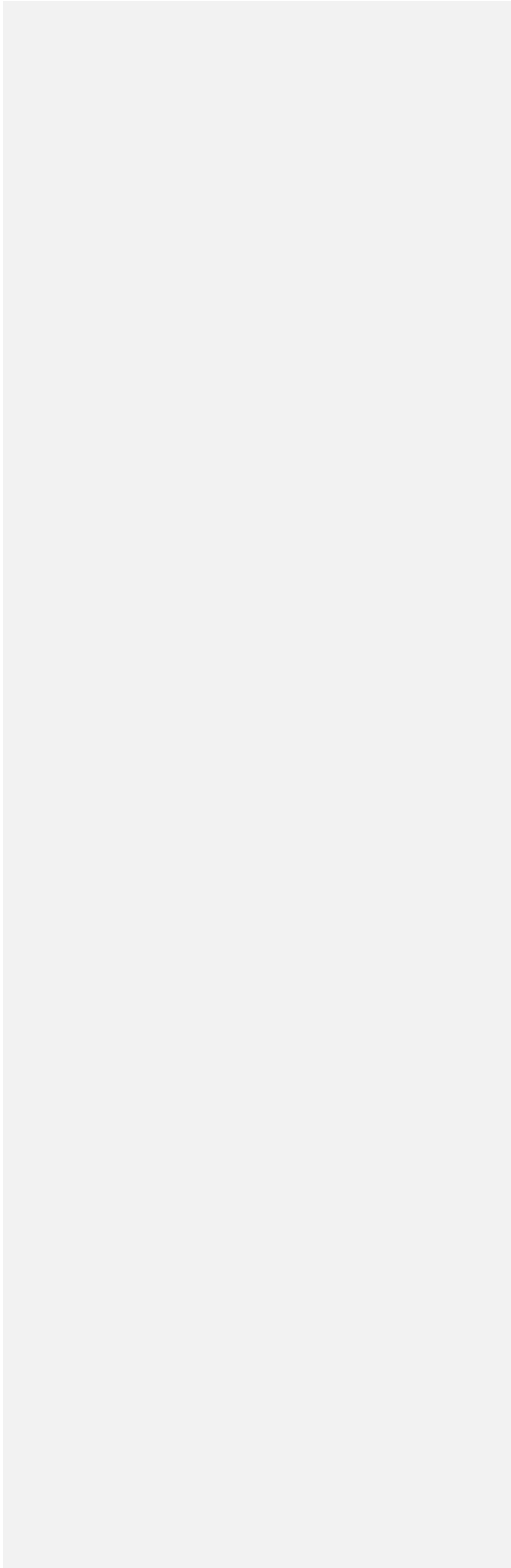
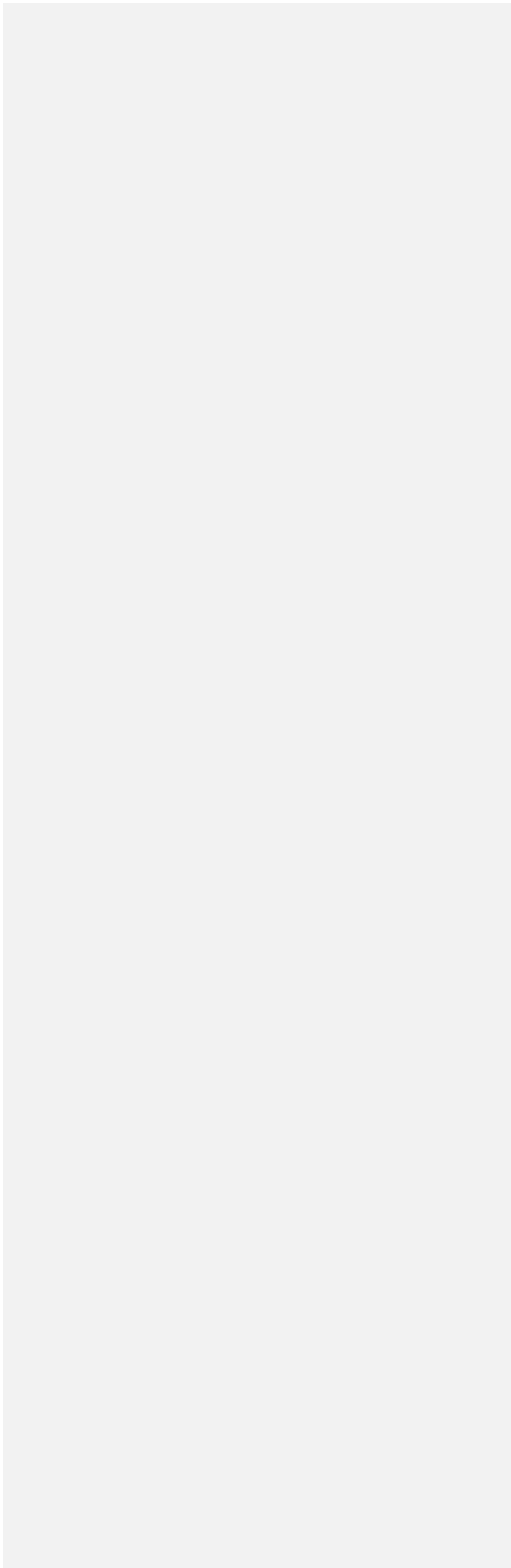


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Section 1. General

Intellectual properties (IP) are legal property rights over creations of the mind, both artistic and commercial, and the corresponding fields of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Intellectual property rights are a bundle of exclusive rights over creations of the mind, both artistic and commercial. The former is covered by copyright laws, which protect creative works, such as books, movies, music, paintings, photographs, and software, and gives the copyright holder exclusive right to control reproduction or adaptation of such works for a certain period of time.

The second category is collectively known as "industrial properties", as they are typically created and used for industrial or commercial purposes. A patent may be granted for a new, useful, and non-obvious invention and gives the patent holder a right to prevent others from practicing the invention without a license from the inventor for a certain period of time. A trademark is a distinctive sign which is used to prevent confusion among products in the marketplace.

An industrial design right protects the form of appearance, style or design of an industrial object from infringement. A trade secret is an item of non-public information concerning the commercial practices or proprietary knowledge of a business. Public disclosure of trade secrets may sometimes be illegal.

The term intellectual property denotes the specific legal rights described above, and not the intellectual work itself.

Section 2. Policy

It shall be the policy of the City of Monroe, Georgia that all employees agree in writing that they will not use previous employers or clients intellectual property in a manner or degree which would violate Federal, State, or Local laws during the official discharge of their associated duties with the City of Monroe.

CITY WEBLINKS POLICY

Original November 2014

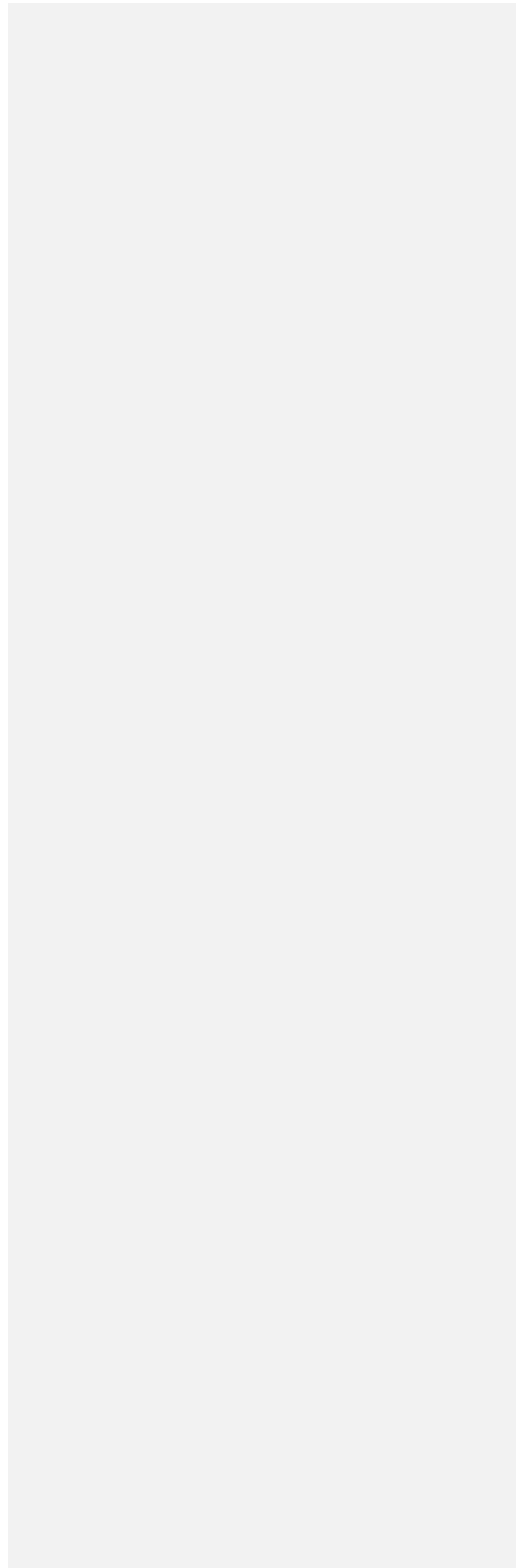
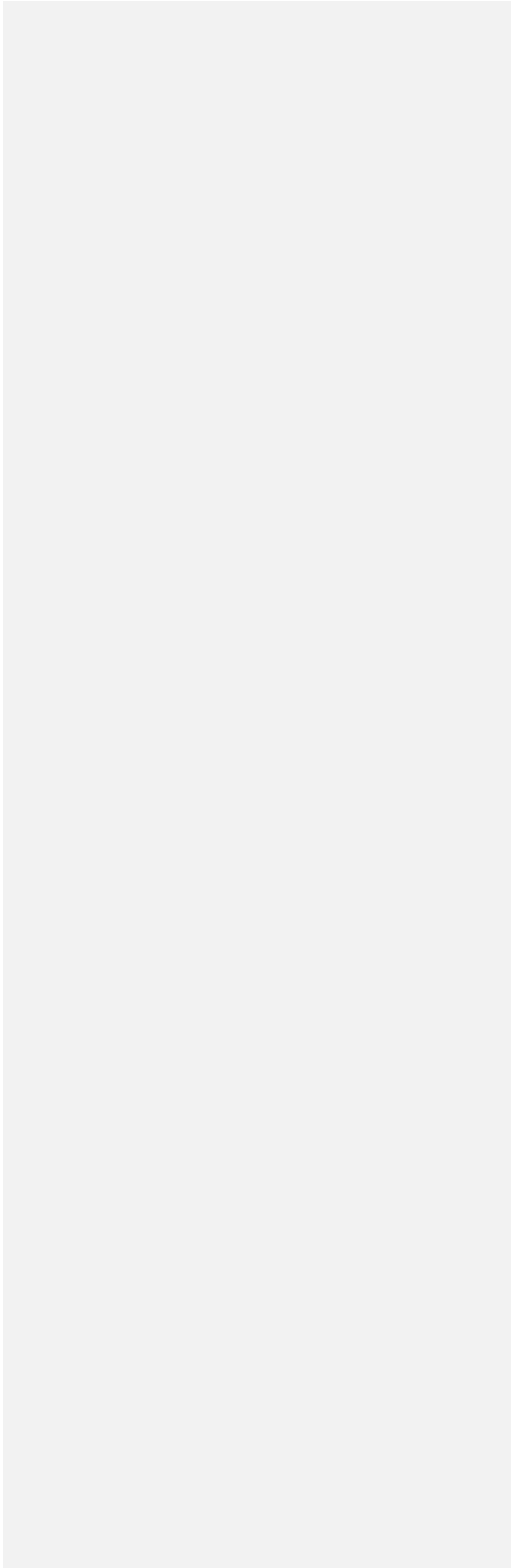


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Section 1. General. The City of Monroe has made every effort to insure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website, or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its web site and is not liable for reliance on this information. Please contact the City of Monroe at 770-267-7536 to verify the accuracy of the data.

Section 2. Submission. When submitting forms over the internet, there is always the risk that information provided can be viewed by someone else. The City of Monroe takes normal precautions to protect data, and we only ask for the minimal information necessary to process your request. However, you are submitting this data with the understanding that we cannot guarantee this information will not be intercepted.

Section 3. Website. The City of Monroe website is designed to provide residents and interested parties access to government departments, services and programs, events and activities where and when possible. From time to time, departments may wish to provide links to other sites that provide state or federal government information or additional information about the community, including festivals, cultural events and related matters. The City of Monroe does not provide open links to its website or from the City's site to an outside website without documented approval by the City of Monroe's Network Administrator. The City of Monroe's website does not provide an open forum. The City of Monroe's website is a non-public forum site. Through implementing this policy, the City of Monroe does not discriminate based upon the viewpoint contained in any proposed link or destination. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.

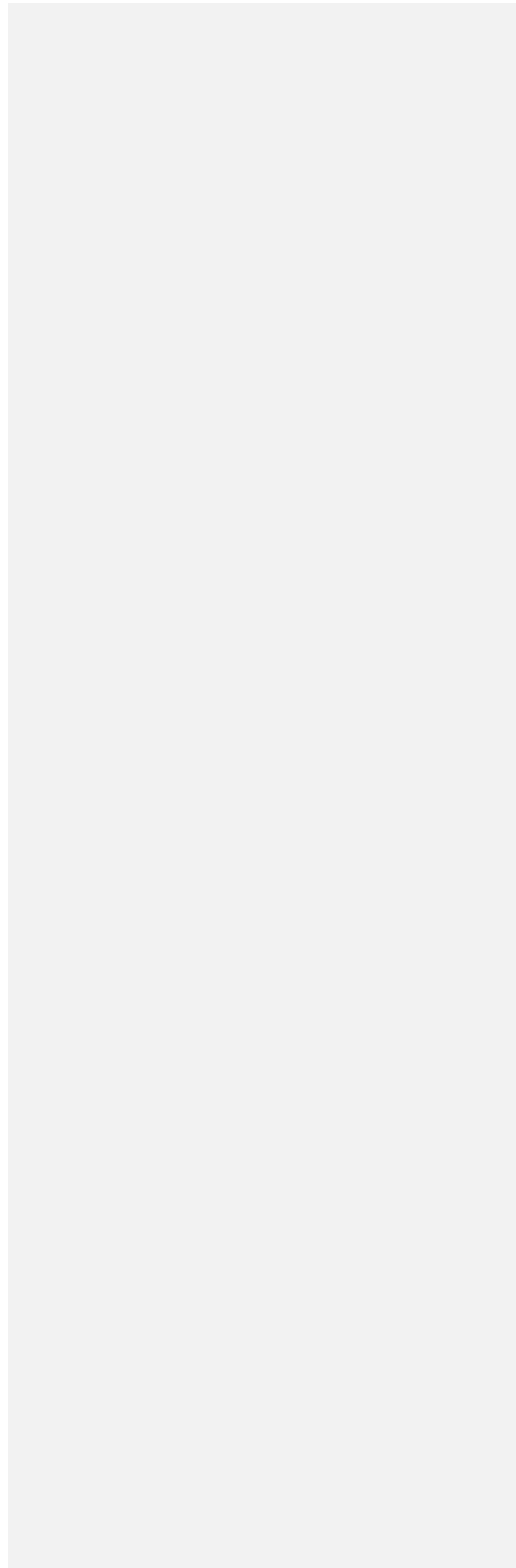
Section 4. Political. In order to avoid the appearance of City endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office or elected official, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal shall not be linked. The City may, from time to time, approve links to outside web services that provide an approved service for either/both the City of Monroe and/or the citizens of Monroe. Formation and continuation of such link(s) are at the discretion of the City of Monroe and not to be considered a right to or a right for doing business with or providing a service for the City of Monroe and/or its citizens.

Section 5. External Links. Some links made available through the City of Monroe's website allow visitation outside the City website. Be aware that the internet sites available through these links, and materials that may be found at such sites, are not under the control of the City of Monroe. Therefore, the City of Monroe cannot and does not make any representation to you about these sites or the materials available there. The fact that the City of Monroe has made these links available to you is not an endorsement or recommendation to you by the City of Monroe of any of these sites or any material found there. The City is providing these links only as a convenience to you.

All links must meet at least one or all of the following viewpoint neutral criteria:

- A. Partnering or collaborative non-profit organization actively participating in one or more public programs.
- B. Approved sponsor(s) of one or more official City event(s) (access subject to the terms of sponsorship level, generally for sponsorships at the top tier.) Sponsorships arranged through outside contractors are not automatically eligible for this benefit. Determination of sponsorship link(s) is a right reserved by the City of Monroe and City event staff.

- C. Official site of state, local, or federal governmental agency, or local school system or library board/system (or approved library resource/research service).
- D. Regularly updated website maintained by an organization that receives direct financial support from the City. The City of Monroe reserves the right to add and/or drop links to such organizations at City's discretion. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.





To: City Council
From: Logan Propes
Department: Administration
Date: 12/01/2020
Subject: 2021 Meeting Calendar

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Purchase:

Description:

Staff recommends the Council approve the 2021 Meeting Calendar as presented.

Background:

Staff has compiled a list of potential calendar dates that uses the general rule of first and second Tuesdays as meeting dates for Committee Work Sessions and Council Meetings respectively.

Notable exception is only one planned Council meeting in July due to the conflict of the MEAG Power Annual Meeting.

Attachment(s):

Proposed 2021 Meeting Calendars

**CITY OF MONROE
COUNCIL MEETING
SCHEDULE FOR 2021**

CALLED MEETINGS

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- August 3
- September 7
- October 5
- November 2
- December 7

REGULAR MEETINGS

- January 12
- February 9
- March 9
- April 13
- May 11
- June 8
- July 6
- August 10
- September 14
- October 12
- November 9
- December 14

2021

| January | | | | | | | February | | | | | | | March | | | | | | | April | | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | | | | | | | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | June | | | | | | | ❖ July | | | | | | | August | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | |

❖ Please Note: There will be ONLY one July Meeting, which will be on Tuesday, July 6. The second Tuesday will be during the proposed MEAG Power Annual Meeting (July 12-14, 2021)

POWER PURCHASE CONTRACT
BETWEEN MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA AND THE UNDERSIGNED PARTICIPANT

This Power Purchase Contract (this “**Contract**”), made and entered into as of _____, 2020, by and between the Municipal Electric Authority of Georgia (the “**Authority**” or “**MEAG Power**”), a public body corporate and politic and a public corporation and an instrumentality of the State of Georgia, created by the provisions of the Municipal Electric Authority Act, Ga. L. 1976, p. 107, as amended (the “**Act**”), and _____, (the “**Solar Participant**”), a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, pursuant to the Act, the Authority has previously entered into one or more Power Sales Contracts (each, as amended, a “**Power Sales Contract**”) with eligible political subdivisions, including the Solar Participant (each, a “**Participant**”) to provide, from defined production projects and sources, for the Participants’ bulk electric power supply needs;

WHEREAS, one such Power Sales Contract, the Project One Power Sales Contract (the “**Project One Power Sales Contract**”), further provides in Section 401 thereof that the Authority will provide or cause to be provided to each of the participants thereto, including the Solar Participant, (the “**Project One Participants**”) its supplemental bulk power supply (“**Supplemental Power**”) (i.e., that portion of the Solar Participant’s bulk power supply in excess of its entitlement to power, energy, output and services from any MEAG Power project) during each month of each Power Supply Year (therein defined);

WHEREAS, Section 404 of the Project One Power Sales Contract provides that a Project One Participant may elect to procure an alternate source of Supplemental Power other than that provided by the Authority, subject to providing notice to the Authority in accordance with subpart (c) of that Section;

WHEREAS, the Authority adopted a Supplemental Power Supply Policy in March of 1999, as amended (the “**Supplemental Power Policy**”), which, in part, waived the notice requirements provided for in Section 404(c) of the Project One Power Sales Contract;

WHEREAS, the Authority has an opportunity to procure a substantial amount of Supplemental Power for a multi-year term through a Power Purchase Agreement with _____ (the “**Company**”) for the output and services of approximately [____] MWac from a photovoltaic solar energy generation facility located in [_____] County, Georgia (the “**Facility**”) to be constructed, owned, operated, and maintained by the Company (hereinafter the “**SPPA**”);

WHEREAS, in accordance with the Supplemental Power Policy, the Solar Participant and certain Project One Participants have requested that the Authority purchase from the Company power, output and services of the Facility to provide for their Supplemental Power;

WHEREAS, the Authority and the Solar Participant agree that this Contract is supplemental to and authorized by the Project One Power Sales Contract;

WHEREAS, the Authority and the Solar Participant agree that the payment obligations under this Contract shall constitute the general obligations of the Solar Participant for the payment of which the full faith and credit of the Solar Participant is pledged, obligating the Solar Participant to provide for the assessment and collection of an annual tax sufficient in amount to provide funds annually to make all payments due hereunder;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements hereinafter set forth, it is agreed by and between the parties hereto as follows:

1.

1.1. SPPA. The SPPA, in substantially the form attached hereto as Exhibit A, describes the terms under which the Products (as defined therein) of the Facility shall be made available to the Authority for the provision of solar power to the Solar Participant.

2

1.2 Entitlement Share. The Solar Participant’s “**Entitlement Share**” shall be [___%] (the “**Entitlement Share Percentage**”) of the Products.

1.3 Initial Payment Obligation. The Authority shall deliver to the Solar Participant an initial billing statement up to ninety (90) days prior to the Facility’s anticipated commencement of the delivery of Test Energy pursuant to the SPPA (such anticipated date of delivery referred to as the “**Start Date**”). The initial billing statement shall set forth the Solar Participant’s Entitlement Share Percentage of the sum of the estimated Solar Costs and estimated MEAG Costs (both terms, as defined in Section 1.4 below) for the month the Authority anticipates will generate the highest aggregate amount of Solar Costs and MEAG Costs (the “**Maximum Monthly Amount**”) during the year subsequent to the year of the Start Date. Amounts collected pursuant to this Section 1.3 (the “**Escrow Amount**”) shall be held in escrow by the Authority, subject to use by the Authority pursuant to the terms hereof. At the end of each calendar year commencing the year after the year of the Start Date the Authority shall recalculate the Solar Participant’s Maximum Monthly Amount for such year and, (i) if the Maximum Monthly Amount exceeds the Escrow Amount, the Authority shall include an amount equal to such deficit on the Solar Participant’s next Billing Statement (as defined in Section 1.4) and (ii) if the Maximum Monthly Amount is less than the Escrow Amount, the Authority shall, at the Authority’s election, either (A) refund to the Solar Participant an amount from the Escrow Amount equal to such excess or (B) credit such excess to the Solar Participant’s next succeeding Billing Statement(s).

1.4 Ongoing Payment Obligations.

(a) The Authority shall deliver to the Solar Participant a monthly Billing Statement commencing within the thirty (30) days preceding the anticipated Start Date and continuing through the Term. For purposes of this Contract, a “**Billing Statement**” shall be a written statement prepared or caused to be prepared monthly in advance by the Authority that shall set forth the Solar Participant’s estimated payment obligations pursuant to the terms hereof.

(b) The Solar Participant shall remit payment monthly in advance. The Solar Participant’s payment obligations hereunder for a particular month shall be an amount equal to the Solar Participant’s Entitlement Share Percentage of the sum of the estimated Solar Costs and the estimated MEAG Costs. To the extent the amount paid by the Solar Participant pursuant to the preceding sentence is either greater or less than the Solar Participant’s Entitlement Share Percentage of the sum of the actual Solar Costs and the actual MEAG Costs for a particular month, the Authority: (i) shall credit any excess payment to the Solar Participant’s next Billing Statement and (ii) may satisfy any deficit from the Solar Participant’s Escrow Amount and include a corresponding charge on the Solar Participant’s next Billing Statement (so as to restore the Solar Participant’s Escrow Amount).

For purposes of this Contract, (i) “**Solar Costs**” for a particular month shall mean the gross amount due to the Company or any other person for the month by the Authority pursuant to the terms of the SPPA, but excluding any interest charged by the Company to the Authority pursuant to Section 10.3 of the SPPA and (ii) “**MEAG Costs**” for a particular month shall mean all costs incurred by the Authority during the month in connection with the purchase from the Company and delivery to the Solar Participant of the Solar Participant’s Entitlement Share, including, but not limited to, (A) costs of (I) scheduling the delivery of solar energy, (II) energy imbalance penalties and (III) all other charges imposed on the Authority and associated with the transmission and delivery of solar energy to the Solar Participants, and (B) a share determined by the Authority to be allocable to this Contract, of all (I) administrative and general costs and (II) operation and maintenance costs, in each case related to the operation and conducting the business of the Authority, including salaries, fees for legal, engineering, and other services and all other expenses properly related to the conduct of the affairs of the Authority.

(c) The Solar Participant’s payment obligations to the Authority arising under this Contract shall constitute general obligations of the Solar Participant for the payment of which the full faith and credit of the Solar Participant shall be and the same hereby is pledged to provide the funds required to

fulfill all obligations arising under this Contract. Unless such payments or provisions for such payments have been made from the revenues of the Solar Participant’s electric system or from other available funds, the Solar Participant will annually in each and every fiscal year during the term of this Contract include in its general revenue or appropriation measure sums sufficient to satisfy the payments required to be made in each year by this Contract until all payments hereunder have been made in full.

(d) Except as specifically provided herein, any payment due under this Contract shall be paid within ten (10) calendar days of the Solar Participant’s receipt of the Billing Statement. The Parties agree to work in good faith to resolve any disputed amounts prior to the due date for such amount, and agree that any resolution of such disputed amount may, if necessary be addressed by appropriate adjustment to subsequent Billing Statements.

1.5 Rate Covenant. The Solar Participant will establish, maintain, and collect rates and charges for the electric service of its electric system so as to provide revenues sufficient to enable the Solar Participant to pay to the Authority all amounts payable under this Contract and to pay all other amounts payable from and all lawful charges against or liens on the revenues of its electric system.

2.

2.1. Term. The term of this Contract shall commence on the date that is ninety (90) days prior to the Start Date and shall continue through and include the end of the twentieth (20th) Contract Year (as defined in the SPPA), unless the SPPA, is terminated prior to such date, at which point this Contract will terminate upon the Solar Participant’s full and complete satisfaction of its duties and obligations hereunder.

3.

Products Constitute Supplemental Bulk Power. The Solar Participant acknowledges that all Products contemplated in the proposed SPPA, if implemented, will constitute Supplemental Power,

provided, however, that the Solar Participant agrees that it will not exercise its rights under the Supplemental Power Supply Policy or Section 404(c) of the Project One Power Sales Contract to opt-out of its payment obligations under this Contract at any time prior to the expiration of the term of the SPPA.

4.

Pledge of Payments. All payments in respect of Solar Costs required to be made by the Solar Participant pursuant to this Contract, and any or all rights to collection or enforcement of such payments, may be pledged to secure the payment of the Authority’s obligations under the SPPA.

5.

Governing Law; Venue. This Contract shall be interpreted and enforced in accordance with the laws of the State of Georgia, excluding any choice of law rules that may direct the application of the laws of another jurisdiction. The Parties agree that the venue for any action arising out of, or in regard to, this Contract shall be in the Superior Court of Fulton County, Georgia and each Party hereby consents to jurisdiction over it in Fulton County, Georgia.

6.

Mutual Representations and Warranties. Each Party represents and warrants to the other that, as of the Effective Date:

- (a) Organization. It is duly organized and validly existing under the laws of the State of Georgia.
- (b) Authority. It (a) has the requisite power and authority to enter into this Contract and (b) has, or as of the requisite time will have, all regulatory and other authority necessary to perform hereunder.

(c) Corporate Actions. It has taken all corporate or other applicable actions, including provision of notice, required to be taken by it to authorize the execution, delivery and performance hereof and the consummation of the transactions contemplated hereby.

(d) No Contravention. The execution, delivery and performance and observance hereof by it of its obligations hereunder do not (a) contravene any provision of, or constitute a default under, (i) any indenture, mortgage, security instrument or undertaking, or other material agreement to which it is a party or by which it is bound, (ii) any valid order of any court, or any regulatory agency or other body having authority to which it is subject, or (iii) any material Applicable Law presently in effect having applicability to it, or (b) require the consent or approval of, or material filing or registration with, any Governmental Authority or other Person other than such consents or approvals that are not yet required but expected to be obtained in due course.

(e) Valid and Enforceable Agreement. This Contract is a valid and legally binding obligation of it, enforceable against it in accordance with its terms, except as the enforceability hereof may be limited by Georgia law, including the Act, and general principles of equity or bankruptcy, insolvency, bank moratorium or similar laws affecting creditors' rights generally, laws restricting the availability of equitable remedies, and limitations on legal remedies against public bodies corporate and politic of the State of Georgia

(f) Litigation. No litigation, arbitration, investigation or other proceeding is pending or, to the best of such Party's knowledge, threatened against such Party with respect to this Contract or the transactions contemplated hereunder, in each case, that if it were decided against such Party would materially and adversely affect such Party's ability to perform its obligations hereunder.

(g) Legal Opinions. The Solar Participant shall authorize the execution and delivery of this Contract by resolution of its governing body in substantially the form attached hereto as Exhibit B. Further, the Solar Participant shall deliver to the Authority an opinion of counsel (such counsel to be

reasonably acceptable to the Authority) as to the due authorization, execution and delivery and the enforceability of this Contract, in substantially the form attached hereto as Exhibit C.

7.

Default; Remedies for Default.

(a) Default. Failure of the Solar Participant to timely make to the Authority any of the payments for which provision is made in this Contract shall constitute a default on the part of the Solar Participant (a “**Default**”). A Default may be cured by the Solar Participant’s (i) full payment of any past due amounts owed by the Solar Participant to the Authority pursuant to the terms hereof (the “**Primary Cure Payments**”), (ii) full payment of any interest which has accrued thereon (as referenced in Section 7(c), below) (the “**Interest Cure Payments**”), and (iii) with reference to paragraph (h)(i) of this Section 7, full restoration of the Escrow Amount, unless and until the Authority exercises its rights pursuant to Section 7(h)(iv), below (at which point the Default may no longer be cured).

(b) Continuing Obligation, Right to Discontinue Service. In the event of a Default, the Solar Participant shall not be relieved of its liability for payment of the amounts in default (including interest accrued thereon pursuant to Section 7(c), below), and the Authority shall have the right to recover from the Solar Participant any amount in default (including interest accrued thereon pursuant to Section 7(c), below). In enforcement of any such right of recovery, the Authority may bring any suit, action, or proceeding in law or in equity, including mandamus and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement or obligation to make any payment for which provision is made in this Contract against the Solar Participant, and the Authority may, upon the occurrence of a Default and at the Authority’s discretion, cease and discontinue providing all or any portion of the Solar Participant’s Entitlement Share.

(c) Interest on Late Payments. Any amounts that are not paid when due hereunder shall bear interest at the Contract Interest Rate from the date due until paid, which rate shall not exceed the

maximum permissible under Georgia law. The defaulting Solar Participant shall be and shall remain solely liable for the payment of any interest arising under this Section 7(c). For purposes of this Contract, the “**Contract Interest Rate**” shall mean one hundred (100) basis points per annum plus the rate per annum equal to the prime lending rate as may from time to time be published in The Wall Street Journal under “Money Rates” on such day (or if not published on such day on the most recent preceding day on which published); provided that if at any time during the Term, the Wall Street Journal no longer publishes a prime lending rate, the prime lending rate for purposes of the calculation of the Contract Interest Rate will be average of the prime interest rates which are announced, from time to time, by the three (3) largest banks (by assets) headquartered in the United States which publish a prime, base or reference rate.

(d) Levy of Tax for Payment. In the event of a Default, the Solar Participant shall provide for the assessment and collection of an annual tax sufficient in amount to provide funds annually to make all payments due under the provisions of this Contract in each year over the remainder of the life of this Contract and the Authority shall have the right to bring any suit, action or proceeding in law or in equity, including mandamus and action for specific performance, to enforce the assessment and collection of a continuing direct annual tax upon all the taxable property within the boundaries of the Solar Participant sufficient in amount to provide such funds annually in each year of the remainder of the life of this Contract.

(e) Other Default by Solar Participant. In the event of a failure of the Solar Participant to establish, maintain, or collect rates or charges adequate to provide revenue sufficient to enable the Solar Participant to pay all amounts due to the Authority under this Contract or in the event of a failure of the Solar Participant to take from the Authority its Supplemental Power in accordance with the provisions of this Contract, or in the event of any default by the Solar Participant under any other covenant, agreement or obligation of this Contract, the Authority may bring any suit, action, or proceeding in law

or in equity, including mandamus, injunction and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement or obligation of this Contract against the Solar Participant.

(f) Default by The Authority. In the event of any default by the Authority under any covenant, agreement or obligation of this Contract, the Solar Participant may bring any suit, action, or proceeding in law or in equity, including mandamus, injunction and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement, or obligation of this Contract against the Authority.

(g) Abandonment of Remedy. In case any proceeding taken on account of any default shall have been discontinued or abandoned for any reason, the parties to such proceedings shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, owes, and duties of the Authority and the Solar Participant shall continue as though no such proceeding had been taken.

(h) Default of Other Solar Participant.

(i) In the event of a Default by a Solar Participant pursuant to Section 7(b) hereof, the Authority shall:

(1) Apply the Escrow Amount (as collected from the Solar Participant pursuant to Section 1.3, above) to the defaulting Solar Participant’s unpaid obligations hereunder;

(2) Transfer all or any part of the energy generated by the Facility and attributable to the defaulting Solar Participant’s Entitlement Share to other Participants or any other person, firm, association or corporation, public or private (such transferee to be determined at the Authority’s discretion), for the fair market value of such energy (a “**Default Sale**”); and

(3) Use the proceeds of such Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) to (A) satisfy the balance of the defaulting Solar Participant’s unpaid obligations hereunder and/or (B) to the extent such payment obligations have been fully satisfied pursuant to Section 7(h)(i)(1) and/or this Section 7(h)(i)(3), fully or partially restore the defaulting Solar Participant’s Escrow Amount.

(ii) The difference, if any, between the defaulting Solar Participant’s unpaid payment obligations for a particular month (calculated pursuant to Section 1.4 and without inclusion of any interest amount accrued pursuant to Section 7(c), above) and the sum of (i) the defaulting Solar Participant’s Escrow Amount (to the extent the Escrow Amount has not been previously applied to an unpaid obligation of the Solar Participant pursuant to Section 7(h)(i)(1)) and (ii) the proceeds of the

applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) shall be referred to as the “**Special Cost Increase.**” The Special Cost Increase shall be allocated among the non-defaulting Solar Participants pro rata based on their Entitlement Share Percentages and each non-defaulting Solar Participant shall be obligated to satisfy their allocable share of the Special Cost Increase; provided that a non-defaulting Solar Participant’s share of a Special Cost Increase shall not exceed 25% of the amount otherwise reflected on the Solar Participant’s Billing Statement for the month to which the Special Cost Increase is attributable.

(iii) The excess, if any, between the defaulting Solar Participant’s unpaid payment obligations for a particular month (calculated pursuant to Section 1.4 and inclusive of any interest amount accrued pursuant to Section 7(c), above) and the proceeds of the applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) shall be for the benefit of the non-defaulting Solar Participants.

(iv) Primary Cure Payments received by the Authority from a defaulting Solar Participant shall be distributed on a ratable basis to the Solar Participants who were obligated to, and did, pay to the Authority their ratable share of the corresponding Special Cost Increase. Interest Cure Payments attributable to Solar Costs shall be paid by the Authority to the Company in satisfaction of the Authority’s obligations under the SPPA and Interest Cure Payments attributable to MEAG costs shall be distributed to the non-defaulting Solar Participants ratably based on their Entitlement Share Percentages.

(v) Notwithstanding any Default Sale, a defaulting Solar Participant shall remain liable to the Authority for the full payment of the amount reflected on its Billing Statements plus any interest accrued thereon as if such Default Sale had not been made; except that such liability shall be discharged by an amount equal to the proceeds of the applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale). In the event a Solar Participant’s Default continues uncured for ninety (90) calendar days or the Solar Participant fails to timely satisfy its payment obligations hereunder for either three (3) consecutive months or five (5) out of eight (8) months, the Authority may sell the defaulting Solar Participant’s Entitlement Share to the other Participants or any other person, firm, association or corporation, public or private (such transferee to be determined at the Authority’s discretion); provided that, if such a transfer occurs, the defaulting Solar Participant shall remain liable to the Authority for the full payment of the amount attributable to its Entitlement Share plus any interest accrued thereon as if such transfer had not been made; except that such liability shall be discharged to the extent that the Authority receives payment (net of the Authority’s expenses incurred in facilitating such transfer) from the transferee.

8.

In witness whereof, the Authority has caused this Contract to be executed in its corporate name by its duly authorized officers and the Authority has caused its corporate seal to be hereunto impressed and attested; the Solar Participant has caused this Contract to be executed in its corporate name by its duly authorized officers and its corporate seal to be hereunto impressed and attested, and delivery hereof

by the Authority to the Solar Participant is hereby acknowledged, all as of the day and year first above written.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

(SEAL)

[Solar Participant Signature is on the next page]

SOLAR PARTICIPANT

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

EXHIBIT A

FORM OF SPPA

[PLEASE NOTE THAT THE SPPA REMAINS UNDER FURTHER NEGOTIATION AND WILL BE PROVIDED AS NEGOTIATIONS COMPLETE**]**

EXHIBIT B

FORM OF AUTHORIZING RESOLUTION OF SOLAR PARTICIPANT

RESOLUTION OF THE [GOVERNING BODY] OF THE [SOLAR PARTICIPANT] APPROVING AND AUTHORIZING THE EXECUTION OF A POWER PURCHASE CONTRACT BETWEEN THE SOLAR PARTICIPANT AND THE MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA, THE PLEDGE OF THE FULL FAITH AND CREDIT OF THE SOLAR PARTICIPANT TO SECURE ITS PAYMENT OBLIGATIONS THEREUNDER, AND FOR SUCH OTHER PURPOSES.

WHEREAS, pursuant to the Municipal Electric Authority Act (the “**Act**”), the [Solar Participant] (the “**Solar Participant**”) has previously entered into one or more Power Sales Contracts (each, as amended, a “**Power Sales Contract**”) with the Municipal Electric Authority of Georgia (the “**Authority**”) for provision of the Solar Participant’s bulk electric power supply needs by the Authority from defined projection projects and sources; and

WHEREAS, under one such Power Sales Contract, the Project One Power Sales Contract (the “**Project One Power Sales Contract**”), the Authority further agreed to provide or cause to be provided additional power needs of the Solar Participant in excess of its entitlement to power supplied under the Project One Power Sales Contract (“**Supplemental Power**”); and

WHEREAS, the Project One Power Sales Contract provides that the Solar Participant may elect to procure an alternate source of Supplemental Power other than that provided by the Authority from the output of an Authority project; and

WHEREAS, the Authority adopted a Supplemental Power Policy (the “**Supplemental Power Policy**”) under which the Solar Participant and the Authority may make elections regarding provision and procurement of Supplemental Power; and

WHEREAS, the Solar Participant has determined that, in order to meet the growing and diverse energy needs of its customers, it has need for an additional type of economical, reliable source of electric power and energy beyond that provided from the sources available resources of the Authority under the Project One Power Sales Contract and other contracts between the City and the Authority; and

WHEREAS, the Authority has informed the Solar Participant that the Authority has an opportunity to procure a substantial amount of Supplemental Power for a multi-year term through a Power Purchase Agreement with _____ (the “**Company**”) for the output and services of approximately [___] MWac from a photovoltaic solar energy generation facility located in [_____] County, Georgia (the “**Facility**”) to be constructed, owned, operated, and maintained by the Company (such agreement, the “**Supplemental Power Purchase Agreement**” or “**SPPA**”); and

WHEREAS, in accordance with the Supplemental Power Policy, the Solar Participant has requested that the Authority purchase from the Company power, output and services of the Facility to cause to be provided to the City its Supplemental Power; and

WHEREAS, the Authority has agreed to cause to be provided the Solar Participant’s Supplemental Power from the power, output and services of the Facility pursuant to the terms of a Power Purchase Contract (the “**PPC**”) in substantially the form attached as Exhibit A hereto; and

WHEREAS, the Solar Participant finds, and the Solar Participant and the Authority agree that the PPC is supplemental to, and is authorized by, the Project One Power Sales Contract and that the Products (as defined in the SPPA) constitute Supplemental Power as defined in the Supplemental Power Policy; and

WHEREAS, the Solar Participant determines that the Solar Participant’s payment obligations for Supplemental Power under the PPC authorized thereby shall constitute the general obligations of the Solar Participant for the payment of which the full faith and credit of the Solar Participant is pledged, obligating the Solar Participant to provide for the assessment and collection of an annual tax sufficient in amount to provide funds annually to make all payments due thereunder; and

WHEREAS, the [Governing Body] desires to approve the PPC; to authorize the execution and delivery of the PPC and other such documents, certificates, and opinions described therein; and authorize such further actions as necessary for the Solar Participant to procure Supplemental Power as provided thereby.

NOW, THEREFORE, BE IT RESOLVED by the [Governing Body] of the Solar Participant as follows:

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated in the body of this Resolution.
2. Findings and Determinations. All findings and determinations contained in the PPC, including the recitals thereto, are hereby incorporated herein by reference, and are hereby adopted as findings and determinations of the [Governing Body] of the Solar Participant.
3. Defined Terms. All capitalized terms used herein but not otherwise defined herein shall have the meanings set forth in the PPC.
4. Supplemental Power Purchase Agreement. The [Governing Body] of the Solar Participant acknowledges receipt of the form of the SPPA to be executed by the Authority and Company.
5. Authorization to Execute PPC. The [Governing Body] of the Solar Participant hereby authorizes the Solar Participant to enter, as a Solar Participant (defined therein) into the PPC in substantially the form attached as Exhibit A hereto, and to perform the same, and the [Title of Officer] of the Solar Participant is hereby authorized on behalf of the Solar Participant to execute and deliver the PPC. The [Title of Officer], with the advice of Counsel to the Solar Participant, is authorized to agree to such changes to the PPC as may be necessary prior to execution thereof, and the execution and delivery of the PPC shall be conclusive evidence of such approval. The [Title of Officer] of the Solar Participant is authorized to attest the execution by the [Title of Officer] of the PPC and to affix the seal of the Solar Participant to such documents.
6. Further Authority. The [Governing Body] hereby authorizes, empowers and directs the [_____] and any necessary representatives of the Solar Participant to do all such acts and things

and to execute all such documents as may be necessary to carry out and comply with the provisions and intent of this Resolution and the PPC.

7. Authorized Representative. The [Title of Officer] and [Title of Officer] of the Solar Participant are each hereby each designated as Authorized Representatives of the Solar Participant, and may execute notices, certificates, requests, estimates and other documents contemplated by the PPC, subject to the limitations contained herein.

8. Repeal of Conflicting Resolutions. All resolutions and parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

9. Effective Date. This Resolution (including the recitals first above written, which are hereby incorporated into this Resolution) shall take effect immediately upon its adoption; a copy of this Resolution may be filed in such offices as the undersigned or such development authority may elect to file this Resolution. All resolutions, or parts of resolutions, in conflict herewith are repealed.

[SIGNATURES BEGIN ON FOLLOWING PAGE]

DULY ADOPTED at a meeting of the [Governing Body] of the Solar Participant, held this ____ day of _____ 2020.

Solar Participant

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

[SEAL]

EXHIBIT A
FORM OF PPC
[FORM ATTACHED]

CERTIFICATE OF CLERK

The undersigned, being the duly appointed, qualified, and acting Clerk of the [Governing Body] of the Solar Participant, **DOES HEREBY CERTIFY** that the foregoing pages of typewritten matter constitute a true and correct copy of a resolution adopted on _____, 2020, by the [Governing Body] of the Solar Participant in a meeting duly called and assembled, after due and reasonable public notice was given in accordance with the procedures of the Solar Participant and with the applicable provisions of law, which was open to the public and at which a quorum was present and acting throughout, and that the original of such resolution appears of public record in the minute books of the [Governing Body] of the Solar Participant, which are in my custody and control.

I do hereby further certify that all members of the [Governing Body] were present at said meeting except the following members who were absent:

and that the resolution was duly adopted by the following vote:

The following voted "Aye": _____
_____;

The following voted "Nay": _____
_____;

The following Did Not Vote: _____
_____.

WITNESS my hand and the official seal of the [Solar Participant], this ____ day of _____, 2020.

Clerk

[SEAL]

EXHIBIT C

FORM OF OPINION OF COUNSEL TO SOLAR PARTICIPANT

[TO BE REPRINTED ON LETTERHEAD OF SOLAR PARTICIPANT’S COUNSEL]

_____, 2020

Municipal Electric Authority of Georgia
Atlanta, Georgia

[Solar Participant]
[Address], Georgia

Seyfarth Shaw LLP
Atlanta, Georgia

RE: Power Purchase Contract between the Municipal Electric
Authority of Georgia and [Solar Participant]

Ladies and Gentlemen:

[I/We] have acted as Counsel to [Solar Participant] (the “**Solar Participant**”) preliminary to and in connection with the authorization and execution of the above-captioned Power Purchase Contract, dated as of _____, 2020 (the “**PPC**”), between the Municipal Electric Authority of Georgia (the “**Authority**”) and the Solar Participant. In so acting, we have examined such documents and matters of law as we have considered desirable to render the opinions hereinafter expressed, including but not limited to the following:

- (a) The Constitution of the State of Georgia of 1983, particularly Article IX, Section III, Paragraph I(a) thereof and various acts of the General Assembly of Georgia relating to the Solar Participant;
- (b) The PPC;
- (c) The Project One Power Sales Contract;
- (d) The validation certificate provided pursuant to the order issued by the Superior Court of Fulton County in *State of Georgia v. Municipal Elec. Auth. of Georgia et al.* Civil Action File No. 2018CV37032 (Fulton Co. Sup. Ct. July 17, 2018);
- (e) Minutes of the meeting of the [Governing Body] of the Solar Participant held on _____, 2020, authorizing at such meeting the execution of the PPC by the Solar Participant; and

(f) Such other documentation and matters of law as [I/we] have deemed necessary.

Whenever [I/we] have stated that [I/we] have assumed any matter, it is intended to indicate that we have assumed such matter without making any factual, legal or other inquiry or investigation, and without expressing any opinion or conclusion of any kind, concerning such matter. [I/we] assume no issue of unconstitutionality or invalidity of a relevant law unless a reported case has so held.

Reference is made to the opinion dated the date hereof of Seyfarth Shaw LLP, Atlanta, Georgia, as counsel to the Authority, upon which [I/we] have relied, with your permission, with respect to all matters related to the validity and enforceability of the Supplemental Power Purchase Agreement (the “SPPA”) between the Authority and RE Sumter LLC and the security pledged thereunder. [I/we] have reviewed sufficient information to assume that the Project One Power Sales Contract between the Solar Participant and the Authority has been judicially confirmed and validated by order of the Superior Court of Fulton County, Georgia. [I/we] have further assumed, in reliance upon the opinion of Seyfarth Shaw LLP, that the Authority has all requisite power and authority to enter into and perform its obligations under the SPPA, and that the SPPA is a valid and binding agreement, enforceable against the Authority in accordance with its terms.

Based upon the foregoing, it is [my/our] opinion that:

1. The PPC has been duly and validly authorized, executed and delivered by the Solar Participant and the provisions thereof which obligate the Solar Participant are legal, valid and binding obligations of the Solar Participant enforceable in accordance with the terms thereof. Under the terms of the PPC, the Solar Participant is obligated to levy a tax, at a rate sufficient, as described in the PPC, on all property in the Solar Participant’s jurisdiction subject to such tax, to the extent necessary to generate sufficient revenue to pay its obligations under the PPC.

2. To the best of [my/our] knowledge and belief after reasonable inquiry, the PPC and the performance of the Solar Participant’s obligations thereunder will not conflict with or be in violation of any applicable federal, state, or local law or ordinance or, to the best of [my/our] knowledge and belief, be in violation of, or constitute a default under, any agreement or instrument to which the Solar Participant is party or by which the Solar Participant is bound.

3. Each [officer/official] of the Solar Participant who executed the PPC was on the date of the execution thereof, and is on the date hereof, the duly, elected or appointed qualified incumbent of his or her office.

4. The notices given prior to each meeting of the Solar Participant at which any action was taken relating to the PPC and the security therefor comply with the applicable notice requirements of Georgia law, and said meetings were conducted in accordance with all other applicable requirements of Georgia law.

5. There is no action, suit, proceeding, inquiry or investigation, at law or equity, by or before any court or public board or body pending or, to the best of [my/our] knowledge and belief, after making due inquiry with respect thereto, threatened against or affecting the Solar Participant,

nor to [my/our] knowledge is there any basis therefore, which in any way questions the creation or existence of the Solar Participant or the powers of the Solar Participant, or which might result in a material adverse change in the condition (financial or otherwise), business or affairs of the Solar Participant or wherein an unfavorable decision, ruling or finding would adversely affect the validity or enforceability of the PPC or any other agreement or instrument to which the Solar Participant is a party and which is used or contemplated for use in connection with the consummation of the transactions contemplated by the PPC or which in any way would adversely affect the levy or collection of taxes by the Solar Participant to fulfill its obligations pursuant to the PPC.

6. All consents, approvals or authorizations, if any, of any governmental authority or agency or other person required on the part of the Solar Participant in connection with the approval of the PPC, the execution and delivery of the same and the consummation of the transactions contemplated thereby have been obtained, and the Solar Participant has complied with any applicable provisions of law requiring any designation, declaration, filing, registration and/or qualification of the Solar Participant with any governmental authority or agency or other person in connection with such execution, delivery and consummation.

The foregoing opinions are qualified to the extent that the enforceability of the PPC might be limited by (i) bankruptcy, fraudulent transfer, moratorium, insolvency, reorganization, or other laws affecting the enforcement of creditors' rights, (ii) limitations imposed by general principles of equity upon specific enforcement, injunctive relief or other equitable remedies, (iii) the exercise of judicial discretion in appropriate cases and (iv) to the following qualifications:

(a) [I/We] express no opinion as to the validity or enforceability of any of the following provisions that may be contained therein: (i) any provisions which purport to waive any defense, counterclaim, set off or deduction arising from any violation of applicable federal or state securities or usury laws, any fraud on the part of any other party, any failure to give notice of a disposition of collateral to the extent required under applicable law, any disposition of collateral other than in a commercially reasonable manner, or the effect of any applicable statute of limitation, (ii) any choice of law provisions therein, (iii) any provisions which purport to waive the right to trial by jury or purport to consent to or waive any objection to the jurisdiction or venue of any particular court, and (iv) any provisions which provide for payment of interest on unpaid interest or which, due to prepayment, acceleration, or otherwise, would cause the rate of interest to exceed five percent (5.0%) per month. [I/We] also note that any provisions requiring any party to pay the attorneys' fees of any other party may be subject to compliance with applicable legal requirements and limitations and that the provisions thereof may be subject to the effect of the provisions of law regarding mutual departures from strict contractual terms. Nothing in this paragraph (a) is intended to limit any of the other qualifications or exceptions to [my/our] opinions set forth in this letter.

(b) Enforcement of any warranties and indemnities contained therein may be limited by applicable federal or state securities laws as violations of public policy and may be limited to the extent such indemnities would require any party to indemnify another party for costs, losses, liabilities, claims, damages or expenses incurred by or asserted against such party as a result of action or inaction of such party constituting negligence. In

addition, it is possible that a court would not enforce any warranties or indemnities with respect to environmental matters contained therein.

(c) With respect to the enforceability thereof, [I/we] have assumed that, to the extent that applicable law would require the rights and remedies set forth therein to be exercised in good faith or in a reasonable or commercially reasonable manner as a condition to the enforceability thereof, the persons having remedial rights thereunder will observe and satisfy such legal requirements.

The undersigned's engagement as Counsel to the Solar Participant imposed no duty upon the undersigned to undertake any due diligence investigation as to either: (i) the adequacy of the security for the PPC, (ii) the business or financial condition of the Solar Participant, or (iii) the veracity of any representations or certification made by the [Solar Participant] on which [I/we] have relied. No opinion is expressed as to the federal or state tax-exempt status of the obligations or the interest thereon, or the applicability of the federal securities laws or the Blue Sky laws of any state with respect to the PPC.

The opinions set forth herein are limited to the laws of the State of Georgia and applicable federal laws. The opinions represent [my/our] legal judgment based upon our review of the law and the facts that we deem relevant to render such opinion and is not a guarantee of a result.

This opinion letter is rendered as of its date, and [I/we] express no opinion as to circumstances or events that may occur subsequent to such date. Further [I/we] undertake no, and hereby disclaim any, obligation to advise you, or any other person permitted to rely hereon, of any change in applicable law or relevant facts or any new development which might affect any matters or opinions set forth herein.

This opinion letter is given solely for the benefit of the addressees and their successors and assigns. This opinion letter is not intended to be employed in any transaction other than the one described above and is being delivered to the addressees with the understanding that it may not be published, quoted, relied on or referred to by, and copies may not be delivered or made available to, in whole in or part, any other person or entity (other than the addressees' counsel or any applicable rating agency) or used for any other purpose with the express prior written consent of this firm in each instance.

Very truly yours,



To: MEAG Power Participants
From: Steve Jackson, Sr. VP and COO *Steve*
Date: November 30, 2020
Subject: Solar Initiative – Power Purchase Contract Update

As MEAG Power staff has neared completion of the Solar Power Purchase Agreement (SPPA) between MEAG Power and the solar developer, it was recognized that the test energy provided under the SPPA would be available to the Solar Participants earlier than anticipated. In order to ensure that the Solar Participants receive the benefit of this energy from the facility, the Power Purchase Contract (PPC) between MEAG Power and the Solar Participants has been updated.

The following changes were made to the PPC to address this earlier timeline and are reflected in the attached redline of the agreement.

- 1) The billing date for funding the escrow account was moved to 90 days prior to the scheduled date for receipt of the test energy (Start Date).
- 2) The monthly billing for energy will begin 30 days prior to the Start Date.

The Start Date is anticipated to be June 1, 2023 and the amount of test energy is expected to increase over the period prior to the commercial operation date. This energy will be priced at a discount to the contract price due to its inconsistent delivery.

In addition to these changes to the PPC, the attached version also provides the draft resolution and draft legal opinion to support your commitment to the project. This version of the agreement is being provided in an editable format to allow the addition of your community specific information.

Please contact your Regional Manager with any questions or requests.

cc: Jim Fuller

POWER PURCHASE CONTRACT
BETWEEN MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA AND THE UNDERSIGNED PARTICIPANT

This Power Purchase Contract (this “**Contract**”), made and entered into as of _____, 2020, by and between the Municipal Electric Authority of Georgia (the “**Authority**” or “**MEAG Power**”), a public body corporate and politic and a public corporation and an instrumentality of the State of Georgia, created by the provisions of the Municipal Electric Authority Act, Ga. L. 1976, p. 107, as amended (the “**Act**”), and _____, (the “**Solar Participant**”), a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, pursuant to the Act, the Authority has previously entered into one or more Power Sales Contracts (each, as amended, a “**Power Sales Contract**”) with eligible political subdivisions, including the Solar Participant (each, a “**Participant**”) to provide, from defined production projects and sources, for the Participants’ bulk electric power supply needs;

WHEREAS, one such Power Sales Contract, the Project One Power Sales Contract (the “**Project One Power Sales Contract**”), further provides in Section 401 thereof that the Authority will provide or cause to be provided to each of the participants thereto, including the Solar Participant, (the “**Project One Participants**”) its supplemental bulk power supply (“**Supplemental Power**”) (i.e., that portion of the Solar Participant’s bulk power supply in excess of its entitlement to power, energy, output and services from any MEAG Power project) during each month of each Power Supply Year (therein defined);

WHEREAS, Section 404 of the Project One Power Sales Contract provides that a Project One Participant may elect to procure an alternate source of Supplemental Power other than that

provided by the Authority, subject to providing notice to the Authority in accordance with subpart (c) of that Section;

WHEREAS, the Authority adopted a Supplemental Power Supply Policy in March of 1999, as amended (the “**Supplemental Power Policy**”), which, in part, waived the notice requirements provided for in Section 404(c) of the Project One Power Sales Contract;

WHEREAS, the Authority has an opportunity to procure a substantial amount of Supplemental Power for a multi-year term through a Power Purchase Agreement with _____ (the “**Company**”) for the output and services of approximately [____] MWac from a photovoltaic solar energy generation facility located in [_____] County, Georgia (the “**Facility**”) to be constructed, owned, operated, and maintained by the Company (hereinafter the “**SPPA**”);

WHEREAS, in accordance with the Supplemental Power Policy, the Solar Participant and certain Project One Participants have requested that the Authority purchase from the Company power, output and services of the Facility to provide for their Supplemental Power;

WHEREAS, the Authority and the Solar Participant agree that this Contract is supplemental to and authorized by the Project One Power Sales Contract;

WHEREAS, the Authority and the Solar Participant agree that the payment obligations under this Contract shall constitute the general obligations of the Solar Participant for the payment of which the full faith and credit of the Solar Participant is pledged, obligating the Solar Participant to provide for the assessment and collection of an annual tax sufficient in amount to provide funds annually to make all payments due hereunder;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements hereinafter set forth, it is agreed by and between the parties hereto as follows:

1.

1.1. SPPA. The SPPA, in substantially the form attached hereto as Exhibit A, describes the terms under which the Products (as defined therein) of the Facility shall be made available to the Authority for the provision of solar power to the Solar Participant.

1.2 Entitlement Share. The Solar Participant’s “**Entitlement Share**” shall be [___%] (the “**Entitlement Share Percentage**”) of the Products.

1.3 Initial Payment Obligation. The Authority shall deliver to the Solar Participant an initial billing statement up to ninety (90) days prior to the Facility’s anticipated ~~commercial operation date (as determined~~commencement of the delivery of Test Energy pursuant to the SPPA) ~~(the “Commercial Operation (such anticipated date of delivery referred to as the “Start Date”)~~). The initial billing statement shall set forth the Solar Participant’s Entitlement Share Percentage of the sum of the estimated Solar Costs and estimated MEAG Costs (both terms, as defined in Section 1.4 below) for the month the Authority anticipates will generate the highest aggregate amount of Solar Costs and MEAG Costs (the “**Maximum Monthly Amount**”) during the year subsequent to the year of the ~~Commercial Operation~~Start Date. Amounts collected pursuant to this Section 1.3 (the “**Escrow Amount**”) shall be held in escrow by the Authority, subject to use by the Authority pursuant to the terms hereof. At the end of each calendar year commencing the year after the year of the ~~Commercial Operation~~Start Date the Authority shall recalculate the Solar Participant’s Maximum Monthly Amount for such year and, (i) if the Maximum Monthly Amount exceeds the Escrow Amount, the Authority shall include an amount equal to such deficit on the Solar Participant’s next Billing Statement (as defined in Section 1.4) and (ii) if the Maximum Monthly Amount is less than the Escrow Amount, the Authority shall, at the Authority’s election, either (A) refund to the Solar Participant an amount

from the Escrow Amount equal to such excess or (B) credit such excess to the Solar Participant's next succeeding Billing Statement(s).

1.4 Ongoing Payment Obligations.

(a) The Authority shall deliver to the Solar Participant a monthly Billing Statement commencing within the thirty (30) days preceding the anticipated ~~Commercial Operation~~Start Date and continuing through the Term. For purposes of this Contract, a “**Billing Statement**” shall be a written statement prepared or caused to be prepared monthly in advance by the Authority that shall set forth the Solar Participant’s estimated payment obligations pursuant to the terms hereof.

(b) The Solar Participant shall remit payment monthly in advance. The Solar Participant’s payment obligations hereunder for a particular month shall be an amount equal to the Solar Participant’s Entitlement Share Percentage of the sum of the estimated Solar Costs and the estimated MEAG Costs. To the extent the amount paid by the Solar Participant pursuant to the preceding sentence is either greater or less than the Solar Participant’s Entitlement Share Percentage of the sum of the actual Solar Costs and the actual MEAG Costs for a particular month, the Authority: (i) shall credit any excess payment to the Solar Participant’s next Billing Statement and (ii) may satisfy any deficit from the Solar Participant’s Escrow Amount and include a corresponding charge on the Solar Participant’s next Billing Statement (so as to restore the Solar Participant’s Escrow Amount).

For purposes of this Contract, (i) “**Solar Costs**” for a particular month shall mean the gross amount due to the Company or any other person for the month by the Authority pursuant to the terms of the SPPA, but excluding any interest charged by the Company to the Authority pursuant to Section 10.3 of the SPPA and (ii) “**MEAG Costs**” for a particular month shall mean all costs incurred by the Authority during the month in connection with the purchase from the Company and delivery to the Solar Participant of the Solar Participant’s Entitlement Share,

including, but not limited to, (A) costs of (I) scheduling the delivery of solar energy, (II) energy imbalance penalties and (III) all other charges imposed on the Authority and associated with the transmission and delivery of solar energy to the Solar Participants, and (B) a share determined by the Authority to be allocable to this Contract, of all (I) administrative and general costs and (II) operation and maintenance costs, in each case related to the operation and conducting the business of the Authority, including salaries, fees for legal, engineering, and other services and all other expenses properly related to the conduct of the affairs of the Authority.

(c) The Solar Participant’s payment obligations to the Authority arising under this Contract shall constitute general obligations of the Solar Participant for the payment of which the full faith and credit of the Solar Participant shall be and the same hereby is pledged to provide the funds required to fulfill all obligations arising under this Contract. Unless such payments or provisions for such payments have been made from the revenues of the Solar Participant’s electric system or from other available funds, the Solar Participant will annually in each and every fiscal year during the term of this Contract include in its general revenue or appropriation measure sums sufficient to satisfy the payments required to be made in each year by this Contract until all payments hereunder have been made in full.

(d) Except as specifically provided herein, any payment due under this Contract shall be paid within ten (10) calendar days of the Solar Participant’s receipt of the Billing Statement. The Parties agree to work in good faith to resolve any disputed amounts prior to the due date for such amount, and agree that any resolution of such disputed amount may, if necessary be addressed by appropriate adjustment to subsequent Billing Statements.

1.5 Rate Covenant. The Solar Participant will establish, maintain, and collect rates and charges for the electric service of its electric system so as to provide revenues sufficient to

enable the Solar Participant to pay to the Authority all amounts payable under this Contract and to pay all other amounts payable from and all lawful charges against or liens on the revenues of its electric system.

2.

2.1. Term. The term of this Contract shall commence on the ~~Commercial Operation~~date that is ninety (90) days prior to the Start Date and shall continue through and include the end of the twentieth (20th) Contract Year (~~each,~~ as defined in the SPPA), unless the SPPA, is terminated prior to such date, at which point this Contract will terminate upon the Solar Participant’s full and complete satisfaction of its duties and obligations hereunder.

3.

Products Constitute Supplemental Bulk Power. The Solar Participant acknowledges that all Products contemplated in the proposed SPPA, if implemented, will constitute Supplemental Power, provided, however, that the Solar Participant agrees that it will not exercise its rights under the Supplemental Power Supply Policy or Section 404(c) of the Project One Power Sales Contract to opt-out of its payment obligations under this Contract at any time prior to the expiration of the term of the SPPA.

4.

Pledge of Payments. All payments in respect of Solar Costs required to be made by the Solar Participant pursuant to this Contract, and any or all rights to collection or enforcement of such payments, may be pledged to secure the payment of the Authority’s obligations under the SPPA.

5.

Governing Law; Venue. This Contract shall be interpreted and enforced in accordance with the laws of the State of Georgia, excluding any choice of law rules that may direct the application of the laws of another jurisdiction. The Parties agree that the venue for any action arising out of, or in regard to, this Contract shall be in the Superior Court of Fulton County, Georgia and each Party hereby consents to jurisdiction over it in Fulton County, Georgia.

6.

Mutual Representations and Warranties. Each Party represents and warrants to the other that, as of the Effective Date:

(a) Organization. It is duly organized and validly existing under the laws of the State of Georgia.

(b) Authority. It (a) has the requisite power and authority to enter into this Contract and (b) has, or as of the requisite time will have, all regulatory and other authority necessary to perform hereunder.

(c) Corporate Actions. It has taken all corporate or other applicable actions, including provision of notice, required to be taken by it to authorize the execution, delivery and performance hereof and the consummation of the transactions contemplated hereby.

(d) No Contravention. The execution, delivery and performance and observance hereof by it of its obligations hereunder do not (a) contravene any provision of, or constitute a default under, (i) any indenture, mortgage, security instrument or undertaking, or other material agreement to which it is a party or by which it is bound, (ii) any valid order of any court, or any regulatory agency or other body having authority to which it is subject, or (iii) any material

Applicable Law presently in effect having applicability to it, or (b) require the consent or approval of, or material filing or registration with, any Governmental Authority or other Person other than such consents or approvals that are not yet required but expected to be obtained in due course.

(e) Valid and Enforceable Agreement. This Contract is a valid and legally binding obligation of it, enforceable against it in accordance with its terms, except as the enforceability hereof may be limited by Georgia law, including the Act, and general principles of equity or bankruptcy, insolvency, bank moratorium or similar laws affecting creditors’ rights generally, laws restricting the availability of equitable remedies, and limitations on legal remedies against public bodies corporate and politic of the State of Georgia

(f) Litigation. No litigation, arbitration, investigation or other proceeding is pending or, to the best of such Party’s knowledge, threatened against such Party with respect to this Contract or the transactions contemplated hereunder, in each case, that if it were decided against such Party would materially and adversely affect such Party’s ability to perform its obligations hereunder.

(g) Legal Opinions. The Solar Participant shall authorize the execution and delivery of this Contract by resolution of its governing body in substantially the form attached hereto as Exhibit B. Further, the Solar Participant shall deliver to the Authority an opinion of counsel (such counsel to be reasonably acceptable to the Authority) as to the due authorization, execution and delivery and the enforceability of this Contract, in substantially the form attached hereto as Exhibit C.

7.

Default; Remedies for Default.

(a) Default. Failure of the Solar Participant to timely make to the Authority any of the payments for which provision is made in this Contract shall constitute a default on the part of the Solar Participant (a “**Default**”). A Default may be cured by the Solar Participant’s (i) full payment of any past due amounts owed by the Solar Participant to the Authority pursuant to the terms hereof (the “**Primary Cure Payments**”), (ii) full payment of any interest which has accrued thereon (as referenced in Section 7(c), below) (the “**Interest Cure Payments**”), and (iii) with reference to paragraph (h)(i) of this Section 7, full restoration of the Escrow Amount, unless and until the Authority exercises its rights pursuant to Section 7(h)(iv), below (at which point the Default may no longer be cured).

(b) Continuing Obligation, Right to Discontinue Service. In the event of a Default, the Solar Participant shall not be relieved of its liability for payment of the amounts in default (including interest accrued thereon pursuant to Section 7(c), below), and the Authority shall have the right to recover from the Solar Participant any amount in default (including interest accrued thereon pursuant to Section 7(c), below). In enforcement of any such right of recovery, the Authority may bring any suit, action, or proceeding in law or in equity, including mandamus and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement or obligation to make any payment for which provision is made in this Contract against the Solar Participant, and the Authority may, upon the occurrence of a Default and at the Authority’s discretion, cease and discontinue providing all or any portion of the Solar Participant’s Entitlement Share.

(c) Interest on Late Payments. Any amounts that are not paid when due hereunder shall bear interest at the Contract Interest Rate from the date due until paid, which rate shall not exceed the maximum permissible under Georgia law. The defaulting Solar Participant shall be

and shall remain solely liable for the payment of any interest arising under this Section 7(c). For purposes of this Contract, the “**Contract Interest Rate**” shall mean one hundred (100) basis points per annum plus the rate per annum equal to the prime lending rate as may from time to time be published in The Wall Street Journal under “Money Rates” on such day (or if not published on such day on the most recent preceding day on which published); provided that if at any time during the Term, the Wall Street Journal no longer publishes a prime lending rate, the prime lending rate for purposes of the calculation of the Contract Interest Rate will be average of the prime interest rates which are announced, from time to time, by the three (3) largest banks (by assets) headquartered in the United States which publish a prime, base or reference rate.

(d) Levy of Tax for Payment. In the event of a Default, the Solar Participant shall provide for the assessment and collection of an annual tax sufficient in amount to provide funds annually to make all payments due under the provisions of this Contract in each year over the remainder of the life of this Contract and the Authority shall have the right to bring any suit, action or proceeding in law or in equity, including mandamus and action for specific performance, to enforce the assessment and collection of a continuing direct annual tax upon all the taxable property within the boundaries of the Solar Participant sufficient in amount to provide such funds annually in each year of the remainder of the life of this Contract.

(e) Other Default by Solar Participant. In the event of a failure of the Solar Participant to establish, maintain, or collect rates or charges adequate to provide revenue sufficient to enable the Solar Participant to pay all amounts due to the Authority under this Contract or in the event of a failure of the Solar Participant to take from the Authority its Supplemental Power in accordance with the provisions of this Contract, or in the event of any default by the Solar Participant under any other covenant, agreement or obligation of this

Contract, the Authority may bring any suit, action, or proceeding in law or in equity, including mandamus, injunction and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement or obligation of this Contract against the Solar Participant.

(f) Default by The Authority. In the event of any default by the Authority under any covenant, agreement or obligation of this Contract, the Solar Participant may bring any suit, action, or proceeding in law or in equity, including mandamus, injunction and action for specific performance as may be necessary or appropriate to enforce any covenant, agreement, or obligation of this Contract against the Authority.

(g) Abandonment of Remedy. In case any proceeding taken on account of any default shall have been discontinued or abandoned for any reason, the parties to such proceedings shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, owes, and duties of the Authority and the Solar Participant shall continue as though no such proceeding had been taken.

(h) Default of Other Solar Participant.

(i) In the event of a Default by a Solar Participant pursuant to Section 7(b) hereof, the Authority shall:

(1) Apply the Escrow Amount (as collected from the Solar Participant pursuant to Section 1.3, above) to the defaulting Solar Participant’s unpaid obligations hereunder;

(2) Transfer all or any part of the energy generated by the Facility and attributable to the defaulting Solar Participant’s Entitlement Share to other Participants or any other person, firm, association or corporation, public or private (such transferee to be determined at the Authority’s discretion), for the fair market value of such energy (a “**Default Sale**”); and

(3) Use the proceeds of such Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) to (A) satisfy the balance of the defaulting Solar Participant’s unpaid obligations hereunder and/or (B) to the extent such payment obligations have been fully satisfied pursuant to Section 7(h)(i)(1) and/or this Section 7(h)(i)(3), fully or partially restore the defaulting Solar Participant’s Escrow Amount.

(ii) The difference, if any, between the defaulting Solar Participant’s unpaid payment obligations for a particular month (calculated pursuant to Section 1.4 and without inclusion of any interest amount accrued pursuant to Section 7(c), above) and the sum of (i) the defaulting Solar Participant’s Escrow Amount (to the extent the Escrow Amount has not been previously applied to an unpaid obligation of the Solar Participant pursuant to Section 7(h)(i)(1)) and (ii) the proceeds of the applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) shall be referred to as the “**Special Cost Increase.**” The Special Cost Increase shall be allocated among the non-defaulting Solar Participants pro rata based on their Entitlement Share Percentages and each non-defaulting Solar Participant shall be obligated to satisfy their allocable share of the Special Cost Increase; provided that a non-defaulting Solar Participant’s share of a Special Cost Increase shall not exceed 25% of the amount otherwise reflected on the Solar Participant’s Billing Statement for the month to which the Special Cost Increase is attributable.

(iii) The excess, if any, between the defaulting Solar Participant’s unpaid payment obligations for a particular month (calculated pursuant to Section 1.4 and inclusive of any interest amount accrued pursuant to Section 7(c), above) and the proceeds of the applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale) shall be for the benefit of the non-defaulting Solar Participants.

(iv) Primary Cure Payments received by the Authority from a defaulting Solar Participant shall be distributed on a ratable basis to the Solar Participants who were obligated to, and did, pay to the Authority their ratable share of the corresponding Special Cost Increase. Interest Cure Payments attributable to Solar Costs shall be paid by the Authority to the Company in satisfaction of the Authority’s obligations under the SPPA and Interest Cure Payments attributable to MEAG costs shall be distributed to the non-defaulting Solar Participants ratably based on their Entitlement Share Percentages.

(v) Notwithstanding any Default Sale, a defaulting Solar Participant shall remain liable to the Authority for the full payment of the amount reflected on its Billing Statements plus any interest accrued thereon as if such Default Sale had not been made; except that such liability shall be discharged by an amount equal to the proceeds of the applicable Default Sale (net of the Authority’s expenses incurred to facilitate such Default Sale). In the event a Solar Participant’s Default continues uncured for ninety (90) calendar days or the Solar Participant fails to timely satisfy its payment obligations hereunder for either three (3) consecutive months or five (5) out of eight (8) months, the Authority may sell the defaulting Solar Participant’s Entitlement Share to the other Participants or any other person, firm, association or corporation, public or private (such transferee to be determined at the Authority’s discretion); provided that, if such a transfer occurs, the defaulting Solar Participant shall remain liable to the Authority for the full payment of the amount attributable to its Entitlement Share plus any interest accrued thereon as if such transfer had not been made; except that such liability shall be discharged to the extent that the Authority receives payment (net of the Authority’s expenses incurred in facilitating such transfer) from the transferee.

In witness whereof, the Authority has caused this Contract to be executed in its corporate name by its duly authorized officers and the Authority has caused its corporate seal to be hereunto impressed and attested; the Solar Participant has caused this Contract to be executed in its corporate name by its duly authorized officers and its corporate seal to be hereunto impressed and attested, and delivery hereof by the Authority to the Solar Participant is hereby acknowledged, all as of the day and year first above written.

MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

(SEAL)

[Solar Participant Signature is on the next page]

SOLAR PARTICIPANT

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

EXHIBIT A
FORM OF SPPA
[to be inserted]

EXHIBIT B

FORM OF AUTHORIZING RESOLUTION OF SOLAR PARTICIPANT

[to be inserted]

EXHIBIT C

FORM OF OPINION OF COUNSEL TO PARTICIPANT

[to be inserted]



To: Public Works Committee, City Council
From: Chris Bailey, Assistant City Administrator
Department: Solid Waste
Date: 12/08/2020
Subject: Heil Half Pak 40 CY Front Load Garbage Truck Purchase

Budget Account/Project Name: Solid Waste CIP

Funding Source: Solid Waste CIP

Budget Allocation: \$0.00

Budget Available: \$1,500,000.00

Requested Expense: \$269,793.00

Company of Record: Carolina Environmental Systems

Description:

This item is to request the purchase of a Heil Half Pack 40 CY Front Load Garbage Truck for Solid Waste from Carolina Environmental Systems (CES) for \$269,793. This is for the immediate replacement of a 2002 Front Load Garbage Truck that was totaled in an accident today, December 8, 2020 at approximately 12:30 pm (EST). This truck was scheduled for replacement in 2021 as listed in the CIP, and was to serve as a backup truck. The truck being replaced currently ran all MWF routes and served as backup to other trucks as they were being serviced.

Background:

The City of Monroe is consistently working towards the replacement of vehicles and equipment as needed for the consistent functioning of the Public Works Department.

Attachment(s):

Quote – 2 pages
 Vehicle Summary – 12 pages
 Vehicle Brochure – 5 pages
 Photo Damage – 3 pages



Carolina Environmental Systems, Inc.

306 Pineview Dr., Kernersville, NC 27284

2701 White Horse Road, Greenville, SC 29611

500 Lee Industrial Blvd, Austell, Ga 30168

800-239-7796

Quotation

Heil Half Pack 40CY Front Loader

Date: 12/8/20

Quote: 201208

To: City of Monroe, Ga.

Heil Half Pack 40CY Front Loader Standard Equipment

- Heavy-duty sliding top door
- Hinged left-side body access door with step and grab
- Cab shield with hinged rubber tip extension - steel
- Front head closure screen
- Under hopper liquid sump with 2 clean-out doors
- Access ladder to top of body
- Body service props for dump or service hoist models and service lift
- Tailgate service props
- Fully automatic Shur-Lock™ tailgate latches
- Patented clamp-on arms
- 8,000 lb. capacity arms - WASTECH WRP 06-1996 rated
- Four arm shaft bearing supports
- Fork cross shaft rubber bumpers
- Bolt-on rubber arm stops
- Heavy-duty forks - 1 1/2" thick x 51" grip length
- Front mount single vane pump
- Chrome-plated cylinder rods and telescopic sleeves
- Crossed packing cylinders
- Chassis frame-mounted oil tank with level / temperature gauge and
- Suction shut-off valve
- 3-micron return line filter with magnetic trap and in-cab filter bypass monitor.
- 140-micron suction line strainer
- Fabric guard hose protection for all high-pressure hoses
- Cortex Controller™ with Insight™ diagnostic display
- Throttle advance kit
- Joystick in-cab air controls
- Complete array of in-cab function indicator lights
- Streetwise Hydraulics
- Arm rest for operator controls
- Backup alarm
- Backup and license plate light
- LED center-mounted brake light
- LED duplicate high and low mount stop, turn, and taillights
- LED mid-body turn signals
- Strobe light, amber mounted on lower tailgate - in-cab switch, pump on, and reverse activated
- Front and rear mud flaps - anti-sail / anti-splash
- Rear underdrive guard
- Hopper flood light
- Shovel kit mounted on back of the packer
- Low oil level sensor with light, buzzer, and pump shut-off
- Severe-duty wear bar kit
- 3" sump drain on street side and curb side
- Remote packer lube
- Remote tailgate hinge lube
- Arm / Fork over height warning kit
- 20 lb. fire extinguisher
- FMVSS #108 clearance lights and reflectors
- ICC reflective tape
- Rear camera bracket and flood lights - reverse activated
- Body undercoating

- Customer's choice of one-color finish paint
- Standard 1-year warranty (2,000 Hours of Operation)
- ANSI Z 245.1-1999 compliant
- Safety triangle
- Cavity coat and joint sealer

Options Included

- Factory Mounted 40 CY Front Loader Body
- 3rd Eye Backup, Hopper Cameras, & Monitor
- Peterson Smart Lights
- Body Side Back Assist Lights
- Single LED Windscreen Mounted light
- Dual Cab Guard Mount Flood Lights
- Roof Access Ladder
- Service Hoist Kit
- Butterfly Style Quick Disconnects
- Infinity Series Eject Cylinders
- Bolt on Fender Extensions
- White Paint

➤ **(1) Heil 40CY Front Loader Body + 2020 Peterbilt 520**

- **Unit Sales Price: \$269,793.00**
- **Sourcewell Member ID: 78902**

Price does not include FET or Sales Tax.

Chris Maxwell

770-328-6320

cmaxwell@cesrefuse.com



Rush Refuse Systems S047
8810 IH 10 East

P20-101A 520LH X12 4500 Fleet

Converse, Texas United States 78109
Phone: (877) 661-4511
Fax:
Email:

Phone:
Fax:
Contact Email:
Prepared for:

Vehicle Summary

| | Unit | | Chassis | |
|-------------------------|-------------------------|----------------------------------|----------------------------|-------|
| Model: | | Model 520 | Fr Axle Load (lbs): | 20000 |
| Type: | | Full Truck | Rr Axle Load (lbs) | 46000 |
| Description: | P20-101A 520LH X12 4500 | HD Fleet | G.C.W. (lbs): | 66000 |
| | Application | | Road Conditions: | |
| Intended Serv.: | | Refuse/Landfill | Class A (Highway) | 94 |
| Commodity: | | Refuse, Scrap, Recycling | Class B (Hwy/Mtn) | 6 |
| | Body | | Class C (Off-Hwy) | 0 |
| Type: | | Commercial Front Loader/Push-out | Class D (Off-Road) | 0 |
| Length (ft): | | 24 | Maximum Grade: | 6 |
| Height (ft): | | 8.3 | Wheelbase (in): | 204 |
| Max Laden Weight (lbs): | | 20000 | Overhang (in): | 110.1 |
| | Trailer | | Fr Axle to BOC (in): | 0.1 |
| No. of Trailer Axles: | | 0 | Cab to Axle (in): | 203.9 |
| Type: | | | Cab to EOF (in): | 314.0 |
| Length (ft): | | 0 | Overall Comb. Length (in): | 371 |
| Height (ft): | | 0.0 | | |
| Kingpin Inset (in): | | 0 | Special Req. | |
| Corner Radius (in): | | 0 | California Registry | |
| | Restrictions | | | |
| Length (ft): | | 40 | | |
| Width (in): | | 102 | | |
| Height (ft): | | 13.5 | | |

Approved by: _____

Date: _____

Note: All sales are F.O.B. designated plant of manufacture.

| | |
|--|--|
| | Ask your dealer for a quote today, or visit our website @ www.paccarfinancial.com . |
| | PACCAR Financial offers innovative finance, lease and insurance programs customized to meet your needs. |

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|-----------------|-----------------------|-----------------|-----------------|-----------|
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| Prepared by: | Administrator | | Version Number: | 37.11 |



Rush Refuse Systems S047
8810 IH 10 East

P20-101A 520LH X12 4500 Fleet

Converse, Texas United States 78109
Phone: (877) 661-4511
Fax:
Email:

Phone:
Fax:
Contact Email:
Prepared for:

| | Description | Weight |
|------------------------------|--|--------|
| Base Model | | |
| | Model 520 Peterbilt's Model 520 is built to withstand the harsh demands of the refuse industry. The rugged, aluminum cab delivers best-in-class durability for increased uptime and lap seam construction on a zinc-coated steel sub-frame for corrosion resistance. Bulkhead-style doors provide years of watertight performance. This low-cab forward vehicle adds a new dimension of productivity and versatility. An industry-leading, 65-degree cab tilt enhances maintenance and serviceability. Body installation is cost effective and efficient and the center console provides convenient access to body control integration points. | 16,475 |
| | Refuse, Scrap, Recycling | 0 |
| | Refuse/Landfill Truck which picks up refuse or recycled material from curbside containers in residential areas. Operation typically includes very frequent stops and starts. Unloading can be at transfer station or at landfill (may enter landfill). | 0 |
| | Commercial Front Loader/Push-out | 0 |
| | California Registry Required for all vehicles that will be registered in the State of California. | 0 |
| Configuration | Not Applicable Secondary Manufacturer | 0 |
| Frame & Equipment | | |
| | 10-3/4in Steel Rails 343-450in 10.75x3.5x.375 Dimension, 2,136,000 RBM; Yield Strength: 120,000 psi. Section Modulus: 17.8 cubic inches. Weight: 1.74 lbs/inch pair | 313 |
| | Full Steel Inner Liner | 751 |
| | Zinc Coated Anti Corrosion Treated Frame Rails Requires Frame Rail Code. Zinc Phosphate coating will replace the standard frame rail primer and provide added corrosion prevention for your customer's operating in severe conditions or in climates where vehicle rust is common. | 0 |
| | FEPTO Provision 4-7/8in Bumper Extension Includes 1350 Series Front Drive PTO Attachment Provision, Radiator with PTO Cut-Out in Grille, Radiator Protection Sleeve, and Bumper Extension | 45 |

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| Description | Weight |
|--|--------|
| EOF Square without Xnbr For use with body builder installed crossmember. | 0 |
| Peterbilt Rear Mudflaps and Straight Hangers | 25 |
| (2) Solid Mount Cable Hooks | 11 |

Front Axle & Equipment

| | |
|--|-----|
| Meritor MFS20 20,000 lb, 3.74 in Drop Axle is designed for applications with a gross axle weight rating (GAWR) of 20,000 pounds. Axle includes special low-friction bushings, double draw keys and integral thrust bearing and seal design for durability, low maintenance and ease of service. Combination of Meritor Easy Steer king pin bushings, computer-designed and optimized I-beam construction and stiff axle assembly delivering a tight turning radius, superior vehicle control and longer tire life. | 36 |
| Taper Leaf Springs, Shocks 23,000 lb Standard with Heavy Resistance Shocks. | 193 |
| Power Steering Sheppard M100 Dual For use with 16,000 to 20,000 lb. axle ratings. Glidekote splines on steering shaft extend service life of components. | 0 |
| PHP10 Iron PreSet PLUS Hubs | 84 |
| Meritor 5in Drop IPO 3.5in, Front Axle 5" drop (127MM) provides lower chassis suspension and profile. | 0 |
| Meritor Wide Track IPO Standard, Front Axle MFS+ 3.5" Drop / MFS 3.74" Drop. 71in KPI IPO 69in with MFS and MFS+ axles For improved turning radius. | 5 |
| Meritor Q+ Air Cam Front Drum Brakes 16.5x7 Not RSD compliant. N01010 1381460 | 0 |
| Long Stroke Brakes, Front Axle | 0 |
| Gusseted Cam Brackets, Steer Axle | 0 |

Rear Axle & Equipment

| | |
|--|-----|
| Meritor RT46-160 46,000 lb Interaxle diff lock air rocker occupies space of one gauge. Laser factory axle alignment to improve handling & reduce tire wear. Magnetic rear axle oil drain plug captures & holds any metal fragments in drive axle lube to extend service life. Parking brakes on all drive axles for optimal performance. Cognis EMGARD® FE 75W-90 synthetic axle lube provides over 1% fuel economy improvement. Reduces wear & extends maintenance intervals, resulting in increased uptime. Provides improved fluid flow to protect components in extreme cold conditions & withstand the stress from high temperatures, extending component life. | 113 |
| PHP10 Iron PreSet PLUS Hubs | 0 |
| Long Stroke Parking Brakes, Drive Axle(s) | 0 |
| Bendix Smart ATC Traction Control | 2 |
| Refuse Service Brakes, Steer And Drive Axles | 0 |

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| Description | Weight |
|---|--------|
| Rear Brake Camshaft Reinforcement | 9 |
| Heavy Wall, Drive Axle(s) | 88 |
| Lube Pump, Drive Axle(s) | 36 |
| Gusseted Cam Brackets, Drive Axle(s) | 2 |
| SBM Valve Full trucks require a spring brake modulation (SBM) system for emergency braking application. This system requires an SBM valve and a relay valve with spring brakes on the rear axles. The SBM valve allows the foot valve to operate the rear axle spring brakes if a failure exists in the rear air system. | 0 |
| Meritor Q+ Air Cam Rear Drum Brakes 16.5x8.625 | 0 |
| Anti-Lock Braking System (ABS) 6S6M ABS-6. Includes air braking system. | 35 |
| Synthetic Axle Lubricant All Axles Peterbilt heavy duty models include Fuel Efficient Cognis EMGARD FE75W-90 which provides customers performance advantages over current synthetic lubricants with reduced gear wear and extended maintenance intervals, resulting in increased uptime. In addition, the lubricant provides improved fluid flow to protect gears in extreme cold conditions and withstand the stress from high temperatures, extending component life. | 0 |
| Ratio 4.89 Rear Axle | 0 |
| Hendrickson Haulmax HMX460 46,000 lb, 54in Axle Spacing, 60K Creep Rating | -64 |
| Shock Absorbers For HMX Suspension | 31 |
| HMX Double Rebound Strap Kit | 6 |

Engine & Equipment

| | |
|---|-------|
| ISX12 350R 350@1800 GOV@2100 1450@1100 | 1,030 |
| Refuse Service (2013 Emissions) Includes aluminum flywheel housing. Chevron Delo LE SAE 10W30 engine oil is specially formulated for new low emissions engines. Magnetic engine oil drain plug captures and holds any metal fragments in engine oil to extend service life. | |
| N21320 N205 68...Standard Maximum Speed Limit [LSL] | |
| N21330 N207 0...Expiration Distance | |
| N21340 P112 120..Hard Maximum Speed Limit | |
| N21350 P001 65...Maximum Accelerator Pedal Vehicle Speed | |
| N21370 P059 65...Maximum Cruise Speed | |
| N21400 N203 252..Reserve Speed Function Reset Distance | |
| N21410 N202 0...Maximum Cycle Distance | |
| N21420 N206 10...Maximum Active Distance | |
| N21430 N201 0...Reserve Speed Limit Offset | |
| N21440 P015 YES..Engine Protection Shutdown | |
| N21450 P026 NO...Gear Down Protection | |
| N21460 P046 1400.Max PTO Speed | |
| N21470 P062 NO...Cruise Control Auto Resume | |
| N21480 P068 NO...Auto Engine Brake in Cruise | |
| N21500 N209 0...Expiration Distance | |

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| Description | Weight |
|---|--------|
| N21510 P520 YES..Enable Idle Shutdown Park Brake Set | |
| N21520 P030 5....Timer Setting | |
| N21530 P233 YES..Enable Impending Shutdown Warning | |
| N21540 P234 60...Timer For Impending Shutdown Warning | |
| N21550 P516 35...Engine Load Threshold | |
| N21570 P031 NO...Idle Shutdown Manual Overrule | |
| N21590 P230 YES..Enable Hot Ambient Automatic Overrule | |
| N21610 P172 40...Low Ambient Temperature Threshold | |
| N21620 P173 60...Intermediate Ambient Temperature Threshold | |
| N21630 P171 80...High Ambient Temperature Threshold | |
| Engine Idle Shutdown Timer Enabled | 0 |
| Enable EIST Ambient Temp Overrule | 0 |
| Eff EIST NA Expiration Miles | 0 |
| Effective VSL Setting NA | 0 |
| Remote PTO And Throttle Provision | 0 |
| CARB Engine Idling Compliance PACCAR PX-7, PX-9 and MX, Cummins ISL, ISM and ISX diesel engines will include the required factory installed serialized sticker on the drivers door to identify them as meeting the NOx idling standard. | 0 |
| Reinforced Belly Pan | 0 |
| Engine Oil Test Port | 0 |
| 160 Amp Alternator, 36 SI Brushless | 10 |
| Remote Voltage Sense Wiring | 0 |
| Immersion Type Block Heater 110-120V Standard location is center left hand under cab and includes a weather-proof cover that protects the receptacle. This pre-heater keeps the coolant in the engine block from freezing when the engine is not running. | 2 |
| DELCO 39MT STARTER N25240 OAR0 | 0 |
| 3 PACCAR Premium 12V Dual Purpose Batt 2190 CCA Threaded stud type terminal. Stranded copper battery cables are double aught (00) or larger to reduce resistance. | 0 |
| Kissling Battery Disconnect Switch 300 AMP; Mounted on battery box | 3 |
| 2-Speed Fan Clutch For Frequent Start/Stops | 0 |
| 18.7 CFM Air Compressor N/A X15. Furnished on engine. Teflon lined stainless steel braided compressor discharge line. | 0 |
| C-Brake By Jacobs, ISX12N Includes 2 switches: A 2-position on/off engine switch. As well as a 3-position up, down, hold range selector switch. | 0 |
| DAVCO 382 Fuel/Water Separator | 0 |
| No Fluid Heat Option for Fuel Filter | 0 |
| 12V and 120V Heat for Fuel Filter | 0 |

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| Description | Weight |
|--|--------|
| Engine Protection Shutdown Includes oil pressure, oil temperature, coolant temperature, and intake manifold temperature. | 0 |
| High Efficiency Cooling System Cooling module is a combination of steel and aluminum components, with aluminum connections to maximize performance and cooling capability. Silicone radiator & heater hoses enhance value, durability, & reliability. Constant tension band clamps reduce leaks. ClimaTech extended life coolant extends maintenance intervals which reduces maintenance costs. Anti-freeze effective to -30 degrees F helps protect the engine. Low coolant level sensor warns of low coolant condition to prevent engine damage. Radiator Size by Model: 587: 1330 sq in, 579/367 FEPTO 1325 sq in, 567/365/367: 1440 sq in, 384/386: 1301 sq in, 365 FEPTO: 1184 sq in, 389/367 HH: 1669 sq in, 348: 1000 sq in, 320: 1242 sq in. | 0 |
| Bugscreen-Removable Type Grill Mtd Additional clips at bottom of bugscreen. | 0 |
| Stainless Steel Grille | 0 |
| Heavy Duty Air Cleaner Molded rubber air intake connections with lined stainless steel clamps seal to prevent contaminants in air intake. | 0 |
| Exhaust Vertical LH DPF/SCR transverse mounted (ISX12 Only). | 0 |
| Exhaust 90 Degree Diffuser | 0 |
| 18in Ht, 5in Dia Chrome, Clear Coat Standpipe(s) | -2 |
| Transmission & Equipment | |
| Allison 4500 RDS-P Transmission, Gen 5 Rugged Duty Series. Includes Rear Transmission Support except on MX engines, TranSynd Transmission Fluid, and Water Oil Heat Exchange. Also includes features that monitor the transmission fluid, filter and clutch condition. Will display percent life remaining for the transmission fluid, filter and clutches on the shift selector. This information may be displayed using the Mode and Up and Down buttons. A wrench icon will also be included to indicate when the transmission fluid, filter or clutches need servicing. (Suited for vehicles operating on/off highway and/or requiring PTO operation) Forward Ratios: 1st-4.70, 2nd-2.21, 3rd-1.53, 4th-1.00, 5th-0.76, 6th-0.67 / Reverse Ratios: DR-(5.55) | 390 |
| 1810 HD Driveline, 1 Midship Bearing 4.5in x .180 wall tubing | 30 |
| ALLISON 5TH GEN RDS, PKG 225 | 0 |

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| Description | Weight |
|---|--------|
| <p>Allison FuelSense 2.0 Basic Features include: EcoCal shift technology keeps the engine speed at the most efficient level and DynActive Shifting system incorporates a learning algorithm that selects variable shift points to find the ideal balance of fuel economy and performance, based upon the vehicle specifications and environmental parameters. This is valuable for applications with heavy start-stop needs like refuse, city delivery, and construction.</p> | 0 |
| Omit Allison Neutral At Stop | 0 |
| <p>Console Mounted Push Button Shifter Allison transmissions</p> | 0 |
| <p>Allison 6-Speed Configuration, Wide Ratio Gears Allison 4500 Transmission Only</p> | 0 |
| <p>Allison PTO Enable on Mode Button The PTO function C can be either on a remote wire, or mode button. It depends on the selected input/output package. This function is enabled with the MODE button. Enabling the function alerts the TCM that PTO operation has been requested by the operator. When the function is enabled and all of the required operating conditions exist, the TCM activates Output G: PTO Enable by switching power to wire 130. When this function is enabled, the TCM disables the variable modulated main pressure feature in the transmission, resulting in transmission operation at full main pressure. Required operating conditions for enabling this function are: throttle position is low, engine speed is within Customer Modifiable Constant limits, output speed is within Customer Modifiable Constant limits</p> | 0 |
| <p>Allison Output Function S Neutral Indicator For PTO. Required on Refuse Packer Applications. With this configuration NEUTRAL only, PTO engagement is permitted only when the transmission is in Neutral. Once the transmission is in Neutral, the PTO is automatically engaged and fast idle is initiated when the PTO switch is switched On. Also, with this configuration Pack-on-the-fly, the PTO is automatically engaged and fast idle is initiated when the PTO switch is On concurrently with shifting of the transmission to Neutral.</p> | 0 |
| <p>Allison Transmission Fluid Test Port Remote coupler. The fluid test port provides easy access to transmission fluid for testing from its location under the hood on the right-hand frame rail.</p> | 0 |

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| Description | Weight |
|--|--------|
| Rolling Direction Change Shift Inhibit Feature Allison Transmissions. A programmable feature that keeps the transmission from shifting from Drive to Reverse or from Reverse to Drive above a preset speed. This wireless function is enabled when a switch is closed to complete the circuit between input wire 101 and ground. Frequently the function is interfaced with a switch indicating activation of another vehicle function, such as application of the service brakes. When the function is enabled, the TCM will recognize the request for a direction change shift, Reverse-to-Drive or Drive-to-Reverse. If all other operating conditions are acceptable, the TCM will command the requested shift. The enable remains in effect until the switch is opened, followed by the selection of a different direction, Reverse or Drive, at the shift selector. This could be used for doc spotters and refuse. If the function is not enabled, any shift which results in a change of direction is inhibited. | 0 |

Air & Trailer Equipment

| | |
|---|---|
| Bendix AD-IS EP Air Dryer with Heater And Coalescing Filter; Extended Purge | 0 |
| Air Tank Valve Guards | 0 |
| Nylon Chassis Hose | 0 |
| Compressor Discharge Line Test Valve | 0 |
| Central Location for Air Tank Drain Valves with Wire Braid Hose to Air Tanks. (Not available with optional drain valves.) | 8 |
| Steel Painted Air Tanks All air tanks are steel with painted finish except when Code 4543330 Polish Aluminum Air Tanks is also selected (then exposed air tanks outside the frame rails will be polished aluminum). Peterbilt will determine the optimal size and location of required air tanks. Narratives requesting a specific air tank size or location will not be accepted for factory installation. See ECAT to determine number or location of air tanks installed. N45400 MOUNT 3 AIR TANKS N45410 PERPENDICULAR TO FRAME N45420 JUST AHEAD OF TANDEMS | 0 |

Tires & Wheels

| | |
|--|----------|
| FF: BR 20PLY 315/80R22.5 M870 Diameter= 42.8 inches; SLR= 19.9 inches | -4 |
| RR: BR 20PLY 315/80R22.5 M870 Code-rear Tire Qty 08 | 376 0 |
| FF: Alcoa 89U637 22.5X9.00 Clean Buff Finish Aluminum, Ultra ONE wheels with MagnaForce alloy. | -110 |
| RR: Alcoa 89U647 22.5X9.00 Clean Buff Finish Aluminum. Ultra ONE wheels with MagnaForce alloy. | -216 |
| Code-rear Rim Qty 08 | 0 |

Fuel Tanks

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| Description | Weight |
|--|--------|
| 26 in Aluminum 80 Gallon Fuel Tank RH BOC Paddle handle filler cap with threadless filler neck. Top draw fuel plumbing reduces chance of introducing air into the fuel system during low fuel level conditions due to the central placement of fuel pickup tube. Wire braid fuel lines increase durability & reduce potential for leaks. | 13 |
| Location RH BOC 80 Gallon | 0 |
| Fuel Cooler Required with single fuel tank. | 0 |
| Top Of Fuel Tank 5 in Below Top Of Frame | 33 |
| DEF Tank Mounted LH BOC Models 220 and 520 mounted LH cab fender | 0 |
| Standard DEF To Fuel Ratio 2:1 Or Greater | 0 |
| DEF Tank 520 | 0 |
| Battery Box & Bumper | |
| Aluminum Battery Box RH Frame Mtd Back Of Fender 8 inch below top of frame | 0 |
| Rubber Battery Pad In Bottom Of (1) Battery Box Mat in box that holds batteries only | 2 |
| Steel Bumper Swept Back Painted Requires bumper extension, includes 2 front tow eyes with pins | 2 |
| Notched Top Flange Of Bumper | 0 |
| Cab & Equipment | |
| 53in LCF ProBilt Cab LH Drive Includes steel frames with alum and fiberglass panels, all alum doors, dual door stops, door locks, tinted safety glass thru-out, cab and door mounted entry grab handles, 65 degree hydraulic tilt, stainless steel grille, dual rear cab fenders, service module BOC (cab tilt pump, oil fill and dipstick, coolant fill and check, fluid fill and dipstick for auto trans), door mounted armrests, power windows, full insulation, rubber floor mats, ergonomic center control console, removable instrument panel, Driver Information Display, LED backlit gauges, pull down windshield sunshade, 16in steering wheel with integrated horn button, tilt/telescopic adjustable column, over-door storage, driver and passenger side cup holders, USB charging port and 12VDC charging outlet, header includes HVAC controls and 12V power connection behind header cover, rear cab corner windows, 18in bolt-on step each side, self-canceling turn signals and front directional and side mounted turn signals | 0 |
| Key All Units Alike Please add your 3 digit key code number in the key code field. | 0 |
| KEY G479 | 0 |
| 4.5 Inch Rubber Flares on Cab and Wheel Well Fenders | 0 |

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| Description | Weight |
|--|--------|
| Sears C2 Plus Driver Seat Features contoured metal seat and back pans, ergonomically contoured cushions - 20" wide, recliner, 5.25" total suspension travel, shock absorber. Available in cloth or molded vinyl. | 0 |
| Peterbilt Passenger Seat | 0 |
| Seat Belt Color Orange IPO Standard Black | 0 |
| Air Ride Driver | 43 |
| Mid Back Driver | 0 |
| Fabric Driver | 0 |
| Non-Air Ride Passenger | 0 |
| Low Back Passenger | 0 |
| Vinyl Passenger | 0 |
| Gray Interior Color Includes ABS gray headliner & rear cab panel, gray vinyl engine tunnel cover. For LH, RH, and dual steer dual seated power windows are standard on both doors. For dual steer RH stand-up the LH window is power and the RH window is a manual sliding window. | 0 |
| Adjustable Steering Column - Tilt/Telescope | 0 |
| Steering Wheel with Peterbilt Logo Steering Wheel with embossed Peterbilt logo over horn button. | 0 |
| Rear Window Back of Cab Standard Tint 18.5in X 54in | 0 |
| Two Piece Flat Windshield | 0 |
| Combo Fresh Air Heater/Air Conditioner With radiator mounted condenser, dedicated side window defrosters, Bi-Level Heater/Defroster Controls, 54,500 BTU/HR, and silicone heater hoses. | 0 |
| Mirrors SSTL Each Side Heated and Motorized with Switch on Door. Right Click on option to See Picture in Product Portfolio. | -7 |
| (2) Convex 8 Inch SS Mirrors Center mounted under mirror bracket. If rear view mirrors are heated, the convex mirrors will be heated. Option includes dual door stops. | 2 |
| (1) Air Horn 15in Painted Mounted under cab. | 0 |
| ConcertClass w/CD, Bluetooth Phone and Audio Includes AM/FM, WB, USB and MP3. | 10 |
| Midlevel Speaker Package For Cab (4) Speakers | 6 |
| Radio Mute when Allison Transmission in reverse | 0 |

**Unpublished options may require review/approval.
Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.**

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|-----------------|-----------------------|-----------------|-----------------|-----------|
| Printed: | 12/18/2018 2:35:26 PM | Complete | Model Number: | Model 520 |
| Effective Date: | Jul 1, 2018 | | Quote/DTPO/CO: | Q03504107 |
| Prepared by: | Administrator | | Version Number: | 37.11 |



| Description | Weight |
|---|--------|
| SmartLINQ Remote Diagnostics SmartLINQ is Peterbilt's proprietary remote diagnostics service which monitors the engine and aftertreatment for diagnostic codes providing real-time code analysis maximizing vehicle uptime and strengthening the fleets partnership with their dealer. SmartLINQ provides fault coverage for over 800 codes, a customizable email notification for 116 codes plus a web portal to manage your entire fleet included at no additional charge. SmartLINQ is compatible with any telematics system and doesn't require a specific fleet management system. For those whose customers utilize PeopleNet, the pre-wire with remote diagnostics will provide a more integrated solution utilizing the existing SmartLINQ modem. For those whose customers utilize other fleet services products, the existing pre-wire option for the other fleet service devices will continue to be available.. SmartLINQ is standard with MX-13 engines and available on the models 587,579,567,389,367 and 365. | 0 |
| Pre-Wire Cab 3rd Eye Vision System | 0 |
| Pre-wire Chassis for 3rd Eye Vision System | 0 |
| Cab Tilt Pump Air Assist | 0 |
| Front Cab Guard, Painted Black | 15 |
| Rain Gutters Over Driver and Passenger Doors | 8 |
| Peterbilt Pantograph Windshield Wipers With intermittent feature. | 0 |
| Triangle Reflector Kit Shipped Loose | 13 |
| Ecco DS-1500 Reverse Motion Sensor Use with backup alarm. | 0 |
| Backup Alarm (87-112 Decibels) Variable adjusting. | 6 |
| Engine Oil Temperature Gauge Located in Driver Information Display | 0 |
| Main Transmission Oil Temperature Gauge Located in Driver Information Display | 0 |
| Air Restriction Indicator Mounted on air cleaner,intake piping, or firewall. | 0 |
| Warning Light Battery Disconnect, Switch Engaged (Marker light) external mounted. | 0 |
| Indicator Light For F/O PTO Controls Located in Driver Information Display | 0 |
| Headlights Single Rectangular LED | 0 |
| (5) Light Guards On Marker Lights | 2 |
| (5) LED Clearance With (2) LED Marker Lights Includes (5) lights mounted on roof of cab and (1) cab side marker light mounted in front of each cab door. | 0 |
| Daytime Running Lights Required on all Canadian vehicles | 0 |

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| | Description | Weight |
|--|--|--------|
| | Brake Lights Activated by Park Brake Requires Option 7726010 | 0 |
| Paint | Standard Paint Color Selection | 0 |
| | (1) Color Axalta Two Stage - Cab/Hood Base Coat/Clear Coat N85020 A - L0006EY WHITE N85500 CAB ROOF L0006EY WHITE N85200 FRAME L0001EA BLACK N85700 BUMPER L0001EA BLACK | 0 |
| Options Not Subject To Discount | Peterbilt Class 8 Standard Coverage 1 year/100,000 Miles (160,000 km) | 0 |
| | Chassis to Receive Extended Warranty 1 Year Base Vehicle Towing - US. No Additional Extended Warranty is Required. | 0 |
| Miscellaneous | 2017 EPA Emissions Engine Warranty Only | 0 |
| Total Weight | | 19861 |

Prices and Specifications Subject to Change Without Notice.

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WE NEVER STOP WORKING FOR YOU

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Half/Pack

Commercial High Compaction Front Loader



Environmental Solutions Group

A DOVER COMPANY

Choose the industry leader in durability, productivity and lowest total cost of ownership.

www.Heil.com

Heil® Half/Pack®

The most popular commercial frontloader for over 50 years... For more than one reason.

The Half/Pack® has consistently delivered proven performance in some of the most demanding environments imaginable, earning a loyal following of users who rely on its unmatched dependability and appreciate its and appreciate its lowest total cost of ownership.

Heil® continues to set the standard for front loaders with the evolution of innovative new features that enhance functionality. Our patented Shur-Lock tailgate locks, double-walled and lapped hopper sides, and an industry-leading interlaced ladder subfloor foundation mean that your Half/Pack® is built for a long, reliable lifespan.

But Heil® is not simply known for engineering and manufacturing outstanding equipment. We back all Heil® units with a worldwide network of knowledgeable dealers and service centers, as well as the industry's first dedicated manufacturer-based training facility and mobile training centers, to help you keep your equipment operating at its peak. Add to that Heil's century-old heritage of commitment to customer satisfaction, and you can feel certain that when you choose a Half/Pack®, you are getting the most productive, durable, safe, and easy-to-maintain front loader available.



Delivering The Lowest Total Cost of Collection (TCC)

Lowest Total Cost of Collection (TCC)

The ultra-efficient Half/Pack® provides unbeatable productivity to lower your TCC.

Can add up to:

\$97,420 Savings

Over the lifetime of the truck

2018 Improvements

Reduced proximity switches and grease locations, which result in less maintenance costs.

Can add up to:

\$10,330 Savings

Over the lifetime of the truck

Semi-Autonomous Controls

Newly updated controls reduce maintenance & training costs, all while increasing productivity.

Can add up to:

\$48,140 Savings

Over the lifetime of the truck

Lightning Cylinder Package

Decreased cycle time increases productivity.

Can add up to:

\$8,600 Savings

Over the lifetime of the truck

CNRg™ CNG Tailgate

Removable valve cover plates allow for quick and easy access, which reduces maintenance costs.

Can add up to:

\$20,600 Savings

Over the lifetime of the truck

Zinc Plated Hydraulic Tubes

Reduces maintenance and downtime costs.

Can add up to:

\$9,750 Savings

Over the lifetime of the truck

Infinitely Customizable Configurations To Maximize YOUR Route Productivity



Available in 20 yard body configuration



Available with Odyssey® Controls



Available with Curotto® commercial grabbers



Available with 5-axle configuration

Half/Pack® Standard Features

- + **SOLID FOUNDATION** - The interlaced subframe provides exceptional strength and durability, which means your Half/Pack® will enjoy a long lifespan and excellent resale value.
- + **LESS TIME IN THE SHOP** - When you're stuck in the shop, you're not making money. The Half/Pack® features our Service Smart design, which simplifies routine maintenance and helps keep you away from the shop and out servicing your customers.
- + **ON-BOARD DIAGNOSTIC TOOLS** - Quickly and easily diagnose problems away from outside hazards and weather. On-board diagnostic tools make troubleshooting a breeze.
- + **STREETWISE HYDRAULICS** - Our exclusive "clean front head" relocates the hydraulic body valve from the front head to under the side of the body. This design reduces the influence of engine heat on the hydraulic components, as well as improving access to the valve bodies. This also means improved safety and reliability, all while reducing downtime.
- + **ZINC-PLATED HYDRAULIC TUBES** - Use of zinc-plated hydraulic tubes reduces hydraulic leak-causing corrosion, lessening the frequency with which components need to be replaced over the life of the body. This reduces maintenance and downtime costs.
- + **RELIABLE SENSOR TECHNOLOGY** - The use of tamper-proof in-cylinder and arc sensors seamlessly gauge component locations for effortless control. This eliminates proximity switches that previously required frequent adjustment and maintenance, resulting in less downtime and maintenance costs.
- + **SHUR-LOCK TAILGATE LOCKS** - Heil's in-cab operated tailgate locking system not only keeps payloads secure but also enables the operator to unlock and open the tailgate and discharge the payload from the safety of the cab. In-cab, on display notifications confirm when the tailgate is sealed.

- + **UPDATED INTEGRATED DISPLAY** - Standard 7" Insight display provides real-time feedback, as well as, optimal operator control. Operator can look to one place for all of the information they need on the body. Also, the Insight display offers maintenance personnel advanced troubleshooting features. Optional 12" In-cab display is available. 3rd Eye® Camera feeds are also integrated into the display, thus eliminating the need for a separate camera monitor and freeing up line of sight and cab space.
- + **ILLUMINATED PUSH BUTTON CONTROLS** - Easy to read and understand touch button body, packer, pump and lighting controls with indicator lights come standard.
- + **HYDRAULIC TUBE COVERS** - Protect tubes and hoses from damage, resulting in less maintenance.
- + **DOUBLE-WALLED HOPPER** - High tensile strength steel withstands the exceptional forces of the compaction cycle and ensures maximum payloads. Our exclusive double-wall hopper reduces corrosion, which increases long-term durability.
- + **RAISED PACKER TRACKS** - Elevated packer and eject tracks keeps them from operating in abrasive debris or corrosive leachate. Comes standard with Heavy Duty wear strips.
- + **INCREASED MANEUVERABILITY** - The Half/Pack® now comes with a 20 cubic yard option, increasing the maneuverability of the vehicle due to the shorter wheel base. This also allows for FET exemption. Check with your tax adviser for additional information.



Shown with optional 12" Insight display

Half/Pack® Optional Features



OPTIONAL ODYSSEY® CONTROL FEATURES

Optional Odyssey® Controls feature a refined hydraulic and electronic control system for maximum efficiency, reliability and precise control. This results in increased productivity, reduced downtime, and lower operating costs.



OPTIONAL SEMI AUTONOMOUS CONTROLS

Single button operation eliminates multi-control movement, reducing driver input by 82%. Greatly reduces training time & increases new driver productivity. Eliminates accidental unit/cab damage, reducing maintenance costs. Only available with optional Odyssey® Controls option.



OPTIONAL 3RD EYE® DIGITAL PACKAGE

Digital package allows you the ability to connect for service verification, body/chassis data, fuel tax reporting, and route management. Includes factory installed 3rd Eye® Cam, Radar System, and the ability to connect up to 5 cameras.



OPTIONAL CNRG™ TAILGATE

The lower profile, fully integrated CNRG™ tailgate fuel delivery system will revolutionize the way you use CNG garbage trucks.



OPTIONAL LIGHTNING CYLINDER PACKAGE

Saves 4 seconds in dump cycle time. Only available with optional Odyssey® Controls option.

Half/Pack®

Optional Body Packages



Half/Pack® Sierra

A Mid-Weight Package with Heavy-Duty Performance. Get proven heavy-duty performance in a mid-weight package, specifically designed for areas with weight restrictions.

- + **LIGHTWEIGHT DURABILITY** - The Half/Pack® Sierra weighs just 17,050 lbs. vs. 19,300 lbs. for the same size standard Half/Pack®, a weight reduction of 13%, meaning more than 10 tons of extra payload.
- + **FAST AND RELIABLE** - Fast packer and arm cycle times, plus up to a 10-ton payload capacity means that you can collect more quickly, without being overweight.
- + **INCLUDES THE FOLLOWING STANDARD HALF/PACK FEATURES** - Streetwise Hydraulics, Double-Walled Hopper, Shur-Lock Tailgate Locks, and Raised Packer Tracks.



Half/Pack® Freedom

The Lightest Available Package with Heavy-Duty Performance - Get proven heavy-duty performance in a lighter package, specifically designed for areas with stringent weight restrictions.

- + **LOWEST OVERALL WEIGHT** - The Half/Pack® Freedom weighs only 15,600 pounds, which is 21% lighter than a standard Half/Pack®, meaning almost 2 extra tons of payload.
- + **LARGEST LEGAL PAYLOAD** - The Half/Pack® Freedom can carry 10-11 tons of legal payload in its 28 cubic yard body - the largest legal payload in the industry. HOPS Scale System - HOPS (Heil's Optimal Payload System) technology ensures legal payloads and protects the unit from being overloaded. HOPS accomplishes this by notifying the driver when the truck is nearing its weight limit. Once the unit has reached its allowable weight limit, HOPS shuts down the vehicle's ability to collect trash in excess of the prescribed weight limit.
- + **INCLUDES THE FOLLOWING STANDARD HALF/PACK FEATURES** - HD Packer Rails, Streetwise Hydraulics and Shur-Lock Tailgate Locks.

State-of-the-art Design & Materials Maximize Payload Without Sacrificing Quality or Durability.

For waste hauling customers who demand larger legal payloads without jeopardizing durability and dependability, Heil® offers the Half/Pack® Sierra and Half/Pack® Freedom front load refuse bodies. These optional body configurations are ideal for waste haulers in areas where weight requirements are more stringent, and want to transport the largest legal payload without the worry of incurring overweight citations.



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Commercial High Compaction Front Loader



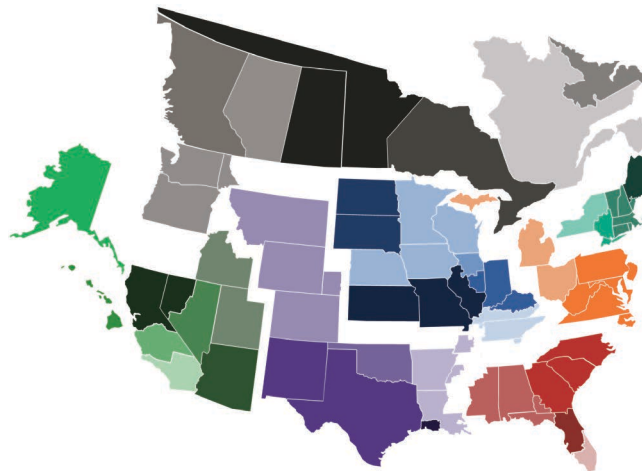
EXPEDITE THE PURCHASE OF YOUR HEIL® UNIT THROUGH SOURCEWELL

Sourcewell Cooperative Purchasing Program has awarded Heil a nationally bid contract for "Solid Waste and Recycling Collection Equipment with Related Equipment, Accessories, and Supplies." Through the Heil contract, Sourcewell Members can purchase any of Heil's line of refuse and recycling equipment, including front-loading, side-loading, and rear-loading refuse collection vehicles, without having to create an RFP and send the project through a time-constraining duplicate bid process. By using the existing nationally bid contract, members can receive the products they need more quickly and cost effectively. Best of all, Sourcewell membership is free! Qualified agencies can join online via the Sourcewell purchasing website at www.sourcewell-mn.gov. To find out more about purchasing Heil equipment via the Sourcewell contract, please contact your local Heil Dealer at www.heil.com/dealers.



TRUST HEIL® CERTIFIED OEM PARTS

Heil Certified OEM parts are the most reliable replacement parts for Heil refuse collection vehicles. They're made following the exact specifications and production processes on the same assembly lines as the parts originally installed on the bodies. This means that they fit perfectly every time. Heil uses only the highest-quality materials for parts that last - minimizing costly downtime. For more information on parts, contact your Heil dealer. Visit: www.heil.com/dealers to find the dealer nearest you.



RELY ON EXPERIENCED LOCAL SUPPORT

When you buy from Heil, you gain the after market support of the industry's strongest network of dealers in North America. We stand behind our dealers, so you get the product support you need for the life of your products. Our dealers are also trained to help you find the best product for your particular route needs. To find the Heil dealer nearest you, visit: www.heil.com/dealers.



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COUNT ON THE LOWEST TCC

Helping you save money is our passion, and we apply tremendous resources to advance our product and service offerings to improve the profitability of your business and provide the lowest Total Cost of Collection and the maximum return on your investment. You can be confident that choosing Heil equipment brings a long-term partnership with the industry leader.



CONFIGURATION ASSISTANCE

Chassis layout drawings are available through your local Heil dealer. To find your dealer, visit www.heil.com/dealers.



INDUSTRY-LEADING TRAINING

Heil has completely revamped their training programs with the addition of both the Service Shack™ and their four-tiered Nextelligence™ Connected-Tech Training Program. Now, Heil customers can visit the Service Shack on the Heil website to learn the latest techniques and view helpful service and training videos any time, as well as sign up for Connected-Tech courses to better train technicians on Heil Refuse Products. Ensure your shops are servicing your Heil products correctly; check out Heil's training offerings at www.heil.com/nextelligence.



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